

**NDSU**

SCHOOL OF NURSING

# **Pre-Licensure Nursing Handbook 2021-2022**

**August 2020**



## TABLE OF CONTENTS

### THE COLLEGE OF HEALTH PROFESSIONS

Introduction .....	5
Degrees .....	6
Background Check.....	6
Health Insurance .....	6
Health Vaccines/Exposure to Biohazard .....	6
Pre-Nursing Majors .....	6
Scholarships and Awards.....	7
Student Complaint Policy 3.28 .....	7
Differential Tuition.....	7
Termination from the College Policy 3.03 .....	7

### SCHOOL OF NURSING POLICIES AND INFORMATION

School of Nursing Policies and Information.....	8
Nursing Program History.....	8
NDSU SON Mission Statement.....	9
NDSU SON Vision Statement.....	9
Program Outcomes .....	9
Beliefs and Core Values .....	10
Core Values and Program Outcome Models.....	11
Professional Nursing Guidelines .....	12
Professional Nursing Standards .....	14
The Code of Ethics for Nurses.....	15
School of Nursing Organizational Chart.....	16

ADMISSION REQUIREMENTS AND PROCEDURES for Pre-Licensure Applicants.....	17
Admission Requirements.....	17
Admission Procedures .....	18

Student Academic and Conduct Standards Policy 3.01 .....	20
Risk Awareness Statement .....	26

Program Operational Policies .....	27
Personal Appearance/Professional Dress Guidelines .....	28
Progression .....	29
Admissions and Academic Progression Appeals Form .....	30
Dismissal .....	30
Grievance and Appeals.....	30
Records.....	31

Nursing Student Organizations.....	32
Student Nurses' Association (SNA) .....	32
Sigma Theta Tau International .....	32
College of Health Professions Ambassadors .....	32
Nursing Student Council .....	33
Dean's Liaison Committee (DLC).....	33
Multicultural Club .....	33

Nursing Program Events	
Scholarship Recognition.....	34
White Coat Ceremony .....	34
Pinning.....	34

## **RULES AND PROCEDURES**

Credits.....	35
--Credit Limit, Transfer, Common Course Numbers, Challenge Advanced Placement, College Entrance, Examination Board (CLEP)	
Degrees .....	36
General Education Requirements .....	36
Grades and Academic Status .....	36
G.P.A., Incompletes, Pass/Fail, Retakes, Current Competency, Deficient Students	
Majors.....	37
Registration.....	37
Withdrawing to Zero Credits .....	37
Other Questions .....	37
<b>Registration Procedures</b> .....	38
<b>General Education Requirements</b> .....	39
Courses Approved for General Education .....	39
<b>ATI Testing Instructions</b> .....	40
<b>Where to Go for Help</b> .....	41

## **SCHOOL OF NURSING**

Carla Gross, PhD, MSN, RN, Associate Dean  
NDSU-Dept #2670  
P.O. Box 6050 / 540 Aldevron Tower  
Fargo, ND 58108-6050  
(701) 231-7772

Charys Kunkel, MSN, RN, Director  
NDSU Nursing at Sanford Health  
512 North 7<sup>th</sup> Street  
Bismarck, ND 58501  
(701) 224-3803

## **COLLEGE OF HEALTH PROFESSIONS**

Dr. Charles D. Peterson, Dean  
NDSU-Dept #2650  
PO Box 6050 / 123 Sudro Hall  
Fargo, ND 58108-6050  
(701) 231-5383

## INTRODUCTION

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

A very important person during your time with us is your advisor. This individual is available to assist you in planning your program of studies and answer questions about future career options. I urge you to meet regularly with your advisor especially if you have any questions, concerns or need help with any academic, College, or campus issues. Faculty and staff are prepared to work with you on an individual basis and help guide you through your journey with us. Additional career information can also be found in our Administrative Offices in Fargo - Sudro 123, and in Bismarck at Student Services, Room 130B, 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**

<https://www.ndsu.edu/healthprofessions/>

*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/healthprofessions/college\\_information/policy\\_manual/](https://www.ndsu.edu/healthprofessions/college_information/policy_manual/)).*

### **DEGREES**

The College of Health Professions offers the following degrees:

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

### **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 link helpful in procuring health insurance: <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.

### **EXPOSURE TO BIOHAZARD**

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

### **PRE-NURSING MAJORS**

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

## SCHOLARSHIPS AND AWARDS

The College of Health Professions has a limited number of scholarships and awards available for assistance to students. 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 (<https://www.ndsu.edu/healthprofessions/scholarships/>). 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 (Fargo) and in the Office of Student Services (Bismarck).

## STUDENT COMPLAINT 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. See Student Complaint Procedures Policy 3.53. [https://workspaces.ndsu.edu/fileadmin/nursing/documents/policy/SON\\_Policies.docx.pdf](https://workspaces.ndsu.edu/fileadmin/nursing/documents/policy/SON_Policies.docx.pdf)

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

## DIFFERENTIAL TUITION

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

## TERMINATION FROM THE COLLEGE POLICY 3.03

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

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

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

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

## **SCHOOL OF NURSING POLICIES AND INFORMATION**

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

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

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

**Tuition, fees, housing and other expenses are explained on the NDSU website at <https://www.ndsu.edu/onestop/accounts/tuition/>. This link does not work, what is this the link we want- <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 undergraduate nursing program. A candidate must be able to perform all essential functions of the student nurse either with or without accommodation.

For more information, please go online to <https://www.ndsu.edu/nursing/>.

### **Nursing Program History**

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

In 2001 Minnesota State University Moorhead (MSUM), which operated a baccalaureate program for registered nurses, joined the nursing consortium and a collaborative master's degree program in nursing was initiated. In 2005, the three undergraduate programs disassociated from the consortium and became independent of one another. NDSU initiated a doctor of nursing practice program in 2005. In 2007 graduate programs at the three institutions became independent of one another.

Nursing programs in the area cooperate with one another in utilization of clinical sites, in addressing regional needs and through the sharing of teaching/learning resources.

In June, 2014, NDSU acquired the Sanford College of Nursing (SCON) located in Bismarck, ND. SCON has been a well-respected, successful, freestanding nursing program affiliated with the Bismarck hospital for over 100 years. The Bismarck program became known as *NDSU Nursing at Sanford Health*.

The Nursing Program online application will be available in mid-March (for fall admission) and mid-August (for spring admission). Application materials must be submitted to the School of Nursing by the application deadlines below:

- Fargo site: April 20 for both fall and spring program start
- Bismarck site: April 20 for fall admission, and October 20 for spring admission

### **NDSU SON Mission Statement**

The mission of the North Dakota State University (NDSU) School of Nursing (SON) is to advance nursing knowledge and develop dynamic nurse leaders who improve the health of all people, including underserved, rural, and diverse populations.

### **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.

### **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.

## **Beliefs and Core Values**

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

**Professionalism** – We are committed to professionalism as foundational to nursing practice. Professional nursing encompasses integrity, respect, collegiality, autonomy, inter-professional collaboration, and ethical practice.

**Caring** – We are committed to caring for the needs of all people with sensitivity and compassion in a holistic manner. Caring is central to nursing practice.

**Service** – We are committed to the people of North Dakota by providing high quality nursing programs to promote the health of the state's citizens. We provide nursing expertise and service at the University, state, national, and international levels.

**Scholarship** -- We are committed to discovering and disseminating new knowledge and using nursing scholarship to practice evidence-based care. As a practice profession and an academic discipline, nursing is an art and science.

**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, fairness, and honoring the dignity and diversity of students, faculty, staff, and the people we serve.

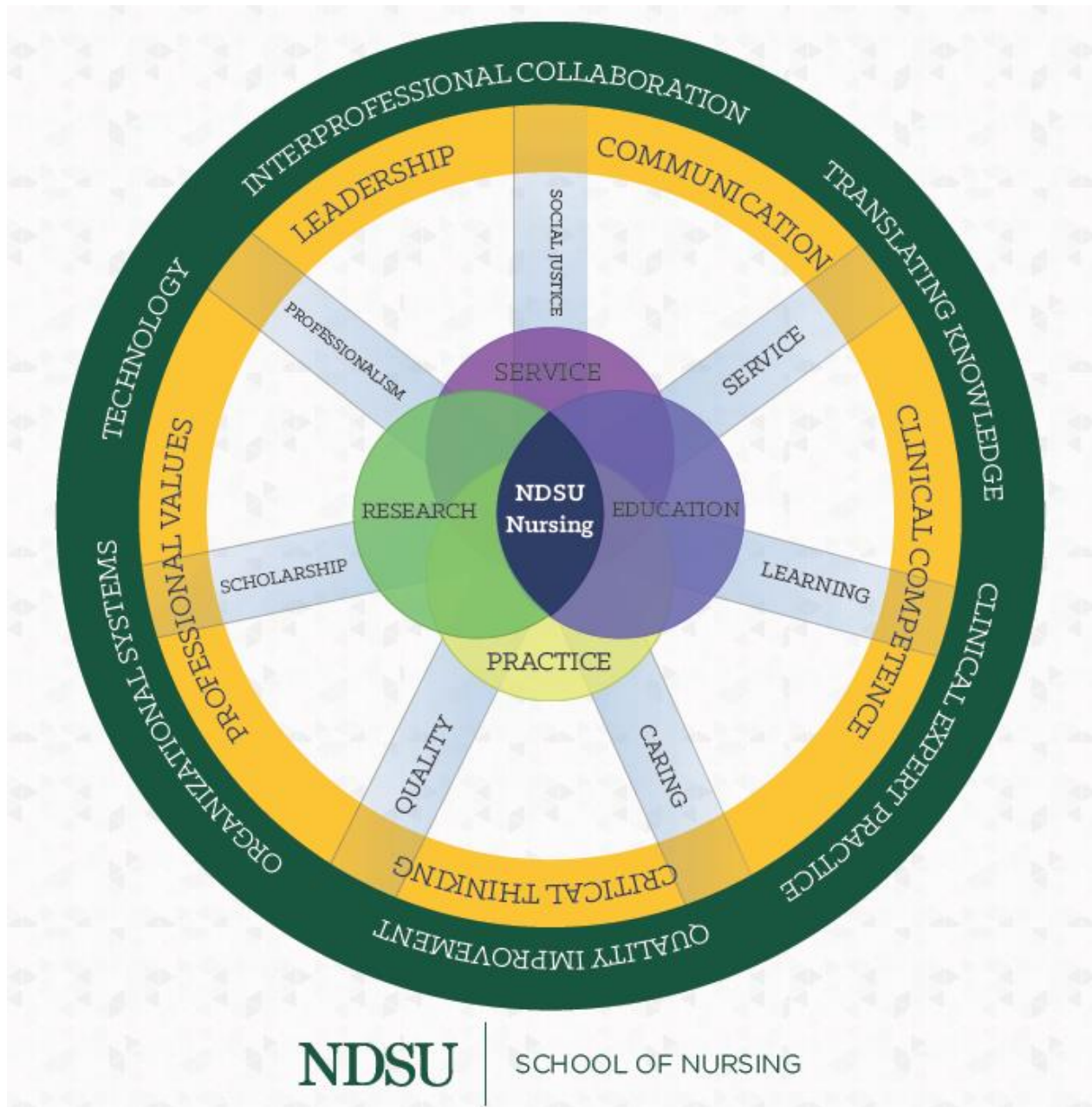
**Learning** – We are committed to facilitating reflective, active, and life-long learning by providing engaging, dynamic, and innovative educational environments.

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

## **NDSU SON Statement on Equity, Diversity, and Inclusivity**

The NDSU School of Nursing stands in commitment to diverse students, faculty, staff and community members to take action to address social and health injustices by addressing discrimination in our environment. As an anti-racist and inclusive School of Nursing we vow to purposefully identify and challenge issues that threaten equity, diversity and inclusivity and the impact(s) they have on our organizations, systems, and people, regardless of intention.

## CORE VALUES AND PROGRAM OUTCOME MODELS



## PROFESSIONAL NURSING GUIDELINES

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

The outcomes of the baccalaureate program in nursing were derived from the mission, vision, and core values of the SON. Professional nursing standards and guidelines used in development of the curriculum and in formulation of school policies were *The Essentials: Core Competencies for Professional Nursing Education* (AACN, 2021) (<https://www.aacnnursing.org/Education-Resources/AACN-Essentials>), *Quality and Safety Education in Nursing* (AACN, 2009) (<http://qsen.org/competencies/pre-licensure-ksas/>), *Core Competencies for Interprofessional Collaborative Practice* (Interprofessional Education Collaborative/ IPEC, 2016) (<https://www.ipecollaborative.org/resources.html>), and National Academy of Medicine's The Future of Nursing 2020-2030 report. The curriculum follows state requirements of the North Dakota Board of Nursing. The curriculum is continuously reviewed to align with changes in nursing practice, as well as revisions made to professional nursing standards and guidelines.

The Essentials: Core Competencies for Professional Nursing Education<sup>1</sup>

### **Domain 1 - Knowledge of Nursing Practice**

- 1.1 Demonstrate an understanding of the discipline of nursing's distinctive perspective and where shared perspectives exist with other disciplines
- 1.2 Apply theory and research-based knowledge from nursing, the arts, humanities, and other sciences.
- 1.3 Demonstrate clinical judgement founded on a broad knowledge base.

### **Domain 2 - Person Centered Care**

- 2.1 Engage with the individual in establishing a caring relationship.
- 2.2 Communicate effectively with individuals.
- 2.3 Integrate assessment skills in practice.
- 2.4 Diagnose actual or potential health problems and needs.
- 2.5 Develop a plan of care.
- 2.6 Demonstrate accountability for care delivery.
- 2.7 Evaluate outcomes of care.
- 2.8 Promote self-care management.

### **Domain 3 – Population Health**

- 3.1 Manage population health.
- 3.2 Engage in effective partnerships.
- 3.3 Consider the economic impact of the delivery of health care.
- 3.4 Advance equitable population health policy.
- 3.5 Demonstrate advocacy strategies.
- 3.6 Advance preparedness to protect population health during disasters and public health emergencies.

### **Domain 4: Scholarship for the Nursing Discipline**

- 4.1 Advance the scholarship of nursing.
- 4.2 Integrate best evidence into nursing practice.
- 4.3 Promote the ethical conduct of scholarly activities.

### **Domain 5 – Quality and Safety**

- 5.1 Apply quality improvement principles in care delivery.
- 5.2 Contribute to a culture of patient safety.
- 5.3 Contribute to a culture of provider and work environment safety

**Domain 6 – Interprofessional Partnerships**

- 6.1 Communicate in a manner that facilitates a partnership approach to quality care delivery.
- 6.2 Perform effectively in different team roles, using principles and values of team dynamics
- 6.3 Use knowledge of nursing and other professions to address healthcare needs.
- 6.4 Work with other professions to maintain a climate of mutual learning, respect, and shared values.

**Domain 7: Systems-Based Practice**

- 7.1 Apply knowledge of systems to work effectively across the continuum of care.
- 7.2 Incorporate consideration of cost-effectiveness of care.
- 7.3 Optimize system effectiveness through application of innovation and evidence-based practice.

**Domain 8: Informatics and Healthcare Technologies**

- 8.1 Describe the various information and communication technology tools used in the care of patients, communities and populations.
- 8.2 Use information and communication technology to gather data, create information, and generate knowledge.
- 8.3 Use information and communication technologies and informatics processes to deliver safe nursing care to diverse populations in a variety of settings.
- 8.4 Use information and communication technology to support documentation of care and communication among providers, patients, and all system levels.
- 8.5 Use information and communication technologies in accordance with ethical, legal, professional and regulatory standards, and workplace policies in the delivery of care.

**Domain 9: Professionalism**

- 9.1 Demonstrate an ethical comportment in one's practice reflective of nursing's mission to society.
- 9.2 Employ participatory approach to nursing care.
- 9.3 Demonstrate accountability to the individual, society, and the profession.
- 9.4 Comply with relevant laws, policies, and regulations.<sup>9</sup>
- 9.5 Demonstrate the professional identity of nursing.
- 9.6 Integrate diversity, equity, and inclusion as core to one's professional identity.

**Domain 10: Personal, Professional, and Leadership Development**

- 10.1 Demonstrate a commitment to personal health and well-being.
- 10.2 Demonstrate a spirit of inquiry that fosters flexibility and professional maturity.
- 10.3 Develop capacity for leadership.

<sup>1</sup> American Association of Colleges of Nursing (2021). The Essentials: Core Competencies for Professional Nursing Education. Washington, DC: Author.

**Standards of 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 5A. Coordination of Care

Standard 5B. Health Teaching and Health Promotion

**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 8. Advocacy

Standard 9. Respectful and Equitable Practice

**Standard 10. Communication**

*The registered nurse communicates effectively in all areas of practice.*

Standard 11. Collaboration

*The registered nurse collaborates with healthcare consumer, family, and others in the conduct of nursing practice.*

**Standard 12. Leadership**

*The registered nurse demonstrates leadership in the professional practice setting and the profession.*

**Standard 13. Education**

**Standard 14. Scholarly Inquiry**

**Standard 15. Quality of Practice**

**Standard 16. Professional Practice Evaluation**

**Standard 17. Resource Stewardship**

**Standard 18. Environmental Health**

---

<sup>1</sup> American Nurses Association. (2021) Nursing: Scope & Standards of Practice. 4<sup>th</sup> ed. Washington, DC: Author

### **The Code of Ethics for Nurses**<sup>1</sup>

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

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

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

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

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

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

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

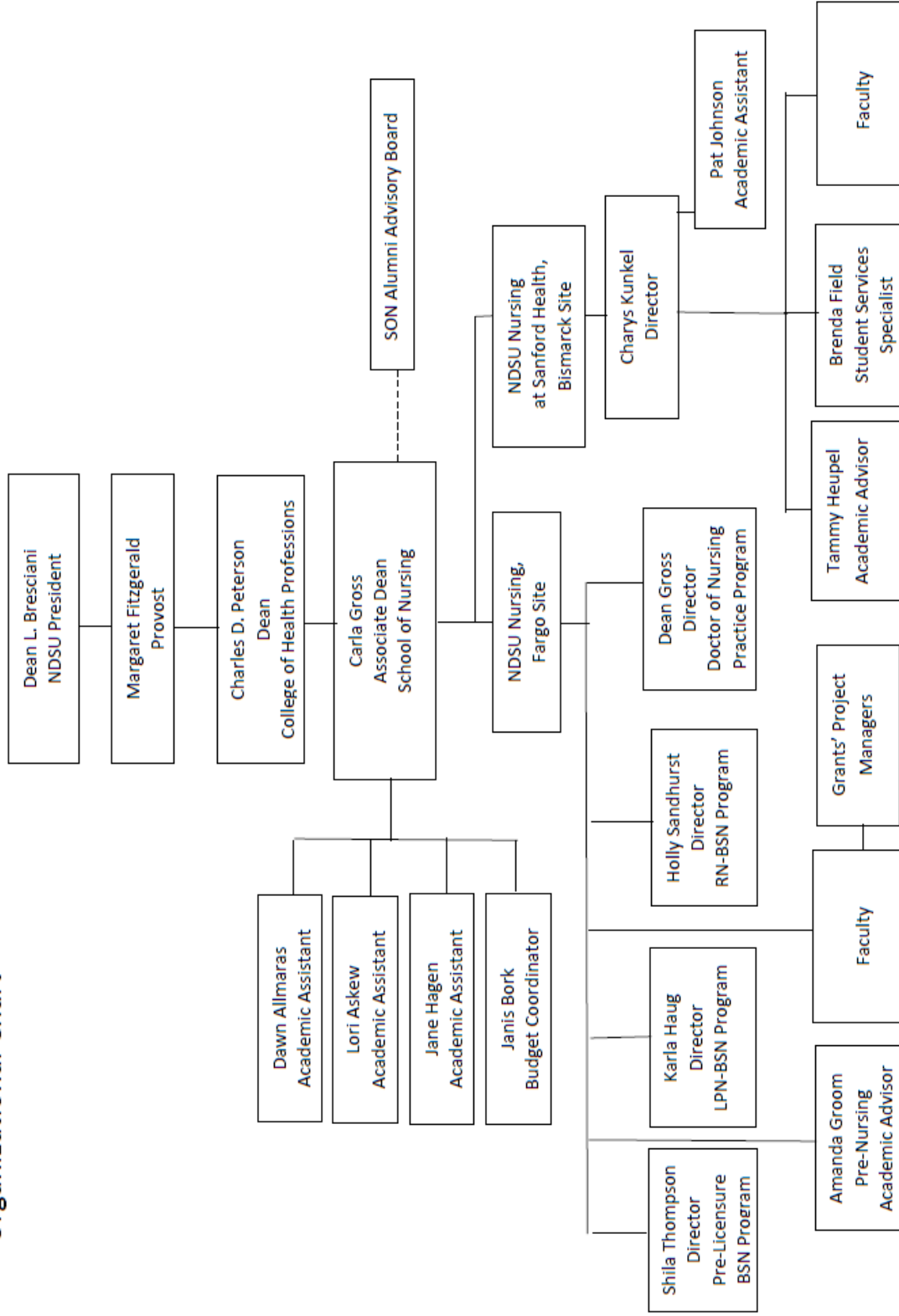
The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

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

---

<sup>1</sup> American Nurses Association, 2021

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



1-8-2021

## ADMISSION REQUIREMENTS AND PROCEDURES

### **Pre-Licensure Applicants**

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

The following courses must be completed prior to applying to the professional nursing major. The selected GPA is calculated on these courses.

- English 120 – College Composition II – 3 credits
- Communication 110 – Fundamentals of Public Speaking – 3 credits
- Psychology 111 – Intro to Psychology – 3 credits
- Sociology 110 - Introduction to Sociology – 3 credits OR Anthropology 111 - Introduction to Anthropology – 3 credits

Completion of a minimum of 8 credits (of the 19 credits required) in the science category is required. Preference will be given to those students who have completed 11 credits (or more):

- Chemistry 117 and 117L – Chemical Concepts and Applications and Lab – 4 credits (Equivalent courses are CHEM 115 and 115L – Introductory Chemistry and Lab – 5 credits)
- Biochemistry 260 – Elements of Biochemistry – 4 credits (An equivalent course is CHEM 116 – Introduction to Organic and Biochemistry– 4 credits)
- Microbiology 202 and 202L – Intro to Microbiology and Lab – 3 credits
- Biology 220 and 220L – Human Anatomy and Physiology I and Lab – 4 credits
- Biology 221 and 221L – Human Anatomy and Physiology II and Lab – 4 credits

No pre-nursing pre-requisite course in which a grade has been issued may be repeated more than once. The grade received during the student's second attempt will be used in evaluation for admission.

- Students who have repeated a course more than twice are required to submit a letter with the application explaining the rationale for the repeated courses and will then be evaluated on a case by case basis.

The number of pre-nursing pre-requisite courses which may be repeated shall be limited to three. A maximum of three pre-requisite courses can be repeated.

Students who have repeated more than three courses are required to submit a letter with the application explaining the rationale for the repeated courses and will then be evaluated on a case by case basis. A course in which a grade was not received is not considered an attempt (such as Advance Placement Exams).

- A course taken at another University and then retaken at NDSU is considered a repeated course. The grade received at NDSU will be used in evaluation for admission.

All courses listed above plus Developmental Psychology and Nutrition Science must be completed at a "C" or better prior to enrollment in NURS 300/341/342.

### **Eligibility to Apply**

- A minimum cumulative grade point average (GPA) of 2.75 in college course work. Actual GPAs of admitted students are generally higher.
- Completion of the prerequisite courses with a grade of "C" or higher. Actual grades for prerequisite course of admitted students are generally higher.

Consult with your nursing faculty advisor for electives which may enhance your program of study and meet graduation requirements.

### **Admission Requirements:**

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

#### Direct Admission Program Requirements for High School Seniors

##### **Fargo site**

- Admission to NDSU as a first-time freshman pre-nursing major
- Complete the Direct Admission application
- High School GPA of 3.5 or higher
  - High schools with no recorded GPA considered on a case by case basis
- A composite ACT score of at least 27 or a combined SAT of at least 1280

##### **Bismarck site**

- Admission to a North Dakota University System (NDUS) College or University as a first-time freshman following a Pre-Nursing/Associate of Science program track
- Complete the Direct Admission application
- High School GPA of 3.5 or higher
  - High schools with no recorded GPA considered on a case by case basis
- A composite ACT score of at least 24 or higher

Direct Admission Program application deadline for incoming freshman is **February 1** and acceptance letters received by **April 1**.

Accepted students complete their first year of pre-nursing coursework during the 2021-2022 academic year. Students are required to meet set expectations, outlined in acceptance letter, to start the professional nursing program in August 2022.

Application forms for admission to the professional nursing major are available online at [https://www.ndsu.edu/nursing/degrees/pre\\_licensure\\_bsn\\_track/application/](https://www.ndsu.edu/nursing/degrees/pre_licensure_bsn_track/application/).

Students may apply for admission into the professional nursing major upon satisfactory completion or current enrollment in the pre-requisite courses.

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

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

1. Admission to North Dakota State University as a pre-nursing major (for the term of program start)
2. Completion of the Nursing Program application
3. Submission of the application capacity fee & background check
4. Submission of a personal statement Video
5. Completion of an admissions test and an interview upon request
6. Meet the minimal TOEFL (iBT) scores as outlined in Nursing Policy 2.42
7. Provide any additional items as requested

### **Admission Procedures:**

1. The Nursing Program online application will be available in mid-March (for fall admission) and mid-August (for spring admission). **The student is responsible for seeing that ALL application materials are submitted.** Applications with materials missing will not be considered for admission. Application materials must be submitted to the School of Nursing by the application deadlines below:
  - Fargo site: April 20<sup>th</sup> for both fall and spring program start
  - Bismarck site: April 20<sup>th</sup> for fall admission and October 20<sup>th</sup> for spring admission

2. Admission involves a holistic review process. The holistic review considers student's life experiences, personal qualities and attributes, as well as traditional measures such as:
  - a. Cumulative GPA.
  - b. Current personal statement video
  - c. Criminal background check
  - d. Interview, if requested, by Admissions Committee
  - e. Admission test
3. When maximum class size is met, the remaining applicants who are most qualified are placed on a waiting list. If vacancies occur, individuals on the alternate list will be notified in order of rank on the waiting list. This list becomes void after the first class day. If an applicant was admitted and did not enroll, the applicant must reapply to be considered for future re-admission.
4. Applicants will be notified by e-mail by the end of June and the end of November regarding their admission status. Admission deposit of \$100 will be required to secure position in program, which will be applied towards tuition once student begins the program.
5. Students may apply to the pre-licensure BSN professional program a maximum of 2 calendar years which is defined as:
  - a. 2 application cycles in Fargo
  - b. 4 application cycles in Bismarck
6. All applicants for whom English is not their native language (including international and/or U.S. residents) or who have not attended 4 years of US high school and achieved a HS minimum GPA of 3.0 must meet the proficiency requirements outlined below to be admitted into the School of Nursing at NDSU. These requirements must be met prior to being fully considered for admission (for more information on TOEFL requirements, see policy 2.42).
  - a. **Minimum TOEFL(iBT) Scores for Admission to the School of Nursing at NDSU**
  - b. **Minimum Cumulative Score of:**
    - 86 Combined
  - c. **AND Minimum Individual Scores of:**
    - 26 in Speaking,
    - 20 in Reading,
    - 20 in Listening, and
    - 20 in Writing

---

## Student Academic and Conduct Standards Policy 3.01

---

### NDSU College of Health Professions

---

#### Introduction

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

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

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

#### Academic Standards

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

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

Any student who fails to attain a semester GPA of 2.0 or above may be placed on College 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/](http://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.

#### 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

---

I have read and understand the content in the current handbook for the Pre-Licensure BSN Program posted on the NDSU Nursing website for this academic year.

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

### **RISK AWARENESS STATEMENT**

“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.”

---

NAME: Please Print

---

Student Signature

---

Date

## **Program Operational Policies**

1. Students are responsible for contacting the Disability Service Office if they have a disability requiring accommodation.
2. 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.
3. Students enrolled in the professional nursing program in the college are assessed a differential tuition fee on all courses. Funds from this fee provide financial resources to sustain the quality of the programs provided to students.
4. To enhance student success in the nursing program, ATI resources are incorporated throughout the curriculum to provide assessment activities, opportunities to learn and practice test taking skills, and augmentation to course content. ATI provides tools for student success in the nursing program, as well as on the NCLEX. Each student is required to purchase ATI during their 1st and 2nd semester in the nursing program. A NCLEX licensure review course will be delivered by Kaplan or ATI.
5. North Dakota State University nursing students are required to have nursing Central, a mobile and web app, which includes your required Davis Drug Guide, Davis Lab Guide, and Taber's Medical Dictionary, all integrated. In addition, you'll have access to Diseases and Disorders, the latest nursing literature, calculators, and flashcard decks. This app is regularly updated with the newest additions and the most up-to-date information available. All students will be required attend the training and to have Nursing Central downloaded onto a mobile device or laptop prior to the training. North Dakota State University's site license is available exclusively at the NDSU bookstore. You will need to bring **proof from the NDSU bookstore** that you have purchased it to the training session.
6. Prior to clinical experience first semester junior year, students must submit documentation of current certification for basic life support for the healthcare provider. Courses approved by the American Heart Association and American Red Cross meet this requirement. Students will be offered a CPR certification class by the School of Nursing. This certification will be valid for 2 years. Each student is responsible for submitting verification of **continuous** certification through graduation from the School of Nursing.
7. 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. **Copies of these records will be maintained in the School of Nursing Office.**

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

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"> <li>1. <b>Two Step TB Skin Test:</b> 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.</li> <li>2. <b>Blood Tests.</b> 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.</li> </ol>	<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> <ul style="list-style-type: none"> <li>• Most students had the Hepatitis B series as a child.</li> <li>• Evidence of the three Hepatitis B shots is required unless a titer showing immunity is presented.</li> <li>• 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.</li> </ul>	No renewal needed.
Measles, Mumps, Rubella (MMR)	<p>A titer showing immunity is acceptable.</p> <ul style="list-style-type: none"> <li>• MMR is a series, which was usually completed as a child.</li> <li>• Need proof of the two MMR shots prior to initial clinical experience.</li> <li>• If student has not had the series, must complete the series as are regularly done.</li> </ul>	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	<p>Verification of vaccination must be submitted to the School of Nursing academic assistant no later than October 31 of each year. experiences If this date for some reason does not work, you do need to contact the School of Nursing Office.</p> <ul style="list-style-type: none"> <li>• The only exemption is by physician's order or religious accommodation request.</li> <li>• Students who decline the flu shot will be required to wear a mask for all clinical</li> </ul>	Yearly - must provide proof every year.
Varicella	<p>A titer showing immunity to the varicella (chicken pox) virus is preferred. Student may also show proof of the series of varicella shots.</p>	No renewal needed as long as proof of immunity

The purpose for requiring evidence of health status and current immunization is to provide a safe environment and protect fellow students, faculty, health care agencies, and patients from communicable diseases.

- Proof of health status and immunization is also required by health care agencies accepting students for clinical experiences.
- When health requirements of a clinical agency exceed NDSU SON nursing requirements, the student will be advised of additional information or immunization requirements prior to the start of clinical experience in that agency.
- The student will be responsible for providing the required additional information to the Academic Assistant prior to starting clinical experience at that agency.
- The Academic Assistant will assure that the agency has the required information prior to student placement in that agency.
- Any student not meeting health status reporting requirements will not be permitted to attend clinical, and/or continue in the program until proof of health care status is received.
- The student is also responsible to inform the Program Director of any changes in health status while they are a student at NDSU.

## 8. Care of Clients with Communicable Diseases

For the protection of their health, students who have a weakened immune status (e.g., are taking cancer chemotherapy, are HIV positive, are taking immunosuppressive drugs) or are pregnant must inform their clinical instructor in writing prior to entering the clinical setting. Based on CDC guidelines, certain modification of the student's clinical activities may result. The health status of the student will be maintained in strict confidence with a minimal number of people having access to this information.

Students will be assigned to clients who have communicable disease only after they are educated on the epidemiology, precautions, and practices to be taken to prevent disease transmission. Because the philosophy of the nursing program is that professional nurses are expected to care for all people with health problems without discriminating according to race, gender, class or disease, it is reasonable to expect that nursing students will provide nursing care to clients with HIV, Hepatitis B and other infectious diseases.

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

## 9. Students are responsible for their own transportation to all clinical sites as well as meals, housing, and other costs.

Clinical Equipment needed includes:

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

## 10. 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 on to the nursing clinical faculty. Seek medical advice from an appropriate health care provider. (While some agencies provide WSI coverage for students, most do not. Assume that costs of care are the responsibility of the student and verify with the clinical instructor).

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

## 12. **Personal Appearance/Professional Dress General Guidelines** (refer to policy 3.48).

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

## 14. Substance Misuse, Policy 3.14.

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

## 16. Professional nursing courses may be attempted **no more than two times and no more than 2 individual courses may be repeated**. A student who fails a course may repeat the course pending Admission and Progression Committee approval and upon a space-available basis. If space is not available, the student can be dismissed after failure of one course or may have

the opportunity to receive a spot in the next cohort provided there is space available in the courses the student needs to complete the degree and the Committee approves the student to return to active status in the program.

**17. Progression**

- Nursing courses are taken in a sequence in which prior learning serves as a basis for continued learning. Course pre-requisites must be completed prior to enrollment in a course.
- Students are responsible for monitoring progress in completing graduation requirements including total number of credits.
- Probation or suspension from the College is determined by North Dakota State University, College of Health Professions and the School of Nursing policies.
- A student who fails or does not complete a course (nursing or support) that is a prerequisite for (a) course(s) in the following semester and who wishes to continue in the nursing program must stop out of the program until the needed course is available. A student in these circumstances a) visits with his/her advisor about the planned action and b) completes the Admissions and Academic Progression Readmission Request Form and submits it to the Director of the Program by the designated date. This form is placed in the student's SON file. The request to return is reviewed by the Admissions and Progression Committee. The student is subject to meeting any curricular or other program requirements that may have been initiated during the student's absence. An interruption of study shall generally not exceed one academic year.

**North Dakota State University School of Nursing  
Policy 3.46 Attachment:  
Admissions & Academic Progression Readmission Request**

(Please print all information)

Name of Student: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Name of Advisor: \_\_\_\_\_

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

- ☐ I withdrew from the Professional Nursing program and I am requesting for permission to resume my enrollment in the program.
- ☐ I have failed to achieve a grade of C or better in the following nursing course

\_\_\_\_\_ and wish to attempt this course again. I understand that inability to achieve a C or better on the second attempt will result in dismissal from the Professional Nursing major. I also understand that any additional course failures in future courses (D or less) will result in dismissal from the Professional Nursing major.

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

- Discuss the barriers which prevented you from completing the course successfully.
- Outline a specific plan to be successful in the nursing program.

Student Signature/Date: \_\_\_\_\_ Advisor Signature/Date: \_\_\_\_\_

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

**18. Dismissal**

- A second experience of receiving a grade less than a C in a nursing course (in the same course or a different course) results in dismissal from the nursing major.
- Violation of the College student conduct policy, violation of academic integrity, or violation of professional ethics may result in dismissal from the nursing major.
- Refer to Policy 3.50, Dismissal From the Nursing Program.

**19. Grievances and Appeals**

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

Regarding disagreement with an assigned grade see Student Complaint Policy on page 7.

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

20. Refer to Policy 3.43, Undergraduate Grade System.
21. APA format will be required on all coursework. Please use guidelines provided to students in their first nursing semester and use Owl Purdue for anything not in the guidelines <https://owl.english.purdue.edu/owl/section/2/10/>.
22. Assessment and evaluation methods are 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.
23. Students are required to create a portfolio that displays selected course work. Refer to Pre-Licensure Student Achievement Portfolio document and School of Nursing policy 3.54 for guidelines.
24. 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.
25. 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.)
26. Records
  - The transcript which lists credits and grades for all courses taken is the permanent record of each student's progression. This record is confidential and is not released except at the request of the student. Transcripts are maintained by the Office of Registration and Records. An official transcript may be requested, per protocol established by the Office of Registration and Records, to be sent to whomever the student designates.
  - All progression information is destroyed once the student graduates.
  - An alumni file containing an unofficial final transcript, evaluation forms, correspondence with student, and requests for references is maintained in the School of Nursing offices for each graduate of the program and for students dismissed from the program.

## **NURSING STUDENT ORGANIZATIONS**

The School of Nursing values student input as an important part of the quality improvement process and provides various opportunities for students to get involved in the governing process. Every SON standing committee includes student representatives from each site. An undergraduate Student Council meets at each site with the Associate Dean in Fargo and the Director in Bismarck several times a year. Students also have opportunities to become active in the Student Nurses Association, Graduate Student Organization, the Dean's Liaison Committee, College of Health Professions Ambassadors, NDSU Student Senate, Multi-Cultural Club (NDSU Nursing at Sanford Health Bismarck), and multiple other organizations in the University.

### **1. Student Nurses' Association (SNA)**

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

The purposes of the SNA are:

1. To assume responsibility for contributing to nursing education in order to provide for the highest quality health care.
2. To provide programs representative of fundamental and current professional interests and concerns.
3. To aid in the development of the whole person and his/her responsibility for the health care of people in all walks of life.

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

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

### **2. Sigma Theta Tau International**

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

Sigma'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, University of Jamestown, Concordia College, Minnesota State University Moorhead, and Mayville State University sponsor the Xi Kappa at Large chapter of Sigma.

### **3. College of Health Professions Ambassadors**

The College of Health Professions Ambassadors is a selective student organization of 25-30 members (8 members at Bismarck site) that represents each of the departments within the College. Members from many of the programs within each department as well as the different stages of the programs ranging from pre-professional to graduate students are included in the organization.

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

alumni and students in the recruitment, application, and enrollment process by sharing their positive experiences and advice with prospective students.

#### **4. Nursing Student Council**

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

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

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

#### **6. Multicultural Club (Bismarck site only)**

The purpose of this organization is to promote cultural sensitivity between students and within nursing practice. All of the students enrolled in NDSU College of Nursing at Sanford shall be a member of the NDSU College of Nursing Multicultural Club and shall have voting privileges.

## **NURSING PROGRAM EVENTS**

### **Scholarship Recognition**

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

### **White Coat Ceremony**

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

### **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.

## RULES AND PROCEDURES

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

### CREDITS

**How many credits do I need to be a Sophomore, a Junior and a Senior?** You need 27 credits to be classified as a Sophomore, 60 credits to be classified as a Junior, and 90 credits to be classified as a Senior. To graduate, you must successfully complete all general education requirements, the requirements in your major, and at least 120 credits with a minimum of 2.0 grade point average. A complete list of University requirements for graduation is in the current NDSU Bulletin.

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

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

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

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

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

1. Obtain a Petition for Course Challenge form available online at <https://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](http://www.ndsu.edu/registrar/placement).

## RULES AND PROCEDURES

**Is it possible to obtain college credits by taking examinations of the College Entrance Examination Board (CLEP and AP)?** Yes. Students may demonstrate evidence of college-level achievement through the use of nationally standardized tests. Competency to write these examinations may have been gained through intensive preparation in high school, extensive reading in a particular field, or other types of formal or informal preparation. A student may not repeat by proficiency testing a course that has been previously taken or failed at NDSU or another accredited institution. Score reports must be sent directly to NDSU from the awarding agency/board. School reports and student-issued grade reports are not considered official for purposes of awarding credit by examination. CLEP Examinations are computerized and administered as needed. To register for a CLEP Examination, contact the Counseling Center, Ceres 212, 231-7671.

### DEGREES

**How do I petition for a waiver or substitution of a curriculum requirement?** To petition, you must obtain a "Request to Waive or Substitute Courses" form under the link, "Substitute/Waive a Course" at <https://dmsforms.ndsu.edu/iFiller/iFiller.jsp?fref=7c344c9a-f3d1-4609-8a08-1a4d1a7e7790>

You state exactly why you think you should have a waiver. The Committee will review your petition and you will be notified of their decision. (Petitions should be submitted only when special circumstances make it virtually impossible for you to meet the regular degree requirements.) **Only departmental and college requirements may be waived. University requirements may not be waived.**

### GENERAL EDUCATION REQUIREMENTS

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

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

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

### GRADES AND ACADEMIC STATUS

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

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

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

**If I do not do well in a course, may I take it over again?** Yes. The second grade, 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.

## RULES AND PROCEDURES

**What happens if I'm classified as a deficient student by the University?** The University may issue either an academic warning or an academic probation sanction. See the NDSU Bulletin for details <https://bulletin.ndsu.edu/bulletin-information/>.

### MAJORS \*

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

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

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

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

### REGISTRATION

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

**Do I need to see my advisor about my semester schedule?** Yes, make an appointment with your advisor 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 (<https://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, <https://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, <https://www.ndsu.edu/registrar/dates/>, for the last day to withdraw. Withdrawals after this date are not processed without evidence of compelling circumstances beyond the student's control. If you do not want to attend the next semester but are finishing the semester you are presently enrolled in, simply do not register for the next semester.

### OTHER QUESTIONS

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

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

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

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

## **RULES AND PROCEDURES**

Dr. Daniel Friesner, Senior Associate Dean. He is concerned about students and can assist with academic, personal, career and admissions issues. He may be reached at 231-7601, Sudro Hall 123.

Department Chairs in the Pharmacy Program are: Amy Werremeyer update 231-7603 Sudro Hall 118H; Dr. Jagdish Singh, Chair of Pharmaceutical Sciences, 231-7661, Sudro Hall 136. The department Chair in Public Health is Dr. Pamela Jo Johnson, ALDT 640-R., She may be reached at 231-6323

The Associate Dean and Chair of Nursing is Dr. Carla Gross. She may be reached at 231-7772, **ALDT 540T**. The Director of the NDSU School of Nursing at Sanford is Wendy Kopp. She may be reached at 701-224-3803 and is located at 512 South 7<sup>th</sup> Street in Bismarck. The Director of the Pre-Licensure Nursing Program in Fargo is Dr. Shila Thompson. Her office is located in the ALDT 540Q. She may be reached at 231-7924.

The Director of the Allied Sciences Program is Angela MacAdams, Sudro 222C. She may be reached at 231-8133.

## **REGISTRATION PROCEDURES**

### **Academic Advisors**

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

### **Orientation**

North Dakota State University (NDSU) provides orientation for all new undergraduate students, both entering freshmen and transfer students taking on-campus courses. Individuals entering NDSU for the first time as full-time students are expected to participate. Bismarck transfer students complete a site specific orientation program, scheduled at the time of admission.

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 (<https://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 (<https://www.ndsu.edu/registrar/>) via the campus connection link.

### **Registration for students currently enrolled at NDSU**

Students 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 expected to make an appointment with their advisor.

*Students are encouraged to consult and become acquainted with their advisor and professors as well as the Associate Dean and Directors in their major area.*

## RULES AND PROCEDURES

### GENERAL EDUCATION REQUIREMENTS

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

**NOTE:**

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

**Total Required Credits from General Education Categories =..... 40\***

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

**For the most current list of General Education Courses and please go to:** <https://bulletin.ndsu.edu/academic-policies/undergraduate-policies/general-education/#genedcoursestext>.

## ATI TESTING INSTRUCTIONS

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.

On the day of the proctored Test, students must bring a laptop computer to class to complete the proctored Test. If students don't own laptops, they may sign out one from IT. Due to limited plug-ins in the classroom, please make sure your computer is fully charged with a full battery. Also, check your computer prior to the Test for Wi-Fi connection.

## WHERE TO GO FOR HELP

TOPIC/PROCEDURE:	SOURCE/CONTACT:	LOCATION:
Academic Deficiencies	<ul style="list-style-type: none"> <li>• Advisor</li> <li>• Dr. Daniel Friesner, Senior Associate Dean</li> <li>• Office of Registration &amp; Records <a href="https://www.ndsu.edu/registrar/">https://www.ndsu.edu/registrar/</a></li> <li>• Current NDSU Bulletin <a href="https://bulletin.ndsu.edu/">https://bulletin.ndsu.edu/</a></li> </ul>	Sudro 118M update 701-231-9509
Academic Policies	Current NDSU Bulletin <a href="https://bulletin.ndsu.edu/academic-policies/">https://bulletin.ndsu.edu/academic-policies/</a>	
Add or drop a course	<ul style="list-style-type: none"> <li>• Advisor</li> <li>• Office of Registration &amp; Records <a href="https://www.ndsu.edu/registrar/">https://www.ndsu.edu/registrar/</a></li> </ul>	Ceres 110 231-7981
Advanced Placement	<ul style="list-style-type: none"> <li>• The individual departments</li> <li>• Registration &amp; Records <a href="https://www.ndsu.edu/registrar/">https://www.ndsu.edu/registrar/</a></li> <li>• Current NDSU Bulletin <a href="https://bulletin.ndsu.edu/">https://bulletin.ndsu.edu/</a></li> </ul>	Ceres 110 231-7981
Appeal for exception to academic regulations	Office of Registration & Records <a href="https://www.ndsu.edu/registrar/">https://www.ndsu.edu/registrar/</a>	Ceres 110 231-7981
Appeal a grade	Student Rights & Responsibilities refers to the Grade Appeals Board at: <a href="https://www.ndsu.edu/fileadmin/policy/337.pdf">https://www.ndsu.edu/fileadmin/policy/337.pdf</a>	Memorial Union 250, main level 231-6560
Apply for loan	<ul style="list-style-type: none"> <li>• One Stop <a href="https://www.ndsu.edu/onestop/finaid/loans/">https://www.ndsu.edu/onestop/finaid/loans/</a></li> </ul>	Memorial Union 176 231-6200
Apply for scholarship	One Stop <ul style="list-style-type: none"> <li>• <a href="https://www.ndsu.edu/onestop/finaid/scholarships/">https://www.ndsu.edu/onestop/finaid/scholarships/</a></li> </ul>	Memorial Union 176 231-6200
One Stop	A service center that provides information about your student account, financial aid, scholarships, tuition, bill payments, registration and student records. <a href="https://www.ndsu.edu/onestop/">https://www.ndsu.edu/onestop/</a>	Memorial Union, main level (Fargo) /  Brenda Field, Student Services Specialist, 701-224-3802 (Bismarck)
Career Guidance/Information	Counseling Center (Career Counseling/ Support Services) <a href="https://www.ndsu.edu/counseling/">https://www.ndsu.edu/counseling/</a>	Ceres, Rm 212, 231-7671 (Fargo)  Bismarck, Room 171 (Health Resources Room), Skype call
Career Guidance/Information and Career/Job Search (Placement Program)	<ul style="list-style-type: none"> <li>• Career Center, <a href="https://career-advising.ndsu.edu/">https://career-advising.ndsu.edu/</a></li> </ul>	Ceres 306 231-7111
Change Majors	Office of Registration & Records <a href="https://www.ndsu.edu/registrar/">https://www.ndsu.edu/registrar/</a>	Ceres 110 231-7981
Course Descriptions	Current NDSU Bulletin & Departments <a href="https://bulletin.ndsu.edu/">https://bulletin.ndsu.edu/</a>	
Check on a grade	<ul style="list-style-type: none"> <li>• Campus Connection Student Portal <a href="https://www.ndsu.edu/onestop/connect/">https://www.ndsu.edu/onestop/connect/</a></li> <li>• Instructor of course</li> </ul>	

TOPIC/PROCEDURE:	SOURCE/CONTACT:	LOCATION:
Credit by examination (Challenging a course, PEP or CLEP tests)	<ul style="list-style-type: none"> <li>Office of Registration &amp; Records <a href="https://www.ndsu.edu/registrar/">https://www.ndsu.edu/registrar/</a></li> <li>Current NDSU Bulletin <a href="https://bulletin.ndsu.edu/">https://bulletin.ndsu.edu/</a></li> </ul>	Ceres 110 231-7981 Ceres 212 231-7671
Disability Services	NDSU Disability Services <a href="https://www.ndsu.edu/disabilityservices/">https://www.ndsu.edu/disabilityservices/</a>	Lower Level of Main Library, Suite 17231-8463
Discuss academic problems	Dr. Daniel Friesner, Senior Associate Dean	Sudro 118M 231-9509
Discuss personal problems	<ul style="list-style-type: none"> <li>Update - Dr. Daniel Friesner, Senior Associate Dean.</li> <li>Counseling Center <a href="https://www.ndsu.edu/counseling/">https://www.ndsu.edu/counseling/</a></li> </ul>	Sudro 118M  231-9509Ceres, Rm 212, 231-7671 (Fargo) Bismarck, Room 171 (Health Resources Room), Skype call
Financial Aid Information	<a href="https://www.ndsu.edu/onestop/finaid/">https://www.ndsu.edu/onestop/finaid/</a>	Memorial Union 176 231-6200 (Fargo)  Brenda Field, Student Services Specialist, 701-224-3802 (Bismarck)
Food Service	Dining Services (Residence Dining Center, Union Buffet, West Dining Center)	West Bison Court 231-7001
General Education Requirements	<a href="https://bulletin.ndsu.edu/academic-policies/undergraduate-policies/general-education/#genedcoursestext">https://bulletin.ndsu.edu/academic-policies/undergraduate-policies/general-education/#genedcoursestext</a>	Ceres 110 231-7981
Grades & Honor Points	<ul style="list-style-type: none"> <li>Advisor</li> <li>Office of Registration &amp; Records <a href="https://www.ndsu.edu/registrar/">https://www.ndsu.edu/registrar/</a></li> <li>Current NDSU Bulletin <a href="https://bulletin.ndsu.edu/">https://bulletin.ndsu.edu/</a></li> </ul>	Ceres 110 231-7981
Graduation Requirements	<ul style="list-style-type: none"> <li>Office of Registration &amp; Records <a href="https://www.ndsu.edu/registrar/">https://www.ndsu.edu/registrar/</a></li> <li>Current NDSU Bulletin <a href="https://bulletin.ndsu.edu/">https://bulletin.ndsu.edu/</a></li> </ul>	Ceres 110 231-7981
Health Service	<ul style="list-style-type: none"> <li>NDSU Wellness Center <a href="https://www.ndsu.edu/wellness/">https://www.ndsu.edu/wellness/</a></li> <li>Student Health Service <a href="https://www.ndsu.edu/studenthealthservice/">https://www.ndsu.edu/studenthealthservice/</a></li> </ul>	Wallman Wellness Center, 231-5200  Student Health Service, 231-7331
Housing	<ul style="list-style-type: none"> <li>University Residence Life Office <a href="http://www.ndsu.edu/reslife/">www.ndsu.edu/reslife/</a> <a href="https://www.ndsu.edu/reslife/">https://www.ndsu.edu/reslife/</a></li> </ul>	West Bison Court 231-7557
Major Requirements	<ul style="list-style-type: none"> <li>Advisor</li> <li>School of Nursing Administrative Offices</li> <li>Current NDSU Bulletin <a href="https://bulletin.ndsu.edu/">https://bulletin.ndsu.edu/</a></li> </ul>	

Other Universities (Catalogs)	Counseling Center (Career Resource Center) <a href="https://www.ndsu.edu/counseling/">https://www.ndsu.edu/counseling/</a>	Ceres 212 231-7671
Pass/Fail	<ul style="list-style-type: none"> <li>• Advisor</li> <li>• Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> <li>• Office of Registration &amp; Records <a href="https://www.ndsu.edu/registrar/">https://www.ndsu.edu/registrar/</a></li> </ul>	Ceres 110 231-7981
Pre-Professional Programs	<ul style="list-style-type: none"> <li>• Office of Registration &amp; Records <a href="https://www.ndsu.edu/registrar/">https://www.ndsu.edu/registrar/</a></li> <li>• Current NDSU Bulletin <a href="https://bulletin.ndsu.edu/">https://bulletin.ndsu.edu/</a></li> </ul>	Ceres 110 231-7981
Registration	<ul style="list-style-type: none"> <li>• Office of Registration &amp; Records <a href="https://www.ndsu.edu/registrar/">https://www.ndsu.edu/registrar/</a></li> <li>• Campus Connection Student Portal</li> </ul>	Ceres 110 231-7981  Brenda Field, Student Services Specialist, 701-224-3800 (Bismarck)
Remove an Incomplete	Instructor of course	
Residence Classification	<ul style="list-style-type: none"> <li>• Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> <li>• Current NDSU Bulletin <a href="https://bulletin.ndsu.edu/">https://bulletin.ndsu.edu/</a></li> </ul>	Ceres 110 231-7981
Resident Assistants & Peer Mentors	Ask at your Residence Hall Office if you don't know your RA or Peer Mentor <a href="https://www.ndsu.edu/reslife/">https://www.ndsu.edu/reslife/</a>	
ROTC Program - Air Force ROTC Program – Army	<ul style="list-style-type: none"> <li>• Bentson-Bunker FieldHouse <a href="http://www.ndsu.edu/afrotc/">www.ndsu.edu/afrotc/</a></li> <li>• Bentson-Bunker FieldHouse <a href="http://www.ndsu.edu/ndsu/armyrotc/">www.ndsu.edu/ndsu/armyrotc/</a></li> <li>• Current NDSU Bulletin <a href="https://bulletin.ndsu.edu/">https://bulletin.ndsu.edu/</a></li> </ul>	Room 101 231-8186 Room 103 231-7575
Substance Abuse	Policy 3.14 <a href="https://www.ndsu.edu/fileadmin/healthprofessions/documents/CHP_Policy_Manual_112917a.pdf">https://www.ndsu.edu/fileadmin/healthprofessions/documents/CHP_Policy_Manual_112917a.pdf</a>	
Student Organizations	<ul style="list-style-type: none"> <li>• Campus Directory</li> <li>• College of Health Professions – Student Nurses' Association (SNA)</li> <li>• Student Government <a href="http://www.ndsu.edu/ndsu/sg/">www.ndsu.edu/ndsu/sg/</a></li> <li>• Student Activities Office <a href="https://www.ndsu.edu/studentactivities/">https://www.ndsu.edu/studentactivities/</a></li> </ul>	See Table of Contents Sudro 123 231-7601 Memorial Union 128 231-8461 Memorial Union 120 231-7787  Bismarck – 701-224-3804
Study Abroad Programs	<ul style="list-style-type: none"> <li>• Office of International Programs <a href="http://www.ndsu.edu/International">www.ndsu.edu/International</a></li> <li>• Current NDSU Bulletin <a href="https://bulletin.ndsu.edu/">https://bulletin.ndsu.edu/</a></li> </ul>	Memorial Union 116 231-7895
Study Skills	Education 123 (offered each semester) School of Education <a href="https://www.ndsu.edu/education/">https://www.ndsu.edu/education/</a>	Main Office FLC 210 231-7921
Summer Study	<ul style="list-style-type: none"> <li>• Director of Summer School</li> <li>• Current NDSU Bulletin <a href="https://bulletin.ndsu.edu/">https://bulletin.ndsu.edu/</a></li> </ul>	Old Main 103 231-8492

Tri-College University Office	•Tri-College Downtown Campus Fargo <a href="http://www.tri-college.org">www.tri-college.org</a>	650 NP Ave Renaissance Hall #110 231-8170
Tutor ACE (Academic Collegiate Enhancement)	• Office of TRIO Programs <a href="http://www.ndsu.edu/trio/">www.ndsu.edu/trio/</a> • Learning Services/Orientation Coordinator (ACE) <a href="http://www.ndsu.edu/studentsuccess/about_ace/">www.ndsu.edu/studentsuccess/about_ace/</a>	Ceres 335 231-8028 West Dining Center room 20 (lower level) 231-5554
Tutor – Math	Math Dept. Tutors and Math Instructors <a href="https://www.ndsu.edu/math/">https://www.ndsu.edu/math/</a>	Minard 300 231-8171
University Honors (Scholars) Program	• Dr. Paul Homan; • Current NDSU Bulletin <a href="https://bulletin.ndsu.edu/">https://bulletin.ndsu.edu/</a>	Minard 315C 231-8852
University Rules & Regulations	Current NDSU Bulletin (see University Policies) <a href="https://bulletin.ndsu.edu/">https://bulletin.ndsu.edu/</a>	
Veterans Information	Office of Registration & Records	Ceres 110 231-7985
Withdraw to zero credits	Customer Account Services <a href="https://www.ndsu.edu/cas/">https://www.ndsu.edu/cas/</a>	Ceres 302 231-8782
Writing Skills	• Center for Writers <a href="https://www.ndsu.edu/cfwriters/">https://www.ndsu.edu/cfwriters/</a> • English 110/120 Instructors English Department, <a href="https://www.ndsu.edu/english/teaching_assistants/">https://www.ndsu.edu/english/teaching_assistants/</a>	Main Library, lower level, 231-7927 Morrill 219 231-7143