# TABLE OF CONTENTS

| Introduction | 1 |
| College of Pharmacy, Nursing & Allied Sciences Policies and Information | 2 |
| Academic Requirements and Standards | 2 |
| Background Check | 2 |
| Current Competency | 2 |
| Degrees | 2 |
| Health Insurance | 3 |
| Professional Dress | 3 |
| Scholarships and Awards | 3 |
| Student Conduct Policy | 3 |
| Academic Standards | 4 |
| Conduct Standards | 4 |
| Academic Misconduct | 5 |
| Professional Misconduct | 5 |
| Reporting Process | 6 |
| Disciplinary Sanctions | 7 |
| Appeal Procedures | 7 |
| Deadline for Appeals | 7 |
| Appeal Letters | 7 |
| Appeal Review Procedures | 7 |
| Decision /Sanction | 8 |
| Unresolved Appeals | 8 |
| Student Programmatic Fee | 8 |
| Termination from the College | 8 |
| Registration Procedures | 9 |
| General Education Requirements | 10 |
| Where to Go for Help | 12 |
| College of Pharmacy, Nursing & Allied Sciences Rules and Procedures | 15 |
| About Registration | 15 |
| About Credits | 15 |
| About Degrees | 16 |
| About General Education Requirements | 17 |
| About Grades and Academic Status | 17 |
| About Majors | 19 |
| Student Complaint Policy | 20 |
| Withdraw to Zero Credits | 20 |
| Other Questions | 20 |
| Disclaimer | 21 |
| Nursing Department Policies and Information | 22 |
| Essential Qualifications of Candidates | 22 |
| Accommodations for Disabilities | 24 |
| Admission Requirements and Procedures for Pre-Licensure Applicants | 25 |
| Sample Pre-Licensure Nursing Curriculum | 25 |
| Admission Requirements | 27 |
| Admission Procedures | 27 |
| Admission Requirements and Procedures for LPN Licensure Applicants | 28 |
| Baccalaureate Nursing Curriculum (modified for the LPN) | 28 |
Admission Requirements .......................................................................................28
Admission Procedures ...........................................................................................29
Sample LPN Licensure Course Sequence (Odd Years)........................................29
Sample LPN Licensure Course Sequence (Even Years)........................................30
Admission Requirements and Procedures for AD-RN Licensure Applicants .............30
Baccalaureate Nursing Curriculum (modified for the RN)....................................30
Admission Requirements .......................................................................................31
Admission Procedures ...........................................................................................31
Sample RN Licensure Course Sequence (Odd Years) ...........................................32
Sample RN Licensure Course Sequence (Even Years) ..........................................32
Progression in Professional Program .................................................................33
Dismissal ..................................................................................................................33
Re-admission ..........................................................................................................34
Grievances and Appeals .......................................................................................34
Nursing Program History ......................................................................................34
Mission ...................................................................................................................34
Program Outcomes ...............................................................................................35
Vision ......................................................................................................................35
Definitions .............................................................................................................35
Beliefs and Core Values .......................................................................................36
Nursing Paradigm, Core Values and Quality Healthcare .........................................37
Quality of Care Indicators ...................................................................................37
Essentials of Baccalaureate Nursing Education ...................................................39
Professional Standards .......................................................................................41
The Code of Ethics for Nurses ............................................................................42
Program Operational Policies ..............................................................................43
Requirements for Online Courses – Department of Nursing ................................48
Nursing Student Organizations ..........................................................................50
Dean’s Liaison Committee (DLC) .........................................................................51
Pharmacy, Nursing, and Allied Sciences Ambassadors .......................................51

**Nursing Program Events**

Scholarship Recognition .......................................................................................52
Pinning ...................................................................................................................52

---

Department of Nursing
Dr. Loretta Heuer, Associate Dean for Nursing and Allied Sciences
NDSU-Dept #2670
P.O. Box 6050 / 136 Sudro Hall
Fargo, North Dakota 58108-6050
(701)231-7395

College of Pharmacy, Nursing, and Allied Sciences
Dr. Charles D. Peterson, Dean
NDSU-Dept #2670
P.O. Box 6050 / 136 Sudro Hall
Fargo, North Dakota 58108-6050
(701)231-7456
Welcome to the College of Pharmacy, Nursing, and Allied Sciences. I hope that you are as excited as we are 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 endeavors with us.

A very important person during your stay here is your advisor. This faculty member is available to assist you in planning your program of studies and is prepared to answer questions about course requirements. However, your advisor cannot decide your life plans for you; he/she is here to help but the final decisions are yours. For these reasons, I urge you to meet regularly with your advisor. Do not hesitate to seek help if you should have academic difficulties. Faculty members are willing and prepared to work with you on an individual basis. In addition, as you advance in your professional study you will be interested in the career options available to you. Such information can be found in our Administrative Office, Sudro 123, as well as in the Health Sciences Library, Sudro 135, and our Annual Career Fair in September. Please ask for help if you need assistance in career planning.

The professional curriculum is designed to teach you to become independent learners, not to "spoon-feed" you the material. Therefore, students are expected to take a very active role in their education and take responsibility for their own learning. Student active learning is a major emphasis of our program. You will be asked to apply your knowledge, dig for the answers to questions, communicate both verbally and in writing, critically think and problem-solve through case discussions, and participate in numerous experiential activities. I encourage you to ask questions in class and to learn by understanding and applying the material presented rather than by simply memorizing factual information. It is only when you understand the concepts and principles that you are able to solve problems and gain the ability to teach yourself. 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 our rapidly changing health care system.

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 Dean or his representative 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 on matters of interest and concern to students. We encourage you to use these sources as well as visits with faculty, or any of the members of the staff in our Administrative Office whenever you have issues that need to be brought to our attention. In addition, I encourage you to become actively involved with your profession by joining one of our student professional organizations. This is a great way to learn about what’s going on within your profession and begin contributing to the advancement of your future professional 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 and in your later professional practice.

Best wishes to you for a successful year!

Charles D. Peterson, Pharm.D.
Dean, NDSU College of Pharmacy, Nursing, and Allied Sciences
ACADEMIC REQUIREMENTS:

All required courses, listed by name or number, must be completed with a grade of "C" or better. All students must maintain a semester G.P.A. of 2.0 or better. A student who fails to meet this standard for two consecutive or three non-consecutive semesters shall be eligible for termination of enrollment in the College of Pharmacy, Nursing, and Allied Sciences. College termination means the student may not enroll in the College of Pharmacy, Nursing, and Allied Sciences courses for a period of two (2) consecutive terms. After two (2) terminations, students will not be readmitted to the College.

In addition, students with deficient semester G.P.A.'s may be subject to University academic standards.

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 Pharmacy, Nursing, and Allied Sciences) 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 Pharmacy, Nursing, and Allied Sciences 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 for students in certain majors (see also NDSU Policy 607). The College of Pharmacy, Nursing, and Allied Sciences 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.

CURRENT COMPETENCY:

Selected core courses in biology, chemistry and math must not be more than seven (7) years old at the time of application. Current competency must be demonstrated if a student wishes to utilize older coursework. (Coursework that is more than seven (7) years old does not fall under the rule “Repetition of Pre-Nursing Core Courses.”)

DEGREES:

The College of Pharmacy, Nursing, and Allied Sciences offers the following degrees:

1. Nursing: B.S. in Nursing, M.S. in Nursing, DNP
2. Pharmacy: Pharm.D.
3. Graduate Study in Pharmaceutical Sciences: M.S., Ph.D.
4. 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.)
5. PharmD/Ph.D.: In conjunction with Department of Pharmaceutical Sciences
6. Allied Sciences: Clinical Laboratory Science, Radiologic Sciences, Respiratory Care: BS, BA

HEALTH INSURANCE:

Students in the College of Pharmacy, Nursing, and Allied Sciences are required to have adequate health insurance coverage, in case they require health care or hospitalization while they are enrolled.

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

Insurance company and policy number will be provided by the student to the secretary 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.

PROFESSIONAL DRESS:

Students are to dress appropriately during any clinical component of the program in order to promote and maintain a positive professional image. Appropriate, professional clothes are to be worn when representing the College on any experiential assignment or professional association activity. For additional information, see College Policy 3.09.

SCHOLARSHIPS AND AWARDS:

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

Information pertaining to scholarships is posted on the bulletin board outside the Office of the Dean. Application forms are placed there whenever they are available. Students should check this area periodically to obtain information on new scholarships and awards.

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

STUDENT ACADEMIC AND CONDUCT STANDARDS POLICY 3.01: (revised April 15, 2009)

Introduction
The mission of the NDSU College of Pharmacy, Nursing, and Allied Sciences is to advance health care through research and scholarship and prepare students to become competent, caring, ethical, professionals and citizens committed to lifelong learning. The College has established professionalism and ethics as one of its core values.
Pharmacists, nurses, and other health care professionals 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, and allied science students, the College of Pharmacy, Nursing, and Allied Sciences has developed this student conduct policy. This policy is applicable to anyone enrolled as a pre-professional student in pharmacy, nursing, or allied sciences student as well as any students taking a course for credit in the College and to pharmacy, nursing, and allied sciences students enrolled in courses in other colleges of the University. Acceptance of this policy is required as a condition of admission to the College.

Academic Standards
The academic standards of the College of Pharmacy, Nursing, and Allied Sciences differ from those of the University and 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 meet the academic standards of 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 Pharmacy, Nursing, and Allied Sciences. 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 this standard may be placed on College probation or warning. Students who have been placed on academic warning or probation for two (2) consecutive or three (3) non-consecutive semesters shall be suspended from enrollment in the College. After two suspensions, students will be terminated from the College. (Termination from the College does not prohibit the student from registering elsewhere in the University provided the academic standards of the alternate college of registration have been met or exceeded.)

A student who is suspended and desires readmission must file a petition with the Associate Dean of Academic Affairs and Assessment 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, and Allied Sciences through the Admissions Committee of their respective program.

**Minimum Grade Requirement (Professional Students):** 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. Graduate students are also expected to uphold policies and procedures consistent with the graduate school.

**Repeating Professional Courses:** Professional courses in the College may be taken no more than three (3) times for a letter grade or withdraw.

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.

Students are held responsible for exhibiting the following professional attributes: honesty, integrity, accountability, confidentiality, and professional demeanor. Academic dishonesty and professional misconduct are considered 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 students 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 Pharmacy, Nursing, and Allied Sciences.

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 Dean’s Office within 7 days of the occurrence. Failure of the student to report violations to the Dean’s Office within the required time could result in immediate expulsion from the College and/or its programs.

2. Faculty members shall report academic misconduct violations to their Department Administrator and the Associate Dean for Academic Affairs and Assessment within 7 days of the occurrence or discovery of the misconduct.

3. The course instructor is responsible for determining the sanction for academic misconduct in the course and informs the student of the sanction in writing with a copy to their Department Administrator and the Associate Dean for Academic Affairs and Assessment.

**Professional Misconduct**

1. Students are required to report any professional misconduct to the Dean’s Office within 7 days of the occurrence. Failure of the student to report violations to the Dean’s Office within the required time could result in immediate expulsion from the College and/or its programs.
2. Faculty members can choose to address classroom conduct directly or report the conduct issue to the Associate Dean for Student Affairs.
3. 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 within 7 days of the occurrence.

**Disciplinary Sanctions**
The Dean’s Office is responsible for assigning disciplinary sanctions for the College and will notify the student in writing. Disciplinary action for academic and professional misconduct will depend on the circumstances, and may include, but is not limited to, any of the following:
1. Probation
2. Supervised probation
3. Suspension from the College or University.
4. Termination from the College and/or Expulsion from the University.

Termination from the College of Pharmacy, Nursing, and Allied Sciences 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.

**Appeal Procedures**
Students sanctioned for violations of the College Student Conduct Policy may appeal. The conduct decision may be appealed to the Dean’s Office (Sudro 123). Only in cases where the sanction involves suspension or termination may the appeal be made to the Provost’s office at NDSU.

**Deadline for Appeals**
An appeal for any decision 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.

**Appeal Letters**
Appeal letters must be submitted to the Dean’s Office (Sudro 123) and must specify in detail one or more of the following bases of appeal:
1. the sanction was too severe for the offense;
2. the decision for non-action/action/sanction was made in an arbitrary or capricious manner;
   the finding of the Student Conduct Policy code having been violated was not substantiated by evidence, and/or
3. the student’s/student organization’s rights were violated (specify those rights believed to have been violated).

**Appeal Review Procedures**
The appeal will be reviewed by the Academic Affairs Committee or Student Affairs Committee of the College depending upon the conduct violation in question. The decision of the committee will generally be issued within 15 working days of the receipt of the appeal letter. 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:
1. issue a decision based solely on the written materials;
2. recall one or more witnesses;
3. issue a decision based on a review of written materials and discussion with the involved principals;
4. refer the decision to the full faculty for action;
5. return the case for reconsideration of the decision and/or sanctions.

**Decision/Sanction**
When the appeal is made by the accused student/organization, the appeal body may uphold or lessen the original decision/sanction but not increase the sanctions/actions imposed by other persons or bodies. The decision on the appeal will generally be made within 15 working days of receipt of the appeal, but may take longer during University recesses, or in the event of complex cases.

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

---

Revised: May 14, 2008, April 15, 2009
Source: Faculty Meeting Minutes

**STUDENT PROGRAMMATIC FEE:**

Students enrolled in the professional programs in the college are assessed an annual programmatic fee. Funds from this fee provide financial resources to sustain the quality of the programs provided to students.

**TERMINATION FROM THE COLLEGE:**

The faculty of the College of Pharmacy, Nursing, and Allied Sciences 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. See college policy #3.03.

*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 Executive Director & Chief Diversity Officer, 202 Old Main, 701-231-7708.*
REGISTRATION PROCEDURES

Academic Advisors:

Students in the pre-nursing and professional nursing program are assigned a faculty advisor. It is important to meet with your 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 student choices. (If you desire a change of advisor, please contact the Associate Dean for Nursing and Allied Sciences, 231-7395.)

Orientation:

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

The purpose of orientation is to familiarize new students with the philosophy, programs, and student services at NDSU. The orientation program is designed to introduce new students to campus life through involvement with upper class student leaders for first-hand information. During orientation new students will also meet with the Associate Dean and an academic advisor. 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 and Records web page at (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 on the Office of Registration and Records’ web page at (www.ndsu.edu/registrar) via the campus connection link.

Registration for students currently enrolled at NDSU:

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

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

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

## Total Required Credits from General Education Categories .... 40

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

## Courses Approved for General Education as of 4/27/2009:

### FIRST-YEAR EXPERIENCE COURSE (F)................................. 1

A first-year experience course is required of all entering freshmen and new students who transfer fewer than 24 semester credits to NDSU.

### CATEGORY 1: Communication (C)................................. 12

9 credits must be in Writing, 3 at the Upper Level

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 110, College Composition I or equivalent</td>
<td>(3)</td>
</tr>
<tr>
<td>or ENGL 111: Honors Composition</td>
<td>(3)</td>
</tr>
<tr>
<td>or ENGL 112: ESL College Composition I</td>
<td>(4)</td>
</tr>
<tr>
<td>ENGL 120, College Composition II or equivalent</td>
<td>(3)</td>
</tr>
<tr>
<td>or ENGL 121: Honors Composition II</td>
<td>(3)</td>
</tr>
<tr>
<td>or ENGL 122: ESL College Composition II</td>
<td>(4)</td>
</tr>
</tbody>
</table>

Upper-Division, Writing Course                                          (3)
CATEGORY 2: Quantitative Reasoning (R) ................................. 3
CSCI 122: Beginning BASIC/Visual BASIC
CSCI 125: Beginning COBOL
CSCI 159: Computer Science Problem Solving
MATH 104: Finite Math
MATH 146: Applied Calculus I
Match 165: Calculus I
STAT 330, Introductory Statistics

CATEGORY 3: Science & Technology (S) ................................. 10
- At least four credits must be in natural or physical sciences.
- A one-credit laboratory course must be taken as a co-requisite with a general education science/technology courses unless the course includes an embedded laboratory experience equivalent to a one-credit course.

CATEGORY 4: Humanities & Fine Arts (A) ......................... 6
- No more than 3 of the 6 credits may be in fine arts performance.
  Fine Arts Performance:
  - Any performance course must be in addition to those required for the student's major.

CATEGORY 5a: Social & Behavioral Sciences (B) ................. 6
  5b: At least two credits must be taken from the list of Social/Behaviors Science – Wellness (W) credits ....... 2
- Required is a social/behavior science course that integrates at least two areas of lifelong wellness: emotional well-being, nutrition, physical activity, and psychological development.
* The Wellness requirement may also be satisfied with HNES 250: Nutrition Science from Category 3: Science & Technology. However, it may only fulfill Wellness if taken in addition to the 10 credits required in Science & Technology. It may not be counted in more than one category.

• CATEGORY 6: Cultural Diversity (D)
  - This requirement is met by completing any general education course designated with a square indicating it also approved for Cultural Diversity. No additional credit is required.

• CATEGORY 7: Global Perspectives (G)
  - This requirement is met by completing any general education course designated with a circle indicating it also approved for Global Perspectives. No additional credit is required.

CATEGORY 8: Communication Activities in Upper-Division Major Courses
CATEGORY 9: Comprehension of Personal & Professional Ethics Integrated in Majors
CATEGORY 10: Capstone Experience in all Majors
## WHERE TO GO FOR HELP

<table>
<thead>
<tr>
<th>TOPIC/PROCEDURE:</th>
<th>SOURCE/CONTACT:</th>
<th>LOCATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Deficiencies</td>
<td>• Advisor</td>
<td>Sudro 123 231-9489</td>
</tr>
<tr>
<td></td>
<td>• Dr. Naughton, Associate Dean for Academic Affairs &amp; Assessment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></td>
<td>Ceres 110 231-7981</td>
</tr>
<tr>
<td></td>
<td>• Current NDSU Bulletin</td>
<td></td>
</tr>
<tr>
<td>Academic Policies</td>
<td>Current NDSU Bulletin</td>
<td>Ceres 110 231-7981</td>
</tr>
<tr>
<td>Add or drop a course</td>
<td>• Advisor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></td>
<td>Ceres 110 231-7981</td>
</tr>
<tr>
<td>Advanced Placement</td>
<td>• The individual departments</td>
<td>Ceres 110 231-7981</td>
</tr>
<tr>
<td></td>
<td>• Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Current NDSU Bulletin</td>
<td></td>
</tr>
<tr>
<td>Appeal for exception to</td>
<td>Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></td>
<td>Ceres 110 237-7981</td>
</tr>
<tr>
<td>academic regulations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appeal a grade</td>
<td>Student Rights and Responsibilities refer to the Grade Appeals Board at: <a href="http://www.ndsu.edu/policy/337.htm">www.ndsu.edu/policy/337.htm</a></td>
<td>Memorial Union, main level 231-6560</td>
</tr>
<tr>
<td>Apply for loan</td>
<td>• Student Financial Services <a href="http://bisonconnection.ndsu.edu/finaid/">http://bisonconnection.ndsu.edu/finaid/</a></td>
<td>Ceres 202 231-6200 Memoria 231-6200</td>
</tr>
<tr>
<td></td>
<td>• Bison Connection <a href="http://bisonconnection.ndsu.edu/finaid">http://bisonconnection.ndsu.edu/finaid</a></td>
<td></td>
</tr>
<tr>
<td>Apply for scholarship</td>
<td>Office of Admission</td>
<td>Ceres 124 231-8643</td>
</tr>
<tr>
<td>Bison Connection</td>
<td>One Stop Student Service Center (assistance from Customer Account Services, Registration &amp; Records, and Student Financial Services) <a href="http://www.bisonconnection.ndsu.edu">http://www.bisonconnection.ndsu.edu</a></td>
<td>Memorial Union main level</td>
</tr>
<tr>
<td>Career Guidance/Information</td>
<td>Counseling Center (Career Counseling/Support Services) <a href="http://www.ndsu.edu/counseling/career.shtml">www.ndsu.edu/counseling/career.shtml</a></td>
<td>Ceres 212 231-7671</td>
</tr>
<tr>
<td>Career/Job Search (Placement Program)</td>
<td>• Career Center <a href="http://www.ndsu.edu/career_center/">www.ndsu.edu/career_center/</a></td>
<td>Ceres 306 231-7111</td>
</tr>
<tr>
<td>Change Colleges within NDSU</td>
<td>• Current NDSU Bulletin</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></td>
<td>Ceres 110 231-7981</td>
</tr>
<tr>
<td>Change Majors</td>
<td>Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></td>
<td>Ceres 110 231-7981</td>
</tr>
<tr>
<td>Check content of courses</td>
<td>Current NDSU Bulletin &amp; Departments</td>
<td></td>
</tr>
<tr>
<td>Check on a grade</td>
<td>• Campus Connection Student Portal <a href="http://bisonconnection.ndsu.edu/connect">http://bisonconnection.ndsu.edu/connect</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Instructor of course</td>
<td></td>
</tr>
<tr>
<td>Continuing Education</td>
<td>Distance and Continuing Education <a href="http://www.ndsu.edu/dce">www.ndsu.edu/dce</a></td>
<td>SGC (Stop N Go Center, 19th Ave.) 231-7015</td>
</tr>
<tr>
<td>Correspondence Courses</td>
<td>None offered at NDSU</td>
<td>Contact UND</td>
</tr>
<tr>
<td>Credit by examination (Challenging a course, PEP)</td>
<td>• Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></td>
<td>Ceres 110 231-7981</td>
</tr>
<tr>
<td>TOPIC/PROCEDURE:</td>
<td>SOURCE/CONTACT:</td>
<td>LOCATION:</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------</td>
<td>-----------</td>
</tr>
</tbody>
</table>
| or CLEP tests)  | • Counseling Center  
www.ndsu.edu/counseling/testing/services/  
• Current NDSU Bulletin | Ceres 212, 231-7671 |
| Declare a Major  | Office of Registration & Records  
www.ndsu.edu/registrar/ | Ceres 110  
231-7981 |
| Disability Services | NDSU Disability Services - Counseling Center  
http://www.ndsu.edu/ndsu/jenneric/ | Ceres 212  
231-8463 |
| Discuss academic/personal problems | Associate Dean of Nursing and Allied Sciences | 136 Sudro Hall  
231-7395 |
| Financial Aid Information | • Student Financial Services  
http://bisonconnection.ndsu.edu/finaid/  
• Bison Connection  
http://bisonconnection.ndsu.edu  
• Current NDSU Bulletin | Ceres 202  
231-7533  
Memorial Union  
231-6200 |
| Food Service | Dining Services (Residence Dining Center, Union Buffet, West Dining Center) | West Bison Court  
231-7001 |
| General Education Requirements | • Registration Schedule  
• Current NDSU Bulletin | Ceres 110  
231-7981 |
| Grades & Honor Points | • Advisor  
• Office of Registration & Records  
www.ndsu.edu/registrar/  
• Current NDSU Bulletin | Ceres 110  
231-7981 |
| Graduation Requirements | • Office of Registration & Records  
www.ndsu.edu/registrar/  
• Current NDSU Bulletin | Ceres 110  
231-7981 |
| Health Service | • NDSU Wellness Center  
http://wellness.ndsu.nodak.edu/  
• Current NDSU Bulletin | Wellness Center  
231-5200  
Student Health Services  
231-7331 |
| Housing | • University Residence Life Office  
www.ndsu.edu/reslife/  
• Current NDSU Bulletin | West Bison Court  
231-7557 |
| Major Requirements | • Advisor;  
• This Handbook – see Nursing Curriculum  
• Nursing Administrative Office;  
• Current NDSU Bulletin | Sudro 136  
231-7395 |
| Pass/Fail | • Advisor;  
• Office of Registration & Records  
www.ndsu.edu/registrar/  
• Current NDSU Bulletin | Ceres 110  
231-7981 |
| Pre-Professional Programs | Office of Registration & Records  
www.ndsu.edu/registrar  
Current NDSU Bulletin | Ceres 110  
231-7981 |
| Registration | • Office of Registration & Records  
www.ndsu.edu/registrar/  
• Campus Connection Student Portal  
http://bisonconnection.ndsu.edu/connect  
• Current NDSU Bulletin | Ceres 110  
231-7981 |
| Remove an Incomplete | Instructor of course | |
| Residence Classification | • Office of Registration & Records  
www.ndsu.edu/registrar/  
• Current NDSU Bulletin | Ceres 110  
231-7981 |
<p>| Residence Assistants &amp; Peer Mentors | Ask your Residence Hall Office if you don’t know your RA or Peer Mentor | |</p>
<table>
<thead>
<tr>
<th>TOPIC/PROCEDURE:</th>
<th>SOURCE/CONTACT:</th>
<th>LOCATION:</th>
</tr>
</thead>
</table>
| ROTC Program - Air Force                | • Bentson-Bunker FieldHouse; www.ndsu.edu/afrotc  
• Bentson-Bunker FieldHouse; www.ndsu.edu/armyrotc/  
• Current NDSU Bulletin               | Room 101 231-8186  
Room 103 231-7575 |
| ROTC Program - Army                     |                                                                               |                                 |
| Student Organizations                   | • Campus Directory;  
• College of Pharmacy, Nursing, and Allied Sciences – has nine health related student organizations  
• Student Government www.ndsu.edu/ndsu/sg  
• Student Activities Office http://mu.ndsu.edu/student_activities_office | See Table of Contents  
Sudro 123 231-7601  
MU 128 231-8460  
MU 360 231-7787 |
| Study Abroad Programs                   | • Office of International Programs www.ndsu.edu/International  
• Current NDSU Bulletin               | MU 116 231-7895 |
| Study Skills                            | Education 123 (offered each semester)                                         | School of Education 231-7127 |
| Summer Study                            | • Director of Summer School  
• Current NDSU Bulletin               | Old Main 103 231-8492 |
| Tri-College University Office           | Tri-College Downtown Campus, Fargo www.tri-college.org                        | 650 NP Ave. #110 231-8170 |
| Tutor – Math                            | Math Dept. Tutors and Math Instructors www.ndsu.edu/math                       | Minard 300 231-8771 |
| Tutor (ACE-Academic Collegiate Enhancement) | • Office of Trio Programs www.ndsu.edu/trio  
• Orientation & Student Success, Academic Collegiate Enhancement (ACE), www.ndsu.edu/student_success | Ceres 319 231-7313  
Ceres 211 231-8379 |
| University Honor’s (Scholar’s) Program | Dr. Paul Homan; Current NDSU Bulletin                                         | Minard 315C 231-8852 |
| University Rules & Regulations          | Current NDSU Bulletin - See “Rights & Responsibilities”                       |                                 |
| Veterans Information                    | Office of Registration & Records                                              | Ceres 110 231-7985 |
| Withdraw to zero credits                | Customer Account Services www.ndsu.edu/bisonconnection/accounts/              | Old Main 101 231-6200 |
| Writing Skills                          | • Center for Writers www.ndsu.edu/cfwriters/  
• ENGL 110/120 Instructors English Department                                   | Main Library 231-7927  
Minard 320 231-7143 |
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, your advisor, Administrative Office in Sudro 123, the Office of Registration & Records in Ceres 110, or Bison Connection in the Memorial Union.

ABOUT 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: http://bisonconnection.ndsu.edu/connect.

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

ABOUT CREDITS

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

What is the limit on the number of credits I can take per semester? Students in good academic standing are required only to have their advisor's approval for any program of fewer than 20 credits during a particular semester. Full-time students normally will carry from 15 to 19 credits per Semester. Registration for more than 20 credits is not recommended. Special permission from your advisor and a grade point average of at least 3.0 are required to register for more than 20 credits. You must obtain a “Petition for More Than 20 Credits” form under the link, “Over 20 Credits Petition,” at www.ndsu.edu/registrar/forms.

How many credits will I lose when I transfer to NDSU from another school? Ordinarily you shouldn't lose any. However, a "D" grade in any course does not transfer to the College of Pharmacy, Nursing, and Allied Sciences. 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 previously registered for credit. Further, credits earned by course challenge will not satisfy requirements toward a graduate degree. Procedures for pursuing a course challenge include the following:

2. Obtain approval from the instructor of the course, Chair of the Department, and Dean of the College. 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 the Bison Connection after receiving approval for the challenge (50% of the regular credit tuition charge; not subject to tuition cap).
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 from the department, courses and credits successfully challenged are listed on the student’s academic transcript, but are not graded. 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/ndsu/admission/credit_by_exam.shtm

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. The current fee for each of the Subject Examinations is $90.

ABOUT 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, “Waive Course” at
www.ndsu.edu/registrar/forms. In this petition, which is presented to the Committee on Student Progress of the College of Pharmacy, Nursing, and Allied Sciences, 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.

ABOUT 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, http://bisonconnection.ndsu.edu/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.

ABOUT 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 Pharmacy, Nursing, and Allied Sciences 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. PROFESSIONAL COURSES IN THE COLLEGE OF PHARMACY, NURSING, AND ALLIED SCIENCES MAY BE ATTEMPTED NO MORE THAN THREE (3) TIMES in the Pharmacy Program. (Enrollment in professional courses with a drop classification of “W” is considered as an “attempt” in a course, as well as receiving a letter grade.)
NOTE: No PRE-NURSING CORE COURSE (i.e. course grade included in GPA for admissions purposes) may be repeated more than once. The grade received during the student’s second attempt will be used in evaluation for admission. Also, the number of pre-nursing core courses which may be repeated is limited to three. If more than three core courses are repeated, the college has the option to either accept the three courses with the lowest grades or decline the student’s application to the nursing program.

Will I receive mid-term grades? Upon request, all instructors shall inform students directly of their approximate mid-term grades before the end of the eighth week of the semester.

What is a deficient student? Any student who, in any semester, fails to attain an honor point average of 2.00 is deficient in scholarship. All students in the College of Pharmacy, Nursing, and Allied Sciences must maintain a 2.00 each term to remain in good standing in the College. Our standards are higher than the University requirement.

What happens if I’m classified as a deficient student? At the end of each term, College Student Progress committees review the records of academically deficient students. These reviews are forwarded to the University Committee on Academic Standards for final action on sanctions to be issued.

Sanctions for undergraduate academic deficiencies tend to be progressive. An academic warning is to alert a student that the semester GPA for the most recent term was below the minimum required for good standing for the student’s classification. An academic warning does not appear on the official academic transcript. An academic warning is issued for the following:

1. A freshman whose institutional GPA is less than 1.75 upon the completion of the first term of residence at NDSU.
2. A student who transferred in good standing whose institutional GPA is deficient upon completion of the first term of residence at NDSU.
3. A student who has been in residence two or more terms and has an acceptable institutional GPA, but whose semester GPA is deficient.

Academic university probation. An academic university probation is a formal warning that a student’s institutional GPA is below minimum standards for the student’s classification. Students placed on academic university probation may enroll for no more than 16 credits for the following semester or 12 credits for the following summer session without permission from the College Dean. An academic university probation does not appear on the student’s official academic transcript (fall 2005 and later). An advisor hold will be placed on the student’s record, and may only be removed after the student has met with his/her advisor. Academic university probation is issued for the following:

1. A student who entered the grading period in good standing and has been in residence two or more terms, but whose institutional GPA is deficient for the student’s classification.
2. A student who entered the grading period on academic warning and whose institutional GPA is deficient for the student’s classification.

Continued academic university probation. Continued probation is a formal extension of the initial academic probation status and is issued when the institutional GPA is still below minimum, but adequate progress is made by attaining the minimum GPA for the term for student classification. Students placed on continued university academic probation may enroll for no more than 16 credits for the following semester or 12 credits for the following summer session without permission from the College Dean. Continued probation does not appear on the student’s official academic transcript (fall 2005 and later). An advisor hold will be placed on the student’s record and may only be removed after the student has met with his/her advisor. Continued probation may be issued for the
following: A student who entered the grading period on academic probation and whose institutional GPA is still deficient for the student’s classification, but the semester GPA is at or above the minimum. A continuance may be granted to a maximum of three (3) consecutive probationary terms.

Academic University Suspension: Academic university suspension is issued when the academically deficient student does not demonstrate an improvement in his or her institutional GPA. Registration for the following full semester or for summer courses that do not begin prior to the start of the standard eight week session will be canceled. A student may not be considered for readmission for two grading periods following an academic university suspension. An academic university suspension appears on the student’s official academic transcript. Academic suspension may be issued after two or more terms in residence for the following:

1. A student who entered the grading period on either probation or continued probation whose semester GPA and institutional GPA are both deficient for the student’s classification.
2. A student who entered the grading period for the third consecutive probationary term and whose institutional GPA is still deficient for the student’s classification.

If I'm suspended by the university, do I have a chance of getting back into school? To be considered for readmission, suspended students must sit out for at least two grading periods (includes summer) and file a “Reactivation/Petition for Readmission” form, www.ndsu.edu/registrar/forms, to the Office of Registration and Records at least 30 days prior to the beginning of the semester in which readmission is sought. If the petition is approved by the Committee on Academic Standards, the student may register, but will be readmitted on probation. Students who have been enrolled in courses at another institution since leaving NDSU must arrange for an official transcript to be sent to the Office of Registration and Records before readmission will be considered. However, courses/grades earned from another institution during the suspension period will not be considered for transfer unless prior approval is granted through an appeals process.

ABOUT MAJORS *

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

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

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

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

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

A grade appeal is deemed formally initiated when the student presents the Grade Appeal Form to the instructor. If there is an unsatisfactory decision, the student must consult the Department Head, and the Dean or a designated college committee, proceeding from one level to the next only after an unsatisfactory decision of the conflict at that level. In the event that the instructor is also the Department Head or Dean, he or she need only be consulted in the capacity of instructor. In the even of an unsatisfactory decision within the college, the student may submit the formal written appeal to the Grade Appeals Board Chair. Such an appeal shall be made within fifteen (15) instructional days after conclusion of the college proceedings as stated above.

The full Grade Appeals policy (section 337), which includes hearing procedures, is available at www.ndsu.edu/policy/337.htm. Grade changes only may be considered for students who have not yet earned a degree for which the course in question was applied.

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 "Withdrawal to Zero Credits" Form, www.ndsu.edu/registrar/forms. Process your withdrawal at Bison Connection in the Memorial Union, during regular business hours, Monday through Friday. The deadline for withdrawing to zero credits is the tenth class day prior to the first day of final examinations. Withdrawal after this date will not be processed without evidence of a compelling reason or 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 Student Affairs. 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 Student Affairs.

What if I think I have been treated unfairly or that an academic rule causes hardship for me? Bring your situation to the attention of your advisor, the Department Chair, the Dean of your college or the Associate Dean for Student Affairs. You may be advised to prepare a petition for relief from a bad situation or unfair decision. The Committee on Student Progress of the College acts on such petitions. It is composed of elected faculty members and the Associate Dean for Academic Affairs of the College.
Can I see the Deans? The Dean of the College of Pharmacy, Nursing, and Allied Sciences is Dr. Charles Peterson. He is eager to meet students and is deeply concerned about the kind of education they receive, as well as problems facing students at NDSU. To set up an appointment with him, contact his assistant at 231-6469. The Dean's Office is in the Administrative Office, Sudro Hall 123.

Dr. Kimberly Halbur, Associate Dean for Student Affairs, handles student affairs within the College of Pharmacy, Nursing, and Allied Sciences. She is concerned about students and can assist with personal, academic, career and admissions issues. She may be reached at 231-7601, Sudro Hall 123.

Dr. Cynthia Naughton, Associate Dean for Academic Affairs and Assessment, oversees curriculum and assessment activities within the College of Pharmacy, Nursing, and Allied Sciences. She may be reached at 231-9489, Sudro Hall 123.

Dr. Loretta Heuer, Associate Dean for Nursing and Allied Sciences, oversees the Nursing and Allied Sciences Programs. She may be reached at 231-7395, Sudro Hall 136.

Department Chairs in the College are: Dr. Donald Miller, Chair of Pharmacy Practice, 231-7941, Sudro Hall 118A1; Dr. Jagdish Singh, Chair of Pharmaceutical Sciences, 231-7661, Sudro Hall 102.

The Director of the Allied Sciences Program is Ms. Polly Olson, 231-8133, Sudro Hall 118H.

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

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 Department of Nursing Handbooks, available as a link on the nursing 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 by the Department of Nursing to its majors.

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

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

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

Tuition, fees, housing and other expenses are explained in the NDSU Bulletin. A copy may be obtained from the Office of Admissions website at http://www.ndsu.nodak.edu/prospective_students/index2.shtml.

**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. These include but are not limited to:
**Gross Motor Skills**
- Move within confined spaces
- Sit and maintain balance
- Stand and maintain balance
- Reach above shoulders (e.g., IV poles)
- Reach below waist (e.g., plug electrical appliance into wall outlets)

**Fine Motor Skills**
- Pick up objects with hands
- Grasp small objects with hands (e.g., IV tubing, pencil)
- Write with pen or pencil
- Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)
- Twist (e.g., turn objects/knobs using hands)
- Squeeze with finger (e.g., eye dropper)

**Physical Endurance**
- Stand (e.g., at client side during surgical or therapeutic procedure)
- Sustain repetitive movements (e.g., CPR)
- Maintain physical tolerance (e.g., work entire shift)

**Physical Strength**
- Push and pull 25 pounds (e.g., position clients)
- Support 25 pounds of weight (e.g., ambulates client)
- Lift 25 pounds (e.g., pick up a child, transfer client)
- Move light objects weighing up to 10 pounds (e.g., IV poles)
- Move heavy objects weighing from 11 to 50 pounds
- Defend self against combative client
- Carry equipment/supplies
- Use upper body strength (e.g., perform CPR, physically restrain a client)
- Squeeze with hands (e.g., operate fire extinguisher)

**Mobility**
- Twist
- Bend
- Stoop/squat
- Move quickly (e.g., response to an emergency)
- Climb (e.g., ladders/stools/stairs)
- Walk

**Hearing**
- Hear normal speaking level sounds (e.g., person-to-person report)
- Hear faint voices
- Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes)
- Hear in situations when not able to see lips (e.g., when masks are used)
- Hear auditory alarms (e.g., monitors, fire alarms, call bells, infusion pumps)

**Visual**
- See objects up to 20 inches away (e.g., information on a computer screen, skin conditions)
- See objects up to 20 feet away (e.g., client in a room)
- See objects more than 20 feet away (e.g., client at end of hall)
- Use depth perception
- Use peripheral vision
- Distinguish color (e.g., color codes on supplies, charts, and bed)
- Distinguish color intensity (e.g., flushed skin, skin paleness)

**Tactile**
- Feel vibrations (e.g., palpate pulses)
- Detect temperature (e.g., skin, solutions)
- Feel differences in surface characteristics (e.g., skin turgor, rashes)
- Feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks)
- Detect environmental temperatures (e.g., check for drafts)

**Smell**
- Detect odors from client (e.g., foul smelling drainage, alcohol breath, etc.)
- Detect smoke
- Detect gases or noxious smells
Reading
Read and understand written documents (e.g., policies, protocols)

Arithmetic Competence
Read and understand columns of writing (flow sheet, charts)
Read digital displays
Read graphic printouts (e.g., EKG)
Calibrate equipment
Convert numbers to and/or from the Metric System
Read graphs (e.g., vital sign sheets)
Tell time
Measure time (e.g., count duration of contractions, etc.)
Count rates (e.g., drips/minute, and pulse)
Use measuring tools (e.g., thermometer)
Read measurement marks (e.g., measurement tapes, scales, etc)
Add, subtract, multiply, and/or divide whole numbers
Compute fractions (e.g., medication dosages)
Use a calculator
Write numbers in records

Analytical Thinking
Transfer knowledge from one situation to another
Process information
Evaluate outcomes
Problem solve
Prioritize tasks
Use long term memory
Use short term memory

Critical Thinking
Identify cause-effect relationships
Plan/control activities for others
Synthesize knowledge and skills
Sequence information

Interpersonal Skills
Negotiate interpersonal conflict
Respect differences in clients
Establish rapport with clients
Establish rapport with co-workers

Communication Skills
Teach (e.g., client/family about health care)
Explain procedures
Give oral reports (e.g., report on client=s condition to others)
Interact with others (e.g., health care workers)
Speak on the telephone
Influence people
Direct activities of others
Convey information through writing (e.g., progress notes)

Emotional Stability
Establish therapeutic boundaries
Provide client with emotional support
Adapt to changing, environment/stress
Deal with the unexpected (e.g., client going bad, crisis)
Focus attention on task
Monitor own emotions
Perform multiple responsibilities concurrently
Handle strong emotions (e.g., grief)


Accommodations for Disabilities
A candidate, upon admission, who discloses a disability and seeks accommodations related to it, should provide a written summary of the disability and deliver it to the program chair. Reasonable accommodations will be made. A candidate must be able to perform all essential functions of the student nurse either with or without accommodation.
**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.).

**Pre-Licensure Nursing Curriculum (sample)**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>Cr</th>
<th>COURSE</th>
<th>SPRING</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>~ENGL 110, College Composition I</td>
<td>3</td>
<td></td>
<td>COMM 110, Fundamentals of Public Speaking**</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CHEM 117, Chemical Concepts &amp; Application**</td>
<td>3</td>
<td></td>
<td>CHEM 260, Elements of Biochemistry**</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CHEM 117L, Chemical Concepts Lab**</td>
<td>1</td>
<td>1</td>
<td>ENGL 120, College Composition II**</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SOC 110, Intro to Sociology OR ANTH 111, Intro to Anthropology (D)**</td>
<td>3</td>
<td></td>
<td>MICRO 202, Intro Microbiology**</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>UNIV 189, Skills for Academic Success</td>
<td>1</td>
<td></td>
<td>MICRO 202L, Introductory Micro Lab**</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Quantitative Reasoning (R)</td>
<td>3</td>
<td></td>
<td>PSYC 111, Introduction to Psychology**</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>14</td>
<td>16</td>
<td>TOTAL</td>
<td>16</td>
<td></td>
</tr>
</tbody>
</table>

**FIRST YEAR by semester (30 credits)**

**SECOND YEAR by semester (30 credits)**

~First year students with a composite ACT score of ≥ 21 should register for ENGL 120 (Unless transfer credit for ENGL 120 is received). If ENGL 120 is completed with a grade of “C” or better, three credits will be awarded for ENGL 110 with a passing grade of (P). For more details on NDSU’s English Placement process, go to [www.ndsu.edu/cfwriters](http://www.ndsu.edu/cfwriters).
## Third Year by Semester (33 Credits)

Prior to beginning NURS 342, students must have completed courses* listed under second year.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>Cr</th>
<th>COURSE</th>
<th>SPRING</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 340, Leadership &amp; Ethical Reflection</td>
<td>2</td>
<td></td>
<td>NURS 352, Family Health Nursing I +</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>NURS 341, Foundations of Clinical Nursing</td>
<td>3</td>
<td></td>
<td>NURS 362, Family Health Nursing II +</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>NURS 342, Adult Health Nursing I +</td>
<td>5</td>
<td></td>
<td>NURS 430, Nursing Management</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>PHARM 300, Princ of Clin Pharm</td>
<td>3</td>
<td></td>
<td>Humanities &amp; Fine Arts (A)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Upper Level English (300 level)</td>
<td>3</td>
<td></td>
<td>Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>16</strong></td>
<td><strong>16</strong></td>
<td><strong>TOTAL</strong></td>
<td><strong>17</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

## Fourth Year by Semester (30 Credits)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FALL</th>
<th>Cr</th>
<th>COURSE</th>
<th>SPRING</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 402, Mental Health Nursing +</td>
<td>5</td>
<td></td>
<td>NURS 404, Adult Health Nursing III +</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>NURS 403, Adult Health Nursing II +</td>
<td>5</td>
<td></td>
<td>NURS 406, Public Health Nursing +</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Humanities &amp; Fine Arts (A)</td>
<td>3</td>
<td></td>
<td>NURS 450, Synthesis/Practicum</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>NURS 440, Nursing Issues/Career Development</td>
<td>2</td>
<td></td>
<td>Global Perspectives (G)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
<td><strong>15</strong></td>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

The following courses must be completed prior to application to the nursing major: **The selective GPA is the GPA of the following pre-requisite courses (23 credits).**

- COMM 110-Fundamentals of Public Speaking - 3 cr.
- ENGL 120-College Composition II - 3 cr.
- PSYCH 111-Intro to Psychology - 3 cr
- SOC 110-Intro to Sociology - 3 cr or
  - ANTH 111-Intro to Anthropology
- CHEM 117 & 117L-Chemical Concepts and Applications & Lab - 4cr.
- CHEM 260-Elements of Biochemistry - 4 cr.
- MICRO 202 & 202L-Intro to Microbiology and Lab - 3 cr.

No nursing or nursing support course (i.e., course listed with an * or **) may be repeated more than once. The grade received during the student’s second attempt will be used in evaluation for admission. The number of support courses which may be repeated is limited to three. All courses listed with a * or ** or # must be completed prior to enrollment in Nursing 342.

Nursing courses with a clinical component (listed with a +) require student participation not only in the didactic portion of the course but also in the associated clinical experience. Clinical components are scheduled to maximize optimal experience, thus, students need to maintain a course schedule that allows for clinical experience during designated times.

**NOTE:** All nursing and pre-requisite courses must be completed with a "C" or better. The minimum cumulative GPA must be at least 3.0

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

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

Application forms for admission to the professional nursing major are available in mid-January and may be obtained on-line at http://www.ndsu.edu/nursing/baccalaureate_degree/pre_licensure_track/ or Department of Nursing in Sudro Hall 136.

Students may apply for admission into the professional nursing major upon satisfactory completion of the pre-requisite courses. A student may apply to the nursing program a maximum of two times.

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

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

1. Be accepted to NDSU
2. Be a pre-nursing student
3. Have a 3.0 (4.0 = A) cumulative GPA on a minimum of 27 semester hours
4. Have a 3.0 GPA in selected pre-requisite courses. (See sample curriculum on previous pages)
5. Submit all application materials
6. Students who have not attended North Dakota State University must submit directly to the Nursing Department transcripts from all colleges/ universities attended.

Admission Procedures:

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

2. Admission is determined by:
   a. GPA on selected prerequisite courses (see sample curriculum on previous pages). This GPA must be at least 3.0. Because of limitations on class size the typical student admitted to the nursing program has a selective GPA higher than 3.0.
   b. number of credits (up to 27) taken in the North Dakota University System (NDUS)
   c. references and recommendations
   d. interview, if requested, by Admissions Committee

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

4. Applicants will be notified by letter during July regarding their admission status.
LPN Licensure Applicants

An alternative curricular pathway is available for the licensed practical nurse with an associate degree in nursing. Nursing courses are offered over six semesters (including summers). Length of the program depends on prior college credit earned and completion of general education courses required for the degree. If the student completes all general education and support course requirements prior to beginning the sequence of nursing courses, the program is part time (9 or less credits per semester). Students are advised (in consultation with their advisor) to design a plan for degree completion that best meets their needs.

Baccalaureate Nursing Curriculum (modified for the LPN)

<table>
<thead>
<tr>
<th>English I</th>
<th>General Chemistry</th>
<th>General Psychology</th>
</tr>
</thead>
<tbody>
<tr>
<td>English II</td>
<td>Biochemistry</td>
<td>Developmental Psychology</td>
</tr>
<tr>
<td>Upper Division English</td>
<td>Microbiology</td>
<td>Sociology/Anthropology</td>
</tr>
<tr>
<td>Oral Communication</td>
<td>Anatomy/Physiology I</td>
<td>Quantitative Reasoning</td>
</tr>
<tr>
<td>Fine Arts/Humanities</td>
<td>Anatomy/Philosophy II</td>
<td>Nutrition</td>
</tr>
<tr>
<td>Humanities/Fine Arts</td>
<td>NURS 240</td>
<td>NURS 340</td>
</tr>
<tr>
<td>Cultural Diversity</td>
<td>NURS 360</td>
<td>NURS 372</td>
</tr>
<tr>
<td>Global Perspectives</td>
<td>NURS 405</td>
<td>NURS 406</td>
</tr>
<tr>
<td>Pharmacology</td>
<td>NURS 407</td>
<td>NURS 430</td>
</tr>
<tr>
<td>Electives</td>
<td>NURS 440</td>
<td>NURS 450</td>
</tr>
</tbody>
</table>

All credits from accredited colleges are accepted as transfer credits. A total of 122 credits is needed for the baccalaureate degree. Included in the 122 credits must be a minimum of 36 credits from NDSU (including the last 30 credits for the degree), a minimum of 60 credits from four-year institution(s), and a minimum of 37 upper division credits (including at least 15 from NDSU).

Admission Requirements

1. Advance placement decision exam scores of ninety or greater must be achieved on examinations in adult health, maternal/child, and mental health nursing. These national standardized tests are offered at NDSU and other sites. They will be offered at NDSU in May and September. Any interested person may take the examinations. Registration is required. Contact the Nursing Department office for specific dates, times, and costs.
2. Current unencumbered practical nurse license (LPN)
3. Completion of an associate degree in nursing.
4. Admission to NDSU as a pre-nursing student.
5. Completion of the following courses with a minimum of a C in each course and a GPA of at least 3.0 on 4.0 scale on the cluster of courses:
   a. English 120
   b. Communications 110
   c. Biology 220, 220L, 221, & 221L
   d. Microbiology 202 & 202L
   e. Psychology 250
   f. Sociology 110 or Anthropology 111
g. Quantitative reasoning course (College Algebra not taken at NDSU, Statistics, Finite Math, or other acceptable course)

h. Chemistry 117 and 117L

6. All application materials submitted

**Admission Procedures**

1. Students will receive an invitation to apply to the nursing program when the required advanced placement examination scores are documented in the nursing office. Application materials will be sent with the invitation.

2. Application materials include
   a. an application form
   b. two references
   c. a health status documentation form
   d. criminal background check forms
   e. evidence of current CPR certification at Health Provider Level

3. **Applications are due October 15**th and are reviewed by the Admission and Progression Committee. An interview may be requested.

4. Applicants will be notified of the admission decision. If invited to admission, the applicant’s acceptance letter will include a degree plan for completion of requirements for completing the baccalaureate degree in nursing. An applicant is encouraged to visit with his/her advisor about the degree plan prior to or as soon as possible after admission.

5. Admission to the nursing program is completed by the applicant’s acceptance of the invitation to admission and payment of the admission fee.

6. Enrollment in the professional program begins spring semester. Students must review and meet the Technology Requirements for Online courses in order to complete course work for the degree.

7. Following the successful completion of one semester of nursing courses, the student receives 14 credits per the validation exams.

---

**Sample Nursing Course Sequence for LPN Students Beginning in Odd Years**

<table>
<thead>
<tr>
<th>YEAR</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>FALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Odd Year</td>
<td>NURS 240 *Nursing as a Scholarly Profession&lt;br&gt;NURS 340 Leadership and Ethical Reflection&lt;br&gt;NURS 430 Management</td>
<td>NURS 406 Public Health</td>
<td>NURS 372 Integrated Family Nursing</td>
</tr>
<tr>
<td>2 Even Year</td>
<td>NURS 405 Psychosocial Concepts&lt;br&gt;NURS 360 **Health Assessment</td>
<td>NURS 407 Adult Health: Complex</td>
<td>NURS 440 Nursing Issues&lt;br&gt;NURS 450 Synthesis and Practicum</td>
</tr>
</tbody>
</table>
Sample Nursing Course Sequence for Students Beginning in Even Years

<table>
<thead>
<tr>
<th>YEAR</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>FALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Even Year</td>
<td>NURS 240 *Nursing as a Scholarly Profession</td>
<td>NURS 407 Complex Clinical Problems</td>
<td>NURS 440 Nursing Issues</td>
</tr>
<tr>
<td></td>
<td>NURS 360 **Health Assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NURS 405 Psychosocial Concepts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Odd Year</td>
<td>NURS 340 Leadership and Ethical Reflection</td>
<td>NURS 406 Public Health</td>
<td>NURS 372 Integrated Family Nursing</td>
</tr>
<tr>
<td></td>
<td>NURS 430 Management</td>
<td></td>
<td>NURS 450 Synthesis &amp; Practicum</td>
</tr>
<tr>
<td></td>
<td>NURS 407 Complex Clinical Problems</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Pre- or co-requisite to all other nursing courses  **Pre-requisite to NURS 407

**RN Applicants**

An alternative curricular pathway is available for the registered nurse with an associate degree in nursing or a diploma in nursing. Nursing courses are offered over six semesters (including summers). Length of the program depends on prior college credit earned and completion of general education courses required for the degree. If the student completes all general education and support course requirements prior to beginning the sequence of nursing courses, the program is part time (9 or less credits per semester). Students are advised (in consultation with their advisor) to design a plan for degree completion that best meets their needs.

**Baccalaureate Nursing Curriculum (modified for the RN)**

<table>
<thead>
<tr>
<th>English I</th>
<th>General Chemistry</th>
<th>General Psychology</th>
</tr>
</thead>
<tbody>
<tr>
<td>English II</td>
<td>Biochemistry</td>
<td>Developmental Psychology</td>
</tr>
<tr>
<td>Upper Division English</td>
<td>Microbiology</td>
<td>Sociology/Anthropology</td>
</tr>
<tr>
<td>Oral Communication</td>
<td>Anatomy/Physiology I</td>
<td>Quantitative Reasoning</td>
</tr>
<tr>
<td>Fine Arts/Humanities</td>
<td>Anatomy/Philosophy II</td>
<td>Nutrition</td>
</tr>
<tr>
<td>Humanities/Fine Arts’</td>
<td>NURS 240</td>
<td>NURS 340</td>
</tr>
<tr>
<td>Cultural Diversity</td>
<td>NURS 360</td>
<td>NURS 372</td>
</tr>
<tr>
<td>Global Perspectives</td>
<td>NURS 405</td>
<td>NURS 406</td>
</tr>
<tr>
<td>Pharmacology</td>
<td>NURS 407</td>
<td>NURS 430</td>
</tr>
<tr>
<td>Electives</td>
<td>NURS 440</td>
<td>NURS 452</td>
</tr>
</tbody>
</table>

All credits from accredited colleges are accepted as transfer credits. A total of 122 credits is needed for the baccalaureate degree. Included in the 122 credits must be a minimum of 36 credits from NDSU (including the last 30 credits for the degree), a minimum of 60 credits from four-year institution(s), and a minimum of 37 upper division credits (including at least 15 from NDSU).
Admission Requirements

1. Advance placement decision exam scores of ninety or greater on examinations in adult health, maternal/child, and mental health nursing. (Advanced placement exams are waived for NDSU ADN graduates.)

   These national standardized tests are offered at NDSU and other sites. They will be offered at NDSU in May and September. Any interested person may take the examinations. Registration is required. Contact the Nursing Department office for specific dates, times, and costs.

2. Current unencumbered registered nurse license (RN)
3. Completion of an associate degree in nursing or a diploma in nursing.
4. Admission to NDSU as a pre-nursing student.
5. Completion of the following courses with a minimum of a C in each course and a GPA of at least 3.0 on 4.0 scale on the cluster of courses:
   a. English 120
   b. Communications 110
   c. Biology 220, 220L, 221, & 221L
   d. Microbiology 202 & 202L
   e. Psychology 250
   f. Sociology 110 or Anthropology 111
   g. Quantitative reasoning course (College Algebra not taken at NDSU, Statistics, Finite Math, or other acceptable course)
   h. Chemistry 117 and 117L
6. All application materials submitted

Admission Procedures

1. Students will receive an invitation to apply to the nursing program when the required advanced placement examination scores are documented in the nursing office. Application materials will be sent with the invitation. (NDSU ADN graduates should request application materials when their admission to NDSU is re-activated.)

2. Application materials include
   a. an application form
   b. two references
   c. health status documentation form
   d. criminal background check forms
   e. evidence of current CPR certification at Health Provider Level.

3. Applications are due October 15th and are reviewed by the Admission and Progression Committee. An interview may be requested.

4. Applicants will be notified of the admission decision. If invited to admission, the applicant’s acceptance letter will include a degree plan for completion of requirements for completing the baccalaureate degree in nursing.

5. Admission to the nursing program is completed by the applicant’s acceptance of the invitation to admission and payment of the admission fee.

6. Enrollment in the professional program begins spring semester. Students must review and meet the Technology Requirements for Online courses in order to complete course work for the degree.
7. Following the successful completion of one semester of nursing courses, the student receives 14 credits per the validation exams. (NDSU ADN graduates receive this credit upon completion of one semester of BSN curriculum nursing courses.)

8. An applicant is encouraged to visit with his/her advisor about the degree plan prior to or as soon as possible after admission. Registered nurses may wish to explore challenging selected nursing courses for which they feel they have met the course objectives.

### Sample Nursing Course Sequence for RN Students Beginning in Odd Years

<table>
<thead>
<tr>
<th>YEAR</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>FALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Odd Year</td>
<td>NURS 240 *Nursing as a Scholarly Profession</td>
<td>NURS 406 Public Health</td>
<td>NURS 372 Integrated Family Nursing</td>
</tr>
<tr>
<td></td>
<td>NURS 340 Leadership and Ethical Reflection</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NURS 430 Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Even Year</td>
<td>NURS 405 Psychosocial Concepts</td>
<td>NURS 407 Adult Health: Complex Problems</td>
<td>NURS 440 Nursing Issues</td>
</tr>
<tr>
<td></td>
<td>NURS 360 **Health Assessment</td>
<td></td>
<td>NURS 452 Synthesis</td>
</tr>
<tr>
<td></td>
<td>NURS 407 Adult Health: Complex Problems</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Sample Nursing Course Sequence for Students Beginning in Even Years

<table>
<thead>
<tr>
<th>YEAR</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>FALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Even Year</td>
<td>NURS 240 *Nursing as a Scholarly Profession</td>
<td>NURS 407 Adult Health: Complex Problems</td>
<td>NURS 440 Nursing Issues</td>
</tr>
<tr>
<td></td>
<td>NURS 360 **Health Assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NURS 405 Psychosocial Concepts</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NURS 407 Adult Health: Complex Problems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Odd Year</td>
<td>NURS 340 Leadership and Ethical Reflection</td>
<td>NURS 406 Public Health</td>
<td>NURS 372 Integrated Family Nursing</td>
</tr>
<tr>
<td></td>
<td>NURS 430 Management</td>
<td></td>
<td>NURS 452 Synthesis</td>
</tr>
</tbody>
</table>

*Pre- or co-requisite to all other nursing courses  **Pre-requisite to NURS 407
Progression

• Nursing courses are taken in a sequence in which prior learning serves as a basis for continued learning.

• Course pre-requisites must be completed prior to enrollment in a course.

• Students are responsible for monitoring progress in completing graduation requirements including total number of credits.

• Probation or suspension from the College is determined by North Dakota State University and College of Pharmacy, Nursing and Allied Sciences policies (academic requirements page 2).

• 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. At least two months prior to the beginning of the semester in which the student wishes to again enroll in nursing courses, the student needs to write a letter to the Admissions and Progression Committee requesting permission to enroll. The Committee after considering the request in the light of pertinent circumstances and available space in the needed course(s) will grant or deny the student’s request and notify the student of the decision.

• For reasons unrelated to academic performance, a student may wish to interrupt study in the nursing major. A student in these circumstances a) visits with his/her advisor about the planned action and b) writes a letter to the Associate Dean for Nursing stating his/her intended discontinuance of study in the program and the approximate date of anticipated return to the program. This letter is placed the student’s advising file. Prior to the beginning of the term in which the student wishes to resume study, the student writes a letter to the Associate Dean for Nursing indicating the time of desired return. The request to return is reviewed by the admissions and progression committee. Provided there is space available in the courses the student needs to complete the degree, the student may be approved by the Admissions and Progression committee to return to active status in the program. 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.

Dismissal

• A second experience of receiving a grade less than a C in a nursing course results in dismissal from the nursing major.

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

• Violation of the College student conduct policy (pages 3-8), violation of academic integrity, or violation of professional ethics may result in dismissal from the nursing major.
• The RN or LPN whose license to practice nursing is encumbered, revoked or suspended is dismissed from the nursing major. The LPN or RN who voluntarily surrenders his/her license to practice nursing must stop out of the nursing program until such time as his/her license is active and unencumbered.

**Re-admission**

There are no particular policies for re-admission to the nursing major. The student who has been dismissed or the student who has withdrawn from the major, must follow the guidelines for admission to the major.

**Grievances and Appeals**

For all grievances and appeals the North Dakota State University and College of Pharmacy, Nursing, and Allied Sciences policies are followed.

Regarding disagreement with an assigned grade see Student Complaint Policy on page 20.

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

**Nursing Program History**

The history of nursing education in Fargo dates back to the early 20th century when St. John=s Hospital and St. Luke=s Hospital each established a diploma school of nursing. The School of Nursing at St. John=s closed and North Dakota State University (NDSU) began an associate degree nursing program in 1969. In 1986, NDSU and Concordia College (CC) began a collaborative baccalaureate nursing program. St. Luke=s Hospital School of Nursing and the associate degree program at NDSU were discontinued. The collaborative program was the Tri-College University Nursing Consortium (TCUNC). Students took some nursing courses on the CC campus and some 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 graduate program in nursing was initiated. In 2005, the three undergraduate programs disassociated from the consortium and became independent of one another. In 2007 the graduate program consortium discontinued. NDSU has offered an independent BSN program since 2005, an independent MSN program since 2007 and a DNP program since 2005.

**Mission**

The mission of the NDSU Department of Nursing is to provide baccalaureate and graduate nursing education to advance knowledge of the discipline and demonstrate leadership in meeting the healthcare needs of a diverse society.
**Program Outcomes**

1. Practice nursing in accordance with American Nurses Association Standards of Practice and Standards of Professional Performance.

2. Apply in nursing practice an understanding of the basic relationships among disease transmission, health status, health policy, cultural influences, and health care economics within the global community.

3. Apply quality improvement approaches in work as peers on multidisciplinary teams.

4. Use information technology and communicate effectively with clients, health care team members, policy makers, and the public.

**Vision**

The vision of the Department of Nursing is to be a recognized leader in positively impacting the health of a diverse global society through providing basic professional preparation and advanced nursing education, advancing nursing knowledge, and responding to societal needs.

**Definitions**

1. “Nursing is the protection, promotion and optimalization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities and populations.”

2. Environment is comprised of internal and external forces including technological, legal, social, cultural, epidemiological, political, religious and economic phenomena.

3. A person is a holistic being with biopsychosocial, spiritual and cultural dimensions. An individual person is a rational and moral being with an inherent dignity and worth which persists throughout the lifespan despite any limitation in any dimension of being. Persons and groups of persons (family, community and other aggregates) are the focus of nursing care.

4. Health is “physical, mental and social well-being and not merely the absence of disease or infirmity.” Health may be described as a continuum and includes cultural and subjective perceptions of well-being. Disease is a dysfunction of a dimension of being. Illness is a subjective feeling of being unhealthy that may or may not be related to disease.

---


Beliefs and Core Values

The faculty, students, and graduates of the department of nursing believe in the inherent worth and dignity of individuals and the value of professional nursing as an integral part of the health of society. We believe the core values of autonomy, caring, integrity, justice, professionalism and respect guide the scholarship of education, service, practice and research.

The role of faculty is to encourage, facilitate, and provide opportunities which support self-directed learning and critical thinking, enhance personal growth and socialize students as members of the profession in entry and advanced practice roles. The role of students is to develop the knowledge, skills and attitudes essential to professional nursing practice and continued study in nursing. The role of graduates is to promote the health of society, advance the discipline, and function as responsible citizens of the nation and the world.

Nursing is an art and science. It is a practice profession and an academic discipline. The domain of nursing is the human response to actual or potential variations in human functioning and life processes. Nursing involves interactions among the nurse, the person and the environment in the prevention of disease, the promotion and restoration of health, and the comfort of the dying.

Professional nursing practice is the creative application of therapeutic nursing interventions based on a synthesis of scientific knowledge, research, professional values and standards. Professional nurses work with individuals, families, communities and other aggregates to meet primary, secondary, and tertiary health care needs. Nurses practice independently, interdependently, and collaboratively in a variety of settings. Nurses balance career advancement, personal well-being, and fidelity to nursing=s social contract.

Core values provide a framework that supports education for and practice of professional nursing as envisioned by the Department of Nursing.

**Caring** is the central concept of nursing. The competence, sensitivity and compassion that characterize professional caring, guide our behavior in faculty/student and nurse/client interactions.

**Respect** is reflected by nurses’ regard for human dignity and in our acceptance of the diversity of humankind. In our practice we demonstrate our respect for other disciplines through collegiality and collaboration.

**Autonomy** reflects a patient’s right to make decisions about his/her health care and nurses’ rights to make decisions about their professional practice. **Integrity** is manifested in our honesty with patients and the public, by adherence to standards of academic honesty, through our accountability for our actions, and through our provision of care based on practice standards.

The professional obligation to assure equal treatment and equal access to care is a facet of **justice**. Nurses have a professional responsibility to encourage legislation and policy development that advances nursing care and quality health care for all people. Nursing faculty have an obligation to ensure that students have the opportunity to participate in and contribute to an excellent learning environment. **Professionalism** encompasses a commitment to lifelong learning and professional development, participation in professional organizations and the political process, and adherence to professional values and regulations.
NURSING PARADIGM, CORE VALUES AND QUALITY HEALTHCARE INDICATORS
Quality of care: the degree to which health services for individuals and populations increase the likelihood of desired health outcomes and are consistent with current professional knowledge.

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

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

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

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

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

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

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

The baccalaureate nursing program is developed, revised, and implemented in accord 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.

The Essentials Of Baccalaureate Education For Professional Nursing Practice

Liberal Education for Baccalaureate Generalist Nursing Practice
- physical sciences
- life sciences
- mathematical sciences
- social sciences
- fine arts and performing arts
- humanities

Basic Organizational and Systems Leadership for Quality Care and Patient Safety
- leadership
- social change theories
- communication
- healthcare systems
- teamwork
- quality improvement
- operations research

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

Information Management and Application of Patient Care Technology
- use of patient care technologies
- computer skills
- information management
- electronic health records
- principles of nursing workload measurement/resources
- technological resources

---

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

Interprofessional Communication and Collaboration for Improving Patient Health Outcomes
- safety
- autonomy
- relationship building
- advocacy
- professional roles
- scopes of practice and perspectives of other health professions
- conflict management and negotiation

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

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

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

Standards of Nursing Practice

Standard 1 Assessment
The registered nurse collects comprehensive data pertinent to the patient’s health 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 patient or the situation

Standard 4. Planning
The registered nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.

Standard 5. Implementation
The registered nurse implements the identified plan, coordinates delivery of care and employs strategies to promote health and a safe environment

Standard 6. Evaluation
The registered nurse evaluates progress toward attainment of outcomes.

Standards of Professional Performance

Standard 7. Quality of Practice
The registered nurse systematically enhances the quality and effectiveness of nursing practice.

Standard 8. Education
The registered nurse attains knowledge and competency that reflects current nursing practice.

Standard 9. Professional Practice Evaluation
The registered nurse evaluates one’s own nursing practice in relation to professional practice standards and guidelines, relevant statues, rules, and regulations.

Standard 10. Collegiality
The registered nurse interacts with and contributes to the professional development of peers and colleagues.

Standard 11. Collaboration
The registered nurse collaborates with patient, family, and others in the conduct of nursing practice

Standard 12. Ethics
The registered nurse integrates ethical provisions in all areas of practice.

Standard 13. Research
The professional nurse integrates research findings into practice.

Standard 14. Resource Utilization
The registered nurse considers factors related to safety, effectiveness, cost and impact on practice in the planning and delivery of nursing services.

Standard 15. Leadership
The registered nurse provides leadership in the professional practice setting and the profession.

The Code of Ethics for Nurses

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

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

3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse=s obligation to provide optimum patient care.

5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

7. The nurse participates in the ad a cement of the profession through contributions to practice, education, administration and knowledge development.

8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

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

---

1 American Nurses Association, 2001
Program Operational Policies

1. Students must demonstrate ability to perform all essential functions as outlined in the nursing program’s "Essential Qualifications of Candidates for Undergraduate Admission and Progression" either with or without accommodation.

2. Prior to clinical experience, students must submit documentation of current certification for basic life support for the healthcare provider\(^1\). Courses approved by the American Heart Association meet this requirement. Each student is responsible for submitting verification of **continuous** certification through graduation to the department secretary.

3. 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\(^1\)
   - Students must submit evidence of having had a health examination within the six months prior to beginning clinical experience.
   - Students are required to verify immunity against measles, mumps and rubella prior to initial clinical experience. Diphtheria-tetanus immunization within the past 10 years is also required.
   - Before the beginning of clinical experience, testing is required for TB (tuberculosis) and annually thereafter. Students are required to provide documentation that they are free of tuberculosis, either by negative Mantoux (PPD) test, chest x-ray, or healthcare provider designation.
   - Current immunization for hepatitis B is recommended as students' potential exposure to body fluids presents a risk of infection. Nursing students admitted to the program will be required to provide documentation of hepatitis B immunization or declination.
   - Immunization for influenza is encouraged to avoid transmission of the disease to or from clients under student care.
   - A health form documenting the exam and immunizations is maintained in a separate file in the nursing office.

4. 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.

\(^1\) RN and LPN students submit with application.
Students will be assigned to clients who have communicable disease only after having been educated on the epidemiology, precautions, and practices to be taken to prevent disease transmission. Because it is the philosophy of the nursing program that professional nurses are expected to care for all people with health problems without discriminating according to race, gender, class or disease, it is reasonable to expect that nursing students will provide nursing care to clients with HIV, Hepatitis B and other infectious diseases.

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

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

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

6. If an injury is sustained during clinical experience, the student will
   • Notify nursing clinical faculty immediately.
   • Complete an incident report (available from the clinical agency); submit one copy to the agency supervisor and one to the nursing clinical faculty.
   • Seek medical advice from 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).

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

8. Personal Appearance/Professional Dress
   General Guidelines
   • Agency guidelines will be followed
   • Overall appearance will convey an image of professionalism
   • The NDSU pre-licensure student nurse uniform consists of:
     a) a white top and green pants
     b) white or flesh-colored socks or stockings
     c) white (all white, pristine white) shoes that are not canvas, open-toed or weird
     d) the approved personal identification name badge
     e) full or 3/4 length laboratory coat
• Fingernails will be unaugmented, short, without bright enamel
• The hair style will be such as the course instructor deems appropriate to the essential hygiene of the clinical area.
• Color or shape of undergarments will not be visible
• Jewelry will be minimal: wedding ring, engagement ring, stud earrings (one set only), no dangling adornment (religious or secular), no observable ornamental device piercing any body part other than the earlobe.
• Perfumes, colognes or aftershaves are not permitted
• Tattoos must be covered
• Gum chewing is not appropriate in the clinical site, the classroom or other places in which one is in a nursing role
• Specific guidelines pertinent to a course will be given to students with other course materials.
• The course instructor is responsible for sharing with clinical instructors assisting in the conduct of the course the expectations regarding faculty and student attire in the clinical areas utilized in the course.
• Insofar as agency guidelines are not violated, the course instructor is the arbiter of “appropriate,” “unremarkable” and “weird” as descriptors of attire and general personal appearance.

Specific Situations:
• **Visiting an agency for purposes other than giving or supervising care of clients**
  Students wear the NDSU nursing uniform or unremarkable street clothes and, if indicated, a lab coat. If the student elects to wear street clothes and lab coat, the approved institutional identification name badge must be worn on the upper left chest area of the lab coat.

• **Supervising or providing care to clients under the aegis of an agency**
  Students in traditional in-patient settings on clinical units where nursing staff wear uniforms wear the complete and unadulterated NDSU pre-licensure student nurse uniform.
  Students in specialty units within institutional settings wear the identification name badge portion of the student uniform with attire that meets the specifications of the unit. For example, street clothes with or without a lab coat may be worn with the approved institutional identification name badge on the upper left chest area in mental health and managerial areas; scrub suits may be worn in areas such as obstetrics and critical care.
  Pre-licensure students in community settings wear the approved identification badge with unremarkable street clothes and whatever other attire is specified by the course requirements, for example, a lab coat.

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

The occurrence of a critical incident will be documented on a department incident form. Examples of critical incidents include but are not limited to medication errors, lack of adequate preparation for clinical experiences, tardiness, unexcused absences, and unprofessional demeanor. A combination of isolated events often becomes a significant concern and this documentation enables faculty to provide assistance to students exhibiting at-risk behaviors. The documentation of a critical incident will be reviewed and signed by the student as soon as possible after the incident occurs.

- Incident documentation does not become part of the student’s permanent file unless the student is dismissed from the program.
- Included in the incident documentation is a plan for remediation. All critical incident reports are reviewed by the chair of the Department of Nursing. Depending on the nature of the incident a clinical agency report may also be filed.

10. To facilitate and recognize individual learning, any course in the nursing program may be challenged. Students may challenge a course if they feel they have attained the knowledge, skills, and clinical competency described in the objectives of the course. Students must show that they have completed all prerequisites before a course can be challenged. Challenge examinations can be conducted only after the student has been admitted to the nursing program and must adhere to the institutional procedures. It is the student's responsibility to contact the course coordinator in writing, at least four weeks prior to the beginning of the course. Registered Nurse students are encouraged to contact their advisor regarding validation/challenge of (a) nursing course(s) prior to or at the time of admission.

11. The Nursing Department follows the North Dakota State University College of Pharmacy, Nursing, and Allied Sciences 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.

12. 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.

13. Professional nursing courses may be attempted **no more than two times**. A student who fails a course may repeat the course on a space available basis.
14. Evaluation criteria for each nursing course are published in the syllabus for the course.
   - Some courses have a portion of the credits allocated to clinical experience and a portion of the credits allocated to didactic teaching/learning elements. In these courses, a grade of **PASS** for the clinical experience portion of the course is an essential component of a passing grade (A, B, C) in the total course.
   - While all graded assignments in a course contribute to the course grade as outlined in the syllabus, a student must receive a cumulative average of at least 75% on all tests (as defined by the course instructor) to pass the course.

15. Assessment and evaluation methods will be implemented throughout the program for continuous quality improvement.

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

17. Students are invited to attend faculty meetings.

18. 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.

19. 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.)

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

PC Requirements
- Windows 2000, XP, or Vista
- 256 MB or higher of RAM recommended
- 1 GB of hard disk space
- An active e-mail account
- Access to the internet through a local internet service provider
  - 56 k Modem or above (DSL/Cable or higher is recommended)
  - Please note, students using dial-up will not have access to some video features.

Macintosh Requirements
- Mac OS 10.1 or higher
- 256 MB or higher of RAM recommended
- 1 GB of hard disk space
- An active e-mail account
- Access to the internet through a local internet service provider
  - 56 k Modem or above (DSL/Cable or higher is recommended)
  - Please note, students using dial-up will not have access to some video features.

Browser Requirements:
Students must use a certified or compatible operating system and browser. Students should also download and install the latest version of Java from Sun Microsystems, found at http://java.com/en/.

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Supported Browsers</th>
<th>Unsupported</th>
</tr>
</thead>
</table>
| Windows 2000, XP, Vista | Internet Explorer 6 – 7  
Firefox 1.5 - 2 | AOL  
Opera  
Firefox 3 |
| Mac OS 10.1+        | Safari 1.2 -3.4  
Firefox 1.5 - 2 | AOL  
Opera  
Firefox 3  
Internet Explorer |

NOTE: JavaScript & Cookies must be enabled.

Software:
- Microsoft Word or Word Viewer
- Microsoft Excel or Excel Viewer
- Microsoft PowerPoint or PowerPoint Viewer
Browser Plug-Ins: (suggested)
You may or may not need the plug-ins, depending on what type of files your instructor shares with you via Blackboard. The plug-ins are free downloads.

- **Apple Quick Time 6**
  "The free QuickTime Player is an application for playing, interacting with, or viewing any video, audio, VR, or graphics file that is compatible with QuickTime. This includes MPEG-4, the new standard for digital media, new in QuickTime 6." (Apple Web site)

- **Shockwave, Flash & Authorware**
  Macromedia's Shockwave, Flash and Authorware Player plug-ins let you experience automation and entertainment in your Web browser. The new Shockwave 7 provides auto-updating of the player.

- **Adobe Acrobat Reader**
  View and print millions of documents on the Web with the free Adobe® Acrobat® Reader.

- **Real Networks RealPlayer**
  Play online audio and video content.

- **Microsoft Media Player**
  Windows Media Player supports Windows Media (WMA,ASF), MP3, WAV, MIDI, AVI, and other formats.
NURSING STUDENT ORGANIZATIONS

Student Nurses’ Association (SNA)

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

The purposes of the SNA are:

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

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

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

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

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

Sigma Theta Tau International

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

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

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

**Pharmacy, Nursing, and Allied Sciences Ambassadors:**

The College of Pharmacy, Nursing, and Allied Sciences Ambassadors is a selective student organization of 25-30 members that represents each of the departments within the College, with 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.

The members of this student organization serve an essential role in the College of Pharmacy, Nursing, and Allied Sciences. 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 Pharmacy, Nursing, and Allied Sciences recognizes the valuable role of alumni and students in the recruitment, application, and enrollment process by sharing their positive experiences and advice with prospective students.
NURSING PROGRAM EVENTS

Scholarship Recognition

Each September the College of Pharmacy, Nursing and Allied Sciences sponsors a career fair and scholarship recognition day. There is a ceremony honoring students receiving scholarships and donors who award scholarships. All students are welcome to attend and scholarship recipients are expected to attend.

Pinning

Near graduation most senior classes elect to have a pinning ceremony. This is an event centered on each student receiving his/her nursing pin. Nevertheless, students are not required to purchase a pin or to attend the event. Many students buy a pin and most attend the event which is a good way to celebrate with family and friends in a more intimate way than graduation, the completion of their program of study. A brief explanation of the history of pinning is given in the following paragraphs.

For more than a century, American nurses have taken considerable pride in wearing their school of nursing pin. The pins, sometimes called badges, have been prized and lasting symbols awarded to those who successfully completed a course of study in nursing.

The origin of the nursing pin lies in heraldry, the field that deals with the use, display and regulations of armorial bearings used for the purpose of identification. Such symbols reflect the early 12th century practice of painting one's symbol on his shield and on the linen surcoat that covered the mail-armor of a knight so that a knight could differentiate friend from foe on the battlefield.

As the use of armor became obsolescent, so too did the original purpose of symbols on it. The symbols, however, were not discarded. Instead they were incorporated on family coats of arms and were considered distinctive marks of an individual's rank and gentility.

With the revival of trade in the 14th century, merchants and craftsmen experienced newfound prosperity. To protect their interests, trades with common interests banded together and formed guilds which then adopted symbols indicative of their common bond. Schools and universities did likewise. The group's symbol became that of the individual and inherent in the symbol were the concepts of exclusivity, prestige, protection, fidelity, training and standards.

The fact that American nursing chose to follow the medieval identification practice is interesting, particularly in light of the fact that 19th century nurses were rebuked for wearing any type of ornamentation on or with their uniforms. Perhaps precedent and approval began with the brooch that Queen Victoria presented to Florence Nightingale in 1855. The specially designed gold and enamel brooch, presented to show personal esteem and gratitude for Nightingale's work during the Crimean War, resembled a decorative
regimental badge. The shape, colors and emblems on that badge gave special testimony to Nightingale's allegiance, character, purpose and inspiration.

A plausible explanation for modern day nursing's adoption of a school of nursing pin is tied to the tenets of guilds. Like the emblems that identified members of a specific guild, the distinctive caps and uniforms worn by early trained nurses initially provided adequate outward confirmation that they were indeed trained. Before long, however, the public's growing recognition of the worthiness of nurses, but its ignorance of what constituted legitimate nurse's training for that time period, inadvertently allowed some unscrupulous individuals to imitate the trained nurses' demeanor and attire. Disturbed by the imposters' infringement and exploitation, some graduating classes of trained nurses took matters into their own hands; they designed and adopted "class pins" to wear on their uniform.

While the adoption of class pins was an attempt to thwart deception by others and to differentiate competent from incompetent practitioners, the wide variations in the pins from class to class in a single school ultimately negated the intended purpose. To overcome that limitation, the administrators of schools of nursing began awarding their graduates an official and distinctive pin that uniquely represented their institution. Commonly the pins were also engraved on the reverse side with the graduate's name and date of graduation. In some cases the pins were gifts from the school's Board of Managers; other times the graduates purchased them from the school.

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

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

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

Wearing an authorized school of nursing pin had further significance. The pins were one of the earliest visible signs of the evolving movement toward legal regulation of nurses. (It was not until 1903, however, that the first four states (North Carolina, New Jersey, New York, and Virginia) passed nurse registration legislation. Connecticut enacted a nurse registration law in 1905.)
Each school has a unique school of nursing pin. (Some designs were modified to reflect changes in the school's purpose, administration, or type of program. For example, the first nursing graduates at NDSU received an associate degree and their pin was triangular. Baccalaureate students who graduated from NDSU (as well as those who graduated from Concordia College) during the time it was part of the TCU Nursing Consortium had a different pin.)

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

The pin was designed by the 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.