

NDSU

SCHOOL OF NURSING

LPN & RN to BSN Nursing Handbook 2020-2021

July 2020

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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 Offices in Fargo - 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 and to work in collaborative interprofessional healthcare teams. 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, practice team-based care with students from other disciplines, 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. It will also be important that you learn more than just the technical skills of practicing in your discipline but that you also learn what it means to become a health professional and practice professionalism in every and all situations. You will need to learn how to practice ethically, responsibly, with honesty, integrity, and good moral character and treating others (especially your patients) with compassion, caring, understanding, and respect which is expected of any health professional. These will be the keys to your future success as a health professional.

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 Offices 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

(https://www.ndsu.edu/fileadmin/healthprofessions/collegeinfo/College_of_Health_Professions_Policy_Manual_1.2.2019.pdf).

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> or <https://www.ndsu.edu/studenthealthservice/insurance/>

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.

SCHOOL OF NURSING INFORMATION

North Dakota State University offers programs leading to the Bachelor of Science Degree 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 over the course of two years enabling the student to build upon a foundation of liberal arts and natural sciences. The program 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.

To enter the 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 www.ndsu.edu/admission. When applying to the University, all students must apply as pre-nursing majors. Student are then moved into the correct sub-plan once accepted into the professional program.

In order to apply to the LPN-BSN program, students must first be successful on the validation exams. The application is then sent to students via e-mail. RN-BSN applicants can find the qualifications for application on the RN-BSN website: https://www.ndsu.edu/nursing/degrees/rn_to_bsn_track/

Tuition, fees, other expenses are explained on the NDSU website at
<https://www.ndsu.edu/onestop/accounts/tuition/>

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 nursing program. A candidate must be able to perform all essential functions of the student nurse either with or without accommodation.

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.

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. The LPN-BSN Program began in 2003 in collaboration with Sanford (Meritcare). The first class was all Sanford employees. 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*. In the Fall semester of 2014, the pre-licensure BSN program on the Fargo campus expanded from admitting students each Fall semester to admitting students each semester. The RN-BSN program began fall 2017.

NDSU SON Mission Statement

To advance nursing knowledge and develop dynamic nurse leaders who improve the health of all people, including underserved, rural, and diverse populations.

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, regional, 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.
- **Quality** – We are committed to improving healthcare quality and patient safety through our excellence in education, research, and practice.
- **Social Justice** – We are committed to promoting equity and fairness, reducing health disparities, 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 and experiences.

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.

NDSU SON Vision Statement

The School of Nursing is a national leader, positively impacting the health of society through excellence in nursing education, research, practice, and service.

NDSU SON 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, theories, 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

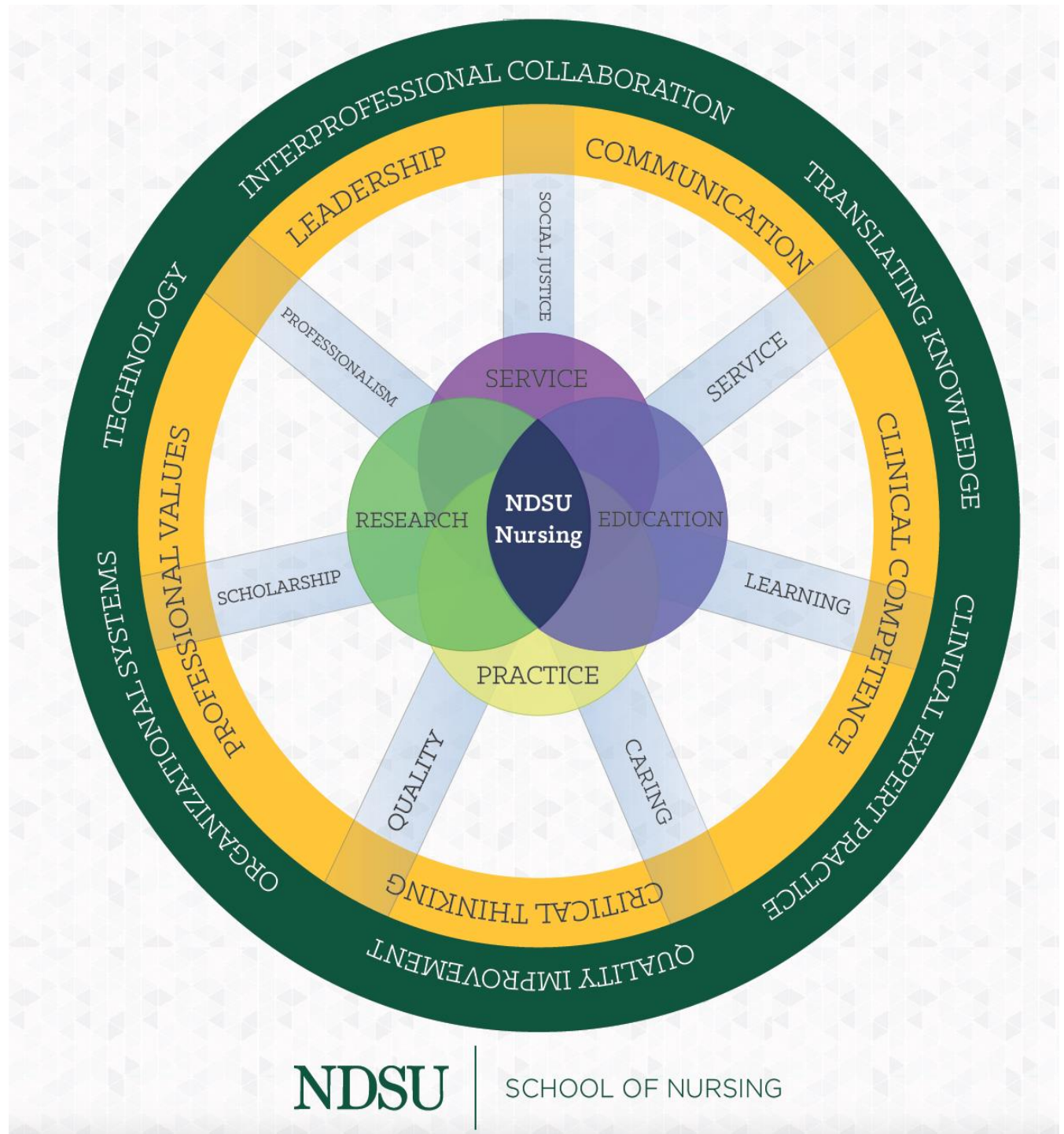
- Collaborate with the healthcare team as well as individuals, families, groups, and communities to provide patient centered care that promotes wellness, accelerates healing, and prevents disease in all stages of life.
- Model effective, interactive communication on the interprofessional team.
- Use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

Professional Values

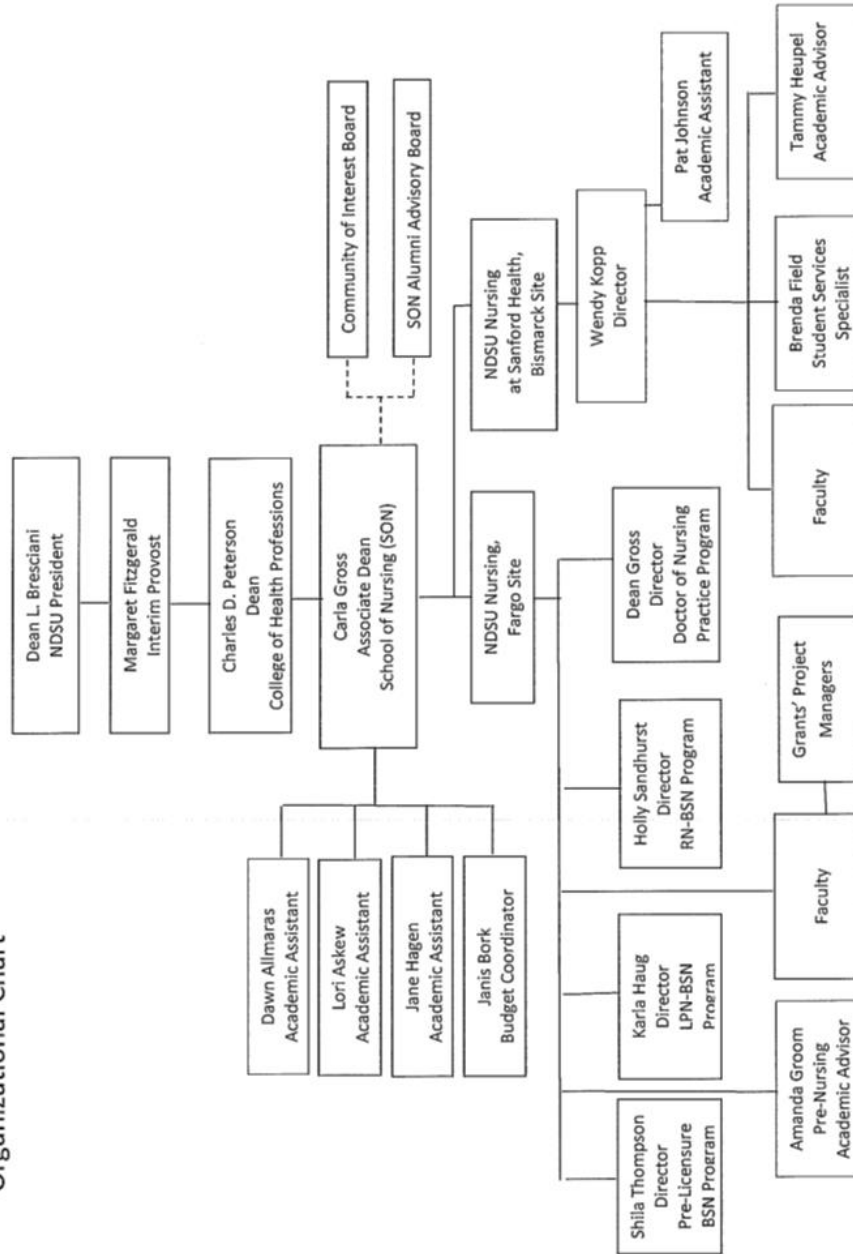
- Demonstrates responsibility and accountability for ongoing professional development.
- Provides culturally sensitive patient care.
- Advocate for patient rights through incorporation of professional values, ethical principles, and legal principles.

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.

CORE VALUES AND PROGRAM OUTCOME MODEL

North Dakota State University School of Nursing (SON) Organizational Chart



1-28-2020

Scholarships and Awards

The College of Health Professions has a limited number of scholarships and awards available for assistance to students. The online applications for College of Health Professions scholarships and awards are available the second Monday of April of each calendar year on the college web page (www.ndsu.edu/healthprofessions). Scholarship application deadline is the Friday after Spring graduation in May.

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

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.

SCHOOL OF NURSING POLICIES

SCHOOL OF NURSING UNDERGRADUATE GRADING SYSTEM POLICY 3.43

To prepare (LPN -RN) students for success in the nursing course and NCLEX and to be consistent in grading for all professional nursing courses, a standardized grading scale is used in the School of Nursing.

The following grading scale is used for theory and clinical components in the undergraduate nursing curriculum:

A = 92 – 100%

B = 84 – 91%

C = 75 – 83%

D = 67 – 74%

F = 66% or less

In all courses, a student is required to achieve an average of 75% or higher on course exams and quizzes. Courses may be exempt from this standard if exams/quiz points are less than or equal to 25% of the total course points. In all courses, students are required to achieve a cumulative course score of 75% or higher to pass the course. In the event that a student does not achieve an average of 75% or higher on course exams and quizzes, the average score on exams and quizzes will determine the grade assigned in the course.

SCHOOL OF NURSING COURSE GRADE REQUIREMENTS: UNDERGRADUATE PROGRAM POLICY 3.44

In order to prepare students for success in the professional nursing program and (to prepare LPN-BSN students for) the NCLEX examination, a minimum grade is required in all nursing courses. The policy includes:

1. A required nursing course must receive a grade and not be on a pass/fail basis.
2. Undergraduate students must achieve a minimum grade of C in each of the nursing courses required in the major.
3. A grade of D or less is unacceptable, and the course must be repeated. The course may be repeated only once if the student wishes to progress in the program. For approval to repeat the course, refer to the Readmission to Progression in the Undergraduate Program - Policy 3.46.
4. A student who withdraws (W) from a nursing course must reapply for readmission (refer to Readmission to Progression in the Undergraduate Program - Policy 3.46).

The procedure for enforcing the minimum nursing course grade is:

1. Course coordinators/instructors will notify the Chair(s) of the Nursing Admission and Progression Committee and the Director(s) of the student's grade of D or less prior to or at the time the grades are due.
2. The Director(s) will notify the student of Policy 3.46, Readmission to Progression in the Undergraduate Program and direct the student to the Admissions & Academic Progression Readmission Request form.

SCHOOL OF NURSING DISMISSAL FROM THE NURSING PROGRAM POLICY 3.50

A student may be dismissed from the nursing program for failure to meet academic requirements (see Policy 3.44) or for egregious behavior incongruent with behavior expected of a professional nurse.

The egregious behavior may be a significant incident or a series of incidents which constitute a pattern of behavior indicative of noncompliance with norms of professional nursing. Examples of egregious behavior include, but are not limited to: all forms of academic cheating, alcohol and other drug abuse, and violation of the Code of Ethics for Professional Nurses.

Following a recommendation by faculty for dismissal of a student, the Associate Dean or Bismarck site Program Director will notify the student and the College of Health Professions' Admissions and Progression Committee of the dismissal from the nursing program. The College of Health Professions Academic Performance and Progression Committee will act regarding the student's status in the College. The student has the right to utilize the University's process to appeal decisions regarding dismissal.

SCHOOL OF NURSING GRADE APPEAL IN THE NURSING PROGRAMS POLICY 3.45

The undergraduate or graduate nursing student who wishes to appeal a grade must follow the University Grade Appeals policy (section 337).

SCHOOL OF NURSING PROFESSIONAL APPEARANCE POLICY 3.48

Professional appearance instills confidence in others, sends a clear message that the nursing profession is credible and reflects self-confidence and good health.

The following are minimal expectations for professional appearance for a School of Nursing (SON) student:

The Agency's guidelines will be followed. Students are required to follow facilities' policies regarding appearance and dress.

The course instructor is responsible for sharing the appearance and dress expectations with clinical instructors and student during clinical orientation.

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 (Fargo) and Uniform Center (Bismarck). The student may wear a white long- or short-sleeved top under the scrub top. No visible writing is allowed on undershirt. (RN to BSN students will comply with the dress code of the individual agency involved in the clinical experience.
- Shoes must be clean, closed-toed, closed-back, and supportive. Neutral color with white soles.
- The approved personal identification name badge.
- Laboratory coat. (LPN & RN to BSN students may not need a lab coat, dependent on agency guidelines)
- Pant length should be $\frac{3}{4}$ to 1 inch from the floor to avoid hem dragging on the floor. Socks or stockings should not be visible.

Fingernails will be unaugmented (i.e., no acrylic or gel nails), short, and without enamel.

Jewelry will be minimal such as watch, wedding ring, engagement ring, no dangling jewelry.

Strong odors including, but not limited to, perfumes, colognes, aftershaves, or cigarette smoke are not permitted (this includes strongly scented lotions).

Tattoos may need to be covered per facility policy.

Gum chewing is not appropriate in the clinical site, the classroom, or other places in which one is in a nursing role.

See additional guidelines in Policy 3.48

SCHOOL OF NURSING BASIC CARDIO-PULMONARY RESUSCITATION (CPR) POLICY 3.40

Nursing students must maintain certification for basic cardio-pulmonary resuscitation from the time clinical experiences begin in the pre-licensure BSN program and from the time of admission to the LPN-BSN and RN-BSN Program through graduation.

CPR Certification must include: Adult – 2 person, child, and infant for the Health Care provider.

Basic Life Support (BLS) for Healthcare Providers from the American Red Cross or the American Heart Association meet this requirement.

Each student is responsible for securing certification and for submitting verification of certification to the program.

SCHOOL OF NURSING (LPN-BSN & RN TO BSN STUDENT PORTFOLIO POLICY 3.54

The Nursing Student Achievement Portfolio is a collection of student work demonstrating academic and professional development. The portfolio is a tool for documenting continuous progress toward program outcomes. The portfolio is used for both enhancement of student learning and demonstration of the Nursing program effectiveness.

Students are required to maintain their portfolios with evidence of academic, nursing practice, volunteer, and community experiences. The collected work creates an evidential history of the student's learning progress and development as a professional. This is a requirement for progression.

SCHOOL OF NURSING STUDENT COMPLAINT PROCEDURES POLICY 3.53

The NDSU SON 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. While such procedures do not always produce an outcome that meets the student's preferences, they do ensure that students have access to an equitable and efficient means to remediate their complaints. To that end, the Student Complaint Procedures policy is available in the Student Handbook and College Policy Manual.

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 SON Associate Dean.

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/fileadmin/policy/337.pdf.

Non-Grade Student Complaints

Pre-professional and professional nursing 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 issues. The non-grade complaints are handled through the Office of the Associate Dean or Office of the Director at the Bismarck site. Records of non-grade complaints are also housed in the Office of the Associate Dean or Office of the Director at the Bismarck site.

1. The student will file a formal written complaint (delivered through the postal service or NDSU email) to the Associate Dean's Office on the Fargo site or the Office of the Program Director at the Bismarck site.
2. The written complaint must include a description of the issue, policy, or procedure in question. It must also summarize the complainant's argument (including the grounds for the appeal or complaint) and provide a reasonable amount of evidence supporting the claim.
3. Within two business days of receipt of the complaint, the Associate Dean or Bismarck site Program Director will set up a meeting with the complainant and develop a timeline for investigation and response to the complaint.
4. Once the investigation and decision has been made, the Associate Dean or Bismarck site Program Director shall prepare and submit a formal, written reply to the student. The reply will be sent through official NDSU delivery methods (i.e., the postal service, campus mail and/or the NDSU email system).
5. Decisions that demonstrate arbitrary and capricious treatment, or that are fundamentally inappropriate in the eyes of the complainant 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 complaint would be addressed directly to the Dean. The written complaint would also identify and provide evidence indicating that the Associate Dean acted in an arbitrary, capricious or otherwise inappropriate manner.
6. 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.

ADDITIONAL SCHOOL OF NURSING INFORMATION

SCHOOL OF NURSING GENERAL CLINICAL/LAB INFORMATION

Students will likely be exposed to latex during their time in the NDSU nursing program. The SON tries to limit latex exposure including providing latex-free gloves; however, a latex-free environment is not guaranteed in the simulation lab, skills lab, or clinical sites. If a student currently has a latex allergy/sensitivity or develops one during their time in the program, please notify the course and/or clinical instructor. Students must also notify NDSU Disability Services who will work with the student and course instructor to determine reasonable accommodations. Students should notify lab and simulation coordinators prior to those experiences to ensure that the accommodations determined by Disability Services are available for the experience.

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. Electronic copies of these records will be maintained by the School of Nursing Office.

Students must submit evidence of having a health examination by orientation.

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 Workforce Safety Insurance (workers' compensation) coverage for students, most do not. Assume that costs of care are the responsibility of the student and verify with the clinical instructor).

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.).

**Immunization Documentation Required for
NDSU School of Nursing Programs**

| Immunization | Requirements | Renewal |
|---------------------|--|--|
| TB | <p>Must have one of the following upon entrance into the program:</p> <ol style="list-style-type: none"> 1. <u>Two Step TB Skin Test</u>: The first test is given and then read within 72 hours. The second test is given no earlier than one week after the first test was administered and no later than three weeks after the first test was administered. The results turned in need to show date each test was administered, the date each test was read; and the result. 2. <u>Blood Tests</u>. Student may have a blood test done, either the QuantiFERON or the T-Spot. Results should show the date the test was administered and the result. | <p>Annually.</p> <p>Before one year has passed from the date the TB test was administered, the Student needs to have a one-step skin TB test done.</p> <p>In the event you are even one day late, you would have to repeat the two-step skin test or blood test.</p> |
| Hepatitis B | <p>A titer showing immunity is acceptable.</p> <p>Most students had the Hepatitis B series as a child. Evidence of the three Hepatitis B shots is required unless a titer showing immunity is presented. If the student has not completed the Hepatitis B series, they will need to start the series in order to be compliant. The student will then need to complete the series on the regularly recommended immunization guides.</p> | No renewal needed. |
| MMR | <p>A titer showing immunity is acceptable.</p> <p>Measles, Mumps, Rubella – again this is a series that was usually completed as a child. Need to show proof of the two MMR shots If student has not had the series, must complete the series as are regularly done.</p> | No renewal needed. |
| Tdap | Student must show proof of having had a Tdap immunization within the past ten years. | Must be renewed every ten years.. |
| Flu Shot | Must have a flu shot by no later than October 31 of each year. Student must provide proof every year. | Yearly. |
| Varicella | A titer showing immunity to the varicella (chicken pox) virus is preferred. Student may also show proof of the series of varicella shots. | No renewal needed as long as there is proof of immunity. |

SCHOOL OF NURSING STUDENT AND ALUMNI RECORDS

The student 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.

Records of health status and criminal background checks are maintained in an online database called Student Passport. Students maintain access to these records after graduation.

An electronic alumni folder containing final transcript, clinical evaluations 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

ASSESSMENT AND EVALUATION OF THE NURSING PROGRAM

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.

COLLEGE OF HEALTH PROFESSIONS POLICIES

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.

Student Academic and Conduct Standards Policy 3.01

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 probation. Students who have been placed on academic 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 www.ndsu.edu/healthprofessions/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 Appeals 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 for professional misconduct may be appealed to the Associate Dean for Student Affairs and Faculty Development and the College Student Affairs Committee. Department and College related sanctions for academic misconduct may be appealed to the Senior Associate Dean and the College Academic Affairs Committee. Final appeals may be made to the Dean of the College of Health Professions.
3. In cases of sanctions involving suspension or termination from the College of Health Professions, 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. The Provost 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.

LPN-BSN ADMISSION REQUIREMENTS

An alternative curricular pathway is available for the licensed practical nurse with an associate degree, certificate, or diploma in nursing. Nursing courses are offered over six semesters (including summers). Length of the program depends on prior college credit earned and completion of general education courses required for the degree. If the student completes all general education and support course requirements prior to beginning the sequence of nursing courses, the program is part time (6 or less credits per semester). Students are advised (in consultation with their advisor) to design a plan for degree completion that best meets their needs.

All credits from accredited colleges are accepted as transfer credits. A total of 120 credits is needed for the baccalaureate degree. Included in the 120 credits must be a minimum of 36 credits from NDSU (including the last 30 credits for the degree), a minimum of 60 credits from four-year institution(s), and a minimum of 37 upper division credits (including at least 15 from NDSU).

Admission Requirements & Process

1. Admission to NDSU (must have submitted by Sept. 1st for spring).
2. Professional Nursing Program Application deadline: October 15th
3. Associate of Arts or Associate of Science Degree or a Diploma in Nursing with completion of 60 or more University Credits.
4. The completion of the following courses with a "C" or higher are required for admission:
 - a. Biology 220/220L & 221/221L: Anatomy and Physiology I and II with lab
 - b. Microbiology 202/202L: Introduction to Microbiology
 - c. English 120: College Composition II
 - d. Communications 110: Fundamentals of Public Speaking
 - e. Psychology 250: Developmental Psychology
 - f. Sociology 110: Introduction to Sociology
5. Current unencumbered Nursing License as a Licensed Practical Nurse in any state or must be eligible for licensure (must obtain license by May and will be admitted on probation pending licensure)
6. Cumulative GPA of a 2.75 or greater and a Nursing GPA of 3.0 or greater
7. Completion of the NLN NACE II (RN-BSN) Exams in the areas of Adult Health, Mental Health, Care of the Child, Care of the Client During Childbearing
 - a. Scores need to pass the exams are determined by the program. Students will be notified of scores at time of testing.
 - b. Exams may be taken twice in a calendar year
 - c. Cost of the exams is subject to change, currently \$35-65/each. Student is responsible for the cost.
 - d. Exams are administered a minimum of twice a year, April and August
 - e. Exams are Computer-Based, and currently are only available at NDSU
8. Completion of Background Check with satisfactory results prior to admission. Students are responsible for costs.
9. Completion of an Essay and/or Interview as requested
10. \$50 Application Capacity Fee (subject to change)
11. Completed Application Form, which includes two References
12. Upon Admission, students must provide documentation of the following:
 - a. CPR for the Healthcare Provider
 - b. Health Status Documentation (form to complete)
 - c. Background Check with fingerprints
13. Additional courses will be required for the nursing major including, Chemistry Concepts (Chem 117/L); Biochemistry (Bioc 260); Introduction to Psychology (Psyc 111).
14. Enrollment in the professional program begins spring semester.
15. Following the successful completion of one semester of nursing courses, the student receives 18 test credits per the validation exams.

Clinical Requirements

Nursing 360: Health Assessment does have a lab component which may require students to travel to Fargo to complete. *Nursing 406: Public Health* is completed in the first summer. The course instructor works with students to connect with an agency to complete a project. There is a simulation day in Fargo. *Nursing 407L: Expanded Clinical Practice for the LPN-BSN*, in the 2nd summer, has the largest clinical component. Students are in a clinical group with an instructor in the areas of ICU and a medical/surgical unit. Students also have experiences in labor and delivery, emergency department, operating room, and pediatrics. Clinical will be two –four days a week for about 6 weeks. *Nursing 450: Synthesis and Practicum* is a capstone course which has 120 hours of clinical.

In the LPN-BSN program, attendance at clinical is required. Students must come to clinical 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 clinical experiences, students are responsible for exhibiting professional attributes of integrity, honesty, accountability, and confidentiality as well as maintaining a professional demeanor.

The majority of clinical experiences for LPN to BSN students 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 for LPN-BSN students includes:

- 1) Watch with second hand (sweep, preferable)
- 2) Dual headed stethoscope
- 3) Pen light
- 4) Bandage scissors
- 5) Calculator

**College of Health Professions
School of Nursing
LPN to BSN Degree Plan**

| Year 1 | | |
|--|--|---|
| SPRING | SUMMER | FALL |
| Validation Exams (April) - Adult Health - Maternal/Child Health - Mental Health | | Validation Exams (August) - Adult Health - Maternal/Child Health - Mental Health ** Courses as need based on transfer equivalency |
| Year 2 | | |
| SPRING | SUMMER | FALL |
| NURS 289 – 2 credits NURS 360 – 4 credits ** Additional Courses as need basis on transfer equivalency | NURS 420 – 3 credits NURS 406 – 4 credits ** Additional Courses as need based on transfer equivalency | NURS 372 – 2 credits NURS 374 – 2 credits NURS 405 – 2 credits ** Additional Courses as need bases on transfer equivalency |
| Year 3 | | |
| SPRING | SUMMER | FALL |
| NURS 460 – 3 credits NURS 407 – 3 credits (didactic) ** Additional Courses as need based on transfer equivalency | NURS 407L – 3 credits (clinical) CHP 400 – 3 credits ** Additional Courses as need based on transfer equivalency | NURS 450 – 4 credits ** Additional Courses as need based on transfer equivalency |

General education courses to be completed prior to or concurrent with first nursing courses:

- Chemistry 117 & 117L: Chemical Concepts and Applications & Lab (only offered fall semester)
- Biochemistry 260: Elements of biochemistry (only offered Spring semester)
- Quantitative Reasoning
- Upper level English
- Humanities & Fine Arts Electives (6 credits total)
- Global Perspectives Elective
- Cultural Diversity Elective

General courses to be completed prior to graduation:

- Electives as need to meet the following requirements: 120 total credits, 60 credits from a 4-year institution, 36 credits completed at NDSU, 36 credits 300-400 level courses.

LPN-BSN Nursing Courses

Nurs 289 Transition: LPN-BSN (2 cr)
 Nurs 360 Health Assessment (4 cr)
 Nurs 372 Expanded Family Nursing I (2 cr)
 Nurs 374 Expanded Family Nursing II (2 cr)
 CHP 400 Interprofessional Health Care Practice (3 cr)
 Nurs 405 Psychosocial Nursing (2 cr)
 Nurs 406 Public Health (4 cr)
 Nurs 407 Complex Issues in Adult Health (3 cr)
 Nurs 407L Expanded Clinical Practice for the LPN-BSN (3 cr)
 Nurs 420 Evidence Based Practice and Research in Nursing (3 cr)
 Nurs 460 Leadership, Management and Career Development (3 cr)
 Nurs 450 Synthesis/Practicum (4 cr)

For LPN-BSN Students Only: ATI Nursing

All students have purchased ATI to assist them in preparing for completion of the NCLEX ® Exam after graduation. For each course there are a variety of scheduled Practice and Proctored Assessments identified in the syllabus. Points will be given after the Assessments are completed with the required remediation.

The comprehensive ATI review program offers the following to students:

- *An assessment-driven comprehensive review program designed to enhance student NCLEX success ®*
- *Multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Additionally, online tutorials, online practice tests, and proctored tests are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.*

Review Modules/eBooks:

- ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work and reading. Instructors may assign chapter reading either during a given course and/or as part of active learning/remediation following assessments.

Tutorials:

- ATI offers unique Tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. **Nurse Logic** is an excellent way to learn the basics of how nurses think and make decisions. **Learning System** offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide are embedded throughout the Learning System tests to help students gain an understanding of the content.

Assessments:

- There are practice assessments available to the student **with some being required in specific courses and proctored assessments that are required assignments in specific courses**. These assessments will help the student to identify what they know as well as areas requiring remediation called Topics to Review.

Focused Reviews/Active Learning/Remediation:

- Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX®. The student's individual assessment report will contain a listing of the Topics to Review. It's highly recommended to remediate using the Focused Review after completion of any practice/proctored tests, which contains links to ATI eBooks, media clips, and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students can provide documentation that required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page or by submitting written Remediation Templates as required.

RN to BSN ADMISSION PROCESS

Registered nurses can advance to the Bachelor's Degree in Nursing (BSN) with a blended program. On-campus immersions will occur once per semester and all other courses are online. The curriculum is designed to recognize and expand on registered nurses' previous education and professional experiences.

The RN to BSN program can be completed in five semesters. Courses are offered in eight-week blocks. On-campus day and a half immersions occur at the beginning of each fall and spring semesters. The program is designed to be part time so that registered nurses can work, attend to other responsibilities, and be successful students.

All credits from accredited colleges are accepted as transfer credits. A total of 120 credits is needed for the baccalaureate degree. Included in the 120 credits must be a minimum of 36 credits from NDSU a minimum of 60 credits from four-year institution(s), and a minimum of 36 upper division credits (including at least 15 from NDSU). RN students will have an academic advisor who also teaches in the RN to BSN program. An advisor will assist in developing a personal plan of study for each student.

There are two clinical experiences in the RN to BSN program. Population Focused Nursing Care (1 credits) and Leadership (1 credit). Each course can be completed at a location that is convenient for the student and will be arranged with the professor's approval.

Admission Requirements & Process

Individuals must first apply for admission to NDSU. The application can be found at the following website: https://www.ndsu.edu/admission/admission_information/application/. Upon being accepted to NDSU, students can complete the application for the RN to BSN nursing major.

Requirements for admission to the RN to BSN program:

- Completion of an associate degree in nursing or hospital diploma in nursing
- Current, unencumbered professional nurse license (RN) or eligible to take the NCLEX before the start of the fall semester (may be accepted to the program contingent on exam results.)
- Admitted to NDSU
- Cumulative GPA of at least 2.75 on 4.0 scale
- Transcripts from all post-secondary schools attended
- Criminal background check with acceptable findings (student responsible for cost); is also completed annually if admitted
- Completed School of Nursing application including a personal statement and may include an interview (\$50.00 application capacity fee, subject to change)
- Two professional references
- Upon Admission, students must provide documentation of the following:
 - Current CPR certification at health provider level
 - Health Status Documentation with immunization history
 - Proof of Health Insurance
 - Background Check with fingerprints
- Also upon admission, \$100 deposit (which is applied to first semester tuition) is required. Deposit is non-refundable if enrollment in nursing courses does not occur.

**School of Nursing
RN to BSN Degree Plan**

Fall

| Course # | Name of Course | Number of Credits |
|----------|---|-------------------|
| NURS 326 | NDSU RN-BSN Immersion I | 1 |
| NURS 356 | The Essence of Nursing | 3 |
| NURS 420 | Evidence Based Practice and Research in Nursing | 3 |
| | Total | 7 |

Spring

| Course # | Name of Course | Number of Credits |
|----------|---------------------------------------|-------------------|
| NURS 346 | NDSU RN-BSN Immersion II | 1 |
| NURS 386 | Chronicity Throughout the Lifespan I | 3 |
| NURS 388 | Chronicity Throughout the Lifespan II | 3 |
| | Total | 7 |

Summer

| Course # | Name of Course | Number of Credits |
|----------|-----------------------------------|-------------------|
| NURS 366 | Quality and Safety in Health Care | 3 |
| | Total | 3 |

Fall

| Course # | Name of Course | Number of Credits |
|-------------|--|-------------------|
| NURS 426 | NDSU RN-BSN Immersion III | 1 |
| NURS 436 | Transcultural Nursing Care | 3 |
| NURS 446 | Population Focused Nursing Care | 3 |
| NURS 446(L) | Population Focused Nursing Care (clinical component) | 1 |
| | Total | 8 |

Spring

| Course # | Name of Course | Number of Credits |
|-------------|---------------------------------|-------------------|
| NURS 456 | NDSU RN-BSN Immersion IV | 1 |
| NURS 462 | Leadership | 3 |
| NURS 462(L) | Leadership (clinical component) | 1 |
| NURS 478 | BSN Capstone | 3 |
| | Total | 8 |
| | Nursing Curriculum Total | 33 |

All nursing students at NDSU must complete an upper level writing course. It is recommended that students enroll in ENGL 325 Writing for Health Professionals.

Note: Nursing courses, with exception of Immersions, will be offered in 8-week blocks.

For RN to BSN students, Immersion course attendance is required. It is expected that students enter their online courses at least three times per week. The student is responsible for frequent communication with the course instructor, especially if the student is having difficulties meeting course expectations. Clinical experiences are scheduled independently with guidance from course instructor.

RN to BSN Demonstrated Competency Credits Policy

| | |
|-------------------------|---|
| Degree Program: | <p>This policy applies to the RN to BSN track of the BSN program. It does not apply to the Pre-Licensure BSN track, the LPN to BSN track, or the BSN to DNP track.</p> <p>Twenty-five credits will be awarded to candidates who have successfully completed an Associate of Science in Nursing Degree or an Associate of Arts in Nursing Degree and have passed the NCLEX. Candidates will submit a copy their transcripts and a copy of their RN licensure when applying to the RN to BSN program.</p> <p>Eighteen credits will be awarded to candidate who have successfully completed an Associate of Applied Science in Nursing Degree and have passed the NCLEX. Candidates will submit a copy of their transcripts and a copy of their RN licensure when applying to the RN to BSN program.</p> |
| Awarded Credits: | <p>Awarded credits will apply to the Nursing Major credits at NDSU. These credits satisfy proven RN competencies</p> |
| Transcript: | <p>The credits will be awarded on the candidates' NDSU transcript as 300 and 400 level credits after the completion of the first semester of the RN to BSN program.</p> |

NURSING STUDENT ORGANIZATIONS

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.

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.

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, Mayville State University, and Minnesota State University, sponsor Xi Kappa Chapter.

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.

Nursing Student Council

Representatives of each class including LPN and RN to BSN student as well as a representative of the Student Nurses' Association form the undergraduate Nursing Student Council meets monthly with the Department Chair. Students are encouraged to communicate concerns to their representatives.

NURSING PROGRAM EVENTS

Scholarship Recognition

Each September the College of Health Professions sponsors a career fair and 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 required to attend.

Pinning

Near graduation, senior classes have a pinning ceremony, which 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.

The pinning ceremony, which is a separate celebration from receiving a diploma, is a time-honored nursing school tradition rich with symbolism. The pinning ceremony symbolizes the achievement of completing the educational requirements and marks the graduate's transition into the profession. This ceremony signifies initiation into the brotherhood and sisterhood of nurses. The history of this rite of passage can be traced back to the Crusades of the 12th century. During this time, the Knights of St. John, the Order of the Hospitaller, tended to injured Crusaders. When new monks were initiated into the order, they vowed to serve these sick soldiers in a ceremony where each monk was given a Maltese cross, the first badges given to those who served as nurses. In the 1860's, when Florence Nightingale was awarded the Red Cross of St. George in recognition for her service to the injured during the Crimean War, she shared this honor, by in turn presenting a medal of excellence to her brightest graduates. By 1916, the practice of pinning new graduates was standard throughout the U.S.

Nursing Pins are a proud symbol and tradition shared by nurses across the country. These pins are one of the most visible signs of educational achievement in the nursing profession. The pin serves as a notice to the public that graduates are well educated and fully capable of accepting the responsibilities, privileges, and rights that come with the nursing profession. Regardless of where their new careers in nursing take the graduates, their pin will represent where they earned their professional education.

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.

REGISTRATION PROCEDURES

Academic Advisors

Students in the LPN to BSN and RN to BSN nursing program are assigned a faculty advisor. It is strongly recommended that students meet with their advisor in person or via phone or Zoom on a regular basis to receive updated curricular information. Advisors help students learn how to complete the registration procedures and to assist students to remain on track to meet goals and to graduate in a timely manner **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.

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 Associate Dean and Directors in their major area.

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.

A student who has completed an associate of arts or an associate of science degree general education program in the United States or Canada at a regionally accredited institution and who transfers to NDSU or who pursues a second baccalaureate degree at NDSU is considered to have completed his or her lower-division general education requirements at NDSU.

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

Total Required Credits from General Education Categories =40

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/>

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 School of Nursing (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, 2016) (<http://www.aacn.nche.edu/education-resources/ipcreport.pdf>). The curriculum follows state requirements of the North Dakota Board of Nursing.

The Essentials of Baccalaureate Education for Professional Nursing Practice¹

Liberal Education for Baccalaureate Generalist Nursing Practice

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ physical sciences ▪ life sciences ▪ mathematical sciences | <ul style="list-style-type: none"> ▪ social sciences ▪ fine arts and performing arts ▪ humanities |
|---|--|

Basic Organizational and Systems Leadership for Quality Care and Patient Safety

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ leadership ▪ social change theories ▪ communication ▪ healthcare systems | <ul style="list-style-type: none"> ▪ teamwork ▪ quality improvement ▪ operations research |
|---|--|

Scholarship for Evidence-Based practice

- | | |
|--|--|
| <ul style="list-style-type: none"> ▪ principles/models of evidence-based practice ▪ database search strategies ▪ levels of evidence | <ul style="list-style-type: none"> ▪ 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

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ use of patient care technologies ▪ computer skills ▪ information management | <ul style="list-style-type: none"> ▪ electronic health records ▪ principles of nursing workload measurement/resources ▪ technological resources |
|---|--|

Healthcare Policy, Finance, and Regulatory Environments

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ policy development and legislative process ▪ licensure and regulation ▪ policy analysis and evaluation ▪ political activism and professional organizations | <ul style="list-style-type: none"> ▪ economics of healthcare ▪ scope of practice and Nursing Practice Act ▪ risk management |
|---|--|

Interprofessional Communication and Collaboration for Improving Patient Health Outcomes

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ safety ▪ autonomy ▪ relationship building ▪ advocacy | <ul style="list-style-type: none"> ▪ professional roles ▪ scopes of practice and perspectives of other health professions ▪ conflict management and negotiation |
|---|--|

Clinical Prevention and Population Health

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ determinants of health ▪ public health principles and functions ▪ health literacy ▪ environmental health risks | <ul style="list-style-type: none"> ▪ 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

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 statutes, 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 statutes, 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.

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

The Code of Ethics for Nurses ¹

1. The nurse practices with compassion and respect for the inherent dignity, worth and attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. 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.
5. 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.
6. 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.
7. 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.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. 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.

¹ American Nurses Association, 2015

WHERE TO GO FOR HELP

| TOPIC/PROCEDURE: | SOURCE/CONTACT: | LOCATION: |
|---|--|--|
| Academic Deficiencies | <ul style="list-style-type: none"> • Advisor • Office of Registration & Records www.ndsu.edu/registrar/ • Current NDSU Bulletin www.ndsu.edu/bulletin/ | Ceres 110 231-7981 |
| Academic Policies | Current NDSU Bulletin www.ndsu.edu/bulletin/ | |
| Add or drop a course | <ul style="list-style-type: none"> • Advisor • Office of Registration & Records www.ndsu.edu/registrar/ | Ceres 110 231-7981 |
| Advanced Placement | <ul style="list-style-type: none"> • 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: https://www.ndsu.edu/fileadmin/policy/337.pdf | Memorial Union 250, main level 231-6560 |
| Apply for loan | <ul style="list-style-type: none"> • 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 |
| One Stop | 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) https://www.ndsu.edu/counseling/ | Ceres 212 231-7671 |
| Career/Job Search (Placement Program) | <ul style="list-style-type: none"> • Career Center, www.ndsu.edu/career/ • Current NDSU Bulletin www.ndsu.edu/bulletin/ | Ceres 306 231-7111 |
| Check content of courses | Current NDSU Bulletin & Departments www.ndsu.edu/bulletin/ | |
| Check on a grade | <ul style="list-style-type: none"> • Campus Connection Student Portal www.ndsu.edu/onestop • Instructor of course | |
| Continuing Education | Distance and Continuing Education www.ndsu.edu/dce/ | FLC 314 231-7015 |
| Credit by examination (Challenging a course, PEP or CLEP tests) | <ul style="list-style-type: none"> • Office of Registration & Records www.ndsu.edu/registrar/ • Counseling Center https://www.ndsu.edu/counseling/ • Current NDSU Bulletin www.ndsu.edu/bulletin/ | Ceres 110 231-7981 Ceres 212 231-7671 |
| Disability Services | NDSU Disability Services www.ndsu.edu/disabilityservices/ | Wallman Wellness Center 170 231-8463 |
| Discuss academic problems | Dr. Daniel Friesner, Senior Associate Dean | Sudro 123 231-9509 |

| TOPIC/PROCEDURE: | SOURCE/CONTACT: | LOCATION: |
|--------------------------------|--|--|
| Discuss personal problems | <ul style="list-style-type: none"> • Advisor • Program Director • Counseling Center www.ndsu.edu/counseling/personal_counseling/ | Ceres 212 231-7671 |
| Financial Aid Information | <ul style="list-style-type: none"> • Student Financial Services www.ndsu.edu/onestop/finaid/ • Bison Connection www.ndsu.edu/onestop/finaid/ • Current NDSU Bulletin https://bulletin.ndsu.edu/ | Memorial Union Main Floor 231-6200 |
| General Education Requirements | <ul style="list-style-type: none"> • Office of Registration and Records www.ndsu.edu/registrar • Current NDSU Bulletin https://bulletin.ndsu.edu/ | Ceres 110 231-7981 |
| Grades & Honor Points | <ul style="list-style-type: none"> • Advisor • Office of Registration & Records www.ndsu.edu/registrar/ • Current NDSU Bulletin https://bulletin.ndsu.edu/ | Ceres 110 231-7981 |
| Graduation Requirements | <ul style="list-style-type: none"> • Office of Registration & Records www.ndsu.edu/registrar • Current NDSU Bulletin https://bulletin.ndsu.edu/ | Ceres 110 231-7981 |
| Health Service | <ul style="list-style-type: none"> • NDSU Wellness Center www.ndsu.edu/wellness/ https://www.ndsu.edu/studenthealthservice • Current NDSU Bulletin https://bulletin.ndsu.edu/ | Wallman Wellness Center, 231-5200 Student Health Service, 231-5200 |
| Major Requirements | <ul style="list-style-type: none"> • Advisor • This Handbook-see Curriculum • Current NDSU Bulletin https://bulletin.ndsu.edu/ | |
| Pass/Fail | <ul style="list-style-type: none"> • Advisor • Current NDSU Bulletin https://bulletin.ndsu.edu/ • Office of Registration & Records www.ndsu.edu/registrar/ | Ceres 110 231-7981 |
| Registration | <ul style="list-style-type: none"> • Office of Registration & Records www.ndsu.edu/registrar/ • Campus Connection Student Portal www.ndsu.edu/onestop | Ceres 110 231-7981 |
| Remove an Incomplete | Course Instructor | |
| Residence Classification | <ul style="list-style-type: none"> • Office of Registration & Records www.ndsu.edu/registrar/ • Current NDSU Bulletin https://bulletin.ndsu.edu/ | Ceres 110 231-7981 |
| Student Organizations | <ul style="list-style-type: none"> • Campus Directory • College of Health Professions – Student Nurses’ Association (SNA) • Student Government https://www.ndsu.edu/sg/ • Student Activities Office https://www.ndsu.edu/studentactivities/ | See Table of Contents Sudro 123 231-7601 Memorial Union 126 231-8461 Memorial Union 120 231-7787 |

| TOPIC/PROCEDURE: | SOURCE/CONTACT: | LOCATION: |
|--|--|---|
| Study Abroad Programs | <ul style="list-style-type: none"> Office of International Programs www.ndsu.edu/International Current NDSU Bulletin https://bulletin.ndsu.edu/ | 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 | <ul style="list-style-type: none"> Director of Summer School Current NDSU Bulletin https://bulletin.ndsu.edu/ | 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) | <ul style="list-style-type: none"> Office of TRIO Programs www.ndsu.edu/trio/ Learning Services/Orientation Coordinator (ACE) www.ndsu.edu/studentssuccess/about_ace/ | Ceres 335 231-8028 West Dining Center room 20 (lower level) 231-5554 |
| Tutor – Math | Math Dept. Tutors and Math Instructors https://www.ndsu.edu/math/ | Minard 300 231-8171 |
| University Rules & Regulations | Current NDSU Bulletin (see University Policies) https://bulletin.ndsu.edu/ | |
| Veterans Information | Office of Registration & Records https://www.ndsu.edu/veterans/ | Ceres 211 231-7985 800-608-6378 |
| Withdraw to zero credits | Registration and Records https://www.ndsu.edu/registrar/ | Ceres 110 231-7981 One Stop (MU) 231-8297 |
| Writing Skills | <ul style="list-style-type: none"> Center for Writers www.ndsu.edu/cfwriters | Main Library, lower level, 231-7927 Morrill 219 231-7143 |

IMPORTANT FREQUENTLY ASKED QUESTIONS

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 Sudro 123, the Office of Registration & Records in Ceres 110, or Bison Connection in the Memorial Union.

CREDITS

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.

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. A student who has completed an associate of arts or an associate of science degree general education program in the United States or Canada at a regionally accredited institution and who transfers to NDSU or who pursues a second baccalaureate degree at NDSU is considered to have completed his or her lower-division general education requirements at NDSU.

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 One Stop 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, whether higher or lower, 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.

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).

MINORS

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 18. To determine the exact number of credits that you will need for a minor, check with your advisor, the department website or One Stop.

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 <https://www.ndsu.edu/onestop/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.

Who are the Administrators? 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.

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

The Associate Dean of Nursing is Dr. Carla Gross. She may be reached at 231-7772, Aldevron Tower (ALDT) 540T
LPN-BSN Program Director: Karla Haug, 701-231-5128, ALDT 540S
RN-BSN Program Director: Holly Sandhurst 701-231-7886, ALDT 540-0

The following forms will be provided electronically on Student Passport for your signature.

Consent Form for Sharing Work

I give permission to NDSU School of Nursing to use my course work in the format of a portfolio for assessment and evaluation purposes. Assessment and evaluation methods will be implemented throughout the program for continuous quality improvement.

I also give permission to NDSU School of Nursing professors to share exemplar assignments for educational purposes only.

Signature

Date

Signature page for the Student Academic and Conduct Standards Policy 3.01

Annual Pledge, FERPA Notification, and Signature

I have read and understand the above policy. I agree to accept and abide by this Student Academic and Conduct Standards Policy of the College of Health Professions. I understand that possible violations of this policy and sanctions imposed, as well as information used to substantiate violations (including, but not limited to, criminal background checks and drug screens), may be shared with College affiliated educational training programs, clinical sites at which I may complete program-specific experiential requirements, licensing and/or certification boards relevant to my program of study, clinical sites at which I work for non-academic reasons (i.e., for pay or to volunteer), and other faculty, staff or administrators within the College of Health Professions and North Dakota State University who have a legitimate interest in my education. I understand that I have the right to revoke the College of Health Professions' ability to share this information at any time. Should I revoke the ability of the College of Health Professions to share relevant information with the aforementioned parties, I also understand that I am immediately ineligible to complete a degree offered within the College of Health Professions, and I voluntarily (and immediately) withdraw from my major or program of study within the College. I understand that withdrawing from a major or program of study within the College of Health Professions does not prevent me from pursuing another major at North Dakota State University. I am also aware of and assume responsibility for following other College and Department policies as stated in my major or program of study's 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 - Certificate
- ☐ 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, October 31, 2018, Jan. 2, 2019
Source: Faculty Meeting Minutes

Risk Awareness Agreement

I understand that the healthcare career I have chosen comes with certain risks that could expose me to potential hazards to my health as a result of working in a healthcare workforce environment including but not limited to hazardous substances, dangerous equipment and supplies, mentally and physically ill patients, and possible exposure to blood and body fluids which may result in exposure to and/or contraction of an infectious disease. I fully understand these risks and accept them as a condition of being a student enrolled in a healthcare field like the BSN Nursing program. I understand that any medical expenses incurred as a result of the clinical education portion of the BSN program especially in the healthcare workforce environment, are my responsibility. I also understand that it is my personal responsibility to practice good accident and injury prevention measures to reduce my risk of injury or illness including following all prevention and safety guidelines recommended by the College, the healthcare facility, and the Center for Disease Control.

Signature

Date

Signature page for LPN-BSN and RN to BSN Handbook

By signing this form, you affirm that you have read the current North Dakota State University LPN & RN to BSN Nursing Handbook, and agree to adhere to all policies and guidelines within.

Please review Handbook Acknowledgement at the following link:

<https://www.ndsu.edu/nursing/degrees/handbooks/>

This form needs to be signed yearly.

Signature

Date