

A stylized sun with a yellow and orange gradient, partially obscured by a white horizon line. The sun's rays are represented by several triangular shapes in shades of red and orange, extending upwards and outwards from the sun. The background is a solid dark red color.

SCHOOL OF NURSING

STUDENT HANDBOOK  
2008-2009

UNABRIDGED VERSION

UNIVERSITY OF MINNESOTA  
**Driven to Discover**<sup>SM</sup>

## **2008-2009 SCHOOL OF NURSING CALENDAR**

First day of classes	September 2, 2008
SoN Scholarship & Fellowship reception	October 13, 2008
Nursing Research Day	April 24, 2009
BSN Commencement	May 15, 2009

## **SCHOOL OF NURSING CONTACT INFORMATION**

School of Nursing  
University of Minnesota  
5-160 Weaver-Densford Hall  
308 Harvard Street SE  
Minneapolis, MN 55455

Phone: 612-624-9600 (Twin Cities)  
1-800-598-8636 (toll free)

Fax: 612-626-2359

E-mail: [sonstudentinfo@umn.edu](mailto:sonstudentinfo@umn.edu)

Web: [www.nursing.umn.edu](http://www.nursing.umn.edu)

## **TABLE OF CONTENTS**

### **Advising and Student Services**

Advising .....	5-6
Advising Appointments .....	6
Advising: Quick reference guide .....	6
Office of Student and Career Advancement Services (OSCAS) .....	6-7

### **BSN Program Information**

Program Objectives for the BSN Program .....	7-8
--	-----

### **Curriculum and Requirements**

BSN Curriculum .....	8-9
----------------------	-----

### **Expenses Related to Nursing Education .....**

9

### **Requirements for Entering and Continuing in the BSN Program**

CPR Requirements .....	9
Health Requirements .....	9-10
Background Study .....	10
Appearance and Dress (specific guidelines) .....	10-12
Adaptation of Uniform .....	13
School of Nursing Computer Requirements .....	13

### **Academic Standards .....**

13-14

### **Behavioral Standards .....**

15-16

### **Technical Standards Performance Requirements and**

Disability Accommodations .....	16-17
---------------------------------	-------

### **Accommodations**

Technical Standards .....	16
Services for Students with Disabilities .....	16-17

### **Student Information**

University E-Mail Account .....	17
Adult Progress Audit System (APAS) Reports .....	17
Dean's List .....	18
Petitions .....	18
Graduation Requirements .....	18
Graduation with Distinction .....	18

Honors .....	19
Professional Licensure .....	19

### **Policies and Procedures**

Attendance/Absences .....	20
Change of Registration .....	20-21
Voluntary Withdrawal (from Classes) .....	21
One-Time Drop .....	21
Leave of Absences .....	21
Re-entry into the BSN Program .....	21-22
Grading .....	22
University of Minnesota Grading and Transcript Policy .....	22-23
Incomplete Grades .....	23
Satisfactory/Unsatisfactory Progress .....	23-24
Academic Probation .....	24
Grievances .....	25
Filing a Report of Student Misconduct .....	25-27
Student Misconduct Hearing Procedures .....	27-29
Access to Student Records .....	29
Equal Opportunity .....	30

### **Student Resources**

Boynton Health Service .....	30-31
Housing & Residential Life .....	31
Services for Students with Disabilities .....	31
University Counseling and Consulting Services .....	31-32

### **Student Groups and Organizations**

National College Board .....	32
Alpha Tau Delta .....	33
National Student Nursing Association .....	33
Sigma Theta Tau International .....	33
School of Nursing Alumni Society .....	34
Council for Health Interdisciplinary Participation (CHIP) .....	34

## **ADVISING AND STUDENT SERVICES**

### **Advising**

Nursing students are assigned two advisors throughout their BSN program—a faculty advisor and a professional academic advisor located in the Office of Student and Career Advancement Services in 5-160 Weaver-Densford Hall. Each student is assigned a faculty advisor upon entry into the School of Nursing. That faculty advisor will remain your advisor for the duration of your degree. The professional academic advisor for the BSN program is Andrea Raich. The faculty and academic advisors partner to provide a comprehensive service to you as a student. Although you are always welcome to see either advisor for any concern, each has areas of expertise. Please use the following guide to determine what advisor you should see for specific issues.

#### *Faculty Advisors*

Faculty advisors are professors/educators in the School of Nursing, and have a wealth of experience that they can share with students regarding how to succeed in the academic environment. Your faculty advisor may have suggestions about key classes that will be excellent elective courses that go beyond the courses required for the major, as well as ideas about research opportunities for undergraduates. Faculty advisors can also be a good resource if you are having trouble with your nursing coursework. They are experts in their field, and will be able to answer questions specific to the career of nursing, as well as guide you through preparing for a research career or graduate school. After meeting with you several times to discuss your academic progress and personal goals, your faculty advisor may know you well enough to write supporting letters when you are ready to apply for scholarships or for admission to graduate or professional programs.

Students can check their Academic Progress Audit Report System (APAS) report or transcript online to learn the name of their faculty advisor. If a faculty advisor is not listed, the Office of Career and Advancement Services should be notified by calling 612-625-7980.

#### *Professional Academic Advisor*

Although you are responsible for your progress in school and staying up to date on your degree progress, your academic advisor is here to help you with questions or issues that arise along the way. The Academic Advisor for the BSN program is Andrea Raich. Andrea can assist you with many day to day advising issues, such as planning liberal education classes, declaring a minor, submitting a petition,

dropping courses, graduation planning, or adjusting to college life.

To make an appointment, contact Andrea directly at 612.624.1906 or [araich@umn.edu](mailto:araich@umn.edu).

## Advising Appointments

You are welcome to meet with either of your advisors at any time during the academic year. You must take the initiative to arrange the first and each subsequent meeting with your advisors. It is advisable that you touch base with both of your advisors at least once or twice a year to be sure you are on track with your academic program.

## Advising—Quick Reference Guide

Student Issue	Faculty Advisor	Academic Advisor
Transfer credit evaluations		X
Petitions	X	X
Leave of Absence	X	X
Academic probation and suspension processing and advising		X
Registration hold releases		X
Graduation and commencement		X
Concerns/grievances related to SON or University policies	X	X
Career planning or graduate school planning	X	X
Issues with clinicals or nursing courses		
Questions about the nursing profession	X	
Academic difficulties	X	X
Liberal Education coursework		X
Dropping a class		X
Study abroad planning		X

## Office of Student and Career Advancement Services

The OSCAS staff is here to help you in a variety of ways as you move through your undergraduate degree program. Some areas we can assist with are:

- Academic advising
- Scholarship questions
- Materials and information about School of Nursing academic programs

## School of Nursing Student Services Staff

Name	Title	E-mail
Gale Shea	Director, Student Services	sheax001@umn.edu
Jaime Gearhart	MN/DNP Academic Advisor	siska001@umn.edu
Katie McLain	Student Services Specialist	mclai025@umn.edu
Robin Peterson	Enrollment Coordinator	pete5716@umn.edu
Andrea Raich	BSN Academic Advisor	araich@umn.edu
Kari Schuster	Exec Admin Specialist	schu1066@umn.edu

### *Contact Information*

5-160 Weaver-Densford Hall  
308 Harvard Street S.E.  
Minneapolis, MN 55455  
Phone (612) 625-7980  
Fax (612) 625-7727  
Email [sonstudentinfo@umn.edu](mailto:sonstudentinfo@umn.edu)

## **BSN PROGRAM INFORMATION**

### **Program Objectives for the BSN**

The baccalaureate program prepares outstanding graduates who are skilled in delivering nursing care, able to contribute to the evolving science of nursing, and capable of moving into leadership positions where they can positively influence health care for individuals and groups. Graduates are ready for entry into nursing practice and for graduate study. They are prepared to provide nursing care to clients in a variety of settings, to use a scholarly approach to acquiring knowledge, to be life-long learners, and to be leaders in nursing. Graduates are confident of their contributions to the care of clients, identify with nursing as a profession, and are able to articulate the nurse's role to other disciplines in health care and to the public.

At the completion of the program, the students will:

- View individuals, families, communities and populations as unique and as interacting with an ever-changing environment
- Describe the focus of nursing as caring in the human health experience
- Describe health as a process energized by a dynamic force that facilitates movement toward optimal well-being and is manifested through interaction with the environment

- Demonstrate competence in the delivery of nursing care that reflects sensitivity to diversity and incorporates ethical knowledge
- Demonstrate personal responsibility for lifelong learning and for consistent and creative incorporation of a broad knowledge base into professional nursing practice
- Use critical thinking skills to evaluate knowledge for its relevance to practice and for its potential for contributing to the discipline
- Foster innovation and manage change in the delivery of care to improve outcomes

The BSN program is for high-ability, achievement-oriented students and provides a challenging learning environment with innovative approaches to faculty-student relationships and scholarly learning experiences. Nursing courses include lectures, on-line activities, seminars, laboratories, and clinical practice. Students learn client care in hospitals, clinics, homes, long-term care facilities, and other health care settings. Students provide care to clients with diverse health care problems in real-life situations.

## **CURRICULUM AND REQUIREMENTS**

### **BSN Curriculum**

The School of Nursing educates students in theoretically based nursing care with emphases on clinical competence, leadership skills, and critical evaluation. The program prepares students to be skilled clinicians who think critically and analytically as they encounter patient needs and health care issues. The school's membership in the University of Minnesota Academic Health Center allows opportunities for interdisciplinary research and study.

The program is a sequence of nursing courses spanning six semesters. Coursework covers concepts of nursing, health, family, ethics, leadership, informatics, teaching, learning, transcultural care, global health, and research. Students develop psychomotor skills during laboratory simulations and they apply coursework learning to patient, family, and population-based care in clinical settings.

Coursework covers physical assessment, interpersonal communication, professional and leadership issues, research methods, and health care delivery systems. The school has contracts with a variety of agencies for use of their facilities for student clinical experiences in settings such as acute care hospitals, public health agencies, residence and long-term care facilities, clinics, child care

centers, and schools. All students must complete a clinical immersion in the final semester. These clinical experiences are planned and supervised by faculty members.

To complete the BSN degree, students must complete at least 120 total semester credits. All University of Minnesota Liberal Education Requirements must be satisfied.

BSN Curriculum Guides can be found at [www.nursing.umn.edu](http://www.nursing.umn.edu) or in the Office of Student and Career Advancement Services.

## **EXPENSES RELATED TO NURSING EDUCATION**

Current undergraduate tuition rates and fees can be found at <http://onestop.umn.edu/finances/tuitionrates>.

In addition to books and general supplies, other essential items are uniforms, laboratory coat, photo ID badge, a watch with a second hand, and a stethoscope must also be considered in educational costs. Purchase of additional equipment may be recommended as clinical experiences and placements warrant.

With an ever-increasing number of clinical assignments at off-campus locations, students should include reliable transportation costs in their educational planning, as students are responsible for providing their own transportation to and from clinical sites.

Hospitalization insurance is mandatory for students carrying more than 6 credits. For students who do not have a Boynton-approved private carrier, student insurance is required.

## **REQUIREMENTS FOR ENTERING AND CONTINUING IN THE BSN PROGRAM**

### **CPR Requirements**

Students who have been admitted to the School of Nursing are required to have current certification in cardiopulmonary resuscitation (CPR) at the health professional level. These documents must be on file with the Office of Student Services and updated annually. Students whose CPR documentation has expired may not progress academically or care for patients at clinical sites until the documentation is current.

## **Health Requirements**

Students who have been admitted to the School of Nursing are required to provide evidence that they are up to date with Academic Health Center required vaccinations. Please see the Boynton Health Service website for up to date information on immunization requirements: [www.bhs.umn.edu/services/AHC](http://www.bhs.umn.edu/services/AHC).

All vaccination records will be maintained by Boynton Student Health Services. Students are advised to keep copies of all records pertaining to health care certifications and vaccination status for their personal/employment needs.

## **Background Study**

Minnesota state law requires a background check on any person who directly works with patients or residents in health care facilities. The state allows educational programs to initiate the background studies on their students as an alternative to each licensed facility requesting the studies. Results of background checks initiated by an educational program may be released to the clinical sites where students are placed. Students sign a Release of Information form that allows the School of Nursing to share results with other facilities. The Background Study results are valid for one year only; therefore, you must update this each year. (Note: If the results of the Background Study disqualify you from having direct patient contact and if the disqualification is not set aside by the Commissioner of Health, you may not be accepted for clinical placement at licensed facilities. Consequently, you might not be eligible for a degree in our program. If you are disqualified but have requested reconsideration from the Commissioner of Health, in most circumstances clinical sites may allow you to continue direct patient contact at their facility, pending the outcome of the reconsideration. You must, however, provide documentation that you have requested the reconsideration.)

Minnesota Department of Human Services  
Division of Licensing  
Background Study Unit  
444 Lafayette Road  
St. Paul, MN 55155-3842

## **Appearance and Dress**

The School of Nursing supports individuality and self-expression within its student body. However, students enter clinical sites as guests of that institution and are viewed as representative of the University of Minnesota. Therefore, students are asked to abide by the rules governing professional dress and appearance as

explained at each institution. Generally, instructors will review dress code during the orientation to each clinical setting.

The official school uniform for hospital experiences, as of fall 2008, is maroon scrubs with the official University of Minnesota School of Nursing emblem embroidered on the left in gold stitching. Scrubs must be ordered through Signature Concepts at [www.signatureconcepts.com/uofmnursing](http://www.signatureconcepts.com/uofmnursing). The full length lab coat with the official school emblem is required for clinical preparation, and also must be ordered through Signature Concepts. In addition, students have the option of wearing a matching maroon scrub jacket (without logo) with the maroon scrubs.

For outpatient clinical experiences students may wear business casual dress (khaki pants or slacks, no jeans, no shorts, no Capri pants; professionally appropriate shirts/tops, no t-shirts, no bare midriff shirts, no low cut tops; no flip/flops—many institutions prohibit open-toe shoes). In some settings the lab coat may be required.

Photo identification tags identifying you as a University of Minnesota School of Nursing student must be worn during all clinical coursework in a way that clearly identifies the student.

Students should always consider the client/patient perception of their physical presentation with respect to the individual client's social, cultural and economic situation. When assessing standards for a site, it may be helpful to pay attention to the dress and behavior of professional staff on the unit or agency and always use common sense. Remember that when acting outside the University classroom, you will be seen as a guest, an ambassador and a professional-in-training.

(See also Conduct Code section on Academic and Behavioral Standards.)

### **Appearance and Dress: Specific Guidelines**

*Shoes:* For safety purposes, the shoes should not be sandals or have open toes or heels. It is good practice to wear shoes in the clinical area exclusively in clinical, due to the potential exchange of bacteria/viruses between environments. Shoes worn with scrubs should be primarily white shoes with no advertisement (inconspicuous logos are acceptable such as the Nike swoosh), with white socks. Clogs, sandals, crocs with holes, open-toed or open-heeled shoes or canvas tennis shoes are not appropriate.

*Clothing for professional settings outside of the hospital:* Tight-fitting, torn or low-cut clothes should be avoided, as they may be interpreted by patients as unprofessional or seductive. Examples include plunging necklines, sleeveless shirts, shorts or short skirts, low rise pants, exposure of the abdomen, too tight or too loose fit, or wearing hats or caps, etc.

*Jewelry:* Only small post earrings are allowed in clinical areas. Dangling or hoop earrings and bracelets are prohibited, as they may pose a safety issue. Fairview-University Medical Center and Mayo Clinic policies ask employees (thus SON students) to wear only post-style earrings. Visible body jewelry (nose, brow, tongue rings) should be removed in patient care environments. Either a watch with a second hand or a digital watch that can track seconds is required.

*Fragrances:* Students should not wear perfume or aftershave and should avoid tobacco smoke or pet hair, keeping in mind that patients frequently experience nausea or sensitivity to smell. Do not neglect your own self-care, paying attention to areas such as adequate sleep and good personal hygiene.

*Hair and nails:* The appropriateness of unnatural hair colors, body jewelry, or visible tattoos can vary widely with your clinical setting and patient population. A student should choose the most professional option and respect the policies of the clinical site, being a representative of the University of Minnesota School of Nursing.

Suggestions include: wear hair above the collar or tied back securely with a clip or band, avoid large hair bows/scarves, trim beards and mustaches, and avoid facial stubble. See Adaptations of the Uniform below.

Fingernails should be clean and trimmed to moderate length with no polish. Acrylic nails and other enhancements are prohibited because of documented outbreaks of infection due to gram negative bacteria associated with artificial nails and nail polish.

*Improper dress:* Faculty members will tell an improperly dressed student to leave the clinical setting and return in proper uniform. Attention to personal hygiene and grooming is expected.

## **Adaptations of the Uniform**

- Uniform adaptations for inclement weather or special laboratory activities will be communicated by the course faculty.
- Students may wear a white cotton t-shirt, turtle neck or pull-over under the maroon scrub top. A maroon scrub jacket that matches the official uniform may be worn during clinical in addition to or instead of a white pull-over.
- During pregnancy, the course faculty should be consulted regarding acceptable dress.
- Students who wish adaptations to the uniform for cultural and/or religious reasons need to visit with the Director of the Pre-licensure Programs prior to entering the first clinical.

## **School of Nursing Computer Requirements**

Many courses you will take as a nursing student have an on-line component or other requirements that necessitate the use of a computer. A high-speed internet connection is highly recommended. Please consult with the Academic and Distributed Computing Services if you have questions about recommendations on computer purchases: [www1.umn.edu/adcs/info/publabs.html](http://www1.umn.edu/adcs/info/publabs.html).

## **ACADEMIC STANDARDS**

All undergraduate nursing students are expected to exhibit the attributes of accountability, integrity, professionalism, regard for self, regard for others, respect, responsibility, safety, and theoretical competence. These attributes are described in the following academic standards and examples. Details of the relevant policies regarding satisfactory academic progress, academic dismissal, and academic probation are found in the policies section of this handbook.

Note: Examples are illustrative and not intended to encompass all specifically desired actions.

Undergraduate nursing students will:

1. Assume personal responsibility for their nursing education.

*Example:* Attend classes and labs as assigned; be prepared for classes and clinicals; initiate consultation with faculty about clinical/academic progress. The students will attend classes and participate in courses in an active manner.

2. Demonstrate accountability in the clinical area and in coursework.  
*Example:* Meet obligations for clinicals as outlined in the course syllabus or by the teacher or agency policy; meet obligations for coursework as outlined in the course syllabus; communicate absence due to illnesses and other emergencies.
3. Base actions in the clinical area on a sound knowledge base.  
*Example:* Know about the patient's pathology; understand the meaning of lab values; understand the implications of the patient's treatment plan.
4. Seek appropriate assistance from faculty, staff, or peers when caring for patients.  
*Example:* When in doubt about what to do, consult with faculty or staff nurse before intervening; follow agency procedures for collaboration.
5. Engage in the evaluation of one's own educational process.  
*Example:* Complete end of semester evaluations; provide faculty with constructive feedback as appropriate or as requested; examine one's progress in attaining the knowledge, attitudes, and skills necessary to the role of nursing.
6. Engage in appropriate self-care behaviors that would not place clients at risk.  
*Example:* Remain home when ill; seek health care (physical and mental) as needed; get adequate sleep prior to clinicals; serve as a model of healthy behaviors.
7. Be responsible for delineating and maintaining appropriate boundaries.  
*Example:* Achieve a balance between student's educational needs and client's care needs.
8. Maintain a professional demeanor and appearance in the classroom and the clinical area. Maintain appropriate personal hygiene.  
*Example:* Follow the dress code of the agency; use respectful non-offensive language; communicate using appropriate spoken/written language and nonverbal communication as required by the profession.

## BEHAVIOR STANDARDS

In addition to maintaining the School of Nursing academic standards, undergraduate nursing students have a responsibility to conduct themselves in a professional manner. These behavioral expectations are described in the following standards and examples. Allegations received regarding the non-compliance with these behavioral standards will result in an investigation to provide appropriate due process for the student. Violations of this code may result in sanctions including, but not limited to, a written warning, required compliance, probation, a probationary contract for continued coursework, mandatory leave of absence, and/or dismissal from the School of Nursing.

Note: Examples are illustrative and not intended to encompass all specifically desired behaviors.

Undergraduate nursing students will:

1. Comply with the policies and procedures outlined for the current year in this handbook, the University of Minnesota Undergraduate Catalog, and the University of Minnesota Board of Regents Student Conduct Code ([www1.umn.edu/oscai/conduct/regentspolicy.html](http://www1.umn.edu/oscai/conduct/regentspolicy.html)).
2. Refrain from the intake of any chemical substance which would impair judgment or result in disruptive/disorderly behavior within the University community.\*  
*Example:* Come to the classroom and/or clinical area free of alcohol or other judgment-altering substances.
3. Demonstrate integrity and honesty in all actions.  
*Example:* Accurately and objectively record information in the patient's chart; preserve patient records; preserve educational materials.
4. Respect the patients' right to confidentiality.  
*Example:* Confine conversation about patients to designated places in the agency; share information about patients only with those immediately concerned with the patient's care or with instructor or with peers in a clinical conference setting; within statutory and agency guidelines on confidentiality, provide appropriate others with information about the patient and feedback about own experience with patient.

5. Accurately represent self as a student of nursing.  
*Example:* Wear School of Nursing name badge in the clinical area; accurately and respectfully identify self as a student in nursing in all areas of practice.
  
6. Demonstrate respect toward patients and with peers, staff, faculty and others.\*  
*Example:* Work cooperatively and collaboratively with others regardless of race, color, national origin, gender, religious preference, age, disability, sexual orientation, marital status, public assistance status, veteran status, clinical diagnosis, or political beliefs.
  
7. Refrain from any unlawful conduct or unethical behavior, within or outside the University of Minnesota community, which impairs the student's capacity to function as a healthcare professional.

\*Violation of any of these behavioral standards may result in immediate, temporary exclusion from the learning environment.

## **TECHNICAL STANDARDS PERFORMANCE REQUIREMENTS AND DISABILITY ACCOMODATIONS**

### **Technical Standards Performance Requirements**

This section of the handbook is under revision and will be available as an addendum in fall 2008.

### **Services for students with disabilities**

The University's mission is to provide optimal educational opportunities for all students, including those with disabilities. The University recognizes that reasonable accommodations may be necessary for students with disabilities to have access to campus programs and facilities. In general, University policy calls for accommodations to be made on an individualized and flexible basis. Students are responsible for seeking assistance at the University and making their needs known.

One of the first places to seek assistance is Disability Services (DS). This office is provided by the University of Minnesota to promote access, which means ensuring the rights of students with disabilities (e.g., physical, learning, psychiatric, sensory or systemic) and assisting the University in meeting its obligations under federal and state statutes. For further information, visit <http://ds.umn.edu/>.

Disability Services has Academic Health Center Liaisons. The DS Academic Health Center Liaisons provide direct assistance such as: securing documentation of disability conditions, determining and implementing reasonable accommodations and, referral, and consultation for enrolled and prospective students. The Academic Health Center Liaisons also provide consultation with and training for faculty and staff to ensure access to their programs, facilities and services. All services are confidential and free. For more information or to arrange reasonable accommodations, contact the DS Academic Health Center Liaisons in the McNamara Alumni Center, Suite 180, 612-626-1333 (voice or TTY).

## **STUDENT INFORMATION**

### **University E-mail**

Consistent with the University policy, university-assigned student e-mail accounts (your umn.edu account) is the official means of communication from the University and School of Nursing. Check your University-assigned account regularly. Failure to do so may result in missing information vital to your success in the nursing program. Forwarding your University e-mail to another account risks losing important information. Therefore, do not forward mail from this account. If you choose to forward e-mail sent to your University e-mail account, you are still responsible for all information, including all attachments.

You can continue to access and use your e-mail account over the summer, even if you are away from campus. You can access your umn.edu account through the Internet at [www.mail.umn.edu](http://www.mail.umn.edu).

All students are expected to follow University of Minnesota information technology policies and procedures. For further information please visit [www1.umn.edu/twincities/o8\\_lib\\_comp.php#4](http://www1.umn.edu/twincities/o8_lib_comp.php#4).

### **Academic Progress Audit System (APAS)**

APAS is a student record database that generates an up-to-date summary of your progress toward your degree in both your liberal education and major requirements. You should follow your APAS report carefully so that you stay on track and take the necessary courses to fulfill your degree requirements. It is your responsibility to make sure you have filled all of the requirements for graduation, so be sure to check your APAS often!! Students may access their APAS report at [www.onestop.umn.edu](http://www.onestop.umn.edu).

## **Dean's List**

Those students who have achieved a term GPA of 3.67 or higher on at least 12 graded credits in a semester will be put on the Dean's List. This achievement is noted on students' transcripts.

## **Petitions**

To request permission to depart from degree requirements and procedures, withdraw from a required nursing course, or to petition acceptance of transfer courses, you will need to fill out a School of Nursing petition form available on the School of Nursing website. Meet with either your academic or faculty advisor to discuss the petition and to obtain his/her comments and signature. After you have also signed the petition and attached any relevant documents (e.g., a syllabus, medical documentation, etc.), turn in the completed petition to the Office of Student and Career Advancement Services office in 5-160 Weaver-Densford Hall. Petitions can be found on the School of Nursing website at [www.nursing.umn.edu](http://www.nursing.umn.edu).

## **Graduation Requirements**

Prospective graduates must submit an Application for Degree form online at <http://onestop.umn.edu/onestop/graduating.html>. To participate in the commencement ceremony, students must have completed all NURS-designated courses. Students who have been approved to participate in the commencement ceremony are not automatically guaranteed degree clearance. To view a checklist of requirements for degree clearance please refer to [http://onestop.umn.edu/onestop/Graduation/Undergrad\\_checklist.html](http://onestop.umn.edu/onestop/Graduation/Undergrad_checklist.html).

## **Graduation with Distinction**

To qualify for either a degree with distinction, a student must have completed 60 or more semester credits at the University. For the purposes of meeting the grade point average standards set forth in this policy, only University of Minnesota course work shall be counted. The University transcript contains a brief explanation of the difference between a degree with distinction and a degree with honors. To graduate "with distinction," a student must have a cumulative grade point average of 3.75 or higher at the time of graduation. To graduate "with high distinction," a student must have a cumulative grade point average of 3.90 or higher. The grade point average alone is used in determining the granting of degrees "with distinction" or "with high distinction."

## Honors

The University of Minnesota has an outstanding central honors program (University Honors Program [www.honors.umn.edu/about/overview.html](http://www.honors.umn.edu/about/overview.html)). Honors students experience the excitement of discovery and the rigor of problem solving in an intellectually stimulating environment. In interdisciplinary honors seminars, students examine issues and questions important in our world today. Students in UHP have educational experiences both within and outside their major, including opportunities to study abroad, as well as co-curricular leadership, service and enrichment experiences. In disciplinary courses nursing honors students learn about the research process so that they are prepared to complete an honors thesis under the advisement and mentorship of a nursing faculty member. After completing the curricular and honors requirements, students graduate with Latin honors, the level of which is determined by GPA. The minimum grade point average in upper division (i.e., after the completion of 60 semester credits) required for achievement of "cum laude" is 3.5, for "magna cum laude" is 3.66, and for "summa cum laude" is 3.75.

To find out more about the University Honors Program go to [www.honors.umn.edu/index.html](http://www.honors.umn.edu/index.html).

## Professional Licensure

Examinations for state licensure may be taken after all program requirements have been completed and the degree awarded. Applications for examination are available from:

Minnesota Board of Nursing  
2829 University Avenue S.E. #500  
Minneapolis, MN 55414  
612-617-2270

or from the state in which the examination will be taken. Policies and procedures related to licensure are formulated by boards of nursing; related questions should be directed to the appropriate board. Deadlines established for applications are strictly observed. For more information about Minnesota Nursing requirements, see [www.nursingboard.state.mn.us](http://www.nursingboard.state.mn.us).

## **POLICIES AND PROCEDURES**

The University of Minnesota has many policies pertaining to academic work and student life on campus. Students are responsible for complying with these policies. The following is a summary of policies relevant to undergraduates. University policies can be found on the Web at [www.fpd.finop.umn.edu](http://www.fpd.finop.umn.edu). If you have questions about these and other requirements, check with your faculty or academic advisor.

### **Attendance/Absences**

School of Nursing instructors determine and inform students of their own policies and procedures regarding absence from class, laboratory, and examinations. Make-up work is determined at the sole discretion of the instructors, and they are not obligated to afford or arrange clinical make-up times to any student due to student absence unless it is due to one of the following circumstances: participation in a formally approved and scheduled University activity; performance of military or civil duty (such as jury duty) that cannot be deferred; or documented illness or family emergency.

Students are expected to attend all meetings of their courses. They may be excused from class, however, to participate in religious observances and for approved University activities. Instructors must be notified at the beginning of the term about such planned absences and arrangements made to make-up required work. Instructors are not required to accommodate makeup of laboratory experiences or examinations to suit students' personal convenience or to accommodate situations such as vacations.

Students must attend the first class meeting of every course in which they are registered, unless they obtain approval before the first meeting. Otherwise, they may lose their place in class to another student. For details, see [http://onestop.umn.edu/onestop/registration/prepare/first\\_day.html](http://onestop.umn.edu/onestop/registration/prepare/first_day.html).

### **Change of Registration**

School of Nursing students are expected to use the One Stop Registration System to add or drop courses and to change course grade basis options. To view the University of Minnesota drop/add calendar go to [http://onestop/onestop/calendars/cancel\\_and\\_refund\\_deadlines](http://onestop/onestop/calendars/cancel_and_refund_deadlines). Permission numbers or electronic course overrides are available from the faculty teaching the course.

Tuition refunds for canceled courses are made according to all-University regulations. These are found at [www.onestop.umn.edu](http://www.onestop.umn.edu). All students are to be registered for their scheduled courses on the first day of class. Student liability insurance coverage is in effect only for officially registered students.

### **Voluntary Withdrawal**

Students requesting withdrawal from one or more courses required in the nursing program must discuss their plans with their academic or faculty advisor and contact the Office of Student and Career Advancement Services prior to dropping the course registration. To withdraw from a course that is not a required part of the BSN program, follow the change of registration procedure described at [http://onestop.umn.edu/onestop/registration/check\\_or\\_change\\_registration](http://onestop.umn.edu/onestop/registration/check_or_change_registration).

### **'One-time drop'**

There is one exception to the deadline for dropping courses. The "one-time drop" allows U of M undergraduate students to do ONE late drop (that is, after the eighth week). If you want to utilize your "one-time drop" option, fill out a School of Nursing petition form and submit to the Office of Student and Career Advancement Services (5-160 Weaver-Densford Hall). Petitions are available on the School of Nursing website at [www.nursing.umn.edu](http://www.nursing.umn.edu). The last day to do this is the last day of instruction for the term (not the last day of finals). Be sure to have your petition in prior to the last day of class to ensure that your petition is processed on time. Check the academic calendar at <http://onestop.umn.edu/onestop/calendar.html> for the current term's dates. Remember, though, you can only use this option once!

### **Leaves of Absence**

Students may request a leave of absence from the University of Minnesota. To request a leave of absence, students must submit a leave of absence request form to the Office of Student and Career Advancement Services. The form is available from One Stop at <http://onestop.umn.edu/onestop/forms.html>. Nursing courses follow a particular sequence. Therefore, students who are taking a leave of absence from required nursing courses must contact their faculty or professional academic advisor to discuss their options.

### **Re-entry into the BSN program**

Students on an approved leave of absence or with an approved progression plan do not need to apply for readmission to the BSN program. Students whose absence from the nursing program exceeds two years, or students who do not have an

approved leave of absences, must re-apply for admission to the BSN program through the competitive review process.

## **Grading**

The Office of the Registrar's Web site

([www.onestop.umn.edu/grades\\_and\\_transcripts](http://www.onestop.umn.edu/grades_and_transcripts))

contains detailed information on University grading policies and practices. Specific School of Nursing policies and variations follow.

All courses required for the Nursing curriculum must be taken on the A-F grading system only. All courses required within the nursing curriculum must be completed for a grade of C- or better. No D grade is given in 'Nurs' designated courses, i.e., any student earning less than a C- grade in a course will receive a grade of F. Students who receive two or more unsatisfactory grades in one or two different classes will be dismissed from the BSN program (see Satisfactory/Unsatisfactory Progress).

## **University of Minnesota Grading and Transcript Policy**

The complete University Senate policy can be found on the Web at:

[www.umn.edu/usenate/policies/gradingpolicy.html](http://www.umn.edu/usenate/policies/gradingpolicy.html).

The University has two grading systems, A-B-C-D-F (with pluses and minuses) and S-N. Students may receive grades only from the grading system under which they have registered for a course. When both grading systems are available, students must choose one when registering for a course. The choice may not be changed after the end of the second week of classes (the first week in summer terms). Instructors will clearly define for a class, at one of its earliest meetings, the performance necessary to earn each grade or symbol.

No student may receive a bachelor's degree unless at least 75 percent of the degree-qualifying residence credits carry grades of A, B, C, or D (with or without pluses or minuses). The School of Nursing does not accept academic work receiving a D (with or without a plus or minus).

The University's official transcript, the chronological record of the student's enrollment and academic performance, is released by the University only at the student's request or in accord with state or federal statutes; mailed copies have the University's official seal printed on them. Students may obtain an unofficial

transcript except when they have a transcript hold on their record. Information on how to obtain transcripts can be found at <http://onestop.umn.edu/registrar/transcripts/index.html>.

The University calculates for each student, both at the end of each grading period and cumulatively, a grade point average (GPA), the ratio of grade points earned divided by the number of credits earned with grades of A-F (including pluses and minuses). Both the periodic and cumulative GPA appear on each student's record.

When a student repeats a course, all grades for the course appear on the transcript, the course credits may not be counted more than once toward degree and program requirements, and only the last enrollment for the course counts in the student's GPA. Students may petition the School of Nursing Undergraduate Student Scholastic Standing Committee or other appropriate body about this policy.

The Uniform Grading and Transcript policy outlines grading and transcript codes at the University of Minnesota and can be found at: [www1.umn.edu/usenate/policies/gradingpolicy.html](http://www1.umn.edu/usenate/policies/gradingpolicy.html).

### **Incomplete Grades**

A student must request an incomplete grade from the faculty teaching the course. The faculty member teaching the course completes an incomplete contract with the student. Upon completion of the contract the faculty member disperses copies of the contract to the student, the student's advisors, and the Director of Pre-licensure programs.

An incomplete in a prerequisite course must be completed by the end of the third week of the semester of registration in the course for which it is a prerequisite. If the coursework is not finished per University policy or contract terms, the grade converts to an F or N, and the Undergraduate Student Scholastic Standing Committee reviews the student's progression according to established school policy.

### **Satisfactory/Unsatisfactory Progress**

The University of Minnesota requires that admitted students maintain a minimum term and cumulative GPA of 2.0. When a student's cumulative and/or term GPA falls below 2.0 the student is subject to probation and possible suspension (see probation policy).

When a student receives less than a C- in a required course, or when a student fails to complete required courses, the student is out of progression and required to submit a revised program plan to the Undergraduate Student Scholastic Standing Committee with a completed petition.

When a student receives less than a C- in two or more required courses in the nursing curriculum the student is immediately dismissed from the School of Nursing BSN program. This can include a grade lower than C- in two different courses or twice in the same course, and includes failures that occur in the same semester or in different semesters.

Students may retake a class one time only.

A nursing student who receives an F or N in a non-nursing course may proceed in the nursing program.

### **Academic Probation**

In keeping with University of Minnesota Senate policy, the School of Nursing requires that admitted nursing students maintain a minimum cumulative and term GPA of 2.00. A student on probation will have a hold placed on his or her record and must see an adviser in order to register. A student is suspended if, at the end of the probation term, the cumulative GPA is below 2.0 and/or the term GPA is below 2.0 for two consecutive semesters or b) the conditions of an academic contract are not fulfilled. A suspension is effective on the first day of the next fall or spring term. Academic suspension lasts for one year, after which time the student may apply to the college for readmission after an academic suspension; this is not automatic.

Students who are readmitted to the college after a period of academic suspension may be placed on an academic contract requiring additional demonstration of academic success. Students who do not successfully complete the contract shall be suspended again, and then shall be required to reapply if they wish to be readmitted to the University.

Failing two required nursing courses, either in the same or different semesters, may result in immediate dismissal from the School of Nursing BSN Program. See dismissal policy

## Grievances

The School's policies and procedures conform to those adopted by the University Senate. The complete University Senate policy can be found on the Web at: [www1.umn.edu/usenate/policies/gradingpolicy.html](http://www1.umn.edu/usenate/policies/gradingpolicy.html).

## Filing a Report of Student Misconduct

Note: Confidentiality must be maintained in all student misconduct matters. These procedures were developed in consultation with Student Judicial Affairs and the Office of the General Counsel.

Every undergraduate student attending the School of Nursing signs a statement agreeing to adhere to the Code for Ethical Responsibility and Professional Behavior when s/he accepts an offer of admission to the College. Any violation of this Code is considered an act of misconduct and warrants disciplinary action appropriate to the violation. A student has the right to contest any allegation of misconduct or disciplinary action. Whenever possible, allegations of misconduct should be settled at the lowest possible level—between the individuals involved. Allegations of misconduct should be resolved as quickly as possible. Students have the right to a review by impartial members of the School of Nursing (e.g., faculty not involved in the disagreement). To ensure due process, the procedures outlined below will be followed whenever a written allegation of misconduct is filed with the School of Nursing:

1. The complainant completes a “Report of a Violation of the Code for Ethical Responsibility and Professional Behavior” form or written report. The report shall include the name(s) of the accused and complainant, a description of the alleged infraction, the specific portion of the Code standards that are alleged to have been violated, names of potential witnesses, and general information about students’ rights supplied by the School.
2. The complainant files the report with the School of Nursing Associate Dean for Academic Programs or designee who will act as the Behavioral Standards Officer. The Associate Dean will generally refer the reports to the program director\*, who will meet with the complainant as needed to review the information on the report. In the event that the program director is the complainant, the Associate Dean for Academic Programs will serve as the behavioral standards officer.
3. The program director will meet with the accused student to review the allegations. The accused may admit or disavow the allegations and explain

her/his perspective on the alleged misconduct. A copy of the complaint is given to the accused and to the student's faculty advisor. The original report is filed with the program director.

4. After meeting with the accused, the program director(s) will do one of the following: dismiss the allegations; resolve the allegations informally with a proposed finding and sanction(s); or refer the matter for a formal hearing (see the hearing procedures below). While informal resolution is encouraged, the program director retains the right to require a formal hearing in certain cases depending on the nature and severity of the allegations.
5. Student rights include the following:
  - a. To have a copy of the complaint.
  - b. To have an advocate of the accused's choice (a faculty member, student, representative from the University of Minnesota Student Conflict Resolution Center [<http://www.sos.umn.edu/about.html>], attorney, etc.) who may act as an advisor and confidante in this matter.
  - c. To hear and examine all evidence and/or testimony used against the accused.
  - d. To question all adverse testimony.
  - e. To personally present the case from the perspective of the accused with or without an advisor (see section b).
  - f. To be notified in writing of any recommendations made for disposition of the complaint.
  - g. To have the right to appeal the recommendations for disposition of the complaint given sufficient cause.
6. Procedures for Resolution (see "Report of a Violation of the Code for Ethical Responsibility and Professional Behavior" form):
  - a. If the program director dismisses the allegations, the matter is closed and no information is placed in the accused student's School of Nursing file.
  - b. If the student admits to the allegation and accepts the proposed disciplinary action(s), s/he waives the right to a hearing. The program director reviews the report and forwards it to the Office of Student and Career Advancement Services (OSCAS). OSCAS places the information in the student's School of Nursing file. A copy of the report is also sent to the student's faculty advisor.
  - c. If the student admits to the allegation but disputes the proposed

- disciplinary action, s/he has the right to a hearing. Go on to step seven.
- d. If the student disputes the allegation, s/he has the right to a hearing. Go on to step seven.
  - e. A formal hearing will be held under step seven if determined necessary by the program director to resolve the charges.
7. If the accused student rejects the program director's proposed findings and/or disciplinary actions, s/he has ten working days after the program director's action to request a formal hearing. The request for a hearing must be submitted in writing to the program director. Hearings are conducted by the School of Nursing Undergraduate Student Scholastic Standing Committee in accordance with the School of Nursing "Student Misconduct Hearing Procedures."

### **Student Misconduct Hearing Procedures**

Allegations of undergraduate student misconduct will be resolved through a formal hearing if the accused student rejects the informal resolution proposed by the program director or the program director determines that a hearing is necessary to resolve the charges. Hearings are conducted by the School of Nursing Undergraduate Student Scholastic Standing Committee. Pre-hearing procedures are facilitated by the director of the Office of Student and Career Advancement Services (OSCAS).

1. The OSCAS director meets with the accused student and:
  - a. gives the student a copy of the "Student Misconduct Hearing Procedures."
  - b. informs the student how to contact the University of Minnesota Student Conflict Resolution Center and/or other advocates.
  - c. informs the student of the names of the Undergraduate Student Scholastic Standing Committee (USSSC) members. If the student shows cause that a committee member(s) is unacceptable, the OSCAS director will find a substitute(s). Five voting members of the USSSC constitute a quorum. Two students representing the College Board have voting privileges in the event that they are asked to participate by the program director.
2. The OSCAS director informs the complainant that the accused student has requested a hearing and:
  - a. gives the complainant a copy of the "Student Misconduct Hearing Procedures."
  - b. informs the complainant about options for presenting the case against the accused student.

3. The OSCAS director notifies the accused student and the complainant of the date, time, and location of the hearing.
4. At least 10 working days prior to the hearing, the complainant must provide a copy of the documents and other exhibits that will be presented at the hearing and a list of witnesses to the OSCAS director. The OSCAS director:
  - a. provides the following information to the accused student/advocate in writing within 24 hours of receiving the material from the complainant:
    - the names of the people who will testify for the complainant
    - a copy of the evidence that will be presented by the complainant
  - b. At least five working days prior to the hearing, the student/advocate must provide a copy of the information that will be presented at the hearing and a list of witnesses to the OSCAS director. The OSCAS director delivers copies of this information to the complainant/presenter within 24 hours of receiving the material from the accused.
5. Misconduct Hearings are not open to the public or to members of the University or College community. Hearings are tape recorded. Other than the complainant, the accused and the Committee, witnesses are the only people in the room during their own testimony and questioning. The chair of the USSSC conducts the hearing. The order of the hearing is as follows:
  - a. Opening statement by complainant/presenter.
  - b. Opening statement by accused student advocate.
  - c. The complainant /presenter presents his/her case.
  - d. Witnesses for the complainant /presenter testify and may be questioned by accused student/advocate and the Committee.
  - e. The student/advocate presents his/her case.
  - f. Witnesses for the accused student testify and may be questioned by the complainant/presenter and the Committee.
  - g. The complainant/presenter summarizes and makes closing remarks.
  - h. The student/advocate summarizes and makes closing remarks.
  - i. The USSSC deliberates in private. Judgment is based on a majority vote. Neither the USSSC Chair nor OSCAS director shall have a vote. A finding of guilt must be based on a preponderance of the evidence. A tie vote will be found in favor of the student. If the student is found not guilty of the infraction, the case will be resolved and there is no right of appeal for the complainant. Information pertaining to the case will be maintained in the student record. The student's faculty advisor will receive a report of the resolution.
  - j. If the student is found guilty of the infraction of the School of Nursing

Behavior Code, USSSC will determine sanctions.

- k. The student is informed that s/he will receive written notification—by certified mail—of the results of the hearing. The letter will inform the student of the results of the hearing and will contain information regarding campus-wide appeal procedures.
- l. The student's faculty advisor will receive a report of the results of the hearing.
- m. A student has the right to appeal a finding of guilt and/or the penalty to the University hearing panel. Such an appeal must be filed within 10 working days of the receipt of the sanction. Grounds for appeal are:
  - New evidence not available at the time of the hearing;
  - Procedural errors in the original hearing;
  - Sanction inconsistent with the severity of the violation; and/or
  - Decision made contrary to the weight of the evidence.
- n. The written report and the tape recording of the hearing will be filed in the School of Nursing Office of Associate Dean for Academic Programs. Witnesses are given strict instructions not to discuss the case or their testimony with each other.

### **Access to Student Educational Records**

Students have the right to review their educational records. To review the Regents' policy, go to: [http://onestop.umn.edu/grades\\_and\\_transcripts/student\\_education\\_records\\_policy](http://onestop.umn.edu/grades_and_transcripts/student_education_records_policy). Students may also contact the Office of the Registrar on any University campus:

#### **East Bank**

200 Fraser Hall  
106 Pleasant Street S.E  
Minneapolis, MN 55455

#### **West Bank**

130 West Bank Skyway  
219 19th Avenue South  
Minneapolis, MN 55455

#### **St. Paul**

130 Coffey Hall  
1420 Eckles Avenue  
St. Paul, MN 55108

#### **Contact information:**

612-624-1111  
1-800-400-8636  
612-626-0701 (TTY)  
E-mail: [helping@umn.edu](mailto:helping@umn.edu)

## **Equal Opportunity**

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation. Inquiries regarding compliance may be directed to:

Office of Equal Opportunity and Affirmative Action

University of Minnesota

419 Morrill Hall

100 Church Street S.E.

Minneapolis, MN 55455

Phone: 612/624-9547

Fax: 612/624-5223

Email: [eoaa@umn.edu](mailto:eoaa@umn.edu)

[www.eoaa.umn.edu](http://www.eoaa.umn.edu)

## **STUDENT RESOURCES**

The University provides a number of support services for students, including Boynton Health Service, Disability Services, International Study and Travel Center, Minnesota Women's Center, Recreational Sports, Aurora Center, Student Diversity Institute, Student Judicial Affairs, Student Unions, University Community Building Project, University Counseling and Consulting Services, and University Student Legal Services.

### **Boynton Health Service**

Boynton Health Service is an integral part of the University of Minnesota, dedicated to meeting the health needs of the University community. Boynton provides medical care, health education, and public health services for University students, staff, faculty, alumni, retirees and their dependents. Self-supported by student fees, third-party payments, and fees-for-service, Boynton has been serving the special needs of students for over 75 years.

Boynton can take care of most of your medical needs, including seeing a physician, dentist, or mental health counselor; having your eyes examined; getting a lab test or x-ray; and filling a prescription. Please visit the Web site: [www.bhs.umn.edu](http://www.bhs.umn.edu) for a complete listing of services, phone numbers, and appointment lines.

Rochester BSN students should consult their Academic Health Center Insurance Benefit

### **Housing & Residential Life**

To apply for University housing or obtain information about your specific housing status, visit the Housing & Resident Life Web site at [www.umn.edu/housing](http://www.umn.edu/housing).

Housing & Residential Life  
210 Delaware Street SE  
Minneapolis, MN 55455-0307  
Phone: 612-624-2994  
E-mail: [housing@umn.edu](mailto:housing@umn.edu)  
Web: [www.umn.edu/housing](http://www.umn.edu/housing)

### **Disability Services**

It is University policy to provide, on a flexible and individualized basis, reasonable accommodations to students who have documented disability conditions (e.g., physical, learning, psychiatric, vision, hearing, or systemic) that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities are encouraged to contact Disability Services and their instructors for a confidential discussion of their individual need for academic accommodations.

Disability Services is located in Suite 180 McNamara Alumni Center, 200 Oak Street. Staff can be reached by calling 612-626-1333 voice or TTY. AHC students should contact Barbara Blacklock at [black005@umn.edu](mailto:black005@umn.edu) or Sara Hegge at [hegge043@umn.edu](mailto:hegge043@umn.edu) at Disability Services if you have any questions.

### **University Counseling and Consulting Services**

University Counseling and Consulting Services (UCCS) offers counseling for academic, career, personal, or relationship concerns. Besides counseling, UCCS features a variety of services. The Career Resource Center and the Learning and Academic Skills Center offer workshops, courses, and materials for career development or academic skills improvement. The Organizational Development Program offers consultation, assessment, team building, conflict mediation, training, and workshops. UCCS's Measurement Services office administers tests; scores exams, surveys, and research instruments for University faculty; and operates the Minnesota Statewide Testing Program for Minnesota elementary and secondary schools. The Testing Center administers admissions, placement, and national tests.

University Counseling Center  
Phone: 612-624-3323  
Web: [www.ucs.umn.edu/counseling.html](http://www.ucs.umn.edu/counseling.html)

Testing Center of University Counseling and Consulting Center  
Phone: 612-624-9853  
Web: [www.ucs.umn.edu/education/testing/testingctr.htm](http://www.ucs.umn.edu/education/testing/testingctr.htm)

## **STUDENTS GROUPS AND ORGANIZATIONS**

Information about and for student groups include a complete listing of currently registered groups, a list of registration forums, information about how to establish a new group, information about e-mail and Internet accounts, and information about financial services offered to student groups.

Student Activities Office  
University of Minnesota - Twin Cities  
126 Coffman Memorial Union  
300 Washington Avenue S.E.  
Minneapolis, MN 55455  
Phone: 612-626-6919  
E-mail: [sao@umn.edu](mailto:sao@umn.edu)  
Web: [www.sua.umn.edu](http://www.sua.umn.edu)

### **Nursing College Board (NCB)**

#### **Student Representation in School of Nursing Governance**

NCB is the official student organization that represents student interests within the School of Nursing. The student body elects board representatives. The board promotes unity among nursing students and provides them with an official mode of communication with faculty, administration, and other members of the University community. Board activities include representing students on School committees and planning School events. NCB is part of the Twin Cities Student Association and has representation in the Minnesota Student Association, Nursing Alumni Society, and Council for Health Interdisciplinary Participation (CHIP). All students are automatic members of NCB. Contact [ncb@umn.edu](mailto:ncb@umn.edu) for more information.

## **Alpha Tau Delta** A Service Fraternity

This professional nursing fraternity was founded in 1921 on the campus of the University of California at Berkeley. The Beta Chapter at the University of Minnesota was chartered in 1927. Alpha Tau Delta is dedicated to developing leadership, maintaining high professional educational standards, providing service to the community, and encouraging mutual helpfulness and understanding among students in the profession. Membership is open to all School of Nursing students. See [www.atdnursing.org](http://www.atdnursing.org) for further details.

## **National Student Nursing Association (NSNA)—Minnesota Branch** A Professional Organization

The mission of the NSNA is to:

- organize, represent, and mentor students preparing for initial licensure as registered nurses
- promote development of skills needed to be responsible and accountable members of the nursing profession
- advocate for high quality health care

More than 300 student members participate in the annual convention focused on leadership. Membership includes the national and School of Nursing organization. Membership is open to all students in the School of Nursing. Visit [www.nсна.org](http://www.nсна.org) for more information.

## **Sigma Theta Tau International Honor Society of Nursing** A Scholarship Organization

The international honor society of nursing, Sigma Theta Tau, has a chapter at the University of Minnesota. Installed in 1934, Zeta Chapter is one of the oldest chapters in the country. The honor society recognizes superior achievement and leadership qualities, fosters high professional standards, encourages creative work, and strengthens commitment to the ideals and purposes of the profession. Zeta Chapter sponsors an annual research day, provides grants for research, presents annual awards for nursing excellence and leadership, and organizes programs of interest to its members. The membership selects new members from undergraduate and graduate students nominated by the faculty and from professional nurses in the community nominated by members or faculty. See [www.nursingsociety.org](http://www.nursingsociety.org).

## **School of Nursing Alumni Society**

All School of Nursing graduates are encouraged to become members of the Alumni Association of the School of Nursing. The goals of the alumni society are to:

- link alumni to the University
- generate pride and support
- influence school policies
- improve the student experience and expand the Alumni Society

The Society also has a Heritage, Student/Faculty Recognition, and Web committee. Undergraduate nursing students are also invited to serve on the Society Board.

## **Council for Health Interdisciplinary Participation (CHIP)**

CHIP is dedicated to enhancing the educational experience of University health sciences students, encouraging the exchange of ideas, and opening the lines of communication among students in the Academic Health Center. The CHIP Student Center is located in 1-425 Malcolm Moos Health Sciences Tower, 612-625-7100.



School of Nursing  
University of Minnesota  
5-140 Weaver-Densford Hall  
308 Harvard Street SE  
Minneapolis, MN 55455  
[www.nursing.umn.edu](http://www.nursing.umn.edu)