

**NDSU**

SCHOOL OF NURSING

# **Pre-Licensure Nursing Handbook 2025-2026**

**August 2025**

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**SCHOOL OF NURSING**

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

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

**COLLEGE OF HEALTH AND HUMAN SCIENCES**

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

## **COLLEGE OF HEALTH AND HUMAN SCIENCES**

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

### **DEGREES**

The College of Health and Human Sciences (CHHS) offers the following degrees:

1. Nursing: BSN (Bachelor of Science in Nursing) and DNP (Doctor of Nursing Practice)
2. Pharmacy: Pharm.D.; Pharm.D./Ph.D.: In conjunction with the Department of Pharmaceutical Sciences; 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.)
3. Counselor Education: M.S. Clinical Mental Health Counseling/ M.S. School Counseling; and Ph.D. Counselor Education and Supervision
3. Graduate Study in Pharmaceutical Sciences: M.S., Ph.D
4. Public Health: BS: Health Services and MPH (Master of Public Health)
5. Allied Sciences: Medical Laboratory Science, Radiologic Sciences, Respiratory Care: BS
6. Health, Nutrition, and Exercise Sciences: B.S.: General Education; Nutrition Science, Exercise Science, and Sport Management. MS: Athletic Training, Dietetics, Exercise/Nutrition Science, Intercollegiate Athletic Administration, and Sport Management. Ph.D.: Exercise Science and Nutrition
7. The Bachelor of Sciences in Health Services (BSHS)

### **POLICIES**

Please note that additional policies and procedures not contained in this document apply to students in the college. Those policies and procedures are contained in the [College Policy manual](#) and available on the NDSU College of Health and Human Sciences website.

### **STATUS DOCUMENTATION: CHHS Policy 104**

Upon acceptance to a professional program housed in the College of Health and Human Sciences, students will need to comply with the health and status documentation requirements of their unit(s) including vaccinations where indicated. The expense of the physical examination, drug screening and/or any needed immunizations is the student's responsibility.

### **STUDENT ACADEMIC AND CONDUCT STANDARDS: CHHS Policy 107**

The College of Health and Human Sciences, in collaboration with the Unit, reserves the right to terminate the enrollment of any student at any time, if the student demonstrated they are unsuited for a professional career and its inherent responsibilities and obligations. Circumstances that may lead to student termination include, but are not limited to, violation of state or federal statutes or regulations.

### **SELECTION OF SCHOLARSHIP RECIPIENTS: CHHS Policy 108**

Students may apply annually to receive a scholarship. Applicants must be enrolled (as defined by NDSU guidelines) in a College of Health and Human Sciences program for the academic year in which the scholarship is received (unless otherwise stated in specific scholarship criteria). Applicants must meet the criteria outlined by the donor of the scholarship/award and other criteria established by the College. Students currently in violation student academic and/or conduct policies or under investigation are not eligible for scholarships. Students will be notified by email each year when applications are available. The due date will be listed on the application form and also posted on the College website. Under the leadership of the College Scholarship Committee, Unit scholarship/awards committees will be formed to select their respective recipients by evaluating scholarship applications; implementing the criteria established by donors; and making decisions on the selection of student scholarship recipients.

Requirements for accepting/receiving a scholarship include attending the College Scholarship Recognition Program and sending a thank you letter to the donor. Students who are engaged in a practical experience or online education where distance prohibits their attendance, or other unusual circumstances, may receive an excused absence from the Dean of the College. If these requirements are not met, the College reserves the right to render the scholarship null and void. All applicants will be notified by email of award decisions.

## **SCHOOL OF NURSING INFORMATION**

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

The nursing major is community focused and addresses the nursing needs of individuals, families and groups throughout the life span. The curriculum emphasizes the assessment and promotion of health, and the treatment of health problems in a variety of settings. Students have clinical experience in community and institutional settings. Some courses focus on the individual as a client with specific health needs in a family system, whereas other courses view the community as a 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 online at [www.ndsu.edu/admission](http://www.ndsu.edu/admission).

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

### **Essential Qualifications of Candidates for Undergraduate Admission and Progression**

Nursing education entails the assimilation of knowledge, clinical skills, 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 that involve a unique combination of cognitive, psychomotor, cultural, technical, and social abilities.

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

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

### **Nursing Program History**

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

In 2001, Minnesota State University Moorhead (MSUM), which operated a baccalaureate program for registered nurses, joined the nursing consortium, and a collaborative master's degree program in nursing was initiated. In 2005, the three undergraduate programs disassociated from the consortium and became independent of one another. The LPN-BSN Program began in 2003 in collaboration with Sanford (Meritcare). The first class was all Sanford employees. NDSU initiated a Doctor of Nursing Practice program in 2005. In 2007, graduate programs at the three institutions became

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

In June 2014, NDSU acquired the Sanford College of Nursing (SCON) located in Bismarck, ND. SCON has been a well-respected, successful, freestanding nursing program affiliated with the Bismarck hospital for over 100 years. The Bismarck program became known as *NDSU Nursing at Sanford Health*. In the Fall semester of 2014, the pre-licensure BSN program at the Fargo site expanded from admitting students each Fall semester to admitting students both Fall and Spring semesters. The RN-BSN program began fall 2017. The second-degree/accelerated program began fall 2023 at the Bismarck site.

### **NDSU SON Mission Statement**

The School of Nursing provides transformational education to advance nursing knowledge and develop innovative leaders who improve the health of all people, including underserved, rural, diverse and global populations.

### **NDSU SON Vision Statement**

To be a dynamic leader, positively impacting the health of society through excellence and innovation in nursing education, research, practice, and service.

### **Core Values**

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

**Professionalism** – Cultivate professionalism in nursing practice by emphasizing accountability, collegiality, collaboration, ethical behavior, integrity, respect, and resilience.

**Person-Centered Care** – Committed to caring for all people in a holistic, compassionate, and sensitive manner.

**Commitment to Community** – Provide nursing expertise and service that extends across the University, state, national, and global populations to promote health and well-being.

**Scholarship** – Discover and disseminate new knowledge using evidence-based practice to guide nursing care, recognizing that nursing, as both a practice profession and an academic discipline, embodies both art and science.

**Quality and Safety** – Improve healthcare through excellence in education, research, and practice.

**Advocacy and Equity** – Promote equity and inclusivity, advance health policy, and honor the dignity and diversity of all people.

**Transformative Learning** – Facilitate an environment of continuous growth and exploration by encouraging critical thinking, creativity, and the pursuit of knowledge.

**Resilience** – Embrace challenges as opportunities for growth and adapt to change with a positive mindset, learning, evolving, and emerging stronger.

## **NDSU SON Program Outcomes**

The School of Nursing fosters the achievement of outcomes necessary to develop dynamic nurse leaders who improve the health of all people. Undergraduate outcome categories are clinical competence, clinical judgment, communication, professionalism, and leadership.

1. Synthesize and apply theoretical and empirical knowledge from the nursing, behavioral, social and natural sciences, and the arts and humanities to inform clinical judgment.
2. Provide person-centered care to individuals, families, and communities in all stages of life.
3. Collaborate with others within health systems and the community to advocate for accessible, equitable population health outcomes through the incorporation of legal and ethical principles.
4. Evaluate and utilize research findings and clinical practice guidelines in the delivery of evidence-based nursing practice.
5. Engage in the quality improvement of care to enhance safe, quality healthcare on an individual and system level.
6. Demonstrate effective communication and collaboration with patients, families, and interprofessional team members to optimize health outcomes.
7. Demonstrate systems thinking for coordination of resources, decision-making, and cost-effective care within complex health systems.
8. Use information and healthcare technologies to manage and deliver safe, quality, and efficient healthcare.
9. Cultivate professionalism in the delivery of comprehensive, evidence-based care that embraces the diversity and uniqueness of others.
10. Demonstrate leadership, innovation, and accountability to practice self-care and to foster lifelong professional development.

## **PROFESSIONAL NURSING GUIDELINES**

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

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



# **AMERICAN ASSOCIATION OF COLLEGES OF NURSING (AACN) DOMAINS FOR NURSING, COMPETENCIES, AND CONCEPTS FOR NURSING PRACTICE FOR ENTRY-LEVEL PROFESSIONAL NURSING EDUCATION:**

Domains, competencies, and concepts provide a platform for curriculum design, program assessment, and expected outcomes for graduates <https://www.aacnnursing.org/Portals/0/PDFs/Publications/Essentials-2021.pdf>

## **Domains and Competencies**

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

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

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

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

### **Domain 3 – Population Health**

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

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

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

### **Domain 5 – Quality and Safety**

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

### **Domain 6 – Interprofessional Partnerships**

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

### **Domain 7: Systems-Based Practice**

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

### **Domain 8: Informatics and Healthcare Technologies**

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

### **Domain 9: Professionalism**

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

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

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

## **Core Concepts**

- 1. Clinical Judgment**
- 2. Communication**
- 3. Compassionate Care**
- 4. Diversity, Equity, and Inclusion**
- 5. Ethics**
- 6. Evidence-Based Practice**
- 7. Health Policy**
- 8. Social Determinants of Health**

<sup>1</sup> American Association of Colleges of Nursing. (2021). *The essentials: Core competencies for professional nursing education*. Accessible online at <https://www.aacnnursing.org/Portals/0/PDFs/Publications/Essentials-2021.pdf>

## **The American Nurses Association (ANA) Professional Nursing Standards of Practice <sup>1</sup>**

### **Standards of Practice**

**Standard 1. Assessment:** *The registered nurse collects comprehensive data pertinent to the healthcare consumer's health and/or the situation.*

**Standard 2. Diagnosis:** *The registered nurse analyzes the assessment data to determine the diagnoses or issues.*

**Standard 3. Outcomes Identification:** *The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation*

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

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

**Standard 5A. Coordination of Care**

**Standard 5B. Health Teaching and Health Promotion**

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

### **Standards of Professional Performance**

**Standard 7. Ethics:**

**Standard 8. Advocacy**

**Standard 9. Respectful and Equitable Practice**

**Standard 10. Communication:**

**Standard 11. Collaboration**

**Standard 12. Leadership**

**Standard 13. Education**

**Standard 14. Scholarly Inquiry**

**Standard 15. Quality of Practice**

**Standard 16. Professional Practice Evaluation**

**Standard 17. Resource Stewardship**

**Standard 18. Environmental Health**

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<sup>1</sup> American Nurses Association. (2021). *Nursing: Scope and standards of practice* (4th ed.). American Nurses Publishing.

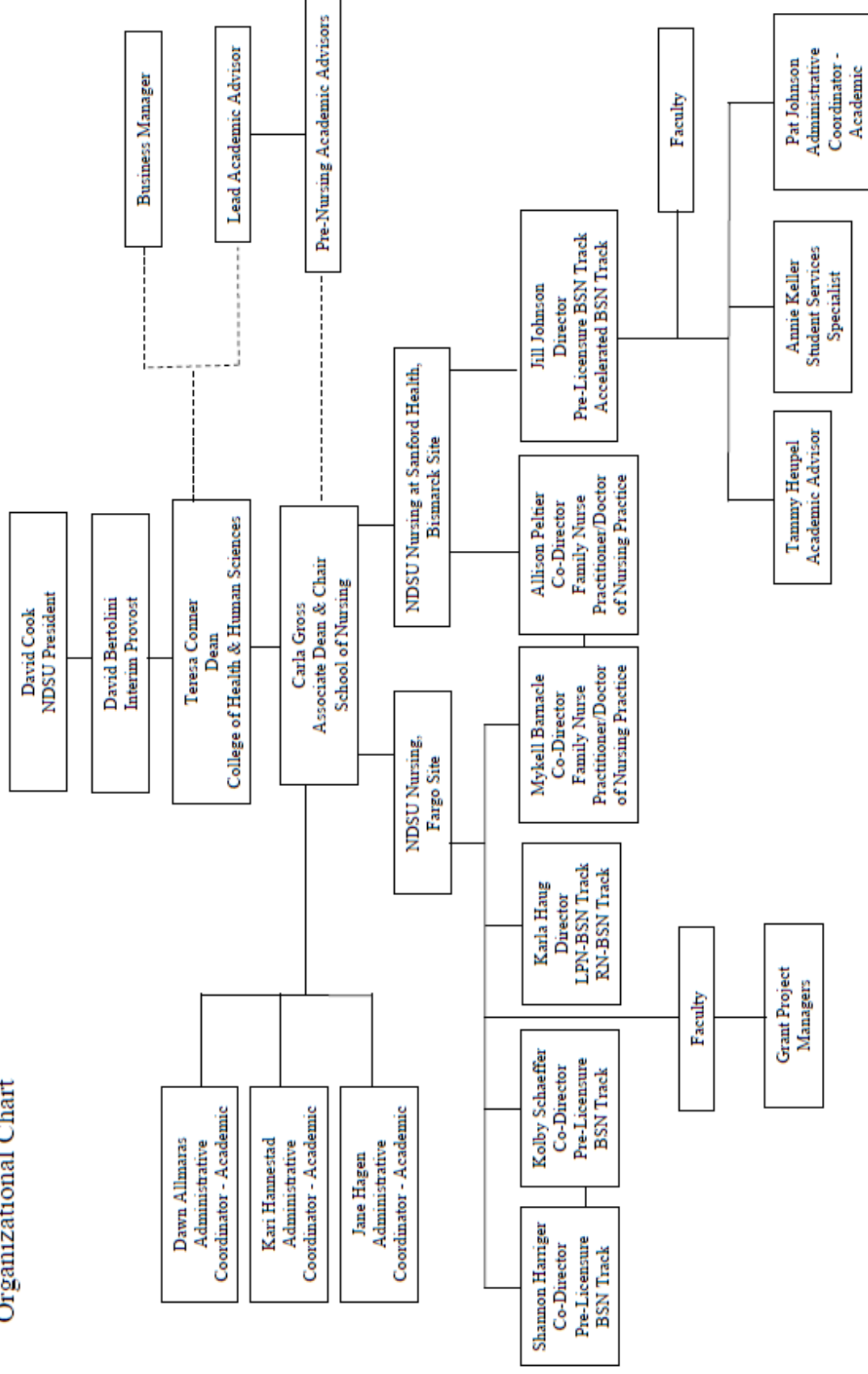
## The ANA Code of Ethics for Nurses<sup>1</sup>

- **Provision 1: Dignity and Respect**
  - The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.
- **Provision 2: Primary Commitment**
  - The nurse's primary commitment is to the recipients (s) of nursing care, whether an individual, family, group, community or population.
- **Provision 3: Trust and Advocacy**
  - The nurse establishes a trusting relationship and advocates for, the rights, health, and safety of the recipient(s) of nursing care
- **Provision 4: Responsibility and Accountability for Practice**
  - Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care., accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
- **Provision 5: Duties to Self**
  - The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence., including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
- **Provision 6: Ethical Work Environment**
  - Nurses, through individual and collective effort, establish, maintain, and improves the ethical environment of the work setting that affects nursing care and the well-being of nurses and conditions of employment that are conducive to safe, quality health care.
- **Provision 7: Knowledge Development and Social Policy**
  - Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health Policy.
- **Provision 8: Collaborative Relationships**
  - Nurses build collaborative relationships and networks with nurses, other healthcare and nonhealthcare disciplines, and the public to achieve greater ends. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
- **Provision 9: Commitment to Society and Social Justice**
  - Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.
- **Provision 10: A Global Nursing Community**
  - Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

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<sup>1</sup> American Nurses Association. (2025). *Code of ethics for nurses with interpretive statements*. American Nurses Publishing.

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



## **CHAIN OF COMMAND**

If concerns arise at any time during the semester, students are expected to follow the chain of command and process the concern locally before proceeding up the chain of command. Students should only proceed to the next level if there was an unsatisfactory result at the previous level. See below for the Chain of Command for each site.

### **Chain of Command – Bismarck site**

1. Clinical/Classroom Instructor
2. Course Coordinator (if applicable)
3. SON Bismarck Program Director (Jill Johnson)
4. Associate Dean (Dr. Carla Gross)
5. College Dean (Dr. Teresa Conner)
6. NDSU Provost (Dr. David Bertolini)

### **Chain of Command – Fargo site**

1. Clinical/Classroom Instructor
2. Course Coordinator (if applicable)
3. SON Pre-licensure Program Director (Dr. Shannon Harriger and Dr. Kolby Schaeffer)
4. Associate Dean (Dr. Carla Gross)
5. College Dean (Dr. Teresa Conner)
6. NDSU Provost (Dr. David Bertolini)

## ADMISSION REQUIREMENTS AND PROCEDURES

### Pre-Licensure Applicants

The traditional nursing program is a four-year, and the accelerated (post-baccalaureate) program is a 14 consecutive-month course of study. Both pre-licensure tracks lead to a baccalaureate degree with a major in nursing (BSN). A total of 120 credits is needed for the baccalaureate degree. All credits from accredited colleges and universities are reviewed before being accepted as transfer credits. Included in the 120 credits must be a minimum of 36 credits from NDSU (including the last 30 credits for the degree), a minimum of 60 credits from the four-year institution(s), and a minimum of 37 upper-division credits (including at least 15 from NDSU). Upon successful completion of the program, the graduate will be eligible to apply to take the national examination for licensure as a registered nurse (RN).

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.

### **ADMISSION TO THE TRADITIONAL PRE-LICENSURE BSN PROFESSIONAL PROGRAM (refer to SON Policy 2.40)**

The Admissions and Academic Progression Committee evaluates applicants for admission to the prelicensure professional nursing program and determines which applicants will be accepted for enrollment in the program. To ensure that all applicants are treated fairly and equally, the SON has written the following guidelines for the admission process to the pre-licensure nursing program:

#### **Eligibility to Apply**

1. The traditional Nursing Program online application will be available in mid-March (for fall admission) and mid-August (for spring admission). **The student is responsible for seeing that ALL application materials are submitted.** Applications with materials missing will not be considered for admission. Application materials must be submitted to the School of Nursing by the application deadlines below:
  - Fargo site: April 20 for both fall and spring program start
  - Bismarck site: April 20 for fall admission and October 20 for spring admission
2. Students must complete a Criminal Background Check (refer to SON Policy 1.62)
  - a. Fee paid by the applicant via the school-designated vendor.
3. The National Council of State Boards of Nursing (NCSBN) recommends the inclusion of English proficiency as a criterion for applicants to help ensure the applicant's ability to sufficiently use and comprehend spoken and written English for entry into practice. Based on this, proficiency in English is required for NDSU Nursing for academic success in nursing as well as for patient safety. All applicants for whom English is not their native language (including international and/or U.S. residents) or who have not attended 4 years of US high school (HS) and achieved a HS minimum GPA of 3.0 must meet the proficiency requirements outlined below to be admitted into the School of Nursing at NDSU. These requirements must be met prior to being fully considered for admission (refer to SON English Proficiency Requirements for Pre-licensure BSN Professional Program Policy 2.42). The Admission and Academic Progression Committee will evaluate English proficiency based on the following criteria:
  - a. A prior college degree from an institution in which English was the language of instruction **and/or**
  - b. College Composition I and College Composition II, or equivalent courses completed with a grade of "A" or "B" from a regionally accredited U.S. postsecondary college and/or university **and/or**
  - c. The test of English as a Foreign Language (TOEFL) with a minimum internet-based test (iBT) **cumulative score of 86. Additionally, combined AND Minimum Individual Scores of 26 in Speaking, 20 in Reading, 20 in Listening, and 20 in Writing.**
  - d. A Michigan English Language Assessment Battery (MELAB) **score of 80 or greater** and a **Writing score of 85 or greater** may be used in lieu of the TOEFL exam.
4. A minimum cumulative GPA of 2.75 is required for application to the pre-licensure nursing program and to begin nursing coursework. Students are encouraged to consult with their nursing faculty advisor for electives that may enhance their program of study and meet graduation requirements.

5. **The following courses must be completed prior to applying to the professional nursing major.** (Pre-requisite courses must be completed by the end of spring semester for students applying April 20. For applications in the fall, all pre-requisite courses must be completed or in progress at the time of application on October 20. The selected GPA, which is calculated using the pre-requisite courses below, contributes to the admission decision. A grade of “C” or greater must be earned in each of these courses. *Actual grades for prerequisite courses of admitted students are generally higher.*
- English 120 – College Composition II – 3 credits
  - Communication 110 – Fundamentals of Public Speaking – 3 credits
  - Psychology 111 – Intro to Psychology – 3 credits
  - Sociology 110 - Introduction to Sociology – 3 credits OR Anthropology 111 - Introduction to Anthropology – 3 credits

**Completion of a minimum of 11 credits (of the 19 credits required) in the science category is**

**required.** Applicants with fewer than 11 science credits (but more than 8) will be evaluated on an individual basis.

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

All courses listed above, plus N150: Academic Success and Career Exploration (or equivalent), Developmental Psychology, and Nutrition Science, must be completed at a “C” or better prior to enrollment in NURS 300/341/342 (Policy 3.42).

- ❖ No pre-nursing pre-requisite course in which a grade has been issued may be repeated more than once. The grade received during the student’s second attempt will be used in evaluation for admission.
- ❖ A course taken at another University and then retaken at NDSU is considered a repeated course. The grade received at NDSU will be used in evaluation for admission.
- ❖ Students who have repeated a course more than twice are required to submit a letter with the application explaining the rationale for the repeated courses and will then be evaluated on a case-by-case basis.
- ❖ A maximum of three pre-requisite courses can be repeated.
- ❖ Students who have repeated more than three courses are required to submit a letter with the application explaining the rationale for the repeated courses and will then be evaluated on a case-by-case basis.
- ❖ A course in which a grade was not received is not considered an attempt (e.g. Advance Placement Exams).

**Traditional Pre-licensure Admission Procedures:**

Admission involves a holistic review process. The holistic review considers student’s life experiences, personal qualities, and attributes, as well as traditional measures such as:

- a. Cumulative GPA
  - b. Current personal statement video
  - c. Criminal background check
  - d. Interview, if requested, by the Admissions Committee
  - e. Admission test
- The Admission and Academic Progression Committee reserves the right to request additional items/information during the application evaluation process.
  - If an applicant was offered admission and did not enroll in coursework, the applicant must reapply to be considered for future re-admission.
  - A deposit of \$100 will be required to secure a position in the program. Once the student begins the program, the deposit will be applied toward tuition. This deposit is not refundable.
  - Applicants on the waitlist will be notified by e-mail regarding their admission status by first day of classes in the Spring semester. The waitlist becomes void after the first day of class.
  - Students may apply to the pre-licensure BSN professional program a maximum of 2 calendar years which is defined as:
    - a. 2 application cycles in Fargo
    - b. 4 application cycles in Bismarck



## **Direct Admission to the Pre-licensure BSN Program Requirements for High School Seniors (refer to SON Policy 2.41)**

The School of Nursing Admissions and Academic Progression Committee evaluates applicants for direct admission to the prelicensure professional nursing program and determines which applicants will be accepted for enrollment in the program. Some applicants may be eligible for a fast-track option, beginning professional nursing coursework in the second semester of their first year at NDSU. To ensure all applicants are treated fairly and equally, the SON has written the following guidelines for the direct admission process to the pre-licensure nursing program:

**Selection Criteria:** Requirements to be considered for Direct Admission (DA) include:

1. Admission to the University:
  - a. For Bismarck site: Be admitted to an NDUS College or University as a first-time freshman following a Pre-Nursing/Associate of Science program track.
  - b. For Fargo site: Be admitted to NDSU as a first-time freshman pre-nursing major.
2. Complete the Direct Admission Nursing application
3. High School GPA of 3.5 or higher
  - a. High schools with no recorded GPA will be considered on a case-by-case basis

In addition to the requirements listed under Selection Criteria, consideration for DA – Fast Track include:

1. Earn entry for the Direct Admission Pre-Licensure BSN Professional Program (DA)
2. Minimum 3.75 cumulative GPA
3. Completion of at least 27 credits (pre-requisite courses as indicated)
4. Preference is given to students who completed NDSU Early Entry Pathway college-level courses
5. Each applicant will be considered on a case-by-case basis

The deadline for incoming freshmen to apply for the DA Pre-Licensure BSN Professional Program for the fall semester is December 15. Students will be notified by the School of Nursing of acceptance to the DA program by February 15. The deadline for applicants to accept an offer for admission is May 1.

## **Progression Criteria**

DA applicants are provisionally admitted to the professional nursing major. Requirements to maintain direct admission standing and eligibility for full admission to the professional program include:

1. Enrolled in at least 12 credits each semester
2. Maintain a cumulative GPA of 3.5 or higher in all coursework in the first year fall and spring semesters
  - a. Applicants eligible for the DA-Fast Track must maintain a cumulative GPA of 3.75 or higher in all coursework during their first semester.
3. Earned a minimum grade of B or higher in all pre-requisite/core pre-nursing courses
  - a. English 120: College Composition II
  - b. Communication 110: Fundamentals of Public Speaking
  - c. Psychology 111: Intro to Psychology
  - d. Sociology 110: Intro to Sociology or Anthropology 111: Intro to Anthropology
4. Sciences completed from the list of required sciences (minimum of 11 credits):
  - a. Chem 117/L: Chemical Concepts and Applications and Lab OR Chem 115/L Introduction to Chemistry and Lab
  - b. Bioc 260: Elements of Biochemistry OR Chem 116: Introduction to Organic and Biochemistry
  - c. Micro 202/L: Intro to Microbiology and Lab
  - d. Biol 220/ L: Human Anatomy and Physiology I and Lab
  - e. Biol 221/L: Human Anatomy and Physiology II and Lab 4.
4. No withdrawals (after the no record drop date as posted by Registration and Records) or repeats will be allowed in any nursing pre-requisite coursework
5. Meet with academic adviser(s) 2 times per semester
6. Join and be an active member of Student Nurses' Association (SNA)
  - a. Fargo site: At the start of Freshman year, first semester
  - b. Bismarck site: At start of the professional nursing program

If a DA student (including DA-Fast Track) does not maintain eligibility for admission, they may apply via the standard application process. (refer to SON Policy 2.40)

## **ADMISSION TO THE ACCELERATED (POST-BACCALAUREATE) BSN PROGRAM (refer to SON Policy 2.43)**

The Accelerated (Post-Baccalaureate) BSN Program degree is available through the NDSU School of Nursing at Sanford Health site in Bismarck, North Dakota. Students accepted into the Accelerated (Post-Baccalaureate) BSN program must have a non-nursing bachelor's degree or higher and meet the admission requirements for the School of Nursing. The accelerated pre-licensure program track online applications will be available year-round (for fall admission). Applicants should submit materials by July 20 for Fall semester start. Applications will be reviewed on a case-by-case basis after this date.

The Admissions and Academic Progression Committee evaluates applicants for admission to the Accelerated (Post-Baccalaureate) professional nursing program and determines which applicants will be accepted for enrollment in the program. To ensure that all applicants are treated fairly and equally, the School of Nursing follows guidelines for the admission process. to the Accelerated (Post-Baccalaureate) BSN program.

Students applying to the Accelerated BSN Program must:

1. Apply and be admitted to North Dakota State University (NDSU) or currently be an NDSU student.
2. Submit application capacity fee.
3. Have a baccalaureate or graduate degree in a non-nursing major from a U.S. regionally accredited College or University. The degree must be completed and verified via official transcript(s) prior to enrollment in the program.
4. Have a Cumulative GPA of 2.75 or greater.
5. Complete the Accelerated (Post-Baccalaureate) BSN application form (separate from the NDSU application). Detailed instructions are listed on the website and are provided with the online application.
6. Complete a Criminal Background Check (refer to SON Policy 1.62)
  - a. Fee paid by the applicant via the school-designated vendor.
7. Provide any additional items as requested.

### **Selected Prerequisite Courses for Admission**

Completion of the following prerequisite courses with a "C" or higher are considered for admission. Prerequisite course transfers are reviewed on a case-by-case basis. Courses deemed equivalent by the University may be considered upon review of transcripts.

- Human Anatomy and Physiology I and II lecture and lab
- Introduction to Chemistry lecture and lab or higher
- Introduction to Microbiology lecture and lab or higher
- Psychology or Sociology
- Developmental Psychology or Lifespan Development
- Nutrition

Students applying must complete the prerequisite courses by the first date of the academic session.

## SCHOOL OF NURSING POLICIES

*The following information highlights School of Nursing Policies. Each student is responsible to review the School of Nursing Policy Manual in full (located on the SON Website).*

### SCHOOL OF NURSING STUDENT ACADEMIC AND CONDUCT STANDARDS POLICY 1.60

**(\*Under Review / Updates expected Fall 2025)**

#### Introduction

The mission of the NDSU School of Nursing (SON) is to advance nursing knowledge and develop dynamic nurse leaders who improve the health of all people. Professionalism is one of the ten domains and ethical practice is one of the key concepts of the NDSU nursing curricula. Nurses 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.

The student conduct policy was developed to ensure nursing students understand and respect the principles of honesty and integrity, as applied to academic work. This policy is applicable to anyone enrolled as a student in the SON including those in the pre- professional, professional, and graduate programs. This policy also applies to any student taking a course for credit in the SON. Acceptance of this policy is required as a condition of admission to the SON.

#### Academic Standards

The SON strictly upholds NDSU Policy 335, Code of Academic Responsibility and Conduct (<https://www.ndsu.edu/fileadmin/policy/335.pdf>) related to academic misconduct. Any student who fails to meet or exceed the University standards may be placed on University probation or suspension. Refer to the current NDSU Catalog for university information on academic deficiencies( <https://catalog.ndsu.edu/academic-policies/undergraduate-policies/academic-standing/>).

The academic standards of the SON differ from those of the University. Students within the SON are expected to remain in good academic standing per the University's and SON's undergraduate and/or graduate policies. Any student who fails to meet or exceed these standards may be placed on academic alert/probation, continued alert/warning, academic suspension, or termination.

#### 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 SON in a positive, professional manner. Students participating in clinical experiences, rotations, and/or internships must also uphold the specific policies of their clinical site. All students are held responsible for exhibiting the following professional attributes: honesty, integrity, accountability, confidentiality, and professional demeanor. Academic dishonesty and professional misconduct are unacceptable. Students are encouraged to contact the Associate Dean or Program Directors with any questions regarding academic or professional conduct standards.

#### Academic Misconduct:

Examples of academic misconduct include but are not limited to:

1. 1. Cheating, includes but is not limited to, the following:
2. 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 SON requirements.
3. 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.
4. Stealing or otherwise improperly obtaining, unauthorized copies of an examination or assignment before or after its administration, and/or passing it onto other students.
5. Copying, in part or in whole, exams or assignments kept by the instructor and are handed out in class only for review purposes.
6. Knowingly submitting a paper, report, presentation, examination, or any altered or corrected class assignment, in part or in whole, for reevaluation or re-grading, without the instructor's permission.

7. 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.
8. Plagiarism: Submitting work, in part or in whole, not entirely in the student's own, without attributing such portions to their correct sources. Unauthorized collaboration with another student and representing it as one's own individual work is also considered plagiarism. Ignorance is NOT an excuse.
9. Fabrication: falsifying data in scientific/clinical research, papers, and reports.
10. 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.
11. Utilization of a false/misleading illness or family emergency to gain extension and/or exemption on assignments and tests.
12. Violation of any Institutional Review Board and/or University research processes.

### **Professional Misconduct:**

Examples of professional misconduct include but are not limited to:

1. Violation of conduct described in course policies or articulated by the instructor in writing.
2. Violation of ANA Code of Ethics and/or ANA Professional Nursing Standards
3. Contributing to, or engaging in, any activity which disrupts or obstructs the teaching, research, or outreach programs of the SON, 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 SON.
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 SON, or while an active member of the SON's academic programs.
10. Unauthorized accessing or revealing of confidential information about faculty, staff, or students of the SON, College and University.
11. Violation of patient respect, privacy, and confidentiality in any practice/learning setting.
12. Theft, damaging, defacing, or unauthorized use of any property of the SON, 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 SON.
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 Program Director within 7 days of the occurrence. Failure of the student to report violations within the required time could result in immediate expulsion from the SON. Graduate students must also report to the SON Director of the graduate program.

2. The course instructor who suspects academic misconduct, or academic misconduct has been reported, in their course or other instructional context has an initial responsibility to: a) inform the student(s), involved of his/her suspicion and the suspicion's grounds, in writing; b) allow a fair opportunity for the student to respond; and c) make a fair and reasonable judgment as to whether any academic misconduct occurred d) inform the student of the judgment and/or penalty from the SON and University level, if any, and the student's right to appeal the penalty.
3. The course instructor will report academic misconduct violations to the appropriate Program Director within 7 days of the occurrence or discovery of the misconduct.

#### Professional Misconduct

1. Students are expected to self-report any Professional Misconduct behavior that violates the School of Nursing Student Academic and Conduct Standards Policy 1.60, and/or NDSU conduct code Policy 601([601.pdf](#)) to the Dean of Students office and SON Associate Dean within 7 days of occurrence. Failure of the student to report violations within the required time could result in immediate expulsion from the SON.
2. If students need to self-report, they must complete and submit the NDSU College of Health and Human Science Self-reporting electronic form:  
[https://cm.maxient.com/reportingform.php?NorthDakotaStateUniv&layout\\_id=40](https://cm.maxient.com/reportingform.php?NorthDakotaStateUniv&layout_id=40)
  - a. After submitting the report, the Dean of Students office and College of Health and Human Sciences staff will receive the submitted information and contact the students to discuss determinants of responsibility and sanctions.
3. Faculty members are required to report unprofessional conduct within the classroom, lab, and or/ clinical setting. Similarly, other SON personnel are required to report professional misconduct issues as they arise and which directly affect their daily professional activities.
4. The faculty member/SON personnel will report professional misconduct violations to their appropriate Program Director within 7 days of the occurrence or discovery of the misconduct.
5. If a faculty member is aware that a student has violated the Conduct Policy outside of the classroom, lab, and/or clinical setting, they should remind the student of the policy and direct the student to self-report any professional misconduct violations using the NDSU College of Health and Human Science self-reporting electronic form within 7 days of the occurrence.

### Disciplinary Sanctions

#### Academic Misconduct

1. The course instructor is responsible for determining the sanction for academic misconduct in the course. Sanctions may include, but are not limited to, failure for a particular assignment, test, or course.
2. The course instructor will inform the student of the sanction in writing by completing the Student Academic Misconduct Tracking Form as per University Policy 335 and submitting it to the student and the appropriate Program Director.
3. A copy of the Student Academic Misconduct Tracking Form will be placed in the student's academic file.

#### Professional Misconduct

1. Professional misconduct issues may be more likely to happen outside of the classroom and have broader implications for the well-being of students, faculty, and staff in the SON. Hence, the SON Associate Dean and/or Bismarck site Director collaborate to administer and enforce professional misconduct issues.
2. The SON Associate Dean will work collaboratively with the appropriate Program Director (and where appropriate, individual instructors) to resolve professional misconduct issues.
3. A copy of the NDSU College of Health and Human Sciences student self-reporting form and NDSU College of Health and Human Sciences faculty reporting form will be stored in a secured filed location within the College of Health and Human Sciences Dean's office.

### SON Related Sanctions

Additional academic and/or professional disciplinary sanctions for the SON may be assigned by the appropriate Program Director or Associate Dean depending upon the circumstances and nature of the misconduct.

The student will be notified in writing. Disciplinary action for academic and professional misconduct will depend based upon the seriousness of the misconduct. In general, sanctions may include, but are not limited to, any of the following:

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

4. Termination from the College. (Termination from the College of Health & Human 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.)

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

### **Student's Right to Appeal**

Students sanctioned for professional conduct violations have the right to appeal. Student conduct appeals must follow the appeal procedure sequence and be in alignment with NDSU policy 335:

1. Appeals will be reviewed by the Director of Student Affairs and the College Academic Affairs Committee
2. Appeal letters must specify in detail one or more of the following bases of appeal:
  - a. the sanction was too severe for the offense;
  - b. the decision for non-action/action/sanction was made in an arbitrary manner;
  - c. the finding of the Student Academic and Conduct Standards Policy having been violated was not substantiated by evidence, and/or;
  - d. the student's/student organization's rights were violated (specify those rights believed to have been violated).
3. The College Academic Affairs Committee will review the written letter of appeal from the student/organization and the materials from the original adjudication process. After reviewing these materials, the committee may decide to do one of the following:
  - a. Issue a decision based solely on the written materials
  - b. Issue a decision based on a review of written materials and discussion with those involved
  - c. Recall one or more witness
  - d. Return the case for reconsideration of the decision and/or sanctions
4. The College Academic Affairs Committee may uphold or lessen the original decision/sanction but not increase the sanctions/actions imposed.
5. The decision of the committee will generally be issued within 15 working days of the receipt of the appeal letter but may take longer during University recesses or in the event of complex cases.
6. The Registrar will be advised of the results of the appeal.

### **Unresolved Appeals**

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

### **Incomplete Disciplinary Process**

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

### **Right to Terminate Enrollment**

The School of Nursing reserves the right to terminate the enrollment of any student at any time, if the student demonstrated they are unsuited for a professional career and its inherent responsibilities and obligations. Circumstances that may lead to student termination include, but are not limited to, violation of state or federal statutes or regulations.

## **SCHOOL OF NURSING SUBSTANCE MISUSE TESTING POLICY 1.61**

The NDSU School of Nursing (SON) is committed to ensuring safe, healthy learning environments, including both didactic and clinical learning environments, for all of its students. The use of illicit drugs, as well as the overt misuse of alcohol and/or legally prescribed medications (including, but not limited to, mood altering medications) compromise learning environments and are prohibited under SON Policy 1.60: Student Conduct Policy and University Policy 155: Alcohol and other Drugs: Unlawful and unauthorized use by students and employees. All SON stakeholders (including its students, faculty, staff, clinical partners, and the patients and families we serve) benefit from establishing a testing policy process to ensure the safety and health of these learning environments, as well as to ensure an equitable due process for students who are alleged to partake in substance misuse.

### **Bases for Testing**

The SON reserves the right to require any student enrolled in one of its pre-professional or professional programs and/or enrolled in any course housed within the SON to undergo testing for substance misuse. All testing is coordinated and monitored through the Associate Dean and/or Bismarck site Director. All testing required by the Associate Dean and/or Bismarck site Director must be direct observation, 10 panel (or higher) tests, and must be conducted at a WADA-accredited or SAMHSA-certified laboratory. All testing required by clinical affiliates for experiential education placement must meet the requirements of the clinical affiliate.

Per SON Policy 1.70: Student File Contents, all test results shall be maintained in a secure location accessible to the Associate Dean and/or Bismarck site Director and the academic program in which the student is enrolled, and may be included in the Student's Personal File. The default method of analysis will be urinalysis, although the Associate Dean and/or Bismarck site Director reserves the right to require alternative methods of analysis (for example, blood analysis or hair analysis) where appropriate. Alternative methods (if required) will be disclosed in writing when notifying the student about the need to be tested.

### **Nonrandom Testing**

Nonrandom testing for substance misuse may occur as a requirement for entry into clinical sites (per site policies or program-specific clinical education policies), or to fulfill the requirements of sanctions imposed under SON Policy 1.60: Student Conduct Policy. Reasonable Suspicion Testing Incidents or events involving suspected substance misuse by students shall be reported to the Associate Dean and/or Bismarck site Program Director using the Reasonable Suspicion Reporting Form. Reasonable suspicion shall be determined using objective evidence (photos, legal documents, or other documentation), reports made by credible sources (law enforcement, clinical site staff, NDSU faculty and staff, etc.), or a combination of these sources. Because it is a violation of University Policy 155 and SON Policy 1.60 to misuse alcohol or prescription medications, or to use illicit drugs, and testing may exonerate the student of an alleged policy violation should the allegation be made falsely, the Associate Dean and/or Bismarck site Director may exercise discretion in determining what evidence is of sufficient credibility to require testing. A descriptive summary of the evidence will be provided to the student at the time the student is informed of the need to submit to testing.

### **Random Testing**

The SON may implement a random substance misuse testing program. Should a random substance misuse testing program be implemented, the parameters of the program must be made freely available on the SON's website, and students must be provided notice of the policy at least 6 months prior to its implementation. No more than 5 percent of the active SON student body may be randomly selected for testing in any academic semester. No student will be randomly identified for testing more than once in a single academic year. The random selection of students will be implemented using a computer-generated random number generating process, with interval (or other non-weighted) sampling. A summary of that selection process shall be provided to the Dean of the College of Health and Human Sciences on an annual basis.

### **Testing Process for Associate Dean and/or Bismarck site Director Required Testing**

Students who are required to undergo testing will be notified in writing via NDSU email. Upon receiving a request for testing, students are responsible for providing a 10 (or larger) panel, direct observation, drug screen from a reputable, appropriated licensed vendor within 12 business hours of the date and time of the request. The student identified for testing is solely responsible for obtaining his/her own appointment for testing, his/her transportation to the appointment, and paying the costs of these tests. An original copy of the test results must be delivered to the Associate Dean and/or Bismarck site Director at the end of the 12-business hour window. Test results that show evidence of a diluted sample will not be accepted, and will not result in additional time in which to submit test results.

### **Testing Process for Clinical Affiliate Required Pre-Placement Testing**

Students who are required to undergo pre-placement testing will be notified of the clinical affiliate requirement as part of the department clinical experience onboarding process. Upon receiving a request for testing, students are responsible for providing a direct observation drug screen from a reputable, appropriately licensed vendor that meets the clinical affiliate's testing requirements provided to the student.

Students may use vendors designated by the clinical affiliate. The student is solely responsible for obtaining his/her own appointment for testing, his/her transportation to the appointment, and paying the cost of these tests. An original copy of the test results must be delivered to either the department employee completing the clinical affiliate onboarding process for transmittal to the clinical affiliate or to the clinical affiliate as outlined with the request for testing. The Associate Dean and/or Bismarck site Director will retain the ability to access, monitor, and audit clinical affiliate pre-placement testing results delivered to the department employee. In the event of a drug screen with a positive or abnormal (e.g. negative-dilute) result, students are required to proactively self-report the positive or abnormal drug screen to the Associate Dean and/or Bismarck

site Director. The Associate Dean and/or Bismarck site Director will be notified if a positive or abnormal drug screen is received by a department representative for clinical experience onboarding and/or a clinical affiliate cancels a student practice experience due to a positive drug screen. In the event that a test required by a clinical site produces abnormal results (i.e. diluted sample, etc.) or a student screens positively for a potentially improper substance, the Associate Dean and/or Bismarck site Director may require additional tests beyond those required by the clinical affiliates. In such cases, the Associate Dean and/or Bismarck site Director has discretion to determine whether the additional tests meet the clinical affiliate's requirements, the SON's requirements, or both.

#### **Ramifications for Positive Test Results or Failure to Test in a Timely Manner**

Students whose test results are positive are subject to sanctions outlined in SON Policy 1.60: Student Conduct Policy. Once sanctions are assigned, a student's rights of due process are also outlined in SON Policy 1.60: Student Conduct Policy.

Students who fail to submit an original copy of their test results within the 12-business hour window face additional sanctions under SON Policy 1.60: Student Conduct Policy. More specifically, students who fail to provide the required test results within the 12-business hour window will be sanctioned under the presumption that the test results for the substance misuse in question are positive.

#### **Testing Alternatives**

Students whose religious, cultural or other practices prohibit them from undergoing a specific type of drug test may request that the Associate Dean and/or Bismarck site Director and/or clinical affiliate require an alternative test, so long as the alternative test is of equal or greater accuracy and precision than the original test required by the Associate Dean and/or Bismarck site Director and/or clinical affiliate. All parameters identified previously apply to the alternative test.

### **SCHOOL OF NURSING CRIMINAL BACKGROUND CHECKS POLICY 1.62**

The School of Nursing (SON) reserves the right to refuse admission or re-enrollment or to place conditions on admission or re-enrollment of applicants and former students, and suspend or terminate the enrollment of students, who NDSU and/or the College of Health and Human Sciences and/or SON determine represent a safety risk to NDSU, the College, or the SON, students, employees, property, or affiliated teaching sites and their employees and patients. An individual who is disqualified from having patient contact based on a background check may be unable to meet program requirements and/or to complete their intended degree. The State regulatory boards may deny licensure to an individual with a criminal background. All students will be required to complete a criminal background check as determined by the SON and/or specified by the clinical agency. Students may be required to obtain two background checks (a multi-state and an FBI check) at multiple points in their educational program. 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 and/or completing professional program application(s).

### **SCHOOL OF NURSING HEALTH INSURANCE POLICY 1.63**

Upon admission to the professional program students in the School of Nursing (SON) are required to have health insurance coverage in case they require health care or hospitalization while they are enrolled. The SON does not provide coverage for students while they are in clinical experiences, and students are not covered by the agency's workers' compensation. Insurance company and policy number will be provided by the student to the SON before any experience in the clinical areas. Insurance may be obtained through the University or a company selected by the applicant.

### **SCHOOL OF NURSING STUDENT FILE CONTENTS POLICY 1.70**

The Family Educational Rights Protection Act (FERPA) and North Dakota open records laws guarantee students the right to examine their academic files as long as the guidelines and protocols outlined in the Act and the School of Nursing (SON) Policy Manual (hereafter, simply referred to as the "Manual") are followed appropriately. The purpose of this policy is three-fold. First it defines the contents that can be included in a student's academic file. All other information germane to student records (including, but not limited to an advisor, faculty member or administrator's personal notes regarding personal interactions with the student) that is not included in a student's academic file must be contained in a separate file (hereafter denoted as a "personal file"). Second, it identifies the individuals with discretionary power to peruse and disseminate information contained in a student's personal file. Third, it defines the means (not already identified explicitly under FERPA) by which a student can gain access to the information contained within his/her academic file.



## **Student Academic File Policy**

All students who are currently registered in a pre-professional, professional and/or graduate program will have an academic file created and maintained within the SON. The file will potentially (depending on whether the documentation is collected and deemed necessary by a program) contain the following information:

- A student's complete set of admission actions, including (but not limited to) any completed application forms held in the SON, letters of admission and student background checks conducted as a part of the admission process(es);
- Original, signed copies of the SON's Student Conduct Policy Form;
- Official documentation regarding academic and/or professional misconduct, including the nature of the misconduct, official evidence to substantiate the misconduct (i.e., police and other official citation reports), the sanctions assessed and documentation substantiating whether (and if so, to what extent) the student satisfied the remediation outlined in the sanctions;
- A student's complete academic transcript, including transcripts from NDSU, transfer universities and (if applicable) high school;
- Any advising records, notes and worksheets detailing the student's academic progress that are recorded on advising worksheets formally adopted by an academic program, or the SON as a whole;
- Formal evaluations (written or otherwise) of a student's clinical, and/or cooperative education activities;
- If applicable, all formal reports and/or results of a preliminary and/or final examination for the granting of an academic degree housed within the SON;
- Any and all official interaction between the student and the appropriate licensing board that directly relates to the student's academic and professional progress, including (but not limited to) formal applications for licensure, both intern and otherwise and current licensure(s) on file;
- Official documentation relating to scholarships, employment and/or other financial assistance directly relating to academic progress;
- If applicable, official documentation verifying that the student has met all Federal, University, SON and (where available and necessary) hospital-specific requirements (including NDSU Hiring Form 100/102 and successful completion of NDSU's safety and sexual harassment training) to lawfully accept employment.

## **Student Personal File Policy**

All other information directly or indirectly relating to a student's academic and professional progress that is not included in the student's academic file shall be contained in the personal file. This file shall remain distinct and separate from the student's academic file in both its creation and maintenance. The appropriate SON faculty and/or administrators creating and maintaining the file may exercise complete discretion in determining whether (and if so, how much) to disclose the contents of the personal file to a student and/or their legal representative(s).

## **Student Personal and Academic File Procedures**

All files are property of the SON. All files will be housed in a secure area, preferably a locked file cabinet and/or secured electronic database. Faculty may have access to files where appropriate and necessary. However, faculty who request such files must check them out and return them within 24 hours. Faculty members who fail to conform to the aforementioned procedures are subject to the faculty misconduct sanctions outlined in the University policy.

Students do not have unsupervised and unlimited access to their academic (or, if allowed, personal) file. Instead, students may obtain access to their information via the following procedures:

1. Make a formal request through an official University medium (i.e., through the postal service or via NDSU email) to the Associate Dean and/or Bismarck site Director to view the information in her/his academic file. Within that request, the student must proactively acknowledge that failure on his/her part to follow these established procedures and/or act in a professional manner during the requested meeting will result in a violation of the Student Conduct Policy.
2. Work with the Associate Dean and/or Bismarck site Director and/or their designee maintaining the file to arrange a mutually agreeable time to view the content of the file.
3. At the time the meeting is finalized, the appropriate Associate Dean and/or Bismarck site Director (or their designee) will also inform the student about whether (and, if so, how much) information from the student's personal file will be available at the meeting. If the student does not raise the issue, the Associate Dean and/or Bismarck site Director is not obligated to proactively inform the student about the presence of a personal file.

4. At the time of the meeting, the student shall be supervised by the Associate Dean and/or Bismarck site Director, faculty or staff member at all times, and the file is not to leave the physical location where the appointment takes place.
5. At the time of the appointment, the student may request a photocopy of any information contained in her/his academic file. The student is allowed to retain these copies permanently for their own use. However, the Associate Dean and/or Bismarck site Director is solely responsible for making those copies to ensure the integrity of the file in question. The student will be billed ten cents per reproduced page, and payment will be made in cash at the time of the appointment.
6. The student is not allowed to take notes or otherwise make unauthorized and/or subjective reproductions of the information contained in his/her academic file.

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

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

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

Basic Life Support (BLS) for Healthcare Providers from the American Red Cross or the American Heart Association meets this requirement. Each student is responsible for securing certification and for submitting verification of certification to the program.

#### **SCHOOL OF NURSING PRE-REQUISITE COURSE PROGRESSION FOR THE PRE-LICENSURE BSN PROGRAM POLICY 3.42**

Pre-requisite courses provide a foundation for the nursing courses. All pre-requisite courses (as outlined in Policy 3.42) required for the major must be completed at a “C” or better prior to enrollment in NURS 300/341/342. A student may not have repeated any pre-requisite course more than once. A maximum of three pre-requisite courses may be repeated. Failure of the student to complete the requirements may result in the inability to progress in the professional nursing major. Students are strongly encouraged to meet with their advisor to communicate about progress in these courses.

#### **SCHOOL OF NURSING UNDERGRADUATE GRADING SYSTEM POLICY 3.43**

To prepare students for success in the nursing course and NCLEX and to be consistent in grading for all professional nursing courses, a standardized grading scale is used in the School of Nursing. The following grading scale is used for theory and clinical components in the undergraduate nursing curriculum:

A = 92 – 100%  
B = 84 – 91%  
C = 75 – 83%  
D = 67 – 74%  
F = 66% or less

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

#### **SCHOOL OF NURSING COURSE GRADE REQUIREMENTS: UNDERGRADUATE PROGRAM POLICY 3.44**

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

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

4. A student who withdraws (W) from a nursing course must reapply for readmission (refer to Policy 3.46).

The procedure for enforcing the minimum nursing course grade is:

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

#### **SCHOOL OF NURSING GRADE APPEAL IN THE NURSING PROGRAMS POLICY 3.45**

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

#### **SCHOOL OF NURSING READMISSION TO PROGRESS IN THE UNDERGRADUATE PROGRAM POLICY 3.46**

A student who has failed a nursing course or has withdrawn from the program will need to seek readmission prior to progressing in the Professional Nursing Program. A student who has failed a nursing course or withdrawn from the program and wishes to be readmitted must submit the attached readmission request to the Nursing Admissions and Academic Progression Committee. Knowing that students withdraw for various reasons, each request for readmission will be considered on an individual basis with consideration given to prior academic and clinical performance and/or professional conduct. Enrollment in undergraduate nursing courses is limited by availability of clinical sites and other resources. Students who do not progress as anticipated with their admission cohort must obtain approval to enroll in needed courses on a space available basis. Please review Policy 3.46 for the specific procedure related to progression.

#### **SCHOOL OF NURSING PROFESSIONAL APPEARANCE POLICY 3.48**

Professional appearance instills confidence in others, sends a clear message that the nursing profession is credible and reflects self-confidence and good health. Students are required to follow facilities' policies regarding appearance and dress. The course instructor is responsible for sharing the appearance and dress expectations with clinical instructors and students during clinical orientation. The following are minimum expectations for professional appearance for a School of Nursing (SON) student:

- The NDSU pre-licensure student nurse uniform consists of:
  - A green or white uniform top with NDSU Nursing embroidery and green uniform pants. Uniforms must be purchased from White Banner (Fargo) and Uniform Center (Bismarck). The student may wear a white long- or short-sleeved top under the scrub top. No visible writing is allowed on undershirt.
  - Shoes must be clean, closed-toed, closed-back, and supportive. Neutral color with white soles.
  - The approved personal identification name badge.
  - Laboratory coat.
  - Pant length should be  $\frac{3}{4}$  to 1 inch from the floor to avoid hem dragging on the floor. Socks or stockings should not be visible.
- Fingernails will be clean and trimmed to no more than  $\frac{1}{4}$  inch past the tip of the finger. Nail polish must be without cracks or chips. Artificial nails are not permitted.
- Hair must be controlled in a ponytail or up-do. Bangs must be controlled and out of the student's face. Facial hair must be well groomed.
- Jewelry may consist of one set of small stud earrings in lab and clinical settings. Dangling or hoop earrings, necklaces, and bracelets are prohibited as they present a safety hazard.
- Visible body and facial jewelry (e.g. nose, brow, lip, tongue rings, rings, permanent bracelets, dermal piercings) should be removed in lab and clinical settings for safety and infection control. Flesh colored or clear piercing plugs may be utilized. These plugs must be clean and flat to the surface of the body. Gauges (larger disc-like earrings in the earlobe area) are not permitted.
- Strong odors including, but not limited to, perfumes, colognes, aftershaves, or cigarette smoke are not permitted (this includes strongly scented lotions).

- Tattoos may need to be covered per facility policy.
- Gum chewing is not appropriate in the clinical site, the classroom, or other places in which one is in a nursing role.
- This policy may be adjusted based on clinical site - see course syllabus.

### **SCHOOL OF NURSING DISMISSAL FROM THE NURSING PROGRAM POLICY 3.50**

A student may be dismissed from the nursing program for failure to meet academic requirements (see Policy 3.44) or for egregious behavior incongruent with behavior expected of a professional nurse. The egregious behavior may be a significant incident or a series of incidents which constitute a pattern of behavior indicative of noncompliance with norms of professional nursing. Examples of egregious behavior include, but are not limited to: all forms of academic cheating, alcohol and other drug abuse, and violation of the Code of Ethics for Professional Nurses.

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

### **SCHOOL OF NURSING STUDENT COMPLAINT PROCEDURES POLICY 1.65**

The NDSU SON takes student complaints very seriously. Our goal is to ensure that students have access to transparent, due process in a manner that leads to an appropriate resolution of the complaint. While such procedures do not always produce an outcome that meets the student's preferences, they do ensure that students have access to an equitable and efficient means to remediate their complaints.

Each student complaint will be appropriately documented and investigated. A chronological record of each complaint, including the nature of the complaint, written records of the complaint procedure and the final outcomes of the resolution process shall be maintained in the Office of the SON Associate Dean and/or Bismarck Program Director.

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

#### **Student Complaints Regarding Grades**

##### *University Grade Appeal Policy*

NDSU has an established policy regarding complaints about grading, otherwise known as "grade appeals". The full grade appeal policy (section 337), which includes hearing procedures, is available at <https://www.ndsu.edu/fileadmin/policy/337.pdf>

#### **Non-Grade Student Complaints**

Pre-professional and professional nursing students who have a non-grade-related complaint can seek resolution of that complaint through the following procedures. It is important to note that these procedures represent the sole avenue for student complaints regarding non-grade-related issues. The non-grade complaints are handled through the Office of the Associate Dean or Office of the Director at the Bismarck site. Records of non-grade complaints are also housed in the Office of the Associate Dean or Office of the Director at the Bismarck site.

1. The student will file a formal written complaint (delivered through the postal service or NDSU email) to the Associate Dean's Office on the Fargo site or the Office of the Program Director at the Bismarck site.
2. The written complaint must include a description of the issue, policy, or procedure in question. It must also summarize the complainant's argument (including the grounds for the appeal or complaint) and provide a reasonable amount of evidence supporting the claim.
3. Within two business days of receipt of the complaint, the Associate Dean or Bismarck site Program Director will set up a meeting with the complainant and develop a timeline for investigation and response to the complaint.
4. Director shall prepare and submit a formal, written reply to the student. The reply will be sent through official NDSU delivery methods (i.e., the NDSU email system).

5. Students who believe they have been subjected to arbitrary capricious, or fundamentally inappropriate decisions may appeal. To do so, students must follow steps one through three outlined above, but address their written complaint directly to the individual specified below. The written complaint must include evidence showing that the Associate Dean and/or Bismarck Program Director acted in an arbitrary, capricious, or otherwise inappropriate manner.
  - a. For complaints filed in Bismarck, students will first appeal to the Associate Dean, then to the Dean of the College of Health and Human Sciences.
  - b. For complaints filed in Fargo, students will appeal to the Dean of the College of Health and Human Sciences.
6. If unsatisfactory resolution occurs after the appeal to the Dean, a final appeal may be made to the Provost and Vice Provost for Student Affairs. Once again, the student(s) must file an appeal using steps one through three outlined above, except the written complaint would be addressed directly to the Office of the Provost, rather than the Dean, and would provide evidence substantiating the claim of unfair treatment at prior procedural levels.

## **ADDITIONAL SCHOOL OF NURSING INFORMATION**

### **ACCESS AND ACCOMODATION**

The NDSU Center for Accessibility and Disability Resources (CADR) assists students with gaining equal access to services, classes, and events. Students are responsible for contacting the Center for Accessibility and Disability Resources ([Center for Accessibility and Disability Resources | NDSU/](#)).

### **ASSESSMENT AND EVALUATION OF THE NURSING PROGRAM**

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

### **Student Course Experience Survey (SCES)**

SCES are offered for each course at NDSU, typically three weeks before finals and are administered electronically. The Student Course Experience Survey serves several important functions at NDSU. Instructors use this data to improve course design, adjust teaching strategies, and document their teaching effectiveness. Students will be prompted to reflect on several aspects of their learning experience. Students are encouraged to provide comments on what was most helpful for them as a learner and what the instructor could do to strengthen the course in the future.

Faculty in the School of Nursing value student feedback and participate in continuous quality improvement. Students are expected to provide feedback in a professional manner, including what went well/what they liked, in addition to constructive feedback for how the course could be improved. Students are strongly encouraged to communicate with their course instructor should concerns or ideas arise throughout the semester.

### **ADVISING**

Students are expected to meet with their advisor at least once per semester. The student is responsible to ensure graduation requirements and other coursework is complete, and the advisor is there to confirm progress and provide support. If you are considering dropping a class during the semester, please verify the appropriate steps to take with your advisor and to ensure that progression requirements will still be met.

Students are also strongly encouraged to become acquainted with their professors and program director(s). To make an appointment with your advisor, please review their messages as sent via email/Bison Advise.

### **HEALTH INSURANCE**

The College/SON does not provide health insurance for students, at any time while enrolled. Students are not covered by worker's compensation through NDSU or clinical agencies. We hope you find the following link helpful in procuring health insurance: [https://www.ndsu.edu/studenthealthservice/patient\\_resources/enrolling\\_in\\_health\\_insurance/](https://www.ndsu.edu/studenthealthservice/patient_resources/enrolling_in_health_insurance/)

### **PROFESSIONAL LIABILITY INSURANCE**

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.).

### **DIFFERENTIAL TUITION**

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

### **GENERAL CLINICAL/LAB INFORMATION**

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

Students will likely be exposed to latex during their time in the NDSU nursing program. The SON tries to limit latex exposure including providing latex-free gloves; however, a latex-free environment is not guaranteed in the simulation lab, skills lab, or clinical sites. If a student currently has a latex allergy/sensitivity or develops one during their time in the

program, please notify the course and/or clinical instructor. Students must also notify NDSU Center for Accessibility and Disability Resources who will work with the student and course instructor to determine reasonable accommodations. Students should notify lab and simulation coordinators prior to those experiences to ensure that the accommodations determined by NDSU Center for Accessibility and Disability Resources are available for the experience.

Student contact with clients in the health care setting is accompanied by risk of exposure to communicable disease as well as responsibility to avoid spreading communicable disease. Documenting immunization and disease status is the responsibility of the student. Electronic copies of these records will be maintained by the School of Nursing Office. For the protection of their health, students who have a weakened immune status (e.g., are taking cancer chemotherapy, are taking immunosuppressive drugs) or are pregnant must inform their course coordinator and clinical instructor in writing prior to entering the clinical setting. Based on CDC guidelines, certain modifications of the student's clinical activities may result. The health status of the student will be maintained in strict confidence with a minimal number of people having access to this information.

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

During portions of the clinical experience of the Baccalaureate Nursing program, a student may be exposed to blood and body fluids of patients. Along with this exposure is the risk of Hepatitis B infection. Documentation of the completed Hepatitis B vaccination series or a signed waiver is required prior to participation in experiential education. Hepatitis B vaccines can be obtained from your healthcare provider or from the NDSU Student Wellness Center by appointment.

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

Immunization	Requirements	Renewal
TB	<p>Must have one of the following upon entrance into the program:</p> <ol style="list-style-type: none"> <li><b>Blood Tests. *Preferred Option*</b> Student may have a blood test done, either the QuantiFERON or the T-Spot. Results should show the date the test was administered and the result.</li> <li><b>Two Step TB Skin Test:</b> The first test is given and then read within 72 hours. The second test is given no earlier than one week after the first test was administered and no later than three weeks after the first test was administered. In the event you are even one day late, you will need to repeat the two-step skin test or blood test. The submitted results need to show the date each test was administered, the date each test was read; and the result.</li> </ol>	<p>Annually.</p> <p>Before one year has passed from the date the TB test was administered, the student needs to have a one-step skin TB test done.</p> <p>In the event you are even one day late, you would have to repeat the two-step skin test or blood test.</p>
Hepatitis B	<p>A titer showing immunity is acceptable.</p> <p>Most students had the Hepatitis B series as a child. Evidence of the three Hepatitis B shots is required unless a titer showing immunity is presented. If the student has not completed the Hepatitis B series, they will need to start the series in order to be compliant. The student will then need to complete the series on the regularly recommended immunization guides.</p>	No renewal needed.
MMR	<p>Measles, Mumps, Rubella – again this is a series that was usually completed as a child. Need to show proof of the two MMR shots. A titer showing immunity is also acceptable.</p> <p>If a student has not had the series, must complete the series as is regularly done.</p>	No renewal needed.

<b>Immunization</b>	<b>Requirements</b>	<b>Renewal</b>
Tdap	Student must show proof of having had a Tdap immunization within the past ten years.	Must be renewed every ten years.
Flu Shot	Must have a flu shot by no later than October 31 of each year. Student must provide proof every year.	Annually.
COVID vaccine	COVID vaccine is not required at this time. The NDSU SON will continue to comply with the regulations set by our affiliating clinical agencies and may be required to provide documentation whether a student is vaccinated or not. Therefore, students must provide documentation of vaccination status to the SON. Students may need to wear personal protective equipment during patient care per agency policy.	No renewal needed.
Varicella	A titer showing immunity to the varicella (chicken pox) virus is preferred. Student may also show proof of the series of varicella shots.	No renewal needed as long as there is proof of immunity.
Polio	Proof of polio vaccinations is preferred	No renewal needed.

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

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

Students are required to follow SON Professional Appearance Policy (3.48) and clinical agency policies. Students are required to purchase the following items related to clinical:

- 1) Dual headed stethoscope (by the second semester of the program)
- 2) Basic calculator – use of cell phone not allowed (by the second semester of the program)
- 3) Uniform (information is provided by the SON re: where/when to purchase)
- 4) White coat (information is provided by the SON re: where/when to purchase)

Students must submit evidence of having a health examination (physical exam) by the date specified after accepting admission to the program.

If an injury is sustained during clinical experience, the student will

- Notify nursing clinical faculty immediately.
- Follow agency policy to avoid unnecessary costs.
- Complete an incident report (available from the clinical agency); submit one copy to the agency supervisor and one to the nursing clinical faculty. Seek medical advice from an appropriate health care provider. (While some agencies provide Workforce Safety Insurance (workers' compensation) coverage for students, most do not. Assume that costs of care are the responsibility of the student and verify with the clinical instructor).

## **NURSING INTERNSHIPS**

Students must be enrolled in an internship course that meets the North Dakota Board of Nursing/North Dakota Century Code (law) requirements. Nursing programs must provide oversight of all student practice experiences of a nursing student hired by a facility for the purpose of an internship, extended internship, externship, field experience, or apprenticeship. The student is



responsible to alert their faculty advisor and/or program director if they will be pursuing an internship experience. Students must follow all clinical agency and School of Nursing policies related to student performance/scope of practice. More information is located in the internship course syllabi and performance evaluation tool. If students are completing an internship out of state, the student must contact the program director to coordinate submission of mid-term and final performance evaluations. The internship course (Nursing 496: Field Experience) is a nursing course. The course must be passed at 75%. Failure of the course will require students to follow the readmission and the progression policies, as outlined in both the SON policy and the student handbooks. Nursing internship guidance can be found on the following website: <https://www.ndbon.org/academic/nurse-intern/>

## **STUDENT ORGANIZATIONS**

The School of Nursing values student input as an important part of the quality improvement process and provides various opportunities for students to get involved in the governing process. Students are encouraged to participate in program specific opportunities, in other campus organizations, as well as in student government at the college and university levels. The SON standing committees includes student representatives from each program site. An undergraduate Student Council meets at each site with the Associate Dean in Fargo and the Director in Bismarck several times throughout the academic year. Students also have opportunities to participate in the Student Nurses' Association, the Dean's Advisory Committee, the College of Health and Human Sciences Ambassadors, the NDSU Student Senate, and multiple other organizations in the University.

### **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 (formerly Sigma Theta Tau International)**

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

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

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

#### **College of Health and Human Sciences Ambassadors**

The College of Health and Human Sciences Ambassadors is a selective student organization of 25-30 members (8 members at Bismarck site) that represents each of the departments within the College. Members are from many of the programs within each department ranging from pre-professional to graduate students.

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

Representatives of each class and a representative of the Student Nurses' Association form the undergraduate Nursing Student Council, which meets monthly with the Associate Dean (Fargo) and Director (Bismarck). Members of Nursing Student Council will bring feedback from their peers to meetings and will communicate information discussed at each meeting with their cohort. Nursing Student Council also assists with recruitment activities and outreach and serves as representatives of the SON at community events.

### **Dean's Advisory Committee**

Each Unit in the College of Health and Human Sciences shall select one undergraduate or graduate/professional student and elect one faculty member who will advise and provide feedback on important matters of the College. Each member will serve a 1-year term and the Dean will act as chair. Meetings may include student representatives, faculty representatives, or both.

## **NURSING PROGRAM EVENTS**

### **Scholarship Recognition**

Each September the College of Health and Human Sciences and NDSU Nursing at Sanford Health sponsor a scholarship recognition day. The scholarship ceremony honors students receiving scholarships and donors who award scholarships. Scholarship recipients are required to attend.

### **White Coat Ceremony**

Each fall, a white coat ceremony will be held to celebrate your acceptance into the nursing program. All students are required to attend.

### **Pinning**

Prior to University Commencement, graduating classes are celebrated with a ceremony where each student receiving their nursing pin. The NDSU Nursing pin is presented to each graduate of the program by the School of Nursing. A brief explanation of the history of pinning is given in the following paragraphs.

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

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

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

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

### STUDENT RESOURCES/QUICK LINKS

Academic Calendar	<a href="https://www.ndsu.edu/onestop/dates/calendar">https://www.ndsu.edu/onestop/dates/calendar</a>
Important Dates/Deadlines	<a href="https://www.ndsu.edu/onestop/dates">https://www.ndsu.edu/onestop/dates</a>
Registration and Records	<a href="https://www.ndsu.edu/registrar">https://www.ndsu.edu/registrar</a>
One Stop	<a href="https://www.ndsu.edu/onestop">https://www.ndsu.edu/onestop</a>
Center for Accessibility and Disability Resources	<a href="https://www.ndsu.edu/accessibility-disability">https://www.ndsu.edu/accessibility-disability</a>
Counseling Center	<a href="https://www.ndsu.edu/counseling">https://www.ndsu.edu/counseling</a>
Student Health Service	<a href="https://www.ndsu.edu/studenthealthservice">https://www.ndsu.edu/studenthealthservice</a>
Student Resources	<a href="#">Student Resources &lt; North Dakota State University</a>
ACE Tutoring	<a href="https://www.ndsu.edu/ace/tutoring/individual_tutoring">https://www.ndsu.edu/ace/tutoring/individual_tutoring</a> <a href="https://www.ndsu.edu/ace/tutoring">https://www.ndsu.edu/ace/tutoring</a>
Center for Writers	<a href="https://www.ndsu.edu/cfwriters">https://www.ndsu.edu/cfwriters</a>
Health Sciences Library	<a href="https://ndsu.libguides.com/healthscience">https://ndsu.libguides.com/healthscience</a>
Library – Bismarck Nursing	<a href="https://library.ndsu.edu/locations/branches/ndsu-nursing-sanford-health-library">https://library.ndsu.edu/locations/branches/ndsu-nursing-sanford-health-library</a>
Wellness Center	<a href="https://www.ndsu.edu/wellness">https://www.ndsu.edu/wellness</a>

## STUDENT ACKNOWLEDGEMENT FORMS

*The following forms will be provided electronically on Verified Credentials for your signature.*

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### Consent Form for Sharing Work

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

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

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Signature

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Date

## Signature page for the SON Student Academic and Conduct Standards Policy 1.60

### Annual Pledge, FERPA Notification, and Signature

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

Please indicate your major:

Nursing: Pre-professional

Nursing: Pre-Licensure Year 1 2 3

Nursing: LPN – BSN 1 2

Nursing: RN – BSN 1 2

Nursing: Accelerated

Nursing: DNP

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

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

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

## **RISK AWARENESS STATEMENT**

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

PRINT Name: \_\_\_\_\_

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

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

### **Signature page for Pre-Licensure BSN Handbook**

By signing this form, you affirm that you have read the current North Dakota State University Pre-Licensure BSN Nursing Handbook and School of Nursing Policy Manual, and agree to adhere to all policies and guidelines within.

This form needs to be signed yearly.

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

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Signature

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Date

***NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to Vice Provost, Title IX/ADA Coordinator, Old Main 100, 701-231-7708, [ndsu.eoaa@ndsu.edu](mailto:ndsu.eoaa@ndsu.edu).***

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