

**NDSU**

COLLEGE OF  
HEALTH AND  
HUMAN SCIENCES

**Department of  
Allied Sciences  
Handbook  
2025-2026**

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**Please note: additional policies and procedures not contained in this document may apply to students in the College. Those policies and procedures are found in the College Policy manual ([https://workspaces.ndsu.edu/fileadmin/hhs/policy/NDSU\\_CHHS\\_Policies\\_FINAL.pdf](https://workspaces.ndsu.edu/fileadmin/hhs/policy/NDSU_CHHS_Policies_FINAL.pdf)).**

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

## ***Department of Allied Sciences***

[www.ndsu.edu/alliedsciences](http://www.ndsu.edu/alliedsciences)

### ***History***

Baccalaureate degrees in the allied sciences have been offered at NDSU since the 1960s for Medical Laboratory Science (MLS), 1989 for Respiratory Care (RC), and 2001 for Radiologic Sciences (RS). All three programs began in the College of Science and Math with structures similar to today's programs: general education, math and science courses completed during the first one to three years on campus, followed by "specialized training" within a hospital-based school of medical laboratory science, respiratory care, or radiologic technology.

In January 2006, the allied sciences programs became the Department of Allied Sciences when they transferred to the College of Health Professions to foster a common health care mission and inter-professional education among all programs within the college. In 2017, sonography options were added to the RS major creating tracks for students to specialize in radiography, echocardiography, or diagnostic medical sonography. In 2023, the College of Health Professions transformed into our current College of Health and Human Sciences.

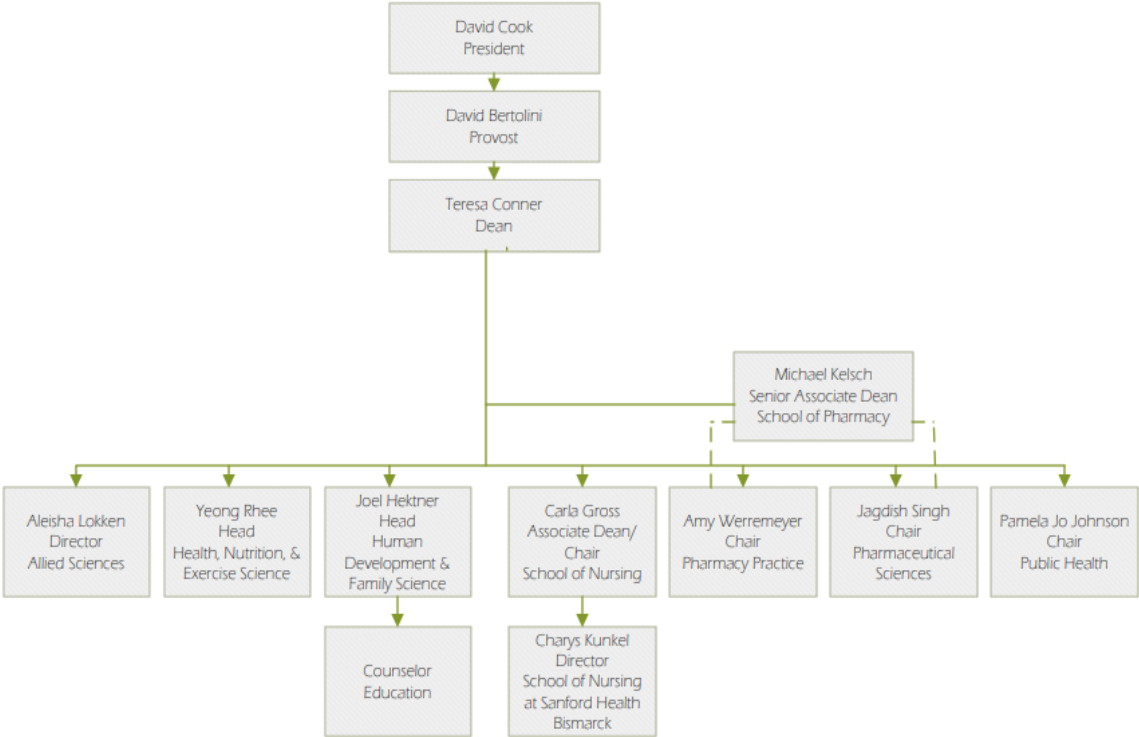
NDSU Allied Sciences graduates have enjoyed excellent pass rates on their national certifying examinations and employment in their respective disciplines.

### ***Mission***

The Department of Allied Sciences' mission is to prepare its graduates with the knowledge, skills, and behaviors necessary to become competent, compassionate, and contributing professionals in their career choice of Medical Laboratory Science, Radiologic Sciences, or Respiratory Care. In support of this mission, the Allied Sciences program and its affiliates offer a curriculum that promotes the development of a graduate who thinks critically, provides safe and responsible patient care, behaves ethically and professionally, and prepares for lifelong learning and leadership in their profession.

**Administrative Structure**

**NDSU** COLLEGE OF  
HEALTH AND HUMAN SCIENCES



### ***Advising***

All pre-professional Allied Sciences students work with a professional academic advisor until they begin field experience on their clinical partner's campus. At that time, they transition to a faculty advisor, who serves as their main point of contact with the department. Students can connect with their academic advisor through Bison Advise (<https://career-advising.ndsu.edu/bison-advise-for-students/>).

### ***Departmental Academic Progress Notification***

Students within the College of Health and Human Sciences are expected to remain in good academic standing per the University's undergraduate or graduate policies. Any student who fails to meet or exceed these standards may be placed on academic alert, continued alert, academic suspension, or termination. The College strictly upholds NDSU Policy 335 related to academic misconduct.

### ***Current Competency***

For select Allied Sciences hospital programs, core courses in the sciences and math must have been completed within a certain number of years prior to the start of a professional program, i.e. five to seven years, or updated in a manner acceptable to that hospital program. Current competency must be demonstrated if a student wishes to utilize older coursework. Please consult your advisor for appropriate degree planning and course selection.

### ***Curriculum and Degree***

The College of Health and Human Sciences offers three allied health majors within the Department of Allied Sciences. They are Medical Laboratory Science (MLS), Respiratory Care (RC), and Radiologic Sciences (RS), with subplans in radiography, echocardiography, and diagnostic medical sonography. Students in these majors complete two or more years of pre-professional courses on campus and a professional program, which occurs at an affiliated-hospital site. The professional programs are one year in length for MLS majors, 15-months for RC majors, and 21-24 months for RS majors. Upon completion of all major and degree requirements, including the professional program, graduates are awarded a Bachelor of Science degree, major in MLS, RC, or RS, and are eligible to take a national certifying exam. Students will follow the curriculum guide in place at the time they declare the major. For all programs within the college, grades of 'C' or better are required for all courses used to fulfill major/degree requirements. Students will meet with their academic advisor to create their own individualized plan of study.

Courses required for each major are listed on a curriculum guide in the NDSU undergraduate bulletin:

<https://catalog.ndsu.edu/curriculum/undergraduate/medical-laboratory-science-major/>  
<https://catalog.ndsu.edu/curriculum/undergraduate/radiologic-sciences-major/>  
<https://catalog.ndsu.edu/curriculum/undergraduate/respiratory-care-major/>

Sample plans are listed at the end of this handbook. These plans are provided for reference only. Individual academic plans are determined per student with their academic advisor.

### ***Diversity and Equity***

In accordance with the mission of the Allied Sciences department, we support the College and University policies relevant to diversity and equity. Inclusion of multiple perspectives and appreciation of individual differences enhances educational value, effectiveness of the healthcare team, and the quality of patient care. Allied Sciences students are expected to demonstrate professionalism and treat all faculty, staff, classmates, patients, and members of the healthcare team with respect and consideration.

NDSU Non-Discrimination Statement: 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 for Title IX/ADA Coordinator, Old Main 201, NDSU Main Campus, 701-231-7708, [ndsu.eoaa@ndsu.edu](mailto:ndsu.eoaa@ndsu.edu).

For more information about equity and diversity policies, initiatives, and resources at NDSU, or for guidance in understanding expectations for professional behavior, the following resources may be useful:

American Association for Respiratory Care Statement of Ethics and Professional Conduct:

<https://www.aarc.org/wp-content/uploads/2017/03/statement-of-ethics.pdf>

American Registry of Radiologic Technologists Standards of Ethics:

<https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-requirements>

American Society for Clinical Laboratory Science Code of Ethics: <https://ascls.org/code-of-ethics/>

Society of Diagnostic Medical Sonography: <https://www.sdms.org/about/who-we-are/code-of-ethics>

Equal Opportunity and Title IX Compliance at NDSU: <https://www.ndsu.edu/equity/>

NDSU Rights and Responsibilities of Community: A Code of Student Behavior:

<https://www.ndsu.edu/fileadmin/policy/601.pdf>

College of Health and Human Sciences Student Academic and Conduct Policy 1.07:

[https://workspaces.ndsu.edu/fileadmin/hhs/policy/NDSU\\_CHHS\\_Policies\\_FINAL.pdf](https://workspaces.ndsu.edu/fileadmin/hhs/policy/NDSU_CHHS_Policies_FINAL.pdf)

Teresa Conner, PhD, Dean of College of Health and Human Sciences:

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

### ***Health Insurance***

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

The college does not provide health insurance for students at any time while enrolled. Students are not covered by workers compensation through NDSU or hospital-affiliates. As specified by the hospital-affiliate, upon admission to a professional program, Allied Sciences students will provide affiliated hospital designates with proof of insurance. Insurance may be obtained through the University or a company selected by the applicant. The following links may be 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/)  
<https://www.healthcare.gov/young-adults/college-students/>

### ***Health Vaccines/Exposure Risks***

Students participating in clinical experiences may be exposed to blood and body fluids and the risk of

infection. Prior to beginning an Allied Sciences professional program, hospital-affiliates require that you complete and provide proof of TB (tuberculosis) status and evidence of immunity and/or select immunizations, including varicella (chicken pox), measles, mumps, and rubella, Hepatitis B, tetanus-diphtheria-pertussis, and an annual flu shot. These immunizations must be completed by the student at their own expense. A physical exam and drug screen may also be required by some hospital programs.

### ***Professional Dress***

Students are to dress appropriately during any clinical experience of the program in order to promote and maintain a positive professional image. Appropriate, professional clothes are to be worn when representing the college on any experiential assignment or professional association activity. You will be expected to adhere to dress code policies of affiliated hospitals during the professional program experience, i.e. scrubs, lab coat, nametag, etc. When in doubt, please check with the Allied Sciences department about appropriate dress prior to attending a planned activity or event.

### ***Professional Liability Insurance***

Students are required to have professional liability insurance prior to participating in the professional program. NDSU provides professional liability insurance coverage for all College of Health and Human Sciences' students in amounts up to \$1,000,000 per occurrence and \$5,000,000 aggregate. The department will provide evidence of coverage to the hospital professional program prior to starting the clinical experience.

### ***Scholarships and Awards***

The College of Health and Human Sciences and Department of Allied Sciences have a limited number of scholarships and awards available for assistance to students. In most cases, students must be considered professional-level in order to qualify. Information pertaining to college- or department-sponsored scholarships can be found on the college website. Students accepted into the professional program will receive additional information about professional society and affiliated hospital scholarships and awards. CHHS and department scholarship applications will be available starting early April. The deadline for college and department scholarships for Allied Sciences majors is determined annually and typically occurs in May. For information about scholarships at NDSU and within the CHHS, please see <https://www.ndsu.edu/onestop/finaid/scholarships/> and [https://www.ndsu.edu/healthhumansciences/current\\_students/scholarships/](https://www.ndsu.edu/healthhumansciences/current_students/scholarships/)

## ***College of Health and Human Sciences Policies:***

### ***Criminal Background Check Policy 1.05***

The College of Health and Human Sciences supports the departments in the requirement for criminal background checks if outlined in their policies. If background checks require FBI involvement, this must be coordinated centrally with the Dean's office.

### ***Student Academic and Conduct Standards Policy 1.07***

This policy applies to students enrolled in the College, including those in the pre-professional, professional, and graduate programs.

### **Academic Standards**

Students within the College are expected to remain in good academic standing per the University's

undergraduate or graduate policies. Any student who fails to meet or exceed these standards may be placed on academic alert, continued alert, or academic suspension.

The College strictly upholds NDSU Policy 335 related to academic integrity and 326 related to academic misconduct. Both Policy 335 and Policy 326 can be found here:

<https://www.ndsu.edu/fileadmin/policy/335.pdf>

<https://www.ndsu.edu/fileadmin/policy/326.pdf>

*Program-Specific Academic Standards:* Individual programs within the College may have academic standards that are more stringent than those of the University. Students should refer to their specific program policy manuals for academic standards such as minimum grade requirements, GPA requirements, and course re-take limits to remain in good standing in the program. Students failing to meet academic standards may lead to termination from the College.

*Students Enrolled in College Affiliated Educational Training Programs:* To be in good academic standing within the College, all students enrolled in college affiliated internships, clinical, or experiential training programs are required to uphold the academic standards of that affiliate and will be subject to the terms of probation, suspension, and termination of the affiliated program. Students failing to meet affiliated program academic standards may lead to termination from the College.

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

Students sanctioned for academic violations of the University and/or College Student Academic Standards Policy have the right to appeal. Student appeals must follow the procedure outlined in NDSU Policy 335.

#### Conduct Standards

High standards of professional conduct are expected from all students, both to learning and to promote professional values. Students participating in clinical experiences, rotations, and/or internships must uphold these policies and those of their affiliate site. All students are held responsible for exhibiting honesty, integrity, accountability, confidentiality, and professional demeanor.

Examples of professional misconduct may vary by program and should be included in the program level's student handbook or other guiding document/policy. When a student professional conduct issue arises, programs will notify the department leader with a brief description of the incident and sanctions imposed. This reporting will aid in documentation and tracking purposes.

The College strictly upholds NDSU Policy 601 related to student conduct. Policy 601 can be found here:

<https://www.ndsu.edu/sites/default/files/fileadmin/policy/601.pdf>

#### *Sanctions and Procedure*

Reporting procedures will follow NDSU Policy 601. In general, sanctions may include, but are not limited to:

1. Probation
2. Supervised probation
3. Suspension from the College
4. Termination from the College\*

\*Termination from the College does not prohibit the student from registering elsewhere in the



University.

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:

1. Appeals can be sent to the College Academic Affairs Committee.
2. 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
3. The College Academic Affairs Committee may uphold or lessen the original decision/sanction but not increase the sanctions/actions imposed.
4. The decision of the committee will generally be issued within 15 working days of the receipt of the appeal letter, but may take longer during University recesses, or in the event of complex cases.
5. The Registrar, or other appropriate department on campus, will be advised of the results of the appeal.

### *Unresolved Appeals*

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

### *Incomplete Disciplinary Process*

Students with pending disciplinary or legal actions, with sanctions for which an appeal has been submitted but not resolved, or whose sanctions have not been successfully fulfilled, will not be allowed to graduate from NDSU with a degree, major, or program of study offered by the College of Health 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 College of Health and Human Sciences, in collaboration with the department, 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.

## ***North Dakota State University Policies:***

### ***Student Appeals, Complaints, and Grievances***

The College of Health and Human Sciences and the Department of Allied Sciences 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 an appeal, complaint and/or grievance. Procedures relating to these concerns are available at <https://catalog.ndsu.edu/academic-policies/appeals-complaints-grievances/>. Students who have difficulty accessing this webpage may reach out to the department or Dean's Office (Sudro Hall 123).

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 may be reviewed by the department, college, Dean of Students Office, Office of the Provost, or other appropriate office on campus.

### ***University Grade Appeal Policy 337***

NDSU has an established policy regarding complaints about grading, otherwise known as "grade appeals". The full grade appeal policy, which includes hearing procedures, is available at <https://www.ndsu.edu/sites/default/files/fileadmin/policy/337.pdf>. While students actively considering a grade appeal are referred to the aforementioned website for specific details of the policy, a summary of the policy is outlined below.

With the exception of incomplete grades, a course grade is considered final unless an appropriate appeal is filed by the student. Grade changes are also considered only for those students who have not yet earned a degree for which the course in question was applied.

For a student who has reason to believe that they have been issued an incorrect or inappropriate grade, they must initiate a request for a change of a grade with the instructor within fifteen (15) instructional days of the first day of the semester immediately following the semester in which the grade was awarded. For Spring Semester courses, the request may be made within fifteen (15) instructional days of the start of Fall Semester.

A grade appeal is formally initiated when the student presents the Grade Appeal Form to the instructor. If there is an unsatisfactory decision, the student may present the appeal to the Department Head, and the Dean or a designated college committee, proceeding from one level to the next only after an unsatisfactory decision of the conflict at that level within five (5) instructional days. In the event of an unsatisfactory decision within the college, the student may submit a formal written appeal to the Grade Appeals Board Chair. Such an appeal shall be made within fifteen (15) instructional days after conclusion of the college proceedings as stated above.

### ***Center for Accessibility and Disability Resources (CADR)***

The College strongly encourages any student who suspects they may have a disability to contact the NDSU Center for Accessibility and Disability Resources (CADR) for guidance concerning the steps that are necessary to document and verify the nature and extent of the disability. Consistent with NDSU, state and Federal policies, students with documented evidence of disabilities have every right to request reasonable accommodations of instructors (defined in the broadest sense to include faculty, preceptors, administrators and supervisors), and instructors are required to accommodate reasonable requests. However, such requests are not reasonable if they disrupt, are detrimental to and/or endanger patients, students, co-workers and/or instructors. As such, students who, after reasonable accommodations are

made, do not consistently demonstrate the competencies identified above are ineligible for admission or progression in a professional program.

<https://www.ndsu.edu/accessibility-disability>

### ***Registration Procedures***

Prior to the start of classes each semester, students must register for courses via Campus Connection; see <https://www.ndsu.edu/current-students> → Academic Planning and Registration → Campus Connection.

Registration dates for the next semester are usually scheduled at the midpoint of the current semester. Students are encouraged to register as early as possible during their assigned registration time. Students are expected to make an appointment with their advisor to discuss course selections in advance of registration.

### ***Registration by Class Permit***

Select courses taken by Allied Sciences students - ASCI 125, MLS 200, RS 200, RC 200, MLS 435 - are “by permit only” to ensure that Allied Sciences students who need these required courses are able to complete them on schedule. Permits will be issued by the department according to this schedule: 1) declared majors, in good academic standing, who are applying for the professional program concurrently with permit class enrollment; 2) declared majors, in good academic standing, who must avoid a course conflict in a future semester; 3) declared majors of at least sophomore status in good academic standing, who have a degree plan on file identifying their professional program application semester and have had an Allied Sciences academic advising appointment within the academic year; non-Allied Sciences majors, in good academic standing, following an academic advising appointment in the department of Allied Sciences. When issued an electronic permit, the student may register via Campus Connection as they would for any other course during the online registration period.

Students requesting a permit, who are on College or University academic probation or suspension, will be placed on a wait list within the department. Following review of the most recently completed semester, and upon proof of satisfactory academic progress, permits will be issued as space allows.

In addition, enrollment in MLS 496, RC 400-496, and RS 496 courses is limited to students who have been accepted into their professional-level professional program.

### ***Allied Sciences Technical Standards***

In order to successfully fulfill the role of an allied sciences professional, a student must possess program-designated, minimal mental and physical standards or request reasonable accommodations to meet these requirements. As a part of the professional program application process, students may need to verify in writing that they possess these abilities.

#### ***Medical Laboratory Science Essential Functions***

Essential function requirements to participate in a medical laboratory science hospital program include a sound intellect, good motor skills, eye-hand coordination and dexterity, effective communication skills, visual acuity to perform macroscopic and microscopic analyses or read procedures and graphs, and behavioral skills such as organization, time management and good judgement, even in emergency situations. Specific essential functions for each affiliated hospital program will be provided during the application process.

### *Radiologic Sciences Technical Standards*

Students admitted into affiliated radiologic sciences programs for a professional program must possess program-designated technical standards, which include a sound intellect and emotional health to exercise good judgment even in emergency situations; visual and hearing acuity; physical abilities to lift and position patients; pull, push, and carry equipment; enter data; stand and walk for extended periods of time; and communicate effectively. Specific technical standards for each affiliated hospital program will be provided during the application process.

### *Respiratory Care Technical Standards*

Admission to the respiratory care professional program at Sanford Medical Center Fargo requires that the student demonstrate proficiency in a variety of cognitive, psychomotor, and interpersonal skills. Applicants should review the technical standards to determine their ability to perform and adhere to the standards and identify any areas where a request for accommodations may be necessary. Specific technical standards will be provided during the application process.

### ***Overview of the Professional Program in the Allied Sciences***

An Allied Sciences professional program (MLS-RC-RS 400-496) is a rigorous, full-time class, laboratory, and clinical experience during which the student will learn the theory and clinical competencies of a professional in their related discipline. Prerequisite courses taken on campus during the pre-professional portion of the student's major provide a foundation upon which to build professional knowledge, skills, and behaviors. Therefore, most professional-level programs require that students have successfully completed all courses on campus prior to beginning the professional program. No NDSU courses may be taken along with the professional program without prior approval from the hospital program director and Department of Allied Sciences director.

NDSU maintains affiliation agreements with hospital-based schools of medical laboratory science, respiratory care, radiologic technology/radiography and sonography to which declared Allied Sciences majors may apply for a professional program. A current list of affiliates for each major is listed below and/or available from your Allied Sciences academic advisor.

Admission to the professional program is selective, occurring annually, and requires separate applications be made to each affiliated hospital program (see "Professional Program Application and Admission"). Department staff will assist Allied Sciences majors to complete application requirements.

The professional program is required for each Allied Sciences major and degree. The student's major and degree is not complete without the professional program credits. The professional program is an unpaid educational requirement. Students will register for the appropriate courses each semester of their professional program, and pay tuition and student fees to earn NDSU credit. NDSU's agreement with each affiliated hospital states that NDSU will pay the hospital program up to 85% of tuition paid by the student to NDSU to be applied to the hospital program's tuition. NDSU retains the remainder for administrative purposes. Should the hospital's professional program tuition be greater than the amount paid by NDSU, students are responsible to pay the difference directly to the hospital. Professional programs are excluded from tuition discounts that reduce tuition below the ND resident rate. In addition to NDSU tuition and fees, students are responsible to pay hospital program fees, housing, meals, travel, and other costs related to professional program participation, including uniforms, supplies, immunizations, and textbooks. During the professional-level application process, all estimated fees and costs associated with each program are provided to students. Students who are

eligible to receive financial aid may continue to do so during the professional program.

The professional program schedule does not necessarily follow the NDSU academic calendar or schedule and includes summer sessions. Clinical rotations may include day, evening, night, and weekend shifts. Given the demands of the professional program, it may be more difficult to maintain the kind or level of outside employment that a student had prior to the professional program.

Students should plan to meet with their Allied Sciences academic advisor for more information regarding the professional program sites and admission criteria at least one year prior to anticipated professional program application.

### ***Professional Program Application and Admission***

Allied Sciences students who meet eligibility requirements (see “Applicant Eligibility”) must apply and be formally accepted by the admissions committee of the affiliated hospital program before they may begin their professional program/courses. The university does not grant admission to a professional program. Admission to a professional program requires its own application and supporting documents. The department will direct and assist students to application materials for each affiliate hospital.

Typically, a completed application packet will consist of the application, an essay, references, official copies of college transcripts, and an application fee, which may range from \$25-\$60. Depending on the affiliated hospital, additional documents, i.e. resume, ACT scores, and high school transcripts, may be required. Applications with materials missing by the designated deadlines will not be considered for admission. The department will provide information about deadlines and specific admission criteria for the various affiliates and discuss with students’ ways to create a competitive applicant profile.

Completed applications will be reviewed by the hospital program’s admissions committee. If granted an interview, students are expected to travel to the hospital site at their expense. Interviews may consist of oral and written questions. Interviews may be conducted one-on-one or by a panel of program representatives. Practice interviews are highly recommended and may be arranged through the NDSU Career and Advising Center to help students prepare.

Applicants are notified of their acceptance as rapidly as admission decisions are made; however, timelines for notification of acceptance into the program will be determined by the professional program’s admissions committee. The size of each entering professional program class is limited by the availability of the resources of the hospital affiliate’s program and the capacity of the clinical facilities to ensure a quality learning experience for each student.

Application to the professional-level programs for each major occurs annually:

Medical Laboratory Science – late September-October

Radiologic Sciences – late November-early December

Respiratory Care – March 1

Being an Allied Sciences major at NDSU does not guarantee acceptance into the professional program. Applicants who are offered a position in the professional program are required to submit a nonrefundable deposit fee to the hospital program to assure a place in the class. More information will be included in the letter of acceptance from the hospital program. An additional fee for a background check may be requested at this time by the hospital. **Acceptance into the professional program is**

**conditional based on successful completion of remaining prerequisite courses on campus, a satisfactory background, and receipt of the deposit and hospital-specific documents by the deadline.**

### **Applicant Eligibility**

Students eligible to apply for professional programs within the affiliated hospital programs will have met the following requirements:

- Declared pre-professional MLS, RC, or RS major appropriate to professional program of interest;
- Plan of study on file with the Department of Allied Sciences that verifies the student's ability to complete professional program prerequisite courses on campus by start of the professional program, including resident credits at NDSU for transfer students;
- Achieved the minimum GPA required by the professional program;
- Earned a minimum grade of 'C' in all courses used to fulfill major and degree requirements;
- Met the minimum mental and physical requirements specified by the hospital program;
- Supplied completed application, references, official transcripts, and other supporting documents as directed;
- Complied with criminal background and student conduct requirements

A 'competitive' candidate will exceed the minimum requirements for eligibility. In general, selection of interns is based on academic performance, courses completed, satisfactory background, related experience, references, and a personal interview at the hospital affiliated site. ACT scores and high school course grades may also be considered. Transcript evaluations prepared by the Department of Allied Sciences will verify satisfactory completion of requirements for entrance into a professional program.

### **Additional Program-Specific Attributes**

#### ***Respiratory Care:***

Applicants must achieve a minimum cumulative and core course GPA of at least 2.50 at the time of application. Core courses are: human anatomy and physiology and labs, chemical concepts and applications and lab, biochemistry, microbiology and lab, fundamentals of physics, medical terminology, and college algebra. Prerequisite courses include the core courses listed above plus RC 200-Introduction to Respiratory Care, general psychology, microcomputer packages, and introductory statistics. The number of attempts of core courses will be limited to two. Students may apply to the RC professional program a maximum of two times.

#### ***Sonography:***

Applicants must achieve a minimum cumulative and core course GPA of at least 3.00 at the time of application. Core courses are: human anatomy and physiology and labs, college physics and labs, medical terminology, statistics, and psychology. The number of attempts of core courses will be limited to two. Students may apply for the sonography professional program a maximum of two times.

### **Reapplication to Professional Programs**

A student who has applied to the professional program but is not accepted, fails to complete the pre-admission procedures, fails to enroll after being accepted, or fails to complete required pre-professional courses may reapply for admission to the professional program in subsequent years. Students not accepted into a professional program after completing the application procedures are encouraged to

meet with their advisor to discuss ways to improve their candidacy before reapplying. All academic and admission requirements in force at the time of their reapplication must be met. Students may apply for the Respiratory Care and Sonography professional programs a maximum of two times.

### ***Professional Program Regulations***

Students should be aware of and adhere to the following regulations, if accepted into the professional program:

- The student will honor their commitment and immediately notify the Program Director should they not be able to participate in the professional program.
- The student will register for the professional program credits at NDSU and pay associated NDSU tuition/fees. In addition to NDSU costs, affiliated hospital programs may assess other program related fees which the student will pay directly to the hospital. Professional programs include summer sessions. This must be considered when arranging financial aid.
- Professional programs are excluded from tuition discounts that reduce tuition below the ND resident rate.
- NDSU Allied Sciences affiliation agreements state that NDSU will reimburse the hospital program up to 85% of NDSU tuition paid by the student and retain the remainder for administrative purposes. Should the hospital program's tuition be greater than the amount paid by NDSU, students are responsible to pay the difference directly to the hospital. Students who qualify to receive financial aid through NDSU may continue to do so during the professional program.
- The student is responsible for any additional costs associated with participation in the professional program, such as, but not limited to, a background check, travel, meals, lodging, texts, uniforms, and supplies, or any other additional program fees.
- The student will be required to comply with health status requirements established by the hospital's policies. These requirements may include providing evidence of immunity to measles, mumps and rubella, varicella (chicken pox), tetanus-diphtheria-pertussis, a current negative tuberculosis (TB) skin/blood test, receipt or declination of the Hepatitis B vaccination series, a drug screen, and annual influenza immunization, all at the student's expense. A physical exam may also be required.
- The student will be required to have professional liability insurance, which is provided by NDSU, and personal health insurance for the duration of the professional program.
- The student will respect and function according to the hospital program's policies, including confidentiality, privacy, and safe work practices and collaborate with designated preceptors regarding coordination of their schedule and supervision of the educational and clinical experience. In addition, the student will be subject to the rules, regulations, and policies of the College including ethical and professional conduct.
- No pre-professional courses may be taken along with professional-level courses without prior permission from the department and hospital program director.

### ***FAQs***

The following is a series of informal responses to questions frequently asked about rules and procedures within the College and department.

#### ***What is a "Special Elective"?***

Special elective courses are required within the Respiratory Care and Radiologic Sciences curriculum. They are courses that further a student's professional development by expanding upon subject matter

included in the professional curriculum or by addressing subject matter not included in the professional curriculum but relevant to the health care profession. Your advisor will assist you in selecting coursework relevant to your goals. Course options can be viewed using the NDSU undergraduate curriculum catalog (<https://catalog.ndsu.edu/curriculum/undergraduate/>)

#### *How is the Allied Sciences professional program graded?*

For programs with multiple affiliations, an NDSU grade of “Pass” is awarded for successful completion of each term of the professional program. Specific letter grades are assigned by the hospital program and are not included in the calculation of NDSU’s grade-point average. Grades assigned by the hospital program are recorded on the hospital program’s official transcript.

#### *What is the “professional program”?*

The professional program is the professional level of didactic and clinical education based at an affiliated hospital. During this portion of your program, you will participate in class, lab, and clinical experiences onsite at an affiliated hospital to learn theory and practice the competencies expected of a professional in your discipline.

#### *When can I apply for an Allied Sciences professional program?*

Pre-professional Allied Sciences students who are enrolled at NDSU and meet the following admission requirements may be eligible to apply to affiliated hospital programs:

- Declared pre-professional MLS, RC, or RS major, as appropriate to professional program of interest;
- Plan of study on file with the Department of Allied Sciences that verifies the student’s ability to complete professional program prerequisite courses on campus by start of the professional program, including resident credits at NDSU for transfer students;
- Earned a minimum grade point average (GPA) of 2.50-3.00 as required by the hospital program by the professional program application deadline. GPA requirements vary by hospital program;
- Earned a ‘C’ or better in all courses to be used to fulfill major and degree requirements;
- Meet the program-designated technical standards/essential functions (mental and physical requirements) or request reasonable accommodations to meet these standards;
- Comply with criminal background and student conduct requirements.

Your advisor will assist you to develop a competitive profile of in- and out-of-class experiences for serious consideration as an applicant.

#### *How difficult is it to get into a professional program?*

Selection of professional-level students is competitive and is typically based on academic performance, courses completed, related experience, references, and a personal interview conducted at the affiliated hospital site. In addition, compliance with criminal background and conduct standards is required.

MLS or RS students’ chance of being accepted into a professional program will increase if they apply to more than one program, possibly necessitating relocation from the Fargo-Moorhead area. Though a minimum GPA requirement may be established by the professional program, competitive GPAs are historically 3.00 and higher. Job shadows, related work experience and/or volunteer experience has become increasingly common and valuable as part of the accepted student’s profile. Meet with your advisor for assistance to be as prepared as possible for the professional program selection process.



*Can I take NDSU classes while I am in the professional program?*

You will be registered for NDSU's professional-level courses each semester of the professional program. Besides the professional program class, most hospital programs require that students complete all courses on campus prior to beginning the professional program. No courses may be taken during the professional program without prior approval from the Department of Allied Sciences director and hospital program director.

*Is the professional program paid?*

No. The professional program is not paid. You earn academic credit for the professional program, so will continue to register for credit and pay NDSU tuition and fees. Your degree will not be complete without these credits.

*What is the professional program schedule?*

The professional program schedule of class, lab and clinical varies among hospital programs. Some programs might have half of the day spent in class and the other half in clinical. Others have a full day of clinical on some days of the week and full class days on the others. RC, and a couple of the RS and MLS programs, have class blocks followed by clinical blocks.

*Will I get any help with professional program application?*

The Allied Sciences Department will guide and assist you throughout the application process. They will explain the process and assist students to submit the proper materials. This is an important milestone in the Allied Sciences education, so Department personnel will be there to support you along the way.

*What if I don't get a professional program the first time I apply?*

If not accepted, hospital programs give feedback to the department that will be shared with you during a feedback appointment. This information is very helpful to assist you in creating an action plan to become a better candidate should you choose to reapply. The acceptance rate for reapplicants who have improved their qualifications using the feedback is excellent.

*Could I do the professional program in any hospital?*

No. NDSU has contracts with hospital-based programs that offer professional programs for Allied Sciences students. Each hospital program is within a teaching hospital that employs specialized teaching staff and provides the classroom, lab facilities, and clinical resources to teach students the theory and competencies needed to graduate and enter the profession.

*Can I work during the professional program?*

Many students do have part-time jobs. However, given the demands of the professional program, it may be difficult to maintain the kind or level of outside employment you may have had before the professional program. If a student chooses to hold part-time employment, it should not interfere with class and clinical attendance and/or responsibilities.

*Who do I contact in the department when I have questions or concerns?*

We recommend first contacting your academic advisor, who can assist you in identifying the correct resource(s) and contact(s).

*How do I contact College administrators?*

The Dean of the College of Health and Human Sciences is Dr. Teresa Conner. She is eager to meet

students and is deeply concerned about the education they receive, as well as problems facing students at NDSU. To set up an appointment with her, contact her assistant, Lori Witt, at 701-231-5383. The Dean's Office is located in Sudro Hall 123.

The Director of Allied Sciences is Aleisha Lokken. She can be contacted by email ([aleisha.d.lokken@ndsu.edu](mailto:aleisha.d.lokken@ndsu.edu)) or phone (701-231-7837). Her office is located in Sudro Hall 131S.

### *Where to go for help*

Many decisions and actions a student make may impact progress in courses, their major and degree, so we highly recommend that when a student requires assistance, they begin by contacting their academic advisor. An academic advisor can assist the student to:

- Identify and use university resources. This may range from how to check on a course grade, how to add a minor area of study, finding class tutors, getting involved on campus, or initial planning for a study abroad;
- Make informed decisions regarding academic and career plans;
- Create an individualized plan of study to complete degree and major requirements, including experiences outside of the classroom;
- Utilize sources of accurate information about university and college policies and requirements;
- Analyze personal strengths, weaknesses, interests, values, and skills as they relate to the student's educational and career goals;
- Set short-term, intermediate, and long-term goals based on self-understanding and overall life goals;
- Evaluate progress toward established goals and educational plans.

Additionally, students are commonly referred to One Stop, located on the main level of the Memorial Union, phone (701-231-6200), or <https://www.ndsu.edu/onestop>. This centralized service can assist in explaining policies and procedures and answering questions related to student accounts, financial aid, and registration and records.

### ***Reservation of Rights***

NDSU retains the right to change rules, regulations, and offerings related to academics, which can affect current and future students. The University Catalog is the official source, but even its contents are subject to modification.

***Annual Pledge, FERPA Notification, and Signature***

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

My current program:

\_\_\_\_\_ Medical Laboratory Science

\_\_\_\_\_ Radiologic Sciences

\_\_\_\_\_ Respiratory Care

Date \_\_\_\_\_

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

Signature \_\_\_\_\_

## APPENDIX A: Sample Plan for Medical Laboratory Science

### Fall 1 – 17 Credits

ASCI 190	Critical Thinking, Academic & Professional Skills (3)
BIOL 150	General Biology I (3)
BIOL 150L	General Biology I Lab (1)
CHEM 121	General Chemistry I (3)
CHEM 121L	General Chemistry I Lab (1)
MATH 103	College Algebra (3)
ENGL 110	College Comp I (3)

### Spring 1 – 16 Credits

CHEM 122	General Chemistry II (3)
CHEM 122L	General Chemistry II Lab (1)
BIOL 151	General Biology II (3)
CSCI 114	Computer Applications (3)
ENGL 120	College Comp II (3)
STAT 330	Intro Statistics (3)

### Summer 1 – 0 Credits

### Fall 2 – 16 Credits

MLS 200	Intro to MLS (1)
BIOL 220	Human Anatomy & Physiology I (3)
BIOL 220L	Human Anatomy & Physiology I Lab (1)
CHEM 341	Organic Chemistry I (3)
CHEM 341L	Organic Chemistry I Lab (1)
MICR 350	General Microbiology (3)
MICR 350L	General Microbiology Lab (2)
XXXX	Gen Ed Wellness (2)

### Spring 2 – 15 Credits

BIOL 221	Human Anatomy & Physiology II (3)
BIOL 221L	Human Anatomy & Physiology II Lab (1)
CHEM 342	Organic Chemistry II (3)
MICR 460	Microbial Pathogenesis (3)
MICR 460L	Microbial Pathogenesis Lab (2)
COMM 110	Fundamentals of Public Speaking (3)

### Summer 2 – 0 Credits

### Fall 3 – 16 Credits

BIOL 315	Genetics (3)
BIOL 315L	Genetics Lab (1)
BIOC 460	Foundations of Biochemistry (3)
BIOC 460L	Foundations of Biochem Lab (1)
MICR 470	Basic Immunology (3)
MICR 471	Immunology and Serology Lab (2)
XXXX	Gen Ed Social & Behavioral Sciences & Global Perspectives (3)

### Spring 3 – 16 Credits

MLS 435	Hematology (2)
MICR 463	Clinical Parasitology (2)
ENGL 3XX	Gen Ed Upper Division Writing (3)
XXXX	Gen Ed Social & Behav. Sciences (3)
XXXX	Gen Ed Humanities/Fine Arts (3)
XXXX	Gen Ed Humanities/FA and Cultural Diversity (3)

### Summer 3 or 4 – 6 Credits

MLS 496	Field Experience
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### Fall 4 – 12 Credits

MLS 496	Field Experience
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### Spring 4 – 12 Credits

MLS 496	Field Experience
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## APPENDIX B: Sample Plan for Radiologic Sciences

### Fall 1 – 16 Credits

ASCI 190	Critical Thinking, Academic & Professional Skills (3)
CHEM 117	Chem. Concepts & Applications (3)
CHEM 117L	Chem Concepts & App Lab (1)
CSCI 114	Computer Appl. (3)
ENGL 110	College Comp. I (3)
MATH 105	Trigonometry (3)

### Spring 1 – 17 Credits

BIOC 260	Elements of Biochemistry (4)
ASCI 125	Med. Term. (1)
STAT 330	Intro Stats (3)
MICR 202	Intro Microbiology (2)
MICR 202L	Intro Micro Lab (1)
PSYC 111	Intro to Psych (3)
ENGL 120	College Comp. II (3)

### Summer 1 – 0 Credits

### Fall 2 – 17 Credits

RS 200	Intro to RS (1)
BIOL 220	Human Anatomy & Physiology I (3)
BIOL 220L	Human Anatomy & Physiology I Lab (1)
PHRM 170	Diseases, Prev., Treatment (2)
PHYS 211	College Physics I (3)
PHYS 211L	College Physics I Lab (1)
COMM 110	Fundamentals of Public Speaking (3)
XXXX	Gen Ed Social & Behavioral Sciences & Global Perspectives (3)

### Spring 2 – 17 Credits

BIOL 221	Human Anatomy & Physiology II (3)
BIOL 221L	Human Anatomy & Physiology II Lab (1)
PHYS 212	College Physics II (3)
PHYS 212L	College Physics II Lab (1)
XXXX	Special Elective (dept. approved) (3)
XXXX	Gen Ed Humanities/Fine Arts (3)
XXXX	Gen Ed Humanities/FA and Cultural Diversity (3)

### Summer 2 – 3 Credits

ENGL 3XX	Gen Ed Upper Division Writing (3)
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### Fall 3 – 1-15 Credits

RS 496	Field Experience
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### Spring 3 – 1-15 Credits

RS 496	Field Experience
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### Summer 3 – 1-15 Credits

RS 496	Field Experience
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### Fall 4 – 1-15 Credits

RS 496	Field Experience
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### Spring 4 – 1-15 Credits

RS 496	Field Experience
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### Summer 4 – 1-15 Credits

RS 496	Field Experience
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\* Total number of credits per semester for RS 496: Field Experience will vary based on pathway and hospital placement.

## APPENDIX C: Sample Plan for Respiratory Care

### Fall 1 – 16 Credits

ASCI 190	Critical Thinking, Academic & Professional Skills (3)
CHEM 117	Chem. Concepts & Applications (3)
CHEM 117L	Chem Concepts & App Lab (1)
CSCI 114	Computer Appl. (3)
ENGL 110	College Comp. I (3)
MATH 103	College Algebra (3)

### Spring 1 – 16 Credits

BIOC 260	Elements of Biochemistry (4)
STAT 330	Intro Stats (3)
MICR 202	Intro Microbiology (2)
MICR 202L	Intro Micro Lab (1)
ENGL 120	College Comp II (3)
PHRM 170	Diseases, Prev., Treatment (2)
ASCI 125	Med. Term. (1)

### Summer 1 – 0 Credits

### Fall 2 – 17 Credits

RC 200	Intro to RC (1)
BIOL 220	Human Anatomy & Physiology I (3)
BIOL 220L	Human Anatomy & Physiology I Lab (1)
COMM 110	Fundamentals of Public Speaking (3)
PSYC 111	Intro to Psych (3)
XXXX	Special Elective (dept. approved) (3)
XXXX	Gen Ed Social & Behavioral Sciences & Global Perspectives (3)

### Spring 2 – 16 Credits

PHYS 120	Fundamentals of Physics (3)
BIOL 221	Human Anatomy & Physiology I (3)
BIOL 221L	Human Anatomy & Physiology I Lab (1)
XXXX	Special Elective (dept. approved) (3)
XXXX	Gen Ed Humanities/Fine Arts (3)
XXXX	Gen Ed Humanities/FA and Cultural Diversity (3)

### Summer 2 – 3 Credits

ENGL 3XX	Gen Ed Upper Division Writing (3)
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### Fall 3 – 15 Credits

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RC 401	Cardiopulmonary Anatomy & Physiology (4)
RC 402	Gas/Humidity/Aerosol Therapy (3)
RC 403	Pharmacology (3)
RC 404	General Respiratory Care & Assessment (3)
RC 405	Respiratory Skills Lab I (1)
RC 406	Clinical I (1)

### Spring 3 – 15 Credits

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RC 411	Respiratory Care in the Critical Care Setting (3)
RC 412	Mechanical Ventilation I (2)
RC 413	Pathology I (2)
RC 414	Airway Clearance & Lung Expansion Therapies (2)
RC 415	Neonatal/Pediatrics I (2)
RC 416	Skills Lab II (1)
RC 417	Clinical II (3)

### Summer 3 – 13 Credits

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RC 421	Airway Management (2)
RC 422	Respiratory Care in Emergency Settings (1)
RC 423	Mechanical Ventilation II (3)
RC 424	Pathology II (2)
RC 425	Neonatal/Pediatrics II (2)
RC 426	Pulmonary Diagnostics (1)
RC 427	Respiratory Care in Alternative Settings (1)
RC 428	Respiratory Skills Lab III (1)

### Fall 4 – 12 Credits

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RC 431	Clinical III (5)
RC 432	Professionalism in Respiratory Care (3)
RC 494	Respiratory Care Specialty (4)

\*\* For 2025-2026 academic year, RC 401-432 are all included under NDSU's RC 496: Field Experience course.