NDSU | SCHOOL OF NURSING

Pre-Licensure Nursing Handbook 2016-2017

August 2016

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INTRODUCTION

Welcome to the College of Health Professions. We are excited that you are a student in our professional program and I want to provide for you some information that I hope will be of assistance to you during your academic journey with us.

A very important person during your time with us is your advisor. This individual is available to assist you in planning your program of studies and answer questions about future career options. I urge you to meet regularly with your advisor especially if you have any questions, concerns or need help with any academic, College, or campus issues. Faculty and staff are prepared to work with you on an individual basis and help guide you through your journey with us. Additional career information can also be found in our Administrative Office, Sudro 123, and by attending our Annual Career Fair in September at the Fargodome.

The professional curriculum is designed to challenge you and to teach you to become an independent learner. Therefore, students are expected to take a very active role in their education and take responsibility for their own learning. Student active learning is a major emphasis of our program. You will be asked to apply your knowledge, dig for the answers to questions, communicate both verbally and in writing, critically think and problem-solve through case discussions, and participate in numerous experiential activities. I encourage you to ask questions in class and to learn by understanding and applying the material presented rather than by simply memorizing factual information. The goal of our curriculum is for you to achieve the necessary life-long learning skills which will become important to you in your future career as a health professional to be able to “keep up” with the plethora of new information associated with our rapidly changing health care system. Your ultimate success will be determined by the amount of effort you are willing to put into your academic studies. So work hard and give your best effort in all that you do. If you give us your best, you will receive the best in your educational experience with us.

We desire to provide a positive learning environment for all students here within the College and we strive to continually improve our program. Students are a very important part of this process and we actively solicit your input and active participation through various formats. Students are elected from each class to serve on the Dean’s Student Liaison Committee. This committee meets with the Associate Dean for Student Affairs & Faculty Development throughout the year to bring student concerns to the attention of the administration. In addition, the College holds a Deans’ Open Forum each semester to allow students an opportunity to interact directly with the Dean (and his administrative leadership team) on matters of interest and concern to students. And I also want you to know that my door is always open to you, so please don’t hesitate to stop by my office if you need my assistance for anything. We encourage you to use these sources as well as visits with faculty, or any of the members of the staff in our Administrative Office whenever you have issues that need to be brought to our attention. In addition, I encourage you to become actively involved with your profession by joining one of our student professional organizations. This is a great way to learn about what’s going on within your profession and begin contributing to the advancement of your future professional career and practice.

This “Handbook” is devoted to academic information to help enhance student success within our program. We hope you find it helpful to you. I wish you much success in your educational pursuits with us and in your later professional practice.

Best wishes to you for a successful year!

Charles D. Peterson, Pharm.D.
Dean, NDSU College of Health Professions

College of Health Professions
www.ndsu.edu/pharmacy

Please note that additional policies and procedures not contained in this document apply to students in the college. Those policies and procedures are contained in the College Policy manual (www.ndsu.edu/pharmacy/college_information/policy_manual).

DEGREES

The College of Health Professions offers the following degrees:

1. Nursing: BSN, DNP
2. Pharmacy: Pharm.D.
3. Graduate Study in Pharmaceutical Sciences: M.S., Ph.D.
4. MPH
5. Pharm.D/MBA: In conjunction with NDSU College of Business. (Students must be admitted to the Pharm.D. program first to be considered for this option.)
6. Pharm.D./Ph.D.: In conjunction with the Department of Pharmaceutical Sciences
7. Allied Sciences: Medical Laboratory Science, Radiologic Sciences, Respiratory Care: BS

BACKGROUND CHECK

North Dakota State University is committed to providing an atmosphere that encourages learning, the exchange of ideas and interacting with one another in a safe environment. NDSU (and the College of Health Professions) reserve the right to refuse admission or re-enrollment or to place conditions on admission or re-enrollment of applicants and former students, or in certain instances, suspend or terminate the enrollment of students, who NDSU and/or the College of Health Professions determine represent a safety risk to NDSU or the College students, employees, property, or affiliated teaching sites and their employees and patients.

The North Dakota University System (NDUS) Policy 511 requires criminal background checks and FBI checks for students in certain majors (see also NDSU Policy 607).

The College of Health Professions at NDSU utilizes criminal background checks as well as FBI checks on students enrolled in our majors to help the College identify individuals who may be a risk to our people, property, and programs. Students who do not comply with the background checks, release of information, and the required deadlines for procuring background checks will be prevented from registering for and/or attending classes.

HEALTH INSURANCE

Students in the College of Health Professions are required to have adequate health insurance coverage, in case they require health care or hospitalization while they are enrolled.

The College does not provide health insurance for students, at any time while enrolled. Students are not covered by worker's compensation through NDSU or clinical agencies. We hope you find the following links helpful in procuring health insurance: http://www.hthstudents.com.

The insurance company and policy number will be provided by the student to the assistant in the department in which the student is enrolled before any experience in the clinical areas. Insurance may be obtained through the University or a company selected by the applicant.

HEALTH VACCINES/EXPOSURE TO BIOHAZARD

During portions of the training program for Pharm.D students, the clinical experience of the Baccalaureate Nursing program, and Allied Sciences' internships, a student may be exposed to blood and body fluids of patients. Along with this exposure is the risk of Hepatitis B infection. Documentation of the completed Hepatitis B vaccination series or a signed waiver is required prior to participation in experiential education. The full vaccination against Hepatitis B requires a six-month series of three shots. You can obtain the Hepatitis B vaccine from your healthcare provider, or from the NDSU Student Wellness Center. If you choose to get your immunizations at the Student Wellness Center, appointments are required.

PRE-NURSING MAJORS

The faculty reserves the right to change rules and regulations including those relating to admission, instruction and graduation. Such changes may apply to prospective students, as well as students already enrolled. Changes will be shared with students in a timely manner. However, it is the responsibility of the student to periodically contact their advisor, the program's website, or the School of Nursing Office to obtain current policies.

SCHOLARSHIPS AND AWARDS

The College of Health Professions has a limited number of scholarships and awards available for assistance to students. Applications for scholarships and awards are available February 1, of each calendar year, on the college web page (www.ndsu.edu/pharmacy). Deadline for receiving the application in our office is the Friday before Spring Semester Break.

NOTE: Specific information related to criteria for selection of scholarship recipients is available in the Office of Advancement in Sudro Hall 120.

STUDENT COMPLAINT POLICY 3.28

The NDSU College of Health Professions takes student complaints very seriously. Our goal is to ensure that students have access to transparent, due process in a manner that leads to an appropriate resolution of the complaint. To that end, a copy of the NDSU College of Health Professions policy relating to this issue is available on its website at www.ndsu.edu/pharmacy. Students who have difficulty accessing this webpage may also obtain a copy of the complaint policy in the Dean's Office (Sudro Hall 123). A discussion of this policy shall take place annually during the orientation process for first professional year students.

Each student complaint will be appropriately documented and investigated. A chronological record of each complaint, including the nature of the complaint, written records of the complaint procedure and the final outcomes of the resolution process shall be maintained in the Office of the Dean of the School of Pharmacy.

Student complaints generally fall within two major categories: complaints about unfair grading and all other, non-grade-related complaints. Student complaints about grades are generally handled at the level of the University, since grades are usually administered through the NDSU Office of Registration and Records. Other student complaints remain under the purview of the individual colleges within NDSU.

Student Complaints Regarding Grades

University Grade Appeal Policy

NDSU has an established policy regarding complaints about grading, otherwise known as "grade appeals". The full grade appeal policy (section 337), which includes hearing procedures, is available at www.ndsu.edu/policy/337.htm. While students actively considering a grade appeal are referred to the aforementioned website for the specific details of the policy, a summary of the policy is outlined below.

With the exception of Incomplete grades, a course grade is considered final unless an appropriate appeal is filed by the student. For the student who has reason to believe the grade issued is incorrect, the student must initiate a request for a change of a grade with the instructor within fifteen (15) instructional days of the first day of the semester immediately following the semester in which the grade was awarded. For Spring Semester courses, the request may be made within fifteen (15) instructional days of the start of Fall Semester, if the student is not enrolled for a Summer term.

A grade appeal is deemed formally initiated when the student presents the Grade Appeal Form to the instructor. If there is an unsatisfactory decision, the student must consult the department head, and the dean or a designated college committee, proceeding from one level to the next only after an unsatisfactory decision of the conflict at that level. In the event that the instructor is also the department head or dean, he or she need only be consulted in the capacity of instructor. In the event of an unsatisfactory decision within the college, the student may submit the formal written appeal to the Grade Appeals Board Chair. Such an appeal shall be made within fifteen (15) instructional days after conclusion of the college proceedings as stated above. The full Grade Appeals policy (section 337), which includes hearing procedures, is available at www.ndsu.edu/policy/337.htm. Grade changes only may be considered for students who have not yet earned a degree for which the course in question was applied.

Non-Grade Student Complaints

Students who have a non-grade-related complaint can seek resolution of that complaint through the following procedures. It is important to note that these procedures represent the sole avenue for student complaints regarding non-grade-related ACPE standards, policies and procedures.

1. The student(s) or, in cases where student anonymity is required, their advocate (also known as the "plaintiff(s)") will file a formal written complaint (delivered through the postal service or NDSU email) to the Dean's Office in the NDSU College of Health Professions.
2. The written complaint must include a description of the policy or procedure in question. It must also summarize the argument of the plaintiff (including the grounds for the appeal or complaint) and provide a reasonable amount of evidence supporting the claim.
3. Upon receipt of the written complaint, the complaint will be assigned to either the Senior Associate Dean for Academic Affairs if the complaint is primarily academic in nature, or the Associate Dean for Student Affairs if the complaint is primarily non-academic. The plaintiff(s) will receive email notification (via

NDSU email) within forty-eight hours of the receipt of the complaint concerning the identity of the Associate Dean handling the complaint.

4. The Senior Associate Dean for Academic (or, if a non-academic issue, Associate Dean for Student) Affairs shall convene a meeting of College Academic (or, if a non-academic issue, Student) Affairs Committee to review the complaint. Because the procedures for both Associate Deans and Committees are similar in procedure, they will henceforth be referred to generically as "Associate Dean" and "Committee", respectively. The Committee meeting shall occur within thirty days from the time that the Associate Dean receives the written complaint.
5. Once the Committee has met, the Associate Dean shall prepare and submit a formal, written reply to the student(s) based on the recommendation of Committee. The reply shall include an evaluation of the complaint, a description of any violations, and a proposal for any necessary corrective action. The reply will be sent through official NDSU delivery methods (i.e., the postal service, campus mail and/or the NDSU email system) within fifteen business days from the time that the Committee makes a decision.
6. Decisions of the Committee that demonstrate arbitrary and capricious treatment, or that are fundamentally inappropriate in the eyes of the plaintiff(s) may be appealed to the Dean of NDSU College of Health Professions. In such cases, the student(s) file an appeal using steps one through three outlined above, except the written complain would be addressed directly to the Dean. The written complaint would also identify and provide evidence indicating that the Associate Dean and/or the Committee acted in an arbitrary, capricious or otherwise inappropriate manner.
7. If unsatisfactory resolution occurs after the appeal to the Dean, a final appeal may be made to the Provost and Vice President for Academic Affairs. Once again, the student(s) must file an appeal using steps one through three outlined above, except the written complaint would be addressed directly to the Provost, rather than the Dean, and would provide evidence substantiating the claim of unfair treatment at prior procedural levels.

DIFFERENTIAL TUITION

Students enrolled in the professional nursing program in the college are assessed a differential tuition fee. Funds from this fee provide financial resources to sustain the quality of the programs provided to students.

TERMINATION FROM THE COLLEGE POLICY 3.03

The faculty of the College of Health Professions reserve the right to terminate the registration of any student at any time, if, in the opinion of the faculty, the student demonstrates that he or she is unsuited for a professional career and its inherent responsibilities and obligations. Circumstances which may lead to student termination will include, but not be limited to, violation of state or federal statutes or regulations concerning drugs or controlled substances.

North Dakota State University does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, Vietnam Era Veterans status, sexual orientation, marital status, or public assistance status. Direct inquiries to the Office of the Vice President for Equity, Diversity and Global Outreach 205 Old Main, 701-231-7708.

Disclaimer: The State Board of Higher Education requires that the following announcement be published in all catalogs and bulletins of information issued by the State Educational Institutions of North Dakota: Catalogs and bulletins of educational institutions are usually prepared by faculty committees or administrative officers for the purpose of furnishing prospective students and other interested persons with information about the institutions that issue the same. Announcements contained in such printed materials are subject to change without notice, and may not be regarded in the nature of binding obligations on the institutions and the State. In time of changing conditions, it is especially necessary to have this definitely understood. The electronic copy of the Nursing Handbook, available as a link from our home page, will serve as the most up-to-date version for a given academic year. Upon changes to the Handbook, an electronic notification of change will be sent to the students.

Reservation of Rights: Every effort has been made to provide accurate and current information, however, the right is reserved to change any of the rules and regulations of the university, college and/or department at any time, including those relating to admission, instruction, and graduation. The right to withdraw curricula and specific courses, change or discontinue programs, alter course content, change the calendar, and to impose or increase fees similarly is reserved. In some cases, requirements for programs and prerequisites for courses offered are effective even if they are not listed in this Handbook. All such changes are effective at such times as the proper authorities determine, and may apply not only to prospective students but also to those who already are enrolled in the university.

SCHOOL OF NURSING
POLICIES AND INFORMATION

North Dakota State University offers a four-year program leading to the Bachelor of Science in Nursing (BSN). The curriculum of the nursing program is designed to develop knowledge and skills necessary for professional nursing practice. The nursing major is delivered during the sophomore, junior, and senior years enabling the student to build upon a foundation of liberal arts and natural sciences. The curriculum prepares professional nurses who will anticipate and respond to changes affecting the health needs of individuals, groups, and communities.

The nursing major is community focused and addresses the nursing needs of individuals, families and groups throughout the life span. The curriculum emphasizes the assessment and promotion of health, and the treatment of health problems in a variety of settings. Students have clinical experience in community and institutional settings. Some courses focus on the individual as a client with specific health needs in a family system, whereas other courses view the community as client.

The pre-nursing program (first two semesters) is open to all high school graduates and college transfer students who wish to pursue a major in nursing. To enter the pre-nursing program the student must qualify for and obtain admission to the University. Applications to NDSU may be obtained from the University Admissions Office or on-line at http://www.ndsu.edu/nursing/baccalaureate_degree/pre_licensure_track/.

Tuition, fees, housing and other expenses are explained in the NDSU *Bulletin*. The Bulletin is available at http://www.bulletin.ndsu.edu.

Essential Qualifications of Candidates for Undergraduate Admission and Progression

Nursing education entails an assimilation of knowledge, clinical skill, and critical thinking relying on acquired judgment. These abilities are developed through the variety of didactic and practice opportunities throughout the nursing curriculum.

During their course of study, students interact closely with peers, clients, families, community agency personnel, faculty, and other health professionals. They engage in a variety of activities which involve a unique combination of cognitive, psychomotor, cultural, technical, and social abilities.

In order to complete this rigorous course of study and to practice effectively as a nurse, one must demonstrate competence in many areas. Therefore, certain essential abilities are necessary for admission to the undergraduate nursing program. A candidate must be able to perform all essential functions of the student nurse either with or without accommodation.

Nursing Program History

The history of nursing education in Fargo dates back to the early 20th century when St. John's Hospital and St. Luke's Hospital each established a diploma school of nursing. The School of Nursing at St. John's closed and North Dakota State University (NDSU) began an associate degree nursing program in 1969. In 1986, NDSU and Concordia College (CC) began a collaborative baccalaureate nursing program. St. Luke's Hospital School of Nursing and the associate degree program at NDSU were discontinued. The collaborative program was the Tri- College University Nursing Consortium (TCU). Students took nursing courses on the CC campus and on the NDSU campus. In 1994 nursing faculty who had been employed by TCU became employees of either CC or NDSU but continued to teach on either or both campuses irrespective of faculty appointment.

In 2001 Minnesota State University Moorhead (MSUM), which operated a baccalaureate program for registered nurses, joined the nursing consortium and a collaborative master's degree program in nursing was initiated. In 2005, the three undergraduate programs disassociated from the consortium and became independent of one another. NDSU initiated a doctor of nursing practice program in 2005. In 2007 graduate programs at the three institutions became independent of one another. Nursing programs in the area cooperate with one another in utilization of clinical sites, in addressing regional needs and through the sharing of teaching/learning resources.

In June, 2014, NDSU acquired the Sanford College of Nursing (SCON) located in Bismarck, ND. SCON has been a well-respected, successful, free standing nursing program affiliated with the Bismarck hospital for over 100 years. The Bismarck program became known as *NDSU Nursing at Sanford Health*. Fall semester, 2014 the pre-licensure BSN program on the Fargo campus expanded from admitting students each fall semester to admitting students each semester.

Mission

The mission of the North Dakota State University (NDSU) School of Nursing (SON) is to provide baccalaureate and graduate nursing education, to advance knowledge of the discipline and demonstrate leadership in meeting the healthcare needs of a diverse society.

Vision

The vision of the SON is to be a recognized leader in positively impacting the health of a diverse global society through professional preparation and interprofessional collaboration and advanced nursing education, advancing nursing knowledge, and responsiveness to societal needs.

Program Outcomes

Clinical Competence

- Utilize the nursing process to provide nursing care for healthy, unhealthy, or potentially unhealthy human responses of individuals, families, groups, or communities.
- Evaluate and utilize research findings, series, and clinical practice guidelines in the performance of evidence-based nursing practice.

Critical Thinking

- Synthesize theoretical and empirical knowledge from the nursing, behavioral, social and natural sciences, and the arts and humanities to provide professional nursing care at an entry level of practice.
- Employ critical thinking for decision-making in clinical practice.

Communication

- Collaborate with the healthcare team as well as individuals, families, groups, and communities to provide patient centered care that promotes wellness, accelerates healing, and prevents disease in all stages of life.
- Model effective, interactive communication on the interprofessional team.
- Use information and healthcare technologies to plan and provide patient centered care.

Professional Values

- Demonstrates responsibility and accountability for ongoing professional development.
- Provides culturally sensitive patient care.
- Advocate for patient rights through incorporation of professional values, ethical principles, and legal principles.

Leadership

- Manage nursing activities, utilize leadership skills in the delivery of comprehensive, evidence-based, patient centered care with respect for humanity and uniqueness of others.
- Participate in the quality improvement of care to enhance safe, quality, and cost-effective healthcare.
- Demonstrate knowledge of nurse's role in shaping healthcare policy.

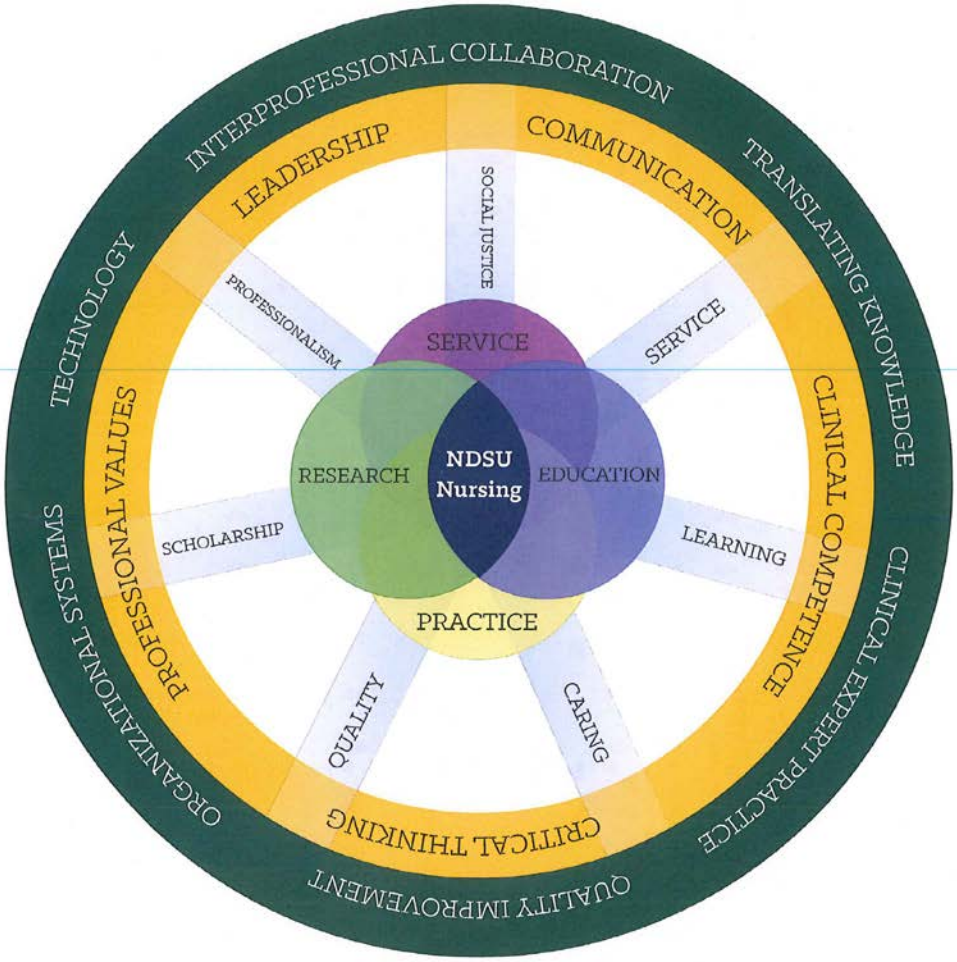
Beliefs and Core Values

Through commitment to the following Core Values, we promote excellence in nursing education, research, practice, and service:

Professionalism – We are committed to professionalism as foundational to nursing practice. Professional nursing encompasses integrity, respect, collegiality, autonomy, inter-professional collaboration, and ethical practice.
Caring – We are committed to caring for the needs of all people with sensitivity and compassion in a holistic manner. Caring is central to nursing practice.
Service – We are committed to the people of North Dakota by providing high quality nursing programs to promote the health of the state's citizens. We provide nursing expertise and service at the University, state, national, and international levels.
Scholarship -- We are committed to discovering and disseminating new knowledge and using nursing scholarship to practice evidence-based care. As a practice profession and an academic discipline, nursing is an art and science.
Social Justice – We are committed to promoting equity, fairness, and honoring the dignity and diversity of students, faculty, staff, and the people we serve.
Learning – We are committed to facilitating reflective, active, and life-long learning by providing engaging, dynamic, and innovative educational environments.

The School of Nursing fosters the achievement of outcomes necessary to develop dynamic nurse leaders who improve the health of all people. Undergraduate outcome categories are critical thinking, communication, professional values, clinical competence, and leadership. Graduate outcome categories are clinically expert practice, quality improvement, organizational systems, technology, interprofessional collaboration, and translational knowledge.

NURSING PARADIGM, CORE VALUES, AND QUALITY HEALTHCARE INDICATORS



NDSU | SCHOOL OF NURSING

QUALITY OF CARE INDICATORS
INSTITUTE OF MEDICINE
(2001)

Quality of care: the degree to which health services for individuals and populations increase the likelihood of desired health outcomes and are consistent with current professional knowledge.

Effective: services are based on scientific knowledge and provided to all who could benefit and services likely to be non-beneficial are not provided (avoiding overuse and underuse).

Efficient: waste, including waste of equipment, supplies, ideas, and energy is avoided.

Equitable: care provided does not vary in quality because of personal characteristics such as gender, ethnicity, geographic location, and socioeconomic status.

Patient centered: a partnership is established among practitioners, patients, and their families (when appropriate) to ensure that decisions respect patients= wants, needs, and preferences and that patients have the education and support they need to make decisions and participate in their own care.

Safe: patients are not injured by care that is intended to help them.

Timely: needed care is obtained and unnecessary delays in getting that care are minimized.

Evidence-based: decisions about care are based on conscientious, explicit, and judicious use of theory-derived, research-based information. Evidence-based health care requires the integration of individual clinical expertise with the best available external evidence from systematic research and the consideration of individual needs, values, circumstances, and preferences.

PROFESSIONAL NURSING GUIDELINES

The baccalaureate nursing program is developed, revised, and implemented in accordance with the particular values of the nursing faculty, the characteristics of North Dakota University's land grant traditions, the regulations of the North Dakota Board of Nursing, standards for professional nursing practice, and essentials of education for professional practice outlined by CCNE.

The outcomes of the baccalaureate program in nursing were derived from the mission, vision, and core values of the SON. Professional nursing standards and guidelines used in development of the curriculum and in formulation of school policies were *Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008*) (*http://www.aacn.nche.edu/education-resources/BaccEssentials08.pdf), *Quality and Safety Education in Nursing* (AACN, 2009) (http://qsen.org/competencies/pre-licensure-ksas/), and *Core Competencies for Interprofessional Collaborative Practice* (Interprofessional Education Collaborative/ IPEC, 2011) (http://www.aacn.nche.edu/education-resources/ipecreport.pdf). The curriculum follows state requirements of the North Dakota Board of Nursing.

The Essentials of Baccalaureate Education for Professional Nursing Practice[1]

Liberal Education for Baccalaureate Generalist Nursing Practice

- physical sciences
- life sciences
- mathematical sciences
- social sciences
- fine arts and performing arts
- humanities

Basic Organizational and Systems Leadership for Quality Care and Patient Safety

- leadership
- social change theories
- communication
- healthcare systems
- teamwork
- quality improvement
- operations research

Scholarship for Evidence-Based practice

- principles/models of evidence-based practice
- database search strategies
- levels of evidence
- analytic methods related to research questions
- basic applied statistics
- linkages among practice, evidence, outcomes and cost containment

Information Management and Application of Patient Care Technology

- use of patient care technologies
- computer skills
- information management
- electronic health records
- principles of nursing workload measurement/resources
- technological resources

Healthcare Policy, Finance, and Regulatory Environments

- policy development and legislative process
- licensure and regulation
- policy analysis and evaluation
- political activism and professional organizations
- economics of healthcare
- scope of practice and Nursing Practice Act
- risk management

Interprofessional Communication and Collaboration for Improving Patient Health Outcomes

- safety
- autonomy
- relationship building
- advocacy
- professional roles
- scopes of practice and perspectives of other health professions
- conflict management and negotiation

Clinical Prevention and Population Health

- determinants of health
- public health principles and functions
- health literacy
- environmental health risks
- preventive strategies
- cultural/psychological/spiritual implications of population health
- global health

Professionalism and Professional Values

- altruism
- autonomy
- human dignity
- integrity
- social justice
- professional identity formation/self-reflection
- history of nursing

Baccalaureate Generalist Nursing Practice

- genetic and geonomic aspects of health
- holistic, compassionate, patient-centered, evidence-based care
- effective patient/family communication
- nursing management of acute and chronic conditions across the lifespan
- client outcomes monitoring in all healthcare settings
- health, independence, and quality of life maximization
- emergency preparedness and disaster response

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[1] American Association of Colleges of Nursing (2012). The Essentials of Baccalaureate Education for Professional Nursing Practice. Washington, DC: Author.

Professional Nursing Standards [1]

Standards of Nursing Practice

Standard 1 Assessment
The registered nurse collects comprehensive data pertinent to the healthcare consumer's health and/or the situation.
Standard 2. Diagnosis
The registered nurse analyzes the assessment data to determine the diagnoses or issues.
Standard 3. Outcomes Identification
The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation
Standard 4. Planning
The registered nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.
Standard 5. Implementation
The registered nurse implements the identified plan, coordinates delivery of care and employs strategies to promote health and a safe environment
Standard 6. Evaluation
The registered nurse evaluates progress toward attainment of outcomes.

Standards of Professional Performance

Standard 7. Ethics
The registered nurse practices ethically.
Standard 2. Education
The registered nurse attains knowledge and competence that reflects current nursing practice.
Standard 9. Evidence-Based Practice and Research.
The registered nurse integrates evidence and research findings into practice.
Standard 10. Quality of Practice
The registered nurse contributes to quality nursing practice.
Standard 11. Communication
The registered nurse communicates effectively in all areas of practice.
Standard 12. Leadership
The registered nurse demonstrates leadership in the professional practice setting and the profession.
Standard 13. Collaboration
The registered nurse collaborates with healthcare consumer, family, and others in the conduct of nursing practice.
Standard 14. Professional Practice Evaluation
The registered nurse evaluates her or his own nursing practice in relation to professional practice standards and guidelines, relevant statues, rules, and regulations.
Standard 15. Resource Utilization
The registered nurse evaluates her or his own nursing practice in relation to professional practice standards and guidelines, relevant statues, rules, and regulations.
Standard 16. Resource Utilization
The registered nurse utilizes appropriate resources to plan and provide nursing services that are safe, effective, and financially responsible.
Standard 17. Environmental Health.
The registered nurse practices in an environmentally safe and healthy manner.

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[1] American Nurses Association. (2015) Nursing: Scope & Standards of Practice. 3rd ed. Washington, DC: Author

The Code of Ethics for Nurses [1]

The nurse practices with compassion and respect for the inherent dignity, worth and attributes of every person.

The nurse's primary commitment is to the patient, whether an individual, family, group, community or population.

The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

The nurse has authority, accountability and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimum care.

The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, reserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work settings and conditions of employment that are conducive to safe, quality health care.

The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

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[1] American Nurses Association, 2015

ADMISSION REQUIREMENTS AND PROCEDURES
Pre-Licensure Applicants

The nursing program is a four-year course of study leading to a baccalaureate degree with a major in nursing (B.S.N.). Upon successful completion of the program, the graduate will be eligible to make application to take the national examination for licensure as a registered nurse (R.N.).

The following courses must be completed prior to application to the nursing major: **The selective GPA is calculated on these courses**.

Comm. 110 - Fundamentals of Public Speaking
Engl. 120 - College Composition II
Psych 111 – Introduction to Psychology
Soc. 110 - Introduction to Sociology *or*
Anth. 111 - Introduction to Anthropology

Completion of 8 credits (with 11 of the 19 required credits preferred) in the science category:

Biol. 220, 220L - Human Anatomy and Physiology I and Lab
Biol. 221, 221L - Human Anatomy and Physiology II and Lab
Chem. 117, 117L - Chemistry Concepts and Applications and Lab
Chem. 260 - Elements of Biochemistry
Micro. 202, 202L - Introduction to Microbiology and Lab

No nursing or nursing support course (i.e., courses listed above) may be repeated more than once. The grade received during the student's second attempt will be used in evaluation for admission. The number of support courses which may be repeated **is limited to three**. All courses listed above plus Psych 250 (Developmental) and HNES Nutrition 250 must be completed prior to enrollment in Nursing 342.

NOTE: All nursing and pre-requisite courses must be completed with a "C" or better. The minimum cumulative GPA must be at least 2.75
Consult with your nursing faculty advisor for electives which may enhance your program of study and meet graduation requirements.

Admission Requirements:

Applicants should note that admission to the University does not grant admission to the professional nursing major. All students must apply and be accepted to the major before they may begin the sequence of professional nursing courses.

Application forms for admission to the professional nursing major are available in mid-March and beginning August and may be obtained on-line at http://www.ndsu.edu/nursing/baccalaureate_degree/pre_licensure_track/ Students may apply for admission into the professional nursing major upon satisfactory completion of the pre-requisite courses.

Applications are reviewed by the School of Nursing Admissions and Academic Progression Committee. The applicant should be aware that because the size of each entering class is limited, admission into the professional program is competitive.

In order to be eligible for admission to the nursing major, an applicant must:

1. Be accepted to NDSU
2. Be a pre-nursing student
3. Have a 2.75 (4.0 = A) cumulative GPA on a minimum of 27 semester hours
4. Have a 2.75 GPA in selected pre-requisite courses. (See sample curriculum on previous pages)
5. Submit all application materials including personal statement and fee.
6. Completion of Background Check

7. Students who have not attended North Dakota State University must submit directly to the School of Nursing transcripts from all colleges/ universities attended.

Admission Procedures:

1. **Application materials must be submitted by April 20 and September 20. The student is responsible for seeing that ALL application materials are submitted.** Applicants with materials missing will not be considered for admission.

2. Admission is determined by:
   a. GPA on selected prerequisite courses (see sample curriculum on previous pages). This GPA must be at least 2.75. Because of limitations on class size the typical student admitted to the nursing program has a selective GPA higher than 2.75.
   b. number of credits (up to 27) taken in the North Dakota University System (NDUS)
   c. references and recommendations
   d. personal statement
   e. criminal background check
   f. interview, if requested, by Admissions Committee

3. When maximum class size is met, the remaining applicants who are most qualified are placed on a waiting list. If vacancies occur, individuals on the alternate list will be notified in order of rank on the waiting list. This list becomes void after the first class day. If an applicant was admitted and did not enroll, the applicant must reapply to be considered for future re-admission.

4. Applicants will be notified by letter during July and October regarding their admission status.

Student Name:_____ NAID:_____

NDSU PRE-NURSING/NURSING CURRICULUM – Advisor Checklist (FALL START)

CUM GPA 2.75 – All required courses must be completed with a "C" or higher							
FIRST YEAR ** Selected core courses will be used for selective GPA for admission to professional program							
Course Fall	**Cr**	**Sem**	**GR**	**Course Spring**	**Cr**	**Sem**	**Gr**
~Engl 110: College Composition I	3			Comm 110 Fund of Public Speaking **	3		
Chem 117/117L: Chemical Concepts**	3/1			Micro 202/202L Intro to Microbiology **	2/1		
Soc 110 Intro to Sociology OR Anth 111 Intro to Anthropology**	3			Chem 260 Elements of Biochemistry **	4		
^Nurs 189	1			Psyc 111 Intro to Psych **	3		
Quantitative Reasoning	3			Engl 120: College Comp II **	3		
Total	**14**			**Total**	**16**		
SECOND YEAR							
Course Fall	**Cr**	**Sem**	**GR**	**Course Spring**	**Cr**	**Sem**	**Gr**
Biol 220/220L Human Anatomy & Phys I *	3/1			Biol 221/221L Human Anatomy & Phys II *	3/1		
Psyc 250 Developmental Psyc OR * HDFS 230 Life Span Development	3			HNES 250 Nutrition Science	3		
Nurs 210 Orientation to Research and Evidence-Based Practice	2			Nurs 251 Skills/Concepts for Nrsg Practice	2		
Nurs 250 Health Promotion	2			Nurs 252 Gerontology Nursing	2		
Elect – Cultural Diversity (D)	3			Nurs 360 Health Assessment	4		
Elective	2						
Total	**16**			**Total**	**15**		
THIRD YEAR							
Course Fall	**Cr**	**Sem**	**GR**	**Course Spring**	**Cr**	**Sem**	**Gr**
Nurs 341 Found of Clinical Nursing	3			CHP 400 Interprofessional Health Care Practice	3		
Nurs 342 Adult Health I	5			Nurs 352 Family Health I	5		
Pharm 300 Principles of Clinical Pharm	3			Nurs 362 Family Health II	4		
Upper Level English	3			Elect – Humanities & Fine Arts (A)	3		
				Elect – Global Perspective (G)	3		
Total	**14**			**Total**	**18**		
FOURTH YEAR							
Course Fall	**Cr**	**Sem**	**GR**	**Course Spring**	**Cr**	**Sem**	**Gr**
Nurs 460 Leadership, Management, and Career Development	3			Nurs 404 Adult Health III	4		
Nurs 402 Mental Health Nursing	4			Nurs 406 Community and Public Health Nursing	4		
Nurs 403 Adult Health Nursing II	5			Nurs 450 Synthesis/Practicum	4		
Nurs 410 Research and Redesign	2			Elect – Humanities & Fine Arts (A)	3		
Total	**14**			**Total**	**15**		

~First year students with a composite ACT score of ≥21 should register for ENGL 120 (unless transfer credit for ENGL 120 is received).

If ENGL 120 is completed with a grade of "C or better, three credits will be awarded for ENGL 110 with a passing grade of (P). For more details on NDSU English Placement process, go to www.ndsu.edu/cfwriters.

^Nurs 189 is required for students with fewer than 24 earned transfer credits. Students need **122** credits to graduate.

Student Name:_____ NAID:_____

NDSU PRE-NURSING/NURSING CURRICULUM-Advisor Checklist (SPRING START)

CUM GPA 2.75 – All required courses must be completed with a "C" or higher

FIRST YEAR ** Selected core courses will be used for selective GPA for admission to professional program

Course Fall	Cr	Sem	GR	Course Spring	Cr	Sem	Gr
~Engl 110: College Composition I	3			Comm 110 Fund of Public Speaking **	3		
Chem 117/117L: Chemical Concepts**	3/1			Micro 202/202L Intro to Microbiology **	2/1		
Soc 110 Intro to Sociology OR Anth 111 Intro to Anthropology**	3			Chem 260 Elements of Biochemistry **	4		
^Nurs 189	1			Psyc 111 Intro to Psych **	3		
Quantitative Reasoning	3			Engl 120: College Comp II **	3		
Total	**14**			**Total**	**16**		
SECOND YEAR							
Course Fall	**Cr**	**Sem**	**Gr**	**Course Spring**	**Cr**	**Sem**	**Gr**
Biol 220/220L Human Anatomy & Phys I *	3/1			Biol 221/221L Human Anatomy & Phys II *	3/1		
Psyc 250 Developmental Psyc OR * HDFS 230 Life Span Development	3			HNES 250 Nutrition Science	3		
Elect – Humanities & Fine Arts (A)	3			Nurs 210 Orientation to Research and Evidence-Based Practice	2		
Elect – Cultural Diversity (D)	3			Nurs 250 Health Promotion	2		
				Elect – Humanities and Fine Arts (A)	3		
Total	**13**			**Total**	**14**		
THIRD YEAR							
Course Fall	**Cr**	**Sem**	**Gr**	**Course Spring**	**Cr**	**Sem**	**Gr**
Nurs 251 Skills/Concepts for Nursing Prac.	2			Nurs 341 Found of Clinical Nursing	3		
Nurs 252 Gerontology Nursing	2			Nurs 342 Adult Health I	5		
Nurs 360 Health Assessment	4			Upper Level English	3		
Elect – Humanities and Fine Arts (A)	3			Pharm 300 Principles of Clinical Pharm	3		
Elect – Global Perspective (G)	3						
Total	**14**			**Total**	**14**		
FOURTH YEAR							
Course Fall	**Cr**	**Sem**	**Gr**	**Course Spring**	**Cr**	**Sem**	**Gr**
Nurs 352 Family Health I	5			Nurs 402 Mental Health Nursing	4		
Nurs 362 Family Health II	4			Nurs 403 Adult Health Nursing II	5		
Nurs 460 Leadership, Management, and Career Development	3			CHP 400 Interprofessional Health Care Practice	3		
				Nurs 410 Research and Redesign	2		
Total	**12**			**Total**	**14**		
FIFTH YEAR							
Course Fall	**Cr**	**Sem**	**Gr**				
Nurs 404 Adult Health III	4						
Nurs 406 Community and Public Health Nursing	4						
Nurs 450 Synthesis/Practicum	4						
Total	**12**						

~First year students with a composite ACT score of ≥21 should register for ENGL 120 (unless transfer credit for ENGL 120 is received).

If ENGL 120 is completed with a grade of "C or better, three credits will be awarded for ENGL 110 with a passing grade of (P). For more details on NDSU English Placement process, go to www.ndsu.edu/cfwriters

^Nurs 189 is required for students with fewer than 24 earned transfer credits. Students need **122** credits to graduate.

Student Academic and Conduct Standards Policy 3.01

NDSU College of Health Professions

Introduction

The mission of the NDSU College of Health Professions is to educate students and advance research and professional service in pharmacy, nursing, allied sciences, and public health. The College has established professionalism and ethics as two of its core values.

Pharmacists, nurses, allied health care professionals, public health professionals, and pharmaceutical scientists must live up to the high ideals of their profession. Their lives must be guided by the principles of honesty and integrity, in order to ensure that the public can regard their words and actions as unquestionably trustworthy.

To develop an understanding of and respect for these principles of honesty and integrity as applied to the academic work of pharmacy, nursing, allied science, and public health students, the College of Health Professions has developed this student conduct policy. This policy is applicable to anyone enrolled as a student in the College, including those in the pre-professional, professional, and graduate programs. This policy also applies to any student taking a course for credit in the College. Acceptance of this policy is required as a condition of admission to the College.

Academic Standards

The academic standards of the College of Health Professions differ from those of the University. Any student who fails to meet or exceed the University standards may be placed on University probation or suspension (see the current NDSU Bulletin for university information on academic deficiencies).

Semester Grade Point Average (All Students): To be in good academic standing within the College, all undergraduate and professional students shall maintain a semester grade point average of 2.00 or above for each semester enrolled in the College of Health Professions. All graduate students are expected to maintain a 3.0 grade point average as well as any other academic policies outlined by the graduate school.

Any student who fails to attain a semester GPA of 2.0 or above may be placed on College warning or probation. Students who have been placed on academic warning or probation for two (2) consecutive or three (3) non-consecutive semesters shall be suspended from enrollment in the College. After two suspensions, students will be terminated from the College. (Termination from the College does not prohibit the student from registering elsewhere in the University provided the academic standards of the alternate college of registration have been met or exceeded.)

A student who is suspended and desires readmission into the College must file a request for re-admittance with the Senior Associate Dean at least 60 days prior to the beginning of the semester in which readmission is sought. In addition, professional students must seek readmission to the professional programs in Pharmacy, Nursing, Allied Sciences, and Public Health through the Admissions Committee of their respective program.

Minimum Grade Requirement (Professional Students): To be in good academic standing within the College, all students enrolled in the professional programs of the College must complete all required courses within the College with a grade of "C" or above. Students are encouraged to refer to program-specific policies related to minimum grade requirements which can be found in the College Policy Manual at:
http://www.ndsu.edu/pharmacy/college_information/policy_manual/. Graduate students are expected to uphold policies and procedures consistent with the graduate school and to maintain a 3.0 grade point average.

Students Enrolled in College Affiliated Educational Training Programs (Professional Students): To be in good academic standing within the College, all students enrolled in College affiliated internships, clinical, or experiential training programs are also required to uphold the academic

standards of that affiliate and will be subject to the terms of probation, suspension, and termination of the affiliated program. Students failing to meet affiliated program academic standards may also lead to termination from the College.

Conduct Standards

High standards of professional conduct are expected from all students, both to facilitate the learning of all students and to promote professional values. Individuals are expected to represent the College, professional program, or profession in a positive, professional manner. Students conducting clinical experiences, rotations, and/or internships must also uphold the specific policies of their clinical site.

All students are held responsible for exhibiting the following professional attributes: honesty, integrity, accountability, confidentiality, and professional demeanor. Academic dishonesty and professional misconduct are unacceptable. If there is doubt about whether or not academic or professional conduct is appropriate, individuals should query the Dean's Office.

Examples of unprofessional conduct include, but are not limited to, the following:

Academic Misconduct:

1. Cheating, includes but is not limited to, the following:
    a. The receipt, possession, or use of any material or assistance not authorized by the instructor in the preparation of papers, reports, examinations, or any class assignments to be submitted for credit as part of a course or to be submitted to fulfill College requirements.
    b. Arranging to have others take examinations or complete assignments (i.e., papers, reports, laboratory data, or products) for oneself, unauthorized collaborating with another student on individual assignments, or doing academic work for another student.
    c. Stealing or otherwise improperly obtaining, unauthorized copies of an examination or assignment before or after its administration, and/or passing it onto other students.
    d. Copying, in part or in whole, exams or assignments that will be kept by the instructor and are handed out in class only for review purposes.
    e. Knowingly submitting a paper, report, presentation, examination, or any class assignment that has been altered or corrected, in part or in whole, for reevaluation or re-grading, without the instructor's permission.
    f. Misrepresenting your attendance or the attendance of others in a course or practical experience where credit is given and/or a mandatory attendance policy is in effect.
    g. Plagiarism: Submitting work that is, in part or in whole, not entirely the student's own, without attributing such portions to their correct sources. Unauthorized collaboration with another student and representing it as one's own individual work is also considered plagiarism. Ignorance is NOT an excuse.
    h. Fabrication: falsifying data in scientific/clinical research, papers, and reports.
    i. Aiding or abetting dishonesty: Knowingly giving assistance not authorized by the instructor to another in the preparation of papers, reports, presentations, examinations, or laboratory data and products.
2. Utilization of a false/misleading illness or family emergency to gain extension and/or exemption on assignments and tests.
3. Violation of any IRB and/or University research processes.

Professional Misconduct

1. Violation of conduct described in course policies or articulated by the instructor in writing.
2. Violation of any code of ethics of the profession in which the student is enrolled.
3. Contributing to, or engaging in, any activity which disrupts or obstructs the teaching, research, or outreach programs of the College or University, on campus or at affiliated training sites.
4. Entering the classroom or clinical experience habitually late or leaving early, arriving late to a professional activity, without prior permission from the instructor. The instructor also has the obligation to notify the class, if possible in advance, of any changes in class times, possible late arrival, and/or cancelled classes.

5. Approaching faculty, staff, or students in less than a professional manner and treating faculty, staff, peers, and patients in a disrespectful and inconsiderate way (i.e., addressing a faculty member without the appropriate title during professional activities). Respect and consideration are also expected when addressing a faculty member, staff, student, or patient that chooses to be called by their first name.
6. Failure to deal with professional, staff, and peer members of the health care team in a considerate manner and with a spirit of cooperation.
7. Unprofessional dress (as outlined in the professional program, class and/or clinical agency policies) during classes, clinical experiences, or when representing the College of Health Professions.
8. Bringing family members, guests, and pets to the classroom or any professional academic activities without prior consent of the instructor.
9. Falsifying applications, forms, documents, reports, or records of any kind or providing false information to the University personnel prior to admission to the College, or while an active member of the College's academic programs.
10. Unauthorized accessing or revealing of confidential information about faculty, staff, or students of the College and University.
11. Violation of patient respect and confidentiality in any practice/learning setting.
12. Theft, damaging, defacing, or unauthorized use of any property of the College, University, or training sites.
13. Computer Usage that violates NDSU/NDUS and/or clinical sites acceptable use policies.
14. Sexual harassment as defined by NDSU, NDUS, and/or clinical sites.
15. Harassment, threats of violence, intent to do harm (NDSU, NDUS)
16. Endangering patients, faculty, staff, and/or fellow students or damaging their property.
17. Intoxication, abuse, possession, use, and/or illegal sale of alcohol, drugs, chemicals, firearms, explosives, or weapons within the University campus, in any practice/learning setting, or when representing the College.
18. Any violation and/or conviction of any federal, state, or municipal law as well as a University rule or rule at a professional experience site.
19. DUI & DWI (driving under the influence or driving while intoxicated) is considered by the College as improper behavior, and any individual violating this law is required to undergo an alcohol/drug evaluation.

Reporting Process

Academic Misconduct

1. Students are required to report any academic misconduct to the Senior Associate Dean within 7 days of the occurrence. Failure of the student to report violations within the required time could result in immediate expulsion from the College and/or its programs. Graduate students must also report to the Department Chair of the graduate program.
2. The course instructor who suspects that academic misconduct has occurred in their course or other instructional context has an initial responsibility to: a) inform the student(s) involved of his/her suspicion and the suspicion's grounds; b) allow a fair opportunity for the student to respond; and c) make a fair and reasonable judgment as to whether any academic misconduct occurred.
3. The course instructor will report academic misconduct violations to their Department Chair within 7 days of the occurrence or discovery of the misconduct.
4. The Department Chair will report the academic misconduct to the Senior Associate Dean.

Professional Misconduct

1. Students are required to report any professional misconduct to the Associate Dean for Student Affairs and Faculty Development within 7 days of the occurrence. Failure of the student to report violations within the required time could result in immediate expulsion from the College and/or its programs.

2. Faculty members are required to report unprofessional conduct within the classroom setting. Similarly, other College personnel are required to report professional misconduct issues as they arise and which directly affect their daily professional activities.
3. The faculty member/College personnel will report professional misconduct violations to their Department Chair within 7 days of the occurrence or discovery of the misconduct.
4. The Department Chair will report the professional misconduct to the Associate Dean for Student Affairs and Faculty Development within 7 days of the discovery of the misconduct.
5. If a faculty member is aware that a student has violated the Conduct Policy outside of the classroom, he/she should remind the student of the policy and direct the student to self- report any professional misconduct violations to the Associate Dean for Student Affairs and Faculty Development within 7 days of the occurrence.

Disciplinary Sanctions

Academic Misconduct

1. The course instructor is responsible for determining the sanction for academic misconduct in the course. Sanctions may include, but are not limited to, failure for a particular assignment, test, or course.
2. The course instructor will inform the student of the sanction in writing by completing the Student Academic Misconduct Tracking Form as per University Policy 335 and submitting it to the student and the Department Chair.
3. The Department Chair will submit a copy of the form to the Senior Associate Dean.
4. The Senior Associate Dean will submit the form to the Registrar and Provost/VPAA in accordance with University Policy 335. In the case of graduate student academic misconduct, the Dean of the College of Graduate & Interdisciplinary Studies must also receive a copy of the completed Student Academic Misconduct Tracking form.
5. A copy of the Student Academic Misconduct Tracking Form will be placed in the student's academic file

Professional Misconduct

1. Professional misconduct issues may be more likely to happen outside of the classroom and have broader implications for the well-being of students, faculty, and staff in the College. Hence, the Associate Dean for Student Affairs and Faculty Development has the initial and primary responsibility for administering and enforcing professional misconduct issues.
2. The Associate Dean for Student Affairs and Faculty Development will work collaboratively with the Department Chair (and where appropriate, individual instructors) to resolve professional misconduct issues.

Department and College Related Sanctions

Additional academic and/or professional disciplinary sanctions for the department/program may be assigned by the Department Chair depending upon the circumstances and nature of the misconduct. The Department Administrator will notify the student in writing of the sanction and rights to due process and forward a copy to the Senior Associate Dean &/or Associate Dean for Student Affairs and Faculty Development.

The Senior Associate Dean may impose additional disciplinary sanctions for the **College** and will notify the student in writing and the Dean of the College of Graduate and Interdisciplinary Studies (if a graduate student involved). Disciplinary action for academic and professional misconduct will depend based upon the seriousness of the misconduct. In general, sanctions may include, but are not limited to, any of the following:

1. Probation
2. Supervised probation
3. Suspension from the College.

4. Termination from the College. (Termination from the College of Health Professions does not prohibit the student from registering elsewhere in the University provided the academic standards of the alternate college of registration have been met or exceeded.)

In cases of particularly egregious or multiple instances of academic/professional misconduct, the Dean of the College may also recommend expulsion from the university.

Student's Right to Appeal

Students sanctioned for violations of the College Student Academic and Conduct Standards Policy have the right to appeal. Student appeals must follow the appeal procedure outlined below. Graduate student appeals of sanctions involving academic misconduct must be filed in accordance with the Graduate Student Appeals policy described in the NDSU Graduate Bulletin.

Pre-professional/Professional Student Appeal~~s~~ Procedure

1. If the student chooses to appeal a course instructor's sanction, it must be pursued in the following sequence: course instructor, Department Chair, Associate Dean for Student Affairs and Faculty Development or Senior Associate Dean, and Dean.
2. Department and College related sanctions may be appealed to the Associate Dean for Student Affairs and Faculty Development (Professional Misconduct), Senior Associate Dean (Academic Misconduct), followed by the Dean.
3. In cases of sanctions involving College suspension or termination, the appeal will follow the process outlined in University Policy 335: Code of Academic Responsibility and Conduct.
4. An appeal for any sanction must be made in writing within 15 business days of the sanction letter. The date of the letter shall be the date the letter is postmarked. If hand-delivered, a notation of that date will be made in the student's file.
5. Appeal letters must specify in detail one or more of the following bases of appeal:
   a. the sanction was too severe for the offense;
   b. the decision for non-action/action/sanction was made in an arbitrary or capricious manner;
   c. the finding of the Student Academic and Conduct Standards Policy having been violated was not substantiated by evidence, and/or
   d. the student's/student organization's rights were violated (specify those rights believed to have been violated).

Appeal Review Process (Pre-professional and Professional Students)

1. Appeals made to the Senior Associate Dean or Associate Dean for Student Affairs and Faculty Development will be reviewed by the Academic Affairs Committee or Student Affairs Committee of the College depending upon the conduct violation in question.
2. The Academic Affairs/Student Affairs Committee will review the written letter of appeal from the student/organization and the materials from the original adjudication process. After reviewing these materials, the committee may decide to do one of the following:
   a. issue a decision based solely on the written materials;
   b. issue a decision based on a review of written materials and discussion with the involved principals;
   c. recall one or more witnesses;
   d. refer the decision to the full faculty for action;
   e. return the case for reconsideration of the decision and/or sanctions.
3. The Academic Affairs/Student Affairs Committee may uphold or lessen the original decision/sanction but not increase the sanctions/actions imposed by other persons or bodies.
4. The decision of the committee will generally be issued within 15 working days of the receipt of the appeal letter, but may take longer during University recesses, or in the event of complex cases.
5. The Registrar will be advised of the results of the appeal.

Unresolved Appeals

After the College appeals process has been completed, if the student/organization is not satisfied with the appeal decision, the student/organization has the right to appeal the decision to the Provost/Vice President for Academic Affairs. The Provost/Vice President for Academic Affairs will make the final decision on any appeals.

Incomplete Disciplinary Process

Students with pending disciplinary or legal actions, with sanctions for which an appeal has been submitted but not resolved, or whose sanctions have not been successfully fulfilled, will not be allowed to graduate from NDSU with a degree, major, or program of study offered by the College of Health Professions. In such cases, the College reserves the right to place a hold on a student's graduation until the case has been successfully resolved and the sanctions have been successfully fulfilled.

Annual Pledge and Signature

I have read and understand the above policy and I agree to accept and abide by this Student Academic and Conduct Standards Policy of the College of Health Professions. I understand that violations of this policy and sanctions imposed, as well as information used to substantiate violations (i.e., criminal background checks), may be shared with College affiliated educational training programs. I am also aware of and assume responsibility for following other College and Department policies as stated in the student handbook.

Please indicate your major:

_____ Medical Laboratory Science – Pre-professional
_____ Medical Laboratory Science: Year 1
_____ Nursing – Pre-professional
_____ Nursing: Year 1 2 3
_____ Nursing – LPN – BSN
_____ Nursing – RN – BSN
_____ Nursing – DNP
_____ Pharmaceutical Sciences – MS
_____ Pharmaceutical Sciences – Ph.D.
_____ Pharmacy – Pre-professional
_____ Pharmacy – Pharm.D.: Year 1 2 3 4
_____ Public Health – MPH
_____ Radiologic Sciences – Pre-professional
_____ Radiologic Sciences: Year 1 2
_____ Respiratory Care – Pre-professional
_____ Respiratory Care: Year 1 2

Date:_____

Printed Name:_____

Signature:_____

Revised: May 14, 2008, April 15, 2009, April 21, 2011, October 7, 2013, April 29, 2015
Source: Faculty Meeting Minutes

Program Operational Policies

1. Students are responsible for contacting the Disability Service Office if they have a disability requiring accommodation.

2. Students enrolled in the professional nursing program in the college are assessed a differential tuition fee. Funds from this fee provide financial resources to sustain the quality of the programs provided to students.

3. To enhance student success in the nursing program, Kaplan resources are incorporated throughout the curriculum to provide assessment activities, opportunities to learn and practice test taking skills, augmentation to course content, and to deliver a NCLEX licensure review course at the end of the professional program. Each student is required to pay a Kaplan fee of $84.00 each semester for the Kaplan resources used in the registered nursing courses, for a total of $510 for the entire Kaplan program.

4. North Dakota State University nursing students are required to have nursing Central, a mobile and web app, which includes your required Davis Drug Guide, Davis Lab Guide, and Taber's Medical Dictionary, all integrated. In addition, you'll have access to Diseases and Disorders, the latest nursing literature, calculators, and flashcard decks. This app is regularly updated with the newest additions and the most up-to-date information available. All students will be required attend the training and to have Nursing Central downloaded onto a mobile device or laptop prior to the training. North Dakota State University's site license is available exclusively at the NDSU bookstore. You will need to bring **proof from the NDSU bookstore** that you have purchased it to the training session.

5. Prior to clinical experience, students must submit documentation of current certification for basic life support for the healthcare provider[1]. Courses approved by the American Heart Association and American Red Cross meet this requirement. Each student is responsible for submitting verification of **continuous** certification through graduation to the department secretary.

6. Student contact with clients in the health care setting is accompanied by risk of exposure to communicable disease as well as responsibility to avoid spreading communicable disease. Documenting immunization and disease status is the responsibility of the student.

    - Students must submit evidence of having had a health examination within the six months prior to beginning clinical experience. A health record form will be downloaded from CastleBranch via a medical records tracker program (instructions will be sent to students).

    - Students are required to verify immunity against measles, mumps and rubella prior to initial clinical experience. Diphtheria-tetanus immunization within the past 10 years is also required along with varicella (chickenpox) titer.

    - Current immunization for hepatitis B is recommended as students' potential exposure to body fluids presents a risk of infection. Nursing students admitted to the program will be required to provide documentation of hepatitis B immunization or declination.

    - Students also are required to have a current Tdap (good for 10 years).

    - Students will also need to a varicella titer (verifying immunity to chickenpox).

    - Influenza vaccination is required annually. The only exemption is by physician's order. Verification of vaccination must be submitted to the School of Nursing academic assistant by November 1st or if otherwise designated. If this date for some reason does not work, you do need to contact the School of Nursing Office.

- Two-step tuberculosis testing or blood test for tuberculosis is required prior to admission to the first sophomore semester. Students will need remain current by yearly TB tests. Any student with a positive tuberculosis test needs to have a chest x-ray within the past year and then yearly written verification from provider that there are no symptoms. All students at the Fargo site will be required to test annually due to clinical site requirements.

All health information will be uploaded to CastleBranch via a medical records tracker program. This will be monitored electronically to ensure compliance with clinical requirements. A copy of this record will also be maintained in the School of Nursing Office.

7. Care of Clients with Communicable Diseases
   For the protection of their health, students who have a weakened immune status (e.g., are taking cancer chemotherapy, are HIV positive, are taking immunosuppressive drugs) or are pregnant must inform their clinical instructor in writing prior to entering the clinical setting. Based on CDC guidelines, certain modification of the student's clinical activities may result. The health status of the student will be maintained in strict confidence with a minimal number of people having access to this information.
   Students will be assigned to clients who have communicable disease only after having been educated on the epidemiology, precautions, and practices to be taken to prevent disease transmission. Because it is the philosophy of the nursing program that professional nurses are expected to care for all people with health problems without discriminating according to race, gender, class or disease, it is reasonable to expect that nursing students will provide nursing care to clients with HIV, Hepatitis B and other infectious diseases.

   Situations involving a nursing student's refusal to care for clients with communicable diseases will be addressed on an individual basis. Such refusal, if not based on the exceptions noted above (e.g., decreased immune status, pregnancy) may result in dismissal from the program.

8. The majority of clinical experiences are within the Fargo-Moorhead area, with a limited number of experiences outside of the metro area. Students are responsible for their own transportation as well as meals, housing, and other costs associated with clinical experiences.

   Clinical Equipment needed includes:
   1) Watch with second hand (sweep, preferable)
   2) Dual headed stethoscope
   3) Pen light
   4) Bandage scissors
   5) Calculator

9. If an injury is sustained during clinical experience, the student will
   - Notify nursing clinical faculty immediately.
   - Follow agency policy to avoid unnecessary costs.
   - Complete an incident report (available from the clinical agency); submit one copy to the agency supervisor and one to the nursing clinical faculty. Seek medical advice from an appropriate health care provider. (While some agencies provide WSI coverage for students, most do not. Assume that costs of care are the responsibility of the student and verify with the clinical instructor).

10. Students follow specific behavioral policies of the agencies, (e.g., smoking policy) to which assigned for clinical experience.

11. **Personal Appearance/Professional Dress General Guidelines**

- The Agency's guidelines will be followed. Students are required to follow facilities' policies regarding grooming and appearance.
- The overall appearance will convey an image of professionalism.
- The NDSU pre-licensure student nurse uniform consists of:
    - A green uniform top with NDSU Nursing embroidery and green uniform pants. Uniforms must be purchased from White Banner. The student may wear a white short-sleeved top under the scrub top. No writing is allowed on the short-sleeved top.
    - White or flesh-colored socks or stockings.
    - Mostly white shoes that are not canvas or open-toed.
    - The approved personal identification name badge.
    - Laboratory coat.
    - Pant length should be ¾ to 1 inch from the floor.

- Fingernails will be unaugmented (i.e., no acrylic nails), short, and without bright enamel.
- The hair style will be such as the course instructor deems appropriate to the essential hygiene of the clinical area.
- The color or shape of any undergarments will not be visible.
- Jewelry will be minimal such as wedding ring, engagement ring, stud earrings (one set only) no dangling adornment (religious or secular), no observable ornamental device piercing any body part other than the earlobe.
- Strong odors including, but not limited to, perfumes, colognes, aftershaves, or cigarette smoke are not permitted (this includes strongly scented lotions).
- Tattoos must be covered.
- Gum chewing is not appropriate in the clinical site, the classroom, or other places in which one is in a nursing role.
- The course instructor is responsible for sharing with clinical instructors assisting in the conduct of the course the expectations regarding faculty and student attire in the clinical areas utilized in the course.
- Insofar as agency guidelines are not violated, the course instructor is the arbiter of "appropriate" as descriptors of attire and general personal appearance.

Specific Situations

1. **Visiting an agency for purposes other than giving or supervising care of clients**.
   Students wear the NDSU nursing uniform or business professional clothes and, if indicated, a lab coat. If the student elects to wear street clothes and lab coat, the approved institutional identification name badge must be worn on the upper chest area of the lab coat. Jeans, shorts, sweats, low-cut tops, and sandals are not appropriate attire and cannot be work to the clinical site.

2. **Supervising or providing care to clients under agency agreement**.
   Students in traditional in-patient settings on clinical units wear the complete NDSU pre-licensure student nurse uniform, without modification.

   Students in specialty units within institutional settings wear the identification name badge portion of the student uniform with attire that meets the specifications of the unit. For example, street clothes such as NDSU Nursing polo with a lab coat may be worn with the approved institutional identification name badge on the upper chest area in clinical and hospital facility unless directed otherwise; hospital-issued clothing may be worn in areas such as obstetrics and surgical care.

   Pre-licensure students in community settings wear the approved identification badge with unremarkable professional dress and whatever other attire is specified by the course requirements, for example, a lab coat.

Sanctions:

The student who does not adhere to the personal appearance/professional dress guidelines in a clinical area will receive a warning for the first violation. A second offense may warrant dismissal from the clinical area for the day with the published corresponding effect on his/her course grade.

12. The School of Nursing follows the North Dakota State University College of Health Professions policies related to academic conduct. Students are responsible to be knowledgeable of the College's policies on academic conduct and responsibility as well as institutional academic requirements and procedures. They are also expected to follow the Code for Nurses.

13. Attendance at class is expected. Attendance at laboratory is required. Students must come to clinical laboratory well prepared to care for their assigned clients and demonstrate safe nursing practice. A student will notify the instructor and the clinical unit if she/he will be absent prior to the beginning of the clinical experience. During laboratory experiences, students are responsible for exhibiting professional attributes of integrity, honesty, accountability, and confidentiality as well as maintaining a professional demeanor.

14. Professional nursing courses may be attempted **no more than two times and no more than 2 individual courses may be repeated**. A student who fails a course may repeat the course on a space available basis. If space is not available, the student can be dismissed after failure of one course or may have the opportunity to receive a spot in the next cohort provided there is space available in the courses the student needs to complete the degree and the Committee approves the student to return to active status in the program.

15. **Progression**

- Nursing courses are taken in a sequence in which prior learning serves as a basis for continued learning. Course pre-requisites must be completed prior to enrollment in a course.
- Students are responsible for monitoring progress in completing graduation requirements including total number of credits.
- Probation or suspension from the College is determined by North Dakota State University and College of Health Professions policies.
- A student who fails or does not complete a course (nursing or support) that is a prerequisite for (a) course(s) in the following semester and who wishes to continue in the nursing program must stop out of the program until the needed course is available. A student in these circumstances a) visits with his/her advisor about the planned action and b) writes a letter to the Chair of the Admissions and Progressions Committee stating his/her intended discontinuance of study in the program and the approximate date of anticipated return to the program. This letter is placed the student's advising file. To resume study, the student must complete the admissions and academic appeal form. The form must be submitted by May 20th for fall enrollment in nursing courses and by December 20th for spring enrollment in nursing courses. The request to return is reviewed by the Admissions and Progression Committee. The student is subject to meeting any curricular or other program requirements that may have been initiated during the student's absence. An interruption of study shall generally not exceed one academic year.

North Dakota State University
School of Nursing
Admissions & Academic Progression Appeal Form

(Please print all information)

Name of Student: _____ Student ID#: _____

Address: _____

Phone #: _____E-mail address: _____

Name of Advisor: _____

I am requesting permission to continue progression in the Professional Nursing major

- ☐ I withdrew from the Professional Nursing program and I am asking for permission to resume my enrollment in the program.

- ☐ I have failed to achieve a grade of C or better in the following nursing course

  _____and wish to attempt this course again. I understand that inability to achieve a C or better on the second attempt will result in dismissal from the Professional Nursing major.

Please attach a letter to the form addressing the following two statements:

- My barriers to success in the Professional Nursing major.
- My plan for success in the Professional Nursing major.

Student Signature/Date: _____ Advisor Signature/Date:

Please attach any letters of support or documentation of extraordinary circumstances to be considered in this appeal.

Committee Decision:

_____

_____

_____

_____

Department Chair Decision:

_____

_____

_____

Letter sent to student on: _____Copy placed in Student File: _____

16. **Dismissal**

- A second experience of receiving a grade less than a C in a nursing course (in the same course or a different course) results in dismissal from the nursing major.

- Withdrawal from a nursing course with a grade of less than a C is considered the same as a failure for purpose of dismissal.

- Violation of the College student conduct policy, violation of academic integrity, or violation of professional ethics may result in dismissal from the nursing major.

17. **Grievances and Appeals**
For all grievances and appeals the North Dakota State University and College of Health Professions policies are followed.

Regarding disagreement with an assigned grade see Student Complaint Policy on page 11.

Regarding grievances of another nature see North Dakota State University Policy 156 or e-mail questions to NDSU.Policy.Manual@ndsu.edu .

18. Evaluation criteria for each nursing course are published in the syllabus for the course.
    - While all graded assignments in a course contribute to the course grade as outlined in the syllabus, a student must receive a cumulative average of 75% or above on all tests (as defined by the course instructor) to pass the course.
    - Nursing faculty use the following grading scale:
      A = 92 – 100%
      B = 84 – 91%
      C = 75 – 83%
      D = 67 – 74%
      F = 66 or less %

19. APA format will be required on all coursework. Please use guidelines proved to you in your first nursing semester and use Owl Purdue for anything not in the guidelines https://owl.english.purdue.edu/owl/section/2/10/.

20. Assessment and evaluation methods will be implemented throughout the program for continuous quality improvement. Students are asked to sign a form providing their permission to use course work for assessment and evaluation purposes.

21. Students will be required to create a portfolio that displays selected course work.

22. Students are encouraged to participate in the Student Nurses' Association and in other campus organizations as well as in student government at the college and university levels.

23. Students have professional liability insurance through a group policy provided by the university. Students are covered by this insurance when they are enrolled at NDSU. (Coverage does not extend to activities outside the scope of the student role, e.g., doing a procedure not approved by the instructor, providing care as an employee of an institution or individual, internships that are not co-op or independent study experiences, completing clinical requirements of a course after the end of the course.)

24. Records

- The transcript which lists credits and grades for all courses taken is the permanent record of each student's progression. This record is confidential and is not released except at the request of the student. Transcripts are maintained by the Office of Registration and Records. An official transcript may be requested, per protocol established by the Office of Registration and Records, to be sent to whomever the student designates.
- An advisory folder for each student is kept on file in the School of Nursing offices. The record contains admission papers, correspondence, evaluation forms, and other materials pertaining to the student. All advising/progression information is destroyed once the student graduates.
- Records of health status and criminal background checks are maintained in a separate file during the student's enrollment in the program. These documents are returned to the student on program completion or are destroyed.
- A reference folder containing final transcript, final evaluation and requests for references is maintained in the School of Nursing offices for each graduate of the program and for students dismissed from the program.

NURSING STUDENT ORGANIZATIONS

1. Student Nurses' Association (SNA)

The NDSU Student Nurses' Association is a local chapter of the Nursing Students' Association of North Dakota and the National Student Nurses' Association.

The purposes of the SNA are:

1. To assume responsibility for contributing to nursing education in order to provide for the highest quality health care.

2. To provide programs representative of fundamental and current professional interests and concerns.

3. To aid in the development of the whole person and his/her responsibility for the health care of people in all walks of life.

Membership in SNA is open to all students enrolled in the pre-nursing or nursing program.

The chapter meets once a month for business meetings. Throughout the year the organization is involved in college, university and community activities. Students are encouraged to participate at the local, state and national level of the organization. There is an annual state convention and a national convention.

2. Sigma Theta Tau International

Sigma Theta Tau International, Honor Society of Nursing, is dedicated to improving the health of people worldwide through increasing the scientific base of nursing practice. Its members are nursing scholars committed to the pursuit of excellence in clinical practice, education, research and leadership.

Sigma Theta Tau International's philosophy of membership eligibility is based upon the purposes of the Society. Awarding membership recognizes, encourages and actively supports nursing excellence and scholarship by advancing professional development, scholarly pursuit, leadership, creativity and commitment to nursing. Undergraduate nursing students who have completed one-half of their nursing curriculum, have achieved at least a 3.0 GPA, are ranked in the upper one-third of their graduating class, and meet the expectation of academic integrity, may qualify for membership.

Xi Kappa-at-Large is the local chapter of Sigma Theta Tau International. NDSU, Jamestown College, Concordia College and Minnesota State University, sponsor Xi Kappa Chapter.

3. College of Health Professions Ambassadors

The College of Health Professions Ambassadors is a selective student organization of 25-30 members that represents each of the departments within the College. Members from many of the programs within each department as well as the different stages of the programs ranging from pre-professional to graduate students are included in the organization.

The members of this student organization serve an essential role in the College of Health Professions. This group of students works to promote the college through involvement in a variety of events, including: campus tours for prospective students interested in the majors within the College, homecoming tours for alumni, the white coat ceremony, the nurse pinning ceremony, and a host of other events for prospective students, current students, and alumni. The College of Health Professions recognizes the valuable role of alumni and students in the recruitment, application, and enrollment process by sharing their positive experiences and advice with prospective students.

4. **Nursing Student Council**

Representatives of each class and a representative of the Student Nurses' Association form the undergraduate Nursing Student Council which meets monthly with the Associate Dean and Chair. Students are encouraged to communicate concerns to their representatives.

5. **Dean's Liaison Committee (DLC)**

The Dean's Student Liaison Committee shall consist of the Associate Dean, who shall be chair, and one student representative from each of the following areas: first year, second year, third year, and fourth year of the pharmacy professional program; first year, second year, and third year of the nursing professional program; two allied sciences professional students; as well as one representative from each of the following student organizations: Academy of Students in Pharmacy, American Association of Pharmaceutical Scientists, American Society of Health System Pharmacists, Christian Pharmacists Fellowship International, Kappa Epsilon, Kappa Psi, National Community Pharmacists Association, Native American Pharmacy Program, Pharmacy Nursing and Allied Sciences Ambassadors, Phi Lambda Sigma, Rho Chi, Sigma Theta Tau, and the Student Nurses Association. Student representatives from each group will be elected annually by their respective class or student organization. The purpose of the Dean's Student Liaison Committee is to provide students with an opportunity to interact directly with the Dean's Office, to exchange information, to advise the Dean on student organization budget requests, and to problem-solve on matters of interest and concern to students.

NURSING PROGRAM EVENTS

Scholarship Recognition

Each September the College of Health Professions sponsors a career fair and the School of Nursing sponsors a scholarship recognition day. The scholarship ceremony honors students receiving scholarships and donors who award scholarships. All students are welcome to attend and scholarship recipients are expected to attend.

White Coat Ceremony

Before participating in laboratory or clinical experiences, a white coat ceremony will be held to celebrate your acceptance into the nursing program by presentation of a white coat. Students will be required to purchase a white coat.

Pinning

Near graduation most senior classes elect to have a pinning ceremony. This is an event centered on each student receiving his/her nursing pin. The NDSU Nursing pin is presented to each graduate of the program by the School of Nursing. A brief explanation of the history of pinning is given in the following paragraphs.

> *For more than a century, American nurses have taken considerable pride in wearing their school of nursing pin. The pins, sometimes called badges, have been prized and lasting symbols awarded to those who successfully completed a course of study in nursing.*
>
> *The origin of the nursing pin lies in heraldry, the field that deals with the use, display and regulations of armorial bearings used for the purpose of identification. Such symbols reflect the early 12th century practice of painting one's symbol on his shield and on the linen surcoat that covered the mail-armor of a knight so that a knight could differentiate friend from foe on the battlefield.*
>
> *As the use of armor became obsolescent, so too did the original purpose of symbols on it. The symbols, however, were not discarded. Instead they were incorporated on family coats of arms and were considered distinctive marks of an individual's rank and gentility.*
>
> *With the revival of trade in the 14th century, merchants and craftsmen experienced newfound prosperity. To protect their interests, trades with common interests banded together and formed guilds which then adopted symbols indicative of their common bond. Schools and universities did likewise. The group's symbol became that of the individual and inherent in the symbol were the concepts of exclusivity, prestige, protection, fidelity, training and standards.*
>
> *The fact that American nursing chose to follow the medieval identification practice is interesting, particularly in light of the fact that 19th century nurses were rebuked for wearing any type of ornamentation on or with their uniforms. Perhaps precedent and approval began with the brooch that Queen Victoria presented to Florence Nightingale in 1855. The specially designed gold and enamel brooch, presented to show personal esteem and gratitude for Nightingale's work during the Crimean War, resembled a decorative regimental badge. The shape, colors and emblems on that badge gave special testimony to Nightingale's allegiance, character, purpose and inspiration.*
>
> *A plausible explanation for modern day nursing's adoption of a school of nursing pin is tied to the tenets of guilds. Like the emblems that identified members of a specific guild, the distinctive caps and uniforms worn by early trained nurses initially provided adequate outward confirmation that they were indeed trained. Before long, however, the public's growing recognition of the worthiness of nurses, but its ignorance of what constituted legitimate nurse's training for that time period, inadvertently allowed some unscrupulous individuals to imitate the trained nurses' demeanor and attire. Disturbed by the imposters' infringement and exploitation, some graduating classes of trained nurses took matters into their own hands; they designed and adopted "class pins" to wear on their uniform.*
>
> *While the adoption of class pins was an attempt to thwart deception by others and to differentiate competent from incompetent practitioners, the wide variations in the pins from class to class in a single school ultimately negated the intended purpose. To overcome that limitation, the administrators of schools of nursing began*

awarding their graduates an official and distinctive pin that uniquely represented their institution. Commonly the pins were also engraved on the reverse side with the graduate's name and date of graduation. In some cases the pins were gifts from the school's Board of Managers; other times the graduates purchased them from the school.

The earliest known U.S. school of nursing pin was designed for the Bellevue Hospital Training School in New York by Tiffany and Company. First awarded in 1880, seven years after the school was founded, it was given to the Bellevue graduates by the Board of Women Managers "to preserve the identity and uphold the standing of the school" . . . and to be a "mark of character as well as achievement" (Bellevue, 1923, n.p.).

In 1882, the Board of Governors of the New York Hospital Training School for Nurses stated their opinion on the matter of nursing pins in the following manner:. . .

> *It is desirable that a badge should be worn by the graduates of the school while in service as identifying them with the hospital school more conspicuously than their diploma, as a proper stimulus to their ambition, and as a protection against a practice which has grown up and will naturally increase among certain young women who have been more or less connected with the school, of passing themselves off and obtaining employment as graduate nurses (Jordon, 1953, p.28).*

Wearing an authorized school of nursing pin had further significance. The pins were one of the earliest visible signs of the evolving movement toward legal regulation of nurses. (It was not until 1903, however, that the first four states (North Carolina, New Jersey, New York, and Virginia) passed nurse registration legislation. Connecticut enacted a nurse registration law in 1905.)

Each school has a unique school of nursing pin. (Some designs were modified to reflect changes in the school's purpose, administration, or type of program. For example, the first nursing graduates at NDSU received an associate degree and their pin was triangular. Baccalaureate students who graduated from NDSU (as well as those who graduated from Concordia College) during the time it was part of the TCU Nursing Consortium had a different pin.)

The current NDSU nursing pin design is based on the NDSU seal and is in the NDSU school colors of green and gold. The pin bears the name of the university. Stylized sheaves of wheat border the pin and are reminiscent of the university's land grant tradition. The lamp, symbol of nursing, is in the center of the pin with the flame representing knowledge. Above the lamp are the initials of the degree received, BSN.

The pin was designed by the Nursing Student Council of 2005-2006 with input from the nursing student body. The class of 2006 was the first class to wear the NDSU BSN pin.

RULES AND PROCEDURES

AN INFORMAL GUIDE: The following is a series of informal responses to questions most frequently asked about rules and procedures at NDSU. For further information, please refer to the current NDSU Bulletin (www.ndsu.edu/bulletin/), your advisor, Administrative Office in Stop-N-Go Center D102, the Office of Registration & Records in Ceres 110, or Bison Connection in the Memorial Union.

CREDITS

How many credits do I need to be a Sophomore, a Junior and a Senior? You need 27 credits to be classified as a Sophomore, 60 credits to be classified as a Junior, and 90 credits to be classified as a Senior. To graduate, you must successfully complete all general education requirements, the requirements in your major, and at least 122 credits with a minimum of 2.0 grade point average. A complete list of University requirements for graduation is in the current NDSU Bulletin.

What is the limit on the number of credits I can take per semester? Full-time students normally will carry from 15 to 19 credits per Semester. Registration for more than 20 credits is not recommended. Special permission from your advisor and a grade point average of at least 3.0 are required to register for more than 20 credits. You must obtain a "Petition for More Than 20 Credits" form under the link, "Over 20 Credits Petition," at www.ndsu.edu/registrar/forms.

How many credits will I lose when I transfer to NDSU from another school? Ordinarily you shouldn't lose any. However, a "D" grade in any course does not transfer to the College of Health Professions. Some technical courses may not fit your degree program and in this case some extra work may be required. For evaluation of transfer credit see current NDSU Bulletin.

How many credits can I transfer from a junior or community college? All college-level credits from regionally accredited institutions transfer; however, not all may apply to the particular degree program you have selected. To obtain a baccalaureate degree you must complete at least 60 semester credits at a four year college or university. At least the last 37 of these credits must be at the junior or senior level. (See current Bulletin.)

What are Common Course Numbers? Institutions in the North Dakota University System have established common course numbers (CCN) for many courses to facilitate transfer of courses within the System. Under the CCN agreement, transfer students who have successfully completed CCN courses will not be required to retake them. Course requirements will have been fulfilled; however, CCN courses will not fulfill residence requirements nor will 100 and 200 level courses fulfill upper-division requirements for graduation.

How do I challenge a course? A student who is currently registered may seek credit by challenging a course. A course challenge usually consists of a special comprehensive examination; however, additional types of performance may be required for some courses. A course challenge is only permitted for courses in which the student has not received transfer credit or has no previous academic record. Prior registrations are allowable if course was dropped prior to the Record Drop deadline in a given term. Student must be registered at NDSU during the semester in which you wish to challenge a course. Further, credits earned by course challenge will not satisfy requirements toward a graduate degree. Procedures for pursuing a course challenge include the following:

1. Obtain a Petition for Course Challenge form available online at www.ndsu.edu/fileadmin/registrar/forms/challenge.pdf.
2. Obtain approval from the academic advisor, the instructor of the course, and the chair of the department offering the course. Clarify expectations of the challenge, e.g., examination only or examination plus other performance. Based on the nature of the course and content area, some courses may not be approved for challenge by the department.
3. Pay the course challenge fee at Customer Account Services, Ceres Hall 302, after receiving approval for the challenge. (The fee is 50% of the regular credit tuition charge, not subject to tuition cap.)Student must present proof of payment, along with course challenge form, to the Office of Registration & Records or Bison Connection.
4. Arrange a mutually convenient date and time for the challenge with the instructor or department.
5. Upon receipt of the signed Petition for Course Challenge form and a grade change form from the department, courses and credits successfully challenged are listed on the student's academic transcript with a passing grade. Unsuccessful challenges are not recorded.

What does advanced placement mean? Students from high schools that participate in the Advanced Placement Program may earn credit through examinations provided by the College Entrance Examination Board (CEEB). The examinations are administered at the conclusion of a college-level course taught in participating high schools. The scores are forwarded, upon student request, to the college of choice. In accordance with North Dakota University

System policy, a minimum score of three is required to receive credit for the examinations. A complete and current listing of AP examinations and their NDSU equivalent courses is available at www.ndsu.edu/registrar/placement.

RULES AND PROCEDURES

Is it possible to obtain college credits by taking examinations of the College Entrance Examination Board (CLEP and AP)? Yes. Students may demonstrate evidence of college-level achievement through the use of nationally standardized tests. Competency to write these examinations may have been gained through intensive preparation in high school, extensive reading in a particular field, or other types of formal or informal preparation. A student may not repeat by proficiency testing a course that has been previously taken or failed at NDSU or another accredited institution. Score reports must be sent directly to NDSU from the awarding agency/board. School reports and student-issued grade reports are not considered official for purposes of awarding credit by examination.

CLEP Examinations are computerized and administered as needed. To register for a CLEP Examination, contact the Counseling Center, Ceres 212, 231-7671.

DEGREES

How do I petition for a waiver or substitution of a curriculum requirement? To petition, you must obtain a "Request to Waive or Substitute Courses" form under the link, "Substitute/Waive a Course" at www.ndsu.edu/, you state exactly why you think you should have a waiver. The Committee will review your petition and you will be notified of their decision. (Petitions should be submitted only when special circumstances make it virtually impossible for you to meet the regular degree requirements.) **Only departmental and college requirements may be waived. University requirements may not be waived.**

GENERAL EDUCATION REQUIREMENTS

Who must complete the General Education Requirements? The General Education Requirements apply to all students.

What are the General Education Requirements? The General Education Requirements are listed in the current NDSU Bulletin. A list of the courses approved for the different categories is provided under General Education Requirements in this handbook and also under Campus Connection-Registration Information– www.ndsu.edu/bisonconnection/connect.

General Education transfer with the ND University System. Students who plan to transfer from one institution to another in the ND University System should check with Office of Registration & Records in Ceres 110 or Bison Connection in the Memorial Union.

GRADES AND ACADEMIC STATUS

What is the G.P.A.? Grade Point Average. For each credit of "A" you receive four (4) honor points; three (3) for each credit of "B"; two (2) for each credit of "C"; one (1) for each credit of "D"; and zero (0) for each credit taken in which a grade of "F" is received. The GPA is computed by dividing the total number of honor points earned at NDSU by the total number of credit hours in which honor points were recorded. For example, a person with a G.P.A. of 3.00 has a grade average of "B." The minimum GPA of 2.00 is required for graduation. Developmental courses do not count toward graduation requirements.

What does a grade of Incomplete (I) mean? For specific information, refer to current NDSU Bulletin. The College of Health Professions may have specific requirements for an Incomplete. See Administrative Office of the College, Sudro 123.

What is meant by taking a course on Pass/Fail? Eligible students may elect to take a course for the grade of "Pass" instead of A, B, C, or D. If the course is not passed, a grade of F is recorded. The grade of "Pass" is not computed in the GPA; however, an F is reflected in it. Pass/Fail allows students to broaden their education by electing a course in which they feel they have limited aptitude or ability without running the risk of lowering their GPA. Check specific requirements regarding which courses may be taken pass/fail with your advisor. **Pass/fail option may not be used for courses taken to meet general education requirements.**

If I do not do well in a course, may I take it over again? Yes. The second grade, <u>whether higher or lower</u>, will replace the first grade in computing the GPA. Both grades are listed on your Permanent Record. ***To replace a grade for a course taken at NDSU, that course MUST be repeated at NDSU. The one exception is that NDSU students may register for a Tri-College course to repeat a course previously taken at NDSU.***

Will I receive mid-term grades? Mid-semester grades of a D or F are posted in Campus Connection so advisors can discuss student's success during advising week.

What is a deficient student in the College of Health Professions? Any student who, in any semester, fails to attain a grade point average of 2.00 is considered deficient. All students in the College of Health Professions must maintain a 2.00 each term to remain in good standing in the College. Our standards are higher than the University requirement.

RULES AND PROCEDURES

What happens if I'm classified as a deficient student by the University? The University may issue either an academic warning or an academic probation sanction. See the NDSU Bulletin for details (www.ndsu.edu/bulletin).

MAJORS *

When do I have to declare a major? Students in the College of Health Professions generally will declare a major early in their academic endeavors in order to permit accurate planning for courses of study. Otherwise, you may have to spend extra time at the University to complete requirements for your degree.

How do I declare or change my major? Occasionally students find they are not suited for a particular field. If you decide to change majors while you are a student in the College, you are expected to follow this procedure: discuss it with your advisor, fill out the "Major/Minor and Advisor Change Form," www.ndsu.edu/registrar/forms, and bring the form to the Office of Registration & Records in Ceres 110, or Bison Connection in the Memorial Union. You will be assigned a new advisor in the field in which you will be majoring.

How many credits are required for a Minor? The number of credits required for a minor varies by departments. The minimum number of credits for a minor is 16. To determine the exact number of credits that you will need for a minor, check with your advisor, or in Ceres 110 or Bison Connection.

*** Once you select a major, you must transfer to the college that offers the major.**

REGISTRATION

Students will use the "Campus Connection Student Portal" via the NDSU Home Page in which to register for classes. Students will also use this portal for the following: account information, class list for the semester, course catalog of classes, drop/adds, financial aid information, holds, schedule of classes for the semester, unofficial transcripts, and much more. The web address for this site is www.ndsu.edu/bisonconnection/connect.

Do I need to see my advisor about my semester schedule? Yes, make an appointment with your advisor during advising week to plan your schedule of classes. Dates for advising and registration are published in the annual "NDSU Academic Dates & Deadlines" pocket calendar, the Office of Registration & Records web site (www.ndsu.edu/registrar) and "The Spectrum," published twice per week when full semester classes are in session.

WITHDRAWING TO ZERO CREDITS

How do I withdraw to zero credits? If you find it necessary to withdraw to zero credits during any semester in which you are enrolled, you must file a completed "Withdrawing to Zero Credits" form, www.ndsu.edu/registrar/forms. Process your withdrawal at Bison Connection in the Memorial Union, during regular business hours, Monday through Friday.

Refer to the University's official dates and deadlines, www.ndsu.edu/bisonconnection/dates, for the last day to withdraw. Withdrawals after this date are not processed without evidence of compelling circumstances beyond the student's control.

If you do not want to attend the next semester but are finishing the semester you are presently enrolled in, simply do not register for the next semester.

OTHER QUESTIONS

What if I think a course is of poor quality or an instructor is unfair? Talk with the instructor first. If the situation is not resolved, notify the department chair or the Associate Dean for Academic Affairs & Assessment. Such information is important if improvement is to be brought about now or in the future. Remember that even if changes cannot be made immediately, your comments are taken seriously.

What if I think a course or instructor is exceptionally good? Tell the instructor and notify the department chair and the Associate Dean for Academic Affairs & Assessment.

What if I think I have been treated unfairly? Bring your situation to the attention of your advisor, the Program Director, the Department Chair, the Dean of your college or the Associate Dean for Student Affairs & Faculty Development. You may be advised to prepare a petition for relief from a bad situation or unfair decision.

Can I see the Deans? The Dean of the College of Health Professions is Dr. Charles Peterson. He is eager to meet students and is deeply concerned about the kind of education they receive, as well as problems facing students at NDSU. To set up an appointment with him, contact his assistant at 231-6469. The Dean's Office is in the Administrative Office, Sudro Hall 123.

RULES AND PROCEDURES

Dr. Daniel Friesner, Associate Dean for Student Affairs & Faculty Development, handles student affairs within the College of Health Professions. He is concerned about students and can assist with personal, career and admissions issues. He may be reached at 231-7601, Sudro Hall 123.

Dr. Cynthia Naughton, Senior Associate Dean, oversees curriculum and assessment activities within the College of Health Professions. She is concerned about students and can assist with academic and career issues. She may be reached at 231-9489, Sudro Hall 123.

Department Chairs in the Pharmacy Program are: Dr. Marketa Marvanova, Chair of Pharmacy Practice, 231-7941, Sudro Hall 118A1; Dr. Jagdish Singh, Chair of Pharmaceutical Sciences, 231-7661, Sudro Hall 136.

The Associate Dean and Chair of Nursing is Dr. Carla Gross. She may be reached at 231-7772, Stop-N-Go Center D113. The Chair of the NDSU School of Nursing at Sanford is Dr. Karen Lathum. She may be reached at 701-234-3803 and is located at 919 South 7th Street in Bismarck. The Director of the Pre-Licensure Nursing Program in Fargo is Dr. Shila Thompson. Her office is located in the SGC in room 118D and her phone number is 231-7924.

The Director of the Allied Sciences Program is Ms. Polly Olson, 231-8133, Sudro Hall 222C.

REGISTRATION PROCEDURES

Academic Advisors

Students in the pre-nursing program will be assigned to the Pre-Nursing Professional Advisor. Students in the professional nursing program are assigned a faculty advisor. It is recommended that students meeting with their advisor on a regular basis to receive updated curricular information. Advisors help students learn how to complete the registration procedures. **Students are responsible for the course and program selections which they make**. However, an advisor is a valuable source for acquiring information about the advisability of students' choices. (If you desire a change of advisor, please contact the academic assistants in the School of Nursing Office.)

Orientation

North Dakota State University (NDSU) provides orientation for all new undergraduate students, both entering freshmen and transfer students taking on-campus courses. Individuals entering NDSU for the first time as full-time students are expected to participate.

The purpose of orientation is to familiarize new students with the philosophy, programs, and student services at NDSU. The orientation program is designed to introduce new students to campus life through involvement with upper class student leaders for first-hand information. During orientation, new students will also meet with the Associate Dean for Student Affairs & Faculty Development. At the conclusion of the orientation program, students receive comprehensive registration assistance.

Registration

Prior to the start of classes each semester, students must register for courses according to the instructions published on the Office of Registration & Records' web page (www.ndsu.edu/registrar). New students have two opportunities for registration prior to fall semester. The first opportunity is in conjunction with the summer orientation program. The second opportunity is during the fall orientation, which is scheduled just prior to the beginning of classes in August. In either case the procedure is similar. The methods of registration are published each semester on the Office of Registration & Records' web page (www.ndsu.edu/registrar) via the campus connection link.

Registration for students currently enrolled at NDSU

Students who are currently enrolled are encouraged to register early for their next semester. Early registration for the next semester is usually scheduled at the midpoint of the current semester. Students are informed of the dates for advising week and expected to make an appointment with their advisor.

Students are encouraged to consult and become acquainted with their advisor and professors as well as the department chair in their major area.

RULES AND PROCEDURES

GENERAL EDUCATION REQUIREMENTS

These requirements apply to all students who enter NDSU in pursuit of a baccalaureate/professional degree. Refer to www.ndsu.edu/registrar for a current and complete listing of General Education course offerings, policies and transfer procedures. Only courses approved by the General Education Committee and University Senate may fulfill category requirements.

NOTE:
Before making course selections, students should check with their advisors for possible additional college requirements.

Total Required Credits from General Education Categories =..... 40*
*The General Education core is 40 credits for students enrolling at NDSU Fall 2007 and later (39 credits for students who transfer 24 or more semester credits). Students who enrolled prior to Fall 2007, must complete a 37-credit general education core (36 credits if 24 or more semester credits were transferred). Some programs of study require additional or specific general education requirements. **Consult your curriculum guide or advisor.**

For the most current list of General Education Courses and please go to: http://www.ndsu.edu/registrar/gened/

KAPLAN TESTING DIRECTIONS

All students have purchased Kaplan to assist them in preparing for NCLEX testing after graduation. For each course, all required focused review tests and integrated/proctored tests will be identified in the course syllabus. The assigned points for each test will also be included in each course syllabus. Points will be given to the students after completion of tests with remediation.

Kaplan focused review tests have been identified that will assist the student in preparing for course exams throughout this semester. The first score the student receives on the focused review tests will be the score that points are assigned to; however, the focused review tests may be taken numerous times with remediation required at least one time to receive assigned points. Please refer to the grading scale designated on each course syllabus. These tests are identified in the weekly schedule when to be taken and expected date/s of remediation.

The Kaplan integrated test covers material that was discussed during the semester. This test also will also assist students in preparation for NCLEX. This test is proctored and can be taken only once at the end of the semester. Please refer to the grading scale designated on each course syllabus. Remediation on your own time is needed after completion of the integrated test. The test is identified in the weekly schedule when to be taken and expected date/s of remediation.

Remediation of each question is just as important, if not more important, than taking the tests. Remediation is more about the amount of time that you spend on each question and not whether you got the question right or wrong. Reading through the information provided in the remediation to gain a better understanding of the content is crucial to your learning, ability to apply content in the future, and can assist you in understanding content relevant to other material you will be tested on at a later time. Ultimately, the goal is to enhance preparation and improve your success on the NCLEX.

On the day of the integrated test, a laptop computer is needed to be brought to class to complete the proctored test (an iPad or other tablet will not work for this test). If you don't own a laptop, you may sign out one from IT. Due to limited plug–ins in the classroom, please make sure your computer is fully charged with a full battery. Also, check your computer prior to the test for Wi-Fi connection. Either Google Chrome or Mozilla Firefox browser must be used for integrated tests. Other windows cannot be open during the test. Having other windows open can cause problems, and you may not be able to finish the test.

The Kaplan program will have to be paid for this semester to avoid having your account deactivated. Deactivation of your account during testing times could result in your inability to take the test(s) and a loss of corresponding points.

WHERE TO GO FOR HELP

TOPIC/PROCEDURE:	SOURCE/CONTACT:	LOCATION:
Academic Deficiencies	• Advisor • Dr. Naughton, Associate Dean for Academic Affairs & Assessment • Office of Registration & Records www.ndsu.edu/registrar/ • Current NDSU Bulletin www.ndsu.edu/bulletin/	Sudro 123 231-9489 Ceres 110 231-7981
Academic Policies	Current NDSU Bulletin www.ndsu.edu/bulletin/	
Add or drop a course	• Advisor • Office of Registration & Records www.ndsu.edu/registrar/	Ceres 110 231-7981
Advanced Placement	• The individual departments • Registration & Records www.ndsu.edu/registrar/ • Current NDSU Bulletin www.ndsu.edu/bulletin/	Ceres 110 231-7981
Appeal for exception to academic regulations	Office of Registration & Records www.ndsu.edu/registrar/	Ceres 110 231-7981
Appeal a grade	Student Rights & Responsibilities refers to the Grade Appeals Board at: www.ndsu.edu/policy/337.htm	Memorial Union 250, main level 231-6560
Apply for loan	• Student Financial Services www.ndsu.edu/ onestop/finaid/ • Bison Connection www.ndsu.edu/ onestop/finaid/	Memorial Union 176 231-6200
Apply for scholarship	Office of Admission	Ceres 114 231-8643
Bison Connection	One-stop student service center (assistance from Customer Account Services, Registration & Records and Student Financial Services) www.ndsu.edu/onestop	Memorial Union, main level
Career Guidance/Information	Counseling Center (Career Counseling/ Support Services) www.ndsu.edu/counseling/career_counseling/	Ceres 212 231-7671
Career/Job Search (Placement Program)	• Career Center, www.ndsu.edu/career/ • Current NDSU Bulletin www.ndsu.edu/bulletin/	Ceres 306 231-7111
Change Colleges within NDSU	Office of Registration & Records www.ndsu.edu/registrar/	Ceres 110 231-7981
Change Majors	Office of Registration & Records www.ndsu.edu/registrar/	Ceres 110 231-7981
Check content of courses	Current NDSU Bulletin & Departments www.ndsu.edu/bulletin/	
Check on a grade	• Campus Connection Student Portal www.ndsu.edu/bisonconnection/connect/ • Instructor of course	

TOPIC/PROCEDURE:	SOURCE/CONTACT:	LOCATION:
Credit by examination (Challenging a course, PEP or CLEP tests)	• Office of Registration & Records www.ndsu.edu/registrar/ • Counseling Center www.ndsu.edu/counseling/testing_services • Current NDSU Bulletin www.ndsu.edu/bulletin/	Ceres 110 231-7981 Ceres 212 231-7671
Declare a Major	Office of Registration & Records www.ndsu.edu/registrar/	Ceres 110 231-7981
Disability Services	NDSU Disability Services www.ndsu.edu/disabilityservices/	Wallman Wellness Center 170 231-8463
Discuss academic problems	Associate Dean for Academic Affairs & Assessment - Dr. Naughton	Sudro 123 231-9489
Discuss personal problems	• Associate Dean for Student Affairs & Faculty Development - Dr. Friesner • Counseling Center www.ndsu.edu/counseling/personal_counseling/	Sudro 123 231-7601 Ceres 212 231-7671
Financial Aid Information	• Student Financial Services www.ndsu.edu/one stop/finaid/ • Bison Connection www.ndsu.edu/onestop/finaid/ • Current NDSU Bulletin www.ndsu.edu/bulletin/	Memorial Union 176 231-6200
Food Service	Dining Services (Residence Dining Center, Union Buffet, West Dining Center)	West Bison Court 231-7001
General Education Requirements	• Registration Schedule • Current NDSU Bulletin www.ndsu.edu/bulletin/	Ceres 110 231-7981
Grades & Honor Points	• Advisor • Office of Registration & Records www.ndsu.edu/registrar/ • Current NDSU Bulletin www.ndsu.edu/bulletin/	Ceres 110 231-7981
Graduation Requirements	• Office of Registration & Records www.ndsu.edu/registrar/ • Current NDSU Bulletin www.ndsu.edu/bulletin/	Ceres 110 231-7981
Health Service	• NDSU Wellness Center www.ndsu.edu/wellness/ • Current NDSU Bulletin www.ndsu.edu/bulletin/	Wallman Wellness Center, 231-5200 Student Health Service, 231-7331
Housing	• University Residence Life Office www.ndsu.edu/reslife/ • Current NDSU Bulletin www.ndsu.edu/bulletin/	West Bison Court 231-7557
Major Requirements	• Advisor • This Handbook-see Pharmacy Curriculum • Pharmacy Administrative Offices • Current NDSU Bulletin www.ndsu.edu/bulletin/	Sudro 123 231-7601

Other Universities (Catalogs)	Counseling Center (Career Resource Center) www.ndsu.edu/counseling/career_counseling/	Ceres 212 231-7671
Pass/Fail	• Advisor • Current NDSU Bulletin www.ndsu.edu/bulletin/ • Office of Registration & Records www.ndsu.edu/registrar/	Ceres 110 231-7981
Pre-Professional Programs	• Office of Registration & Records www.ndsu.edu/registrar/ • Current NDSU Bulletin www.ndsu.edu/bulletin/	Ceres 110 231-7981
Registration	• Office of Registration & Records www.ndsu.edu/registrar/ • Campus Connection Student Portal www.ndsu.edu/bisonconnection/connect/	Ceres 110 231-7981
Remove an Incomplete	Instructor of course	
Residence Classification	• Office of Registration & Records www.ndsu.edu/registrar/ • Current NDSU Bulletin www.ndsu.edu/bulletin/	Ceres 110 231-7981
Resident Assistants & Peer Mentors	Ask at your Residence Hall Office if you don't know your RA or Peer Mentor www.ndsu.edu/reslife/	
ROTC Program - Air Force ROTC Program – Army	• Bentson-Bunker FieldHouse www.ndsu.edu/afrotc/ • Bentson-Bunker FieldHouse www.ndsu.edu/ndsu/armyrotc/ • Current NDSU Bulletin www.ndsu.edu/bulletin/	Room 101 231-8186 Room 103 231-7575
Student Organizations	• Campus Directory • College of Health Professions – Student Nurses' Association (SNA) • Student Government www.ndsu.edu/ndsu/sg/ • Student Activities Office www.ndsu.edu/mu/about_mu/student_activities_office/	See Table of Contents Sudro 123 231-7601 Memorial Union 128 231-8461 Memorial Union 120 231-7787
Study Abroad Programs	• Office of International Programs www.ndsu.edu/International • Current NDSU Bulletin www.ndsu.edu/bulletin/	Memorial Union 116 231-7895
Study Skills	Education 123 (offered each semester) School of Education www.ndsu.edu/education/	Main Office FLC 210 231-7921
Summer Study	• Director of Summer School • Current NDSU Bulletin www.ndsu.edu/bulletin/	Old Main 103 231-8492
Tri-College University Office	•Tri-College Downtown Campus Fargo www.tri-college.org	650 NP Ave Renaissance Hall #110 231-8170
Tutor ACE (Academic Collegiate Enhancement)	• Office of TRIO Programs www.ndsu.edu/trio/ • Learning Services/Orientation Coordinator (ACE) www.ndsu.edu/studentsuccess/about_ ace/	Ceres 335 231-8028 West Dining Center room 20 (lower level) 231-5554

Tutor – Math	Math Dept. Tutors and Math Instructors www.math.ndsu.nodak.edu/	Minard 300 231-8171
University Honors (Scholars) Program	• Dr. Paul Homan; • Current NDSU Bulletin www.ndsu.edu/bulletin/	Minard 315C 231-8852
University Rules & Regulations	Current NDSU Bulletin (see University Policies) www.ndsu.edu/bulletin/	
Veterans Information	Office of Registration & Records	Ceres 110 231-7985
Withdraw to zero credits	Customer Account Services www.ndsu.edu/cas/	Ceres 302 231-8782
Writing Skills	• Center for Writers www.ndsu.edu/cfwriters/ • English 110/120 Instructors English Department, www.ndsu.edu/english	Main Library, lower level, 231-7927 Morrill 219 231-7143