

NDSU

SCHOOL OF NURSING

Pre-Licensure & ABSN Nursing Handbook

August 2026

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COLLEGE OF HEALTH AND HUMAN SCIENCES

DEGREES

The [College of Health and Human Sciences](#) (CHHS) offers a variety of degrees. [Undergraduate majors and minors](#) and [professional/graduate programs](#).

POLICIES

Additional policies and procedures not contained in this document apply to students in the CHHS. Those policies and procedures are contained in the [College of Health and Human Sciences Policy manual](#).

Status Documentation: CHHS Policy 104

Upon acceptance to a professional program housed in the CHHS, 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

Students are expected to maintain the academic, professional, and ethical standards of the University, College of Health and Human Sciences, School of Nursing, and affiliated clinical agencies. Failure to meet these standards may result in sanctions including probation, suspension, or dismissal from the nursing program and/or College. Students are responsible for complying with all applicable policies and professional expectations

Selection of Scholarship Recipients: CHHS Policy 108

Students are encouraged to apply for scholarships through the CHHS. Scholarship opportunities, eligibility requirements, application information, and deadlines are available on the [CHHS Scholarship webpage](#). Attendance is required for students receiving scholarships.

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SCHOOL OF NURSING

North Dakota State University (NDSU) [School of Nursing](#) (SON) offers a Bachelor of Science in Nursing (BSN) program designed to develop the knowledge and skills required for professional nursing practice. Building on a foundation of liberal arts and natural sciences, the curriculum prepares nurses to anticipate and respond to evolving health needs across individuals, families, groups, and communities. The program is community focused, emphasizing health assessment, health promotion, and the management of health problems across the lifespan. Students participate in clinical experiences in both community and institutional settings, with courses that may center on the individual within the family system or view the community itself as the 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. Admission to the pre-nursing program requires admission to the University. Applications can be obtained from the NDSU Admissions Office or [online](#).

Tuition, fees, housing, and other expenses are explained on the [NDSU website](#). Enrollment in the professional nursing program includes a differential tuition rate. Funds from this tuition rate supports program quality and student learning opportunities.

NDSU email is the official communication channel of the University. Information from faculty, staff, admissions, and other University departments will be sent to the student's NDSU email. Students are responsible for checking their NDSU email regularly and allowing up to two business days (48 hours) for responses from the SON faculty and staff.

The SON reserves the right to revise policies related to admission, instruction, progression, and graduation. Changes may apply to prospective or current students and will be communicated to students in a timely manner. Students are responsible for staying informed by consulting their advisor, the SON website, or the SON Offices for current policies.

Participation in nursing education and clinical experiences involves inherent risks, including exposure to and/or contraction of infectious diseases, blood and body fluids, hazardous substances, medical equipment, and individuals with physical, mental, or behavioral health conditions. These risks are associated with participation in healthcare settings and clinical learning experiences within the NDSU SON programs. Students are responsible for following all applicable safety, infection prevention, and injury prevention policies and procedures established by the SON, clinical agencies, and public health authorities. Failure to comply with these requirements may increase the risk of illness or injury and may affect a student's ability to participate in clinical experiences. Any medical expenses incurred as a result of participation in simulation, lab, classroom, or clinical experiences are the responsibility of the student unless otherwise covered by an applicable insurance program or clinical agency.

To complete this rigorous program and practice effectively as a nurse, students must demonstrate competence in many areas. Essential abilities are necessary for admission, and each student must be able to perform all essential functions of a student nurse, with or without reasonable accommodation. Students are encouraged to contact their advisor or the [Center for Accessibility and Disability Resources](#) with questions.

To ensure the safety of patients, students, faculty, and clinical partners, all students enrolled in the SON programs must be fully capable of participating in all educational activities. This includes maintaining full control of manual dexterity, cognitive function, and sound judgment at all times. The presence of alcohol or drugs, legally prescribed or otherwise, which impair or interfere with a student's judgment, coordination, or ability to safely perform clinical duties is strictly prohibited in all settings. Per the SON Substance Misuse Testing Policy (1.61), nonrandom and random testing can be conducted.

Mission

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.

Vision

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:

1. *Professionalism* – Cultivate professionalism in nursing practice by emphasizing accountability, collegiality, collaboration, ethical behavior, integrity, respect, and resilience.
2. *Person-Centered Care* – Committed to caring for all people in a holistic, compassionate, and sensitive manner.
3. *Commitment to Community* – Provide nursing expertise and service that extends across the University, state, national, and global populations to promote health and well-being.
4. *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.
5. *Quality and Safety* – Improve healthcare through excellence in education, research, and practice.
6. *Advocacy and Equity* – Promote equity and inclusivity, advance health policy, and honor the dignity and diversity of all people.
7. *Transformative Learning* – Facilitate an environment of continuous growth and exploration by encouraging critical thinking, creativity, and the pursuit of knowledge.
8. *Resilience* – Embrace challenges as opportunities for growth and adapt to change with a positive mindset, learning, evolving, and emerging stronger.

Program Outcomes

The SON fosters the achievement of outcomes necessary to develop dynamic nurse leaders who improve the health of all people. Program outcomes are designed to prepare graduates for professional nursing practice through the development of 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 SON prepares graduates to provide safe, evidence-based, person-centered care and lead efforts to improve health outcomes across NDSU, the requirements of the North Dakota Board of Nursing, and national standards for nursing education and practice. Through ongoing evaluation and continuous improvement, the curriculum remains responsive to advances in healthcare, nursing science, and the evolving needs of the communities we serve.

American Association of Colleges of Nursing (AACN)

The [AACN Essentials Core Competencies for Professional Nursing Education](#) guide curriculum development, program outcomes, and SON program assessment. The domains, competencies, and concepts outlined in the AACN Essentials serve as the framework for preparing graduates for professional nursing practice.

American Nurses Association (ANA)

The American Nurses Association (ANA) establishes the professional standards and ethical expectations that guide nursing practice. The *Nursing: Scope and Standards of Practice* and the [Code of Ethics for Nurses](#) provide the framework for professional accountability, ethical decision-making, patient advocacy, and the delivery of safe, high-quality nursing care. SON students are expected to demonstrate behaviors consistent with these professional standards throughout the nursing program and in all clinical settings.

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.

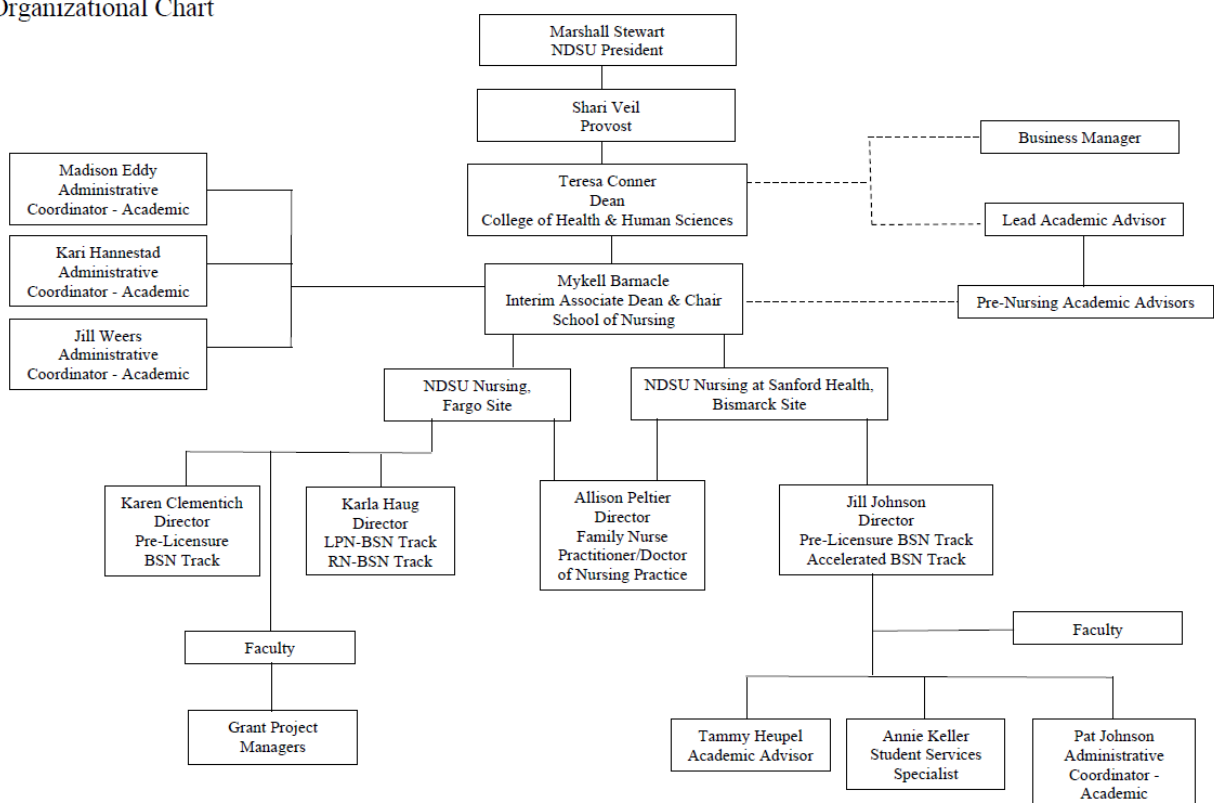
Bismarck

1. Clinical/Classroom Instructor
2. Course Coordinator (if applicable)
3. SON Bismarck Program Director (Jill Johnson)
4. Interim Associate Dean (Dr. Mykell Barnacle)
5. College Dean (Dr. Teresa Conner)
6. NDSU Provost (Dr. Shari Veil)

Fargo

1. Clinical/Classroom Instructor
2. Course Coordinator (if applicable)
3. Pre-licensure Director (Karen Clementich) or ABSN Director (Karla Haug)
4. Interim Associate Dean (Dr. Mykell Barnacle)
5. College Dean (Dr. Teresa Conner)
6. NDSU Provost (Dr. Shari Veil)

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



Admission Requirements and Procedures

The SON offers two pre-licensure pathways leading to the Bachelor of Science in Nursing (BSN): the Traditional BSN and the Accelerated BSN (ABSN). The Traditional BSN is a four-year program, while the ABSN is a 14½ month consecutive program for students who already hold a bachelor's degree. A minimum of 120 credits is required for graduation. Degree requirements include at least 30 credits completed at NDSU, and 36 upper-division credits, including at least 15 earned at NDSU. Transfer credits from accredited institutions are evaluated according to the NDSU policy. Upon successful program completion, graduates are eligible to apply for the NCLEX-RN® and RN licensure.

Admission to NDSU does not guarantee admission to the nursing major. Students must be formally admitted to the nursing major before enrolling in professional nursing courses.

SCHOOL OF NURSING POLICIES

The following section highlights SON Policies. Students are responsible for reviewing and complying with all policies contained in the [School of Nursing Policy Manual](#).

Admission to the Pre-Licensure BSN Professional Program: Policy 2.40

Admission to the nursing program is competitive and separate from admission to NDSU. Applicants must meet all eligibility requirements, complete the application process by the established deadlines, and satisfy all admission criteria, including prerequisite coursework, minimum GPA requirements, and a criminal background check. Admission decisions are made by the SON Admissions and Academic Progression Committee in accordance with SON Policy 2.40. Students are encouraged to review the complete policy for detailed admission requirements, prerequisite course information, application deadlines, and admission procedures. For complete information regarding admission to the traditional BSN program, refer to SON Policy 2.40.

Direct Admission to the Pre-Licensure BSN Professional Program: Policy 2.41

Some students may qualify for Direct Admission (DA) to the Pre-Licensure BSN Professional Program. Direct Admission provides provisional admission to the nursing major for eligible students. To maintain DA status, students must satisfy academic and progression requirements established by the SON, including enrollment, GPA, course performance, advising, and professional engagement expectations. Students who do not maintain DA eligibility may apply to the professional nursing program through the standard admission process. For complete eligibility requirements, application deadlines, progression criteria, and DA requirements, refer to SON Policy 2.41.

Admission to the Accelerated (Post-Baccalaureate) BSN Program: Policy 2.43

The Accelerated (Post-Baccalaureate) BSN (ABSN) Program is designed for individuals who have earned a bachelor's or graduate degree in a non-nursing field and wish to pursue a Bachelor of Science in Nursing (BSN). Admission to the program is competitive and reviewed by the SON Admissions and Academic Progression Committee. Applicants must meet university admission requirements, hold a completed non-nursing bachelor's or graduate degree from a regionally accredited institution, maintain a minimum cumulative GPA of 2.75, complete the required application materials, satisfy prerequisite course requirements, and complete a criminal background check. For complete eligibility requirements, prerequisite coursework, admission procedures, and deadlines, refer to SON Policy 2.43.

Student Academic Conduct Standards: Policy 1.59

Introduction

The student academic 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](#) 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.

The academic standards of the SON are more stringent than those of the University and supersede University requirements. 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.

Academic 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. All students are held responsible for exhibiting the following professional attributes: honesty, integrity, accountability, confidentiality, and professional demeanor. Academic dishonesty is unacceptable. Students are encouraged to contact the Associate Dean or Program Directors with any questions regarding academic conduct standards.

Academic Misconduct

Examples of academic misconduct include but are not limited to:

1. Cheating, includes but is not limited to, the following:
 - a. The receipt, possession, or use of any material or assistance not authorized by the instructor in the preparation of papers, reports, examinations, or any class, clinical, simulation, or lab assignments to be submitted as part of a course or to be submitted to fulfill SON requirements.
 - b. Arranging to have others take examinations or complete assignments (i.e., papers, reports, laboratory data, or products) for oneself, unauthorized collaborating with another student on individual assignments, representing work from unauthorized collaboration as independent work, or doing academic work for another student.
 - c. Stealing or otherwise improperly obtaining unauthorized copies of an examination or assignment before or after its administration, and/or passing it onto other students.
 - d. Copying or recording, in part or in whole, exams or assignments kept by the instructor and are handed out in class only for review purposes.
 - e. Knowingly submitting a paper, report, presentation, examination, or any altered or corrected class assignment, in part or in whole, for reevaluation or re-grading, in the same course or other course, without the instructor's explicit written permission.
 - f. Misrepresenting your attendance or the attendance of others in a course or practical experience where credit is given and/or a mandatory attendance policy is in effect.
2. Artificial Intelligence (AI): Students must ensure that all work submitted reflects their own understanding and effort. Students should refer to individual course syllabi for expectations regarding the use of AI.
3. Test banks: The use of instructor test banks to prepare for course exams is strictly prohibited. Students may not sell, purchase, share, or obtain instructor test banks on the internet or via other sources.
4. Plagiarism occurs when a student misrepresents, as their own work, the work, written or otherwise, of any other person (including another student) or of any institution. All types of work submitted by students are covered by this definition including written assignments, diagrams and pictures.
 - a. Submission of the same or substantially similar work of another person without proper acknowledgement of the source.
 - b. Improper documentation of quotes, words, ideas, or paraphrased passages taken from published or unpublished sources without proper acknowledgement of the source.

- c. The close paraphrasing of another's work by simply changing a few words or altering the order of presentation without proper acknowledgement of the source.
- d. Use of another student's work while representing it as your own.
- e. Unauthorized submission of a paper as original work
- f. Attempts to receive credit for group work when a group member has not participated or contributed to the group project
- g. Unauthorized or uncited use of Artificial Intelligence
5. Fabrication: Falsifying data in scientific/clinical research, papers, clinical documentation and written work, and reports.
6. 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.
7. Utilization of a false/misleading illness or family emergency to gain extension and/or exemption on assignments and tests.
8. Violation of any Institutional Review Board and/or University research processes.

Sanctions

Sanctions are determined based on the severity and frequency of the misconduct. In general, sanctions may include, but are not limited to, any of the following:

1. Warning.
2. Failure of the assignment, quiz, exam, and/or course.
3. Probation.
4. Supervised probation.
5. Suspension from the College/School.
6. Termination from the College/School. (Termination from the College of Health & Human Sciences and/or School of Nursing 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 or Associate Dean of the School may also recommend expulsion from the University.

Reporting and Sanctions Process

Both students and faculty are required to report academic misconduct.

1. Students (undergraduate and graduate) are required to report any academic misconduct to the course instructor and/or the appropriate Program Director within 7 days of learning of the occurrence. Failure of the student to report violations within the required time could result in additional sanctions, including course failure and/or program dismissal.
2. The course instructor who suspects academic misconduct, or if academic misconduct has been reported, in their course or other instructional context has an initial responsibility to:
 - a. Notify the student(s) involved of the suspected academic misconduct in writing (via email) within 7 days.
 - b. The student(s) will be invited to a meeting to discuss the allegation(s) and provide their perspective. A third party (Program Director, Academic Advisor, etc.) shall be present at the time of this meeting. A meeting summary will be documented, shared with the student via email, and a copy placed in the student(s) file.
3. The course instructor, in consultation with the appropriate Program Director/Associate Dean, is responsible for determining the sanction for academic misconduct in the course. Sanctions may include, but are not limited to, failure of a particular assignment, exam, quiz, or course.
4. Initial notification will occur via NDSU email. In this initial email, the course instructor will notify the student(s) of the warranted sanctions; the student(s) will also be notified of their right to appeal the sanction.
5. A waiting period of seven days will be enforced. This allows for the student(s) to provide their response, and the course instructor, director, and Associate Dean to consider all information provided prior to enforcing a sanction.
6. Seven days after the student(s) have been notified via email, the course instructor will complete the formal Student Academic Misconduct Tracking Form as per University Policy 335, and submit it to the student, the appropriate Program Director, and the Associate Dean.
7. The sanction will then be enforced. If the student initiates an appeal (see below), the sanction will not be enforced until the appeal process is resolved.
8. A copy of the Student Academic Misconduct Tracking Form will be placed in the student's academic file.

Student's Right to Appeal

Students sanctioned for violations of the SON Academic Conduct Standards Policy have the right to appeal the imposed sanction. If an appeal is pursued, it must be pursued in the following sequence and in alignment with SON Academic Conduct Standards Policy 1.59, College of Health and Human Sciences policy 107 (student academic and conduct standards), and/or NDSU policy 335 (academic integrity in the instructional context).

The student will submit a written appeal (via email) to the course instructor within 15 business days of receiving the sanction. The written appeal will include:

1. Name/ID
2. Description of the incident
3. Grounds for the appeal. The student may appeal the determination that academic misconduct occurred or the severity of the sanction or both.

Appeal Review

1. The initial appeal will be reviewed by the course instructor, who will respond via email, within 7 business days of their decision.
2. If the student's appeal is not resolved with the course instructor (the sanction is upheld), the student will submit the appeal with the course instructor's response to the Associate Dean/Bismarck Program Director within 7 business days.
3. The Associate Dean/Bismarck Program Director will review the appeal. If the appeal is denied, the Associate Dean/Bismarck Program Director will initiate the formation of the SON Student Appeals Committee for further appeal review within 7 business days.
4. The School of Nursing Student Appeals Committee will review the written letter of appeal from the student, the response and other supporting evidence from both the course instructor and Associate Dean/Bismarck Program Director within 15 business days.
5. After reviewing these materials, the SON Student Appeals Committee may decide to do one of the following with majority agreement:
 - 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
6. The SON Student Appeals Committee may uphold or lessen the original decision/sanction but not increase the sanctions/actions imposed. The written decision of the SON Student Appeals Committee will be submitted to the Associate Dean, appropriate Program Director, course instructor, and student within 15 business days of the receipt of the appeal letter but may take longer during University recesses or in the event of complex cases.

Rights of the instructor for cases in which an appeal has been overturned include requesting a review by the University Academic Integrity Committee. The Committee may not overturn the decision of the Chair/Head, Dean, or Provost, but it may review the process to ensure that the policy was properly followed, while also addressing any negative consequences for the faculty members. The Committee shall provide its written findings, including its rationale, to all parties involved. The goal of this process shall be to improve policy implementation.

Final Appeal

If the student is not satisfied with the outcome of the appeal, the student may submit a final appeal to the Dean of the College of Health and Human Sciences. The process above will be followed regarding the review of submitted materials and written decisions. The Dean may uphold or lessen the original decision/sanction but not increase the sanction/action imposed. The decision of the Dean is final.

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.

Student Professional Conduct Standards: Policy 1.60

Introduction

Professionalism is one of the ten domains, and ethical practice is one of the key concepts of the NDSU School of Nursing (SON) nursing curricula. 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.

Professional 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 and professional manner. Students participating in clinical experiences (internships, practicum, observations, etc.), must also uphold the specific policies of the clinical site.

All students are held responsible for exhibiting the following professional attributes: honesty, integrity, accountability, confidentiality, and professional demeanor. Professional misconduct, which includes dishonesty, is unacceptable. Students are encouraged to contact the Associate Dean and/or Program Directors with any questions regarding professional conduct standards.

NDSU Policy 601 serves the needs of the College and its students related to code of conduct. The NDSU Dean of Students Office serves as a liaison for the College/School between faculty, Unit/Program leaders, and students. The professional standards of the SON are more stringent than those of the University and supersede University requirements.

When violations of NDSU Policy 601 occur, the NDSU Dean of Students' Office will notify the College Dean's Office with a brief description of the incident and sanctions imposed. If the student self-reports an incident to a Unit/Program administrator, the administrator will forward the information to the Dean of Students Office for their evaluation. This reporting will aid in documentation and tracking purposes within the College and applicable Units/Programs.

In addition to prohibited conduct outlined in NDSU Policy 601, professional misconduct may also warrant sanctions by the College/SON. The SON Associate Dean or Bismarck Program Director will meet with the affected student(s) prior to administering sanctions.

Professional Misconduct

Examples of professional misconduct in the School of Nursing include but are not limited to:

1. Violation of conduct described in SON policies, course policies, course syllabi, 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 clinical practice 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.
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; exhibiting disrespectful body language like crossing arms or eye rolling, etc.). Respect and consideration are also expected when addressing a faculty member, staff, student, healthcare professional, or patient.
6. Failure to interact with any member of the healthcare team in a considerate manner and with a spirit of cooperation.
7. Unprofessional dress (as outlined in the SON Policy 3.48, 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, including meetings with faculty, program director(s), and/or administrators in the SON and/or College, without prior consent of the involved parties.
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 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 (ex: HIPAA).
12. Theft, damaging, defacing, or unauthorized use of any property of the SON, College, University, or clinical practice 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 (defined by 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/SON as improper behavior.

Reporting Process: NDSU Policy 601

1. Students must self-report violations of NDSU Code of Conduct Policy 601 to the Dean of Students' office and appropriate program director within 7 days of learning of the occurrence. Failure of the student to self-report violations within the required time could result in additional sanctions, including course failure and/or program dismissal.
2. If students need to self-report violations of NDSU Policy 601, 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
 - a. After submitting the report, the Dean of Students' office and College of Health and Human Sciences staff will receive the submitted information. This information will be shared with the appropriate program director, who will contact the students to discuss determinants of responsibility and sanctions.
3. 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 NDSU Policy 601 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.

Reporting Process: SON Policy 1.60

1. Students are expected to self-report any Professional Misconduct behavior that violates SON Policy 1.60 to the appropriate program director within 7 days of learning of the occurrence. Failure of the student to self-report violations within the required time could result in additional sanctions, including course failure and/or program dismissal.
2. Faculty members are required to report unprofessional conduct within the classroom, lab, simulation, 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.
 - a. Notify the student(s) involved of the suspected professional misconduct in writing (via email) within 2 business days.
 - b. The student(s) will be invited to a meeting to discuss the allegation(s) and provide their perspective. A third party (Program Director, Academic Advisor, etc.) may be present at the time of this meeting. A meeting summary will be documented and shared with the student.
3. 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.

Sanctions

With violations of NDSU Policy 601, the NDSU Dean of Students Office (in consultation with the SON Associate Dean or Bismarck Director when necessary) has the initial and primary responsibility for administering and enforcing Prohibited Conduct issues. The SON may impose additional sanctions as violations of NDSU Policy 601 may be in direct violation of professional standards as outlined in SON Policy 1.60.

With violations of School of Nursing Policy 1.60, the SON will assign sanctions based upon the circumstances and nature of the misconduct. Sanctions for professional misconduct may have academic implications (ex: earning a 0 on an assignment or failing the clinical experience which results in failure of the course).

Professional misconduct affects students, faculty, and staff in the SON as well as patients, staff, and clinical partnerships in the community. The SON Associate Dean will work collaboratively with the appropriate Program Director (and when appropriate, individual instructors) to resolve professional misconduct issues. A copy of the NDSU College of Health and Human Sciences student self-reporting form and/or the NDSU SON faculty reporting form will be stored in a secured location within the SON.

Sanctions are determined based on the severity and frequency of the misconduct. In general, sanctions may include, but are not limited to, any of the following:

1. Warning.
2. Failure of the assignment, quiz, exam, and/or course.
3. Probation.
4. Supervised probation.
5. Suspension from College/School.
6. Termination from the College/School. (Termination from the College of Health & Human Sciences and/or School of Nursing 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 or Associate Dean of the School may also recommend expulsion from the University.

Student's Right to Appeal

Students sanctioned for violations of the SON Professional Conduct Standards Policy have the right to appeal to the imposed sanction. If an appeal is pursued, it must be pursued in the following sequence and in alignment with SON Policy 1.60 and/or College of Health and Human Sciences policy 107 (student academic and conduct standards):

The student will submit a written appeal (via email) to the course instructor within 5 business days of receiving the sanction. The written appeal will include:

1. Name/ID
2. Description of the incident
3. Grounds for the appeal. The student may appeal to the determination that professional misconduct occurred or the severity of the sanction or both.

Appeal Review

1. The initial appeal will be reviewed by the course instructor, who will respond via email, within 5 business days of their decision.
2. If the student's appeal is not resolved with the course instructor (the sanction is upheld), the student will submit the appeal with the course instructor's response to the Associate Dean/Bismarck Program Director within 5 business days.
3. The Associate Dean/Bismarck Program Director will review the appeal. If the appeal is denied, the Associate Dean/Bismarck Program Director will initiate the formation of the SON Student Appeals Committee for further appeal review within 5 business days.
4. The School of Nursing Student Appeals Committee will review the written letter of appeal from the student, the response, and other supporting evidence from both the course instructor and Associate Dean/Bismarck Program Director within 15 business days.
5. After reviewing these materials, the SON Student Appeals Committee may decide to do one of the following with majority agreement:
 - 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
6. The SON Student Appeals Committee may uphold or lessen the original decision/sanction but not increase the sanctions/actions imposed. The written decision of the SON Student Appeals Committee will be submitted to the

Associate Dean, appropriate Program Director, course instructor, and student within 15 business days of the receipt of the appeal letter but may take longer during University recesses or in the event of complex cases.

Rights of the instructor for cases in which an appeal has been overturned include requesting a review by the University Academic Integrity Committee. The Committee may not overturn the decision of the Chair/Head, Dean, or Provost, but it may review the process to ensure that the policy was properly followed, while also addressing any negative consequences for the faculty members. The Committee shall provide its written findings, including its rationale, to all parties involved. The goal of this process shall be to improve policy implementation.

Final Appeal

If the student is not satisfied with the outcome of the appeal, the student may submit a final appeal to the Dean of the College of Health and Human Sciences. The process above will be followed regarding the review of submitted materials and written decisions. The Dean may uphold or lessen the original decision/sanction but not increase the sanction/action imposed. The decision of the Dean is final.

Incomplete Disciplinary

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.

Substance Misuse Testing: Policy 1.61

The SON must comply with the policies and procedures of our clinical affiliate partners. Students may be requested to complete pre-placement testing per the clinical affiliate agreement. A positive test for marijuana, regardless of prescription status, may negatively impact a student's ability to complete the experience and could affect progression and program completion.

All students must adhere to NDSU [Policy 601: Rights and Responsibilities of Community: A Code of Student Conduct](#). Per section 3.6: The manufacture, sale, transfer, purchase, transportation, possession, use, or consumption of illegal drugs or any other controlled substance, including marijuana, is prohibited. The possession of drug paraphernalia is also prohibited. Due to federal law, this prohibition applies to the use and possession of medical marijuana. For complete information regarding testing requirements, procedures, confidentiality, student responsibilities, sanctions, and appeal processes, refer to SON Policy 1.61

Criminal Background Checks: Policy 1.62

Students are required to complete criminal background check(s) yearly and/or as required by affiliated clinical agencies. Additional or repeated background checks, including state and federal checks, may be required throughout a student's program. A criminal history may affect eligibility for clinical placement, progression in the nursing program, graduation requirements, and professional licensure. Students who fail to comply with background check requirements, disclosure requirements, or established deadlines may be unable to register for courses, attend clinical experiences, progress in the program, or maintain enrollment. For complete information regarding criminal background check requirements and implications, refer to SON Policy 1.62: Criminal Background Checks.

Health Insurance: Policy 1.63

Students must maintain health insurance coverage throughout their enrollment. The SON does not provide health insurance coverage, and students are not covered by a clinical agency's workers' compensation insurance during clinical experiences. Students are required to provide current health insurance information to the SON before participating in clinical experiences. To assist students in obtaining health insurance coverage, refer to the [NDSU website](#). For complete information regarding health insurance requirements, refer to SON Policy 1.63: Health Insurance.

Student Complaint Procedure: Policy 1.65

The SON is committed to providing students with a fair and transparent process for addressing concerns and resolving complaints. Students are encouraged to address concerns through appropriate channels. Complaints generally fall into two categories: grade-related complaints and non-grade-related complaints. Grade appeals are governed by University policies and procedures. Non-grade-related complaints are reviewed through the SON administrative process, beginning with the Associate Dean or Bismarck Program Director. Students may appeal decisions through established College and University processes if they believe a complaint has not been resolved appropriately. For complete information regarding complaint procedures, documentation requirements, timelines, and appeal processes, refer to SON Policy 1.65 and applicable [University grade appeals policy](#).

Student File Contents: Policy 1.70

The SON maintains academic records for students enrolled in its programs in accordance with the Family Educational Rights and Privacy Act (FERPA), applicable state regulations, and University policies. Student records may include admission materials, academic and clinical evaluations, advising documentation, licensure-related records, documentation of academic or professional conduct matters, and other records relevant to a student's progression in the program. Student records are maintained securely and are accessible only to authorized individuals with a legitimate educational interest. Students may request access to their academic records in accordance with established SON procedures and applicable privacy regulations. For complete information regarding student record contents, confidentiality, file access procedures, and student rights, refer to SON Policy 1.70: Student File Contents.

Undergraduate Basic Cardio-Pulmonary Resuscitation (CPR) Requirements: Policy 3.40

Students must maintain current Basic Life Support (BLS) certification for Healthcare Providers prior to their first clinical experience and continuing through graduation. Acceptable certifications include BLS for Healthcare Providers through the American Heart Association or the American Red Cross. Students are responsible for obtaining certification and

submitting proof of current certification as required by the SON. For complete requirements and documentation procedures, refer to the SON Policy 3.40L Undergraduate Basic Cardio-Pulmonary Resuscitation (CPR) Requirements.

Prerequisite Course Progression for the Pre-Licensure BSN Program: Policy 3.42

Students must successfully complete all required pre-nursing prerequisite courses with a grade of C or higher before enrolling in designated professional nursing courses. Prerequisite coursework provides the academic foundation necessary for success in the nursing curriculum. Students may repeat an individual prerequisite course no more than once, with a maximum of three repeated prerequisite courses permitted. Failure to meet prerequisite course requirements may delay progression in the nursing program. Requests for exceptions are reviewed on a case-by-case basis by the Admissions and Academic Progression Committee. For a complete list of prerequisite courses and progression requirements, refer to SON Policy 3.42: Prerequisite Course Progression for the Pre-Licensure BSN Program.

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.

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 Readmission to Progression in the Undergraduate Program - Policy 3.46).

The procedure for enforcing the minimum nursing course grade is:

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

School of Nursing 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).

Readmissions to Progress in the Undergraduate Program: Policy 3.46

Knowing that students withdraw and are not successful in coursework 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.

A student who has failed one 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 (letter grade of D or F) or has withdrawn from the program and wishes to be readmitted must submit a readmission request to the Nursing Admissions and Academic Progression Committee (as outlined below).

Failure of two or more nursing courses will result in dismissal from the professional nursing program. Withdrawal from nursing courses due to a failing grade will be considered an academic failure. Students who fail two or more courses may seek readmission using the procedure outlined below.

Procedure:

1. The course instructor will notify the student of the course grade earned and related sanctions.
2. The course instructor will notify the student's Advisor and Program Director.
3. The advisor and/or Program Director meet with the student to review Policy 3.46 and the student's plan for success.
4. The student must submit the readmission request (see attached) within three (3) days after the last day of finals week.
5. The Admission and Academic Progression Committee members on the enrolled site will meet to review each student's request individually.
6. The student will be notified via email by the SON Program Director of the decision.
 - a. If the decision is to dismiss the student from the program, the letter will include support offered for career counseling and continuance of education at NDSU.
 - b. If an improvement plan or conditions for continuance are required, the letter will include notification that a meeting is necessary to establish a plan for student success.
 - i. The Program Director will coordinate a meeting with the student, advisor, and/or course faculty.
 - ii. The plan or conditions of continuance established at the meeting will focus on the student's success or conditions for continuance, including enrollment in an independent study. Time limits may be necessary and may be related to one class or the remainder of time in the program.
 - iii. Documentation of the plan or conditions of continuance established at the meeting will be provided to the student. A copy of the document will be signed and placed in the student's file.
7. If the student repeats a course which requires the student to move into a different cohort or to go part-time for a period, a plan of nursing courses each semester should be provided to the advisor.
 - a. Academic Assistant, ATI, and course faculty will be notified of changes in the student cohort and degree progression by the Admission and Academic Progression Co-Chair and/or Program Director.

Professional Appearance: Policy 3.48

Professional appearance instills confidence in others, sends a clear message that the nursing profession is credible, and reflects self-confidence and good health. The following are minimum expectations for professional appearance for a School of Nursing (SON) student:

- The Agency's guidelines will be followed. Students are required to follow facilities' policies regarding appearance and dress.
- The course instructor is responsible for sharing the appearance and dress expectations with clinical instructors and students during clinical orientation.
- The overall appearance will convey an image of professionalism.
- 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.

Clinical Experience Responsibilities: Policy 3.49

Students are responsible for arranging and funding their transportation to and from all required clinical experiences. Clinical placements may occur within or outside the local metropolitan area. Students are also responsible for any meals, lodging, and other expenses associated with clinical experiences. For complete information regarding student responsibilities related to clinical placements, refer to SON Policy 3.49: Clinical Experience Responsibilities.

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 Program Director will notify the student and the College of Health and Human Sciences; SON 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.

Repetition of Pre-Nursing Courses: Policy 3.51

To support student success, limits are placed on the repetition of prerequisite courses used in nursing admission decisions. A prerequisite course in which a grade has been earned may be repeated only once. Courses repeated beyond these limits may be considered on a case-by-case basis and may require additional documentation from the applicant. Courses completed at another institution and then repeated at NDSU are considered repeat attempts. Courses for which no grade is awarded are not considered attempts. For complete information regarding prerequisite course repetition and admission evaluation, refer to SON Policy 3.51: Repetition of Pre-Nursing Core Courses.

ADDITIONAL SCHOOL OF NURSING INFORMATION

Access and Accommodation

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 coursework for assessment and evaluation purposes.

Student Course Experience Survey (SCES)

Student Course Experience Surveys (SCES) are offered for each NDSU course during the final weeks of the semester. These surveys provide students with an opportunity to reflect on their learning experiences and offer feedback on course content, instructional strategies, and the learning environment. Faculty use SCES to improve course design, enhance teaching practices, and document teaching effectiveness. The SON values student feedback and is committed to continuous quality improvement. Students are expected to provide respectful, constructive feedback that acknowledges both course strengths and areas for improvement. Students are also encouraged to discuss questions, concerns, or suggestions directly with their instructor throughout the semester.

Advising

Students are expected to meet with their advisor at least once per semester. The student is responsible for ensuring graduation requirements and other coursework are 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 nursing faculty and program director(s). To make an appointment with your advisor, please review their messages as sent via email/Bison Advise.

Nursing Internships

Students participating in a nursing internship, extended internship, externship, field experience, or apprenticeship must enroll in the appropriate internship course and comply with all requirements established by the North Dakota Board of Nursing, the SON, and the clinical agency. Students are responsible for notifying their faculty advisor and/or Program Director before beginning an internship experience. During the internship, students must adhere to all SON and clinical agency policies, including those related to student performance, professionalism, and scope of practice. Students completing internship experiences outside of North Dakota must contact the course faculty member or Program Director to coordinate all internship requirements and documentation.

NURS 496 is the approved internship course for nursing students. The course must be completed with a minimum grade of 75%. Students who do not successfully complete the course will be subject to the SON progression and readmission policies outlined in SON policies and the Student Handbook. Additional information regarding nursing internships is available through the [North Dakota Board of Nursing](#).

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.

General Clinical/Lab Information

Students are responsible for arranging and covering the costs of transportation to and from all clinical sites as well as meals, housing, and other related expenses.

Clinical, simulation, and laboratory experiences may involve exposure to latex, blood, body fluids, communicable diseases, and other healthcare-related hazards. Students who have a latex allergy/sensitivity, weakened immune status, pregnancy, or other health conditions that may affect participation in clinical experiences should notify their course/clinical faculty and the NDSU Center for Accessibility and Disability Resources to discuss reasonable accommodations. Consistent with professional nursing standards, students are expected to provide care to diverse patient populations, including those with communicable and infectious diseases, while following appropriate safety precautions and infection control practices.

Students are responsible for maintaining and submitting all required health and immunization documentation. Compliance with SON and clinical agency health requirements, including required immunizations and screenings, is necessary for participation in clinical experiences. For specific immunization, health, and clinical participation requirements, refer to the applicable SON policies and program requirements.

Students must follow the SON Professional Appearance Policy (3.48) and clinical agency policies. Students are required to purchase the following items related to clinical: dual-headed stethoscope (required by the second semester of the program), uniform (purchase information is provided by the SON), and a white coat (purchase information is provided by the SON)

Health Clearance

Students must submit documentation of a completed physical exam and a signed Validation of Satisfaction Health Status form by the deadline specified after admission to the program.

Injury Reporting

If an injury is sustained during clinical experience, the student will: notify nursing clinical faculty immediately, follow agency policies and procedures, complete an incident report (available from the clinical agency) and submit to the appropriate clinical agency representative and to the nursing clinical faculty or clinical coordinator, and seek appropriate medical evaluation and treatment. Students are responsible for any costs associated with medical care unless otherwise covered by the clinical agency or applicable insurance program. Some agencies provide Workers' Compensation Insurance (workers' compensation) coverage for students. However, coverage is not guaranteed.

Immunizations

Immunization	Requirements	Renewal
TB	Tuberculosis – Student must provide results from either the QuantiFERON or the T-Spot. Documentation must include the date the test was administered and the test result.	None <i>If there is a break in the student's enrollment in the program, the initial TB test will need to be completed.</i>
Hepatitis B	A titer showing immunity is acceptable. 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. Students who have not completed the Hepatitis B series must start the series to be compliant and complete all remaining doses according to the recommended immunization guides.	None
MMR	The Measles, Mumps, and Rubella series is usually completed as a child. Students must provide documentation of two MMR vaccinations or a positive titer demonstrating immunity. Students who have not completed the MMR vaccination series must complete the series according to current immunization recommendations.	None
Tdap	Tetanus, Diphtheria, Pertussis - Student must provide documentation of a Tdap immunization within the past ten years.	Every ten years
Flu Shot	Student must receive a flu shot no later than October 31 each year and submit documentation of vaccination. Students with an approved	Annually

Immunization	Requirements	Renewal
	authorized exemption must submit documentation in accordance with SON and clinical agency requirements.	
COVID vaccine	COVID vaccine is not required at this time. The NDSU SON will continue to comply with the regulations set by our 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.	
Varicella	Students must provide documentation of immunity to the varicella (chicken pox) through a positive titer or documentation of a completed varicella vaccination series.	None

Clinical agencies may require health documentation or immunization beyond SON requirements. Students must meet all SON and agency requirements before participating in clinical experiences. The SON will verify required documentation before clinical placement. Students who do not meet health documentation requirements will be ineligible to participate in clinical experiences and may be unable to continue in the program until compliance is achieved. Students are responsible for notifying the Program Director of any significant changes in health status during their enrollment in the SON.

STUDENT ORGANIZATIONS

The SON values student input and encourages participation in program governance, leadership, and continuous quality improvement. Students may serve as representatives on SON standing committees and participate in Undergraduate Student Councils. Students are also encouraged to become involved in the Student Nurses' Association, Sigma, Dean's Advisory Committee, Ambassadors, NDSU Student Senate, and other college and university 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 SNA promotes leadership, professional development, advocacy, community engagement, and involvement in the nursing profession. Through participation in SNA, students contribute to the advancement of nursing education and healthcare while developing the knowledge, skills, and professional relationships needed for future nursing practice. Membership is open to students enrolled in the pre-nursing or nursing program. The chapter meets monthly and participates in college, university, and community activities throughout the academic year. Students are encouraged to become involved at the local, state, and national level, including attendance at the annual state and national conventions.

Sigma

Sigma Honor Society of Nursing recognizes nursing students who demonstrate academic excellence, leadership, scholarship, and professional commitment. Undergraduate students may be eligible for membership after completing at least one-half of the nursing curriculum, maintaining a minimum GPA of 3.0, ranking in the upper one-third of their graduating class, and demonstrating academic integrity. Eligible students may be invited to join the Xi Kappa at-Large Chapter, the collaborative NDSU Sigma chapter.

College of Health and Human Sciences Ambassadors

The College of Health and Human Sciences Ambassadors are a selective student organization whose members serve as student leaders and representatives of the college. Ambassadors support recruitment, outreach, and special events, including campus tours, Homecoming events, the White Coat Ceremony, the Nurse Pinning Ceremony, and activities for prospective students, current students, and alumni.

Nursing Student Council

The Nursing Student Council consists of representatives from each class. The Council meets regularly with the Associate Dean (Fargo) and Director (Bismarck) to provide student feedback and discuss SON initiatives. Members serve as liaisons between students and program leadership and assist with recruitment, outreach, and community engagement activities.

NURSING PROGRAM EVENTS

Scholarship Recognition

Each fall, the College of Health and Human Sciences and NDSU Nursing at Sanford Health host a Scholarship Recognition ceremony to honor scholarship recipients and donors. Attendance is required for students receiving scholarships.

White Coat Ceremony

Each fall, the SON hosts a White Coat Ceremony to recognize and celebrate students' admission into the nursing program. Attendance is required for all newly admitted nursing students.

Pinning

The Pinning Ceremony is a longstanding nursing tradition that recognizes graduates' completion of the nursing program and their transition into professional practice. During the ceremony, graduates receive the NDSU Nursing pin, a symbol of nursing achievement and professional identity. The NDSU Nursing pin is based on the NDSU seal and incorporates the university's green and gold colors, stylized wheat sheaves representing NDSU's land-grant heritage, and a nursing lamp symbolizing knowledge and the profession.

STUDENT RESOURCES/QUICK LINKS

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

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 the Vice Provost, Title IX/ADA Coordinator, Old Main 100, 701-231-7708, ndsu.eoaa@ndsu.edu.

Reservation of Rights: Every effort has been made to ensure the accuracy of the information contained in this Handbook. However, North Dakota State University, the College of Health and Human Sciences, and the School of Nursing reserve the right to modify, amend, or discontinue policies, procedures, academic requirements, curricula, courses, programs, fees, and other information contained in this Handbook at any time. Changes may be implemented as determined by the appropriate University, College, or School of Nursing authority and may apply to both current and prospective students. Students are responsible for complying with all current University, College, and School of Nursing policies and requirements, including those that may be updated after publication of this Handbook.

SIGNATURE PAGE FOR PRE-LICENSURE & ACCELERATED BSN HANDBOOK

I understand that information related to my compliance with SON requirements, including but not limited to academic and conduct matters, criminal background checks, drug screening results, health and immunization requirements, and other documentation required for clinical placement, may be shared with clinical agencies, licensing and certification boards, and authorized NDSU faculty, staff, and administrators who have a legitimate educational interest.

I further understand that clinical agencies may require access to information necessary to determine my eligibility to participate in clinical experiences. Failure to meet SON clinical agency requirements may result in the inability to participate in clinical experiences and may affect my progression in, or ability to complete, a SON program.

I understand that I may revoke my authorization for the SON to share information as permitted by law; however, doing so may prevent the SON from verifying my eligibility for clinical placements and program requirements. As a result, I understand I may become immediately ineligible to complete a degree offered by the SON and may be required to withdraw from my nursing major or program of study. I further understand that withdrawal from the SON does not preclude me from pursuing another academic program at North Dakota State University.

By signing below, I acknowledge I have read, understood, and will comply with the North Dakota State University School of Nursing Pre-Licensure BSN Student Handbook and School of Nursing Policy Manual. I agree to comply with all policies, procedures, and expectations of the School of Nursing, College of Health and Human Sciences, North Dakota State University, and clinical agencies. I understand it is my responsibility to remain informed of current and updated School of Nursing requirements.

Please indicate your current semester/program:

Pre-Licensure (Traditional)

Year 1 (1st/2nd sophomore) - ☐

Year 2 (1st/2nd junior) - ☐

Year 3 (1st/2nd senior) - ☐

Accelerated

Year 1 - ☐

Year 2 - ☐

Date: _____

Printed Name: _____

Signature: _____