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Advising and Student Services

Advising
Nursing students are assigned a professional academic advisor located in the Office of Student and Career Advancement Services in 5-160 Weaver-Densford Hall upon entry into the School of Nursing.

Advising is an educational process that, by intention and design, facilitates students’ understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (National Academic Advising Association, 2004).

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. Your Adviser can assist you with day to day advising issues, such as planning liberal education classes, declaring a minor, submitting a petition, dropping courses, graduation planning, as well as issues related to academic difficulty, adjusting to college life, exploring your campus resources. Things to discuss with your academic advisor include:

- Transfer credit evaluations
- Petitions
- Leave of Absence
- Academic probation and suspension
- Registration hold releases
- Graduation and commencement
- University policies
- Issues with clinicals or nursing courses
- Questions about the nursing profession
- Academic difficulties
- Liberal Education coursework
- Dropping a class
- Study abroad planning

Advising Appointments
You are welcome to meet with your advisor at any time during the academic year. You must take the initiative to arrange the first and each subsequent meeting with your academic advisor. It is advisable that you touch base with your advisor at least once or twice a year to be sure you are on track with your academic programs.
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 and planning
• Scholarship questions
• Materials and information about School of Nursing academic programs

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308 Harvard Street S.E.
Minneapolis, MN 55455
Phone: 612-625-7980
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BSN Program Information
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.

BSN Program Objectives
At the completion of the program, the students will:
• Exemplify generative leadership and commitment to the provision of high quality, safe, ethical, evidence-based practice that is holistic, culturally sensitive and person-centered.

• Value scholarship and engage in the creation of scholarly products by collaborating effectively within nursing and interprofessional teams.

• Transform personal and professional reflections, knowledge, skills, and attitudes into purposeful action to improve health.

• Integrate knowledge of emerging technologies and healthcare systems with data and information in order to inform decision making in professional nursing practice.

• Epitomize values of the nursing profession that include life-long learning and global citizenship.
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 a variety of settings that may include 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 interprofessional 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 skills during experiential learning activities that include laboratory practice and simulation, and they apply knowledge and skill from coursework 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 senior year. 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 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.

In addition to books and general supplies, other essential items are uniforms, a 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.

Long-term disability insurance is also mandatory for all Academic Health Center students. If, for example, a student develops a condition preventing the student from continuing their education, long term disability insurance will offset the future income lost due to the student’s inability to practice in their chosen field.

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. 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: http://www.bhs.umn.edu/immunization-requirements.htm

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.
(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.)
Notice for U of MN-Rochester students only: In addition to the required state background check, the Mayo Clinic requires that all students participating in clinical rotations in their facilities to complete an additional federal background check. There is a fee associated with this background check that you will be responsible for. This is a one-time check that is completed during students’ first year in the BSN program.

Bloodborne Pathogen Exposure Training
The Academic Health Center provides a training course regarding protecting yourself in the event of a bloodborne pathogen exposure. Completion of this training is a requirement for all AHC students in clinical settings. Students can Login and complete this one-time training at http://www.ohs.umn.edu/programs/bbpe/training/home.html. Both the introductory and advanced modules are required.

Upon entering the BSN program students will also receive a laminated card to keep with their clinical name badge that outlines the specific steps to follow if you experience an exposure (e.g., needlestick or other type of exposure). If you have a question about these cards and instructions, consult your clinical instructor.

HIPAA and Data Security
HIPAA stands for the Health Insurance Portability and Accountability Act of 1996 and requires us to implement processes with respect to protected health information as well as inform individuals about how we protect their information. As a nursing student, you must comply with HIPAA and data security measures outlined by the University of Minnesota.

Step by step instructions on how to complete both of these requirements are located at http://www.privacysecurity.umn.edu/training/home.html

If you experience any technical problems, please contact the University Computer Help Line at 612-301-4357 (or 1-HELP if dialing from on campus).
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 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 the University of Minnesota bookstore. The full length lab coat with the official school emblem is optional for clinical preparation, but must also be ordered through U of MN Bookstore. Students also have the option of wearing a matching maroon scrub jacket (without logo) with the maroon scrubs.

For outpatient clinical experiences students may wear their photo ID badge and 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.

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 engaged in nursing student activities outside the University classroom, you will be seen as a guest of the clinical agency, an ambassador of the School of Nursing 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: Avoid Tight-fitting, torn or low-cut clothes, 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
• 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 contact the U of MN Bookstore to order fabric for skirts and/or headcovers.

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:

Academic Standards
All 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.

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. Maintain integrity in scholastic activities. Example: Scholastic dishonesty means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, or misusing a university academic record; or fabricating or falsifying data, research procedures, or data analysis.

4. 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.

5. 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.

6. 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.

7. 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.

8. Be responsible for delineating and maintaining appropriate boundaries.
Example: Achieve a balance between student's educational needs and client's care needs.

9. 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.

10. Communicate in a professional manner in social media, email, and other electronic media.

**Behavioral Standards**

In addition to maintaining the School of Nursing academic standards, University of Minnesota School of Nursing students are expected to be thoughtful and professional when interacting with faculty, patients and their families, nurses, physicians, preceptors, affiliated institutional staff, other students, the public and other members of the health care team. This professional behavior is to be maintained in any and all situations where the student is identified as a U of MN student, including situations off-campus, as well as in "virtual" sites, such as on-line social networking sites.*

Professional conduct and demeanor is required of students *in cyberspace in the same manner it is required in all other settings*. Students must keep in mind that behavior that is illegal or in violation of U of MN policy on campus will be illegal or violate U of MN policy if it occurs and/or appears online. If a student identifies as a U of MN, SoN student in an online forum, the SoN will hold them to the highest standards of professional conduct. While it is not the policy of the School’s staff and faculty to routinely monitor students’ postings on web sites or other social media tools, if inappropriate postings are brought to their attention, the school’s faculty and academic administration will investigate the report.*

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.

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).

2. Refrain from the intake of any chemical substance that 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, 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.

Example: Students may not discuss or provide information about patients, clinical sites, and experiences in the clinical setting via social media (i.e. Facebook, Twitter)

Example: Students may not take photos or make any recordings of patients, even at the patient’s request. Students also cannot appear in any patient photos.

Example: Students cannot post on Caring Bridge or other patient support websites.

5. Accurately represent self as a student of nursing.

Example: Wear School of Nursing photo ID badge in the clinical area; accurately and respectfully identify self as a student in nursing in all areas of practice.

Note: Students cannot represent themselves as U of MN nursing students except during officially sanctioned U of MN events and required clinical rotations (i.e., if students choose to volunteer or job shadow outside of their formally assigned clinical rotations they cannot wear U of MN scrubs, ID badges or otherwise identify themselves as being there in their role as U of MN nursing student).

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.
Note: Examples for the behavioral standards are illustrative and not intended to encompass all specifically desired behaviors

**HIPAA Regulations**: Illegal conduct that violates HIPAA includes, but is not limited to, disclosure of patient information, including discussions with other persons and/or posting online photographs of patients. Violations of the HIPAA may result in sanctions up to and including dismissal from the nursing program, as well as federal prosecution, fines, and imprisonment.

In addition to the above Behavioral Standards, the University of Minnesota, School of Nursing upholds the American Nurses Association (ANA) *Principles for Social Networking* (2011). The ANA principles and tips to avoid problems can be found at [http://www.nursingworld.org/socialnetworkingtoolkit.aspx](http://www.nursingworld.org/socialnetworkingtoolkit.aspx) and are listed below.

1. **Nurses must not transmit or place online individually identifiable patient information.**
2. **Nurses must observe ethically prescribed professional patient—nurse boundaries.**
3. **Nurses should understand that patients, colleagues, institutions, and employers may view postings.**
4. **Nurses should take advantage of privacy settings and seek to separate personal and professional information online.**
5. **Nurses should bring content that could harm a patient’s privacy, rights, or welfare to the attention of appropriate authorities.**
6. **Nurses should participate in developing institutional policies governing online conduct.**

**To Avoid Problems**

1. **Remember that standards of professionalism are the same online as in any other circumstance.**
2. **Do not share or post information or photos gained through the nurse-patient relationship.**
3. **Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.**
4. **Do not make disparaging remarks about patients, employers or co-workers, even if they are not identified.**
5. **Do not take photos or videos of patients on personal devices, including cell phones.**
6. **Promptly report a breach of confidentiality or privacy.**

**References**


*Adapted with permission from the University of Memphis, Loewenberg School of Nursing Professional Conduct and Comportment Policy.*
Technical Standards Performance Requirements and Disability Accommodations

Technical Standards Performance Requirements
The University Of Minnesota School Of Nursing 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.

In adhering to this policy, the University abides by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Minnesota Human Rights Act and other applicable statutes and regulations relating to equality of opportunity. The School of Nursing encourages all qualified individuals to apply for admission to the Bachelor of Science in Nursing (BSN) and/or Master of Nursing (MN) programs.

The School of Nursing curriculum leading to the eligibility for licensure as a Registered Nurse requires students to engage in diverse, complex and specific experiences essential to the acquisition and practice of essential nursing skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. In addition to being essential to the successful completion of the requirements of the BSN or MN degree, these functions are necessary to ensure the health and safety of patients, self, fellow candidates, faculty and other healthcare providers.

The technical standards necessary to acquire or demonstrate competence in a discipline as complex as nursing and needed for successful admission and continuance by candidates for the pre-licensure programs at the University of Minnesota School of Nursing, in addition to the academic conduct set forth by the UM Code of Conduct, include but are not limited to the following abilities:

Motor Skills
- General: The candidate and students should have sufficient motor functions such that they are able to execute movements required to provide general care and treatment to patients in all health care settings.
- Specific: It is required that a candidate possess the motor skills necessary for assessment and therapeutic procedures such as palpation, percussion, auscultation, and other diagnostic maneuvers and procedures. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional uses of the senses of touch, vision and hearing.
- Specific: The candidate must be able to perform basic life support (including CPR), transfer and position patients and position and re-position self around patients. The candidate must also be able to operate equipment typically found in the health care environment (IV pumps, cardiac monitor, and electric and manual blood pressure equipment, electric beds, etc.).

Sensory/Observation
- General: The candidate must be able to acquire information presented through demonstration and experience in the basic and nursing sciences.
Specific: The candidate must be able to observe the patient accurately, at a distance and close at hand, and observe and appreciate non-verbal communications when performing nursing assessment and intervention or administering medications. The candidate must be capable of perceiving the signs of disease and infection as manifested through physical examination. Such information may be derived from visual inspection and images of the body surfaces, palpable changes in various organs and tissues, and auditory information (patient voice, heart tones, bowel and lung sounds, etc.)

Communication
• General: The candidate must have the ability to communicate effectively and sensitively with other students, faculty, staff, patients, family and other professionals.
• Specific: The candidate must be able to express his or her ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback. The candidate must be able to convey or exchange information at a level allowing development of a health history, identify problems presented, explain alternative solutions, and give directions during treatment and post-treatment. The candidate must be able to effectively communicate in English in oral, written and electronic forms and to retrieve information from literature, computerized data bases and lectures. The candidate must be able to process and communicate information on the patient’s status with accuracy in a timely manner to members of the health care team. The appropriate communication may also rely on the candidate’s ability to make a correct judgment seeking supervision and consultation in a timely manner.

Cognitive
• General: The candidate must be able to measure, calculate, reason, analyze, integrate and synthesize information.
• Specific: The candidate must be able to quickly read and comprehend extensive written materials. The candidate must also be able to evaluate and apply information and engage in critical thinking in the classroom, lab and clinical setting.

Behavioral/Emotional
• General: The candidate must possess the emotional health required for the utilization of his/her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the nursing care of patients and families.

• Specific: The candidate must be able to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff and other professionals under all circumstances, including highly stressful situations. The candidate must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways. The candidate must be able to experience empathy for the situations and circumstances of others and effectively communicate that empathy. The candidate must know that his or her values, attitudes, beliefs, emotions, and experiences affect his or her perceptions and relationships with others. The candidate must be able and willing to examine their behavior when it interferes with productive individual or team relationships. The candidate must possess skills and experience necessary for effective and harmonious relationships in diverse academic and work environments.
Professional Conduct

• General: The candidate must possess the ability to reason morally and practice nursing in an ethical manner.
• Specific: The candidate must be willing to learn and abide by professional standards of practice. The candidate must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance. The candidate must be able to engage in patient care delivery in all settings and be able to deliver care to all patient populations including but not limited to children, adolescents, adults, individuals with disabilities, medically compromised patients and vulnerable adults.

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 Resource Center (DRC). 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 https://diversity.umn.edu/disability/.

The Disability Resource Center has Academic Health Center Liaisons. The DRC 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 DRC 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 email 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.
All students are expected to follow University of Minnesota information technology policies and procedures. For further information please visit http://it.umn.edu/student-technology-support-resources-0.

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.

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 and meet with your academic adviser to discuss the petition. 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 2-130 Weaver-Densford Hall. Petitions can be found on the School of Nursing website at 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, or obtain approval from the director of pre-licensure programs. 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.

Graduation with Distinction
To qualify for either a degree with Distinction or High 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.”
University Honors Program (UHP)
The University of Minnesota has an outstanding central honors program. 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/about/overview.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.

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 http://policy.umn.edu/

If you have questions about these and other requirements, check with your academic advisor.

Attendance/Absences
Students are expected to attend all meetings of their courses. Students will not be penalized for absence during the semester due to unavoidable or legitimate circumstances. Such circumstances include verified illness, participation in intercollegiate athletic events,
subpoenas, jury duty, military service, bereavement, and religious observances. Such circumstances also include activities sponsored by the University if identified by the senior academic officer for the campus or his or her designee as the basis for excused absences. Such circumstances do not include voting in local, state, or national elections. 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. Making-up clinical hours on clinical units or switching clinical groups is not allowed.

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 for any student due to student absence unless it is due to one of the circumstances noted above.

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/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/calendars/cancel_add_refund_deadlines/index.html

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. 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 advisor and contact the Office of Student and Career Advancement Services prior to dropping the course registration. Failure to have your withdrawal approved could result in dismissal from the program. 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.

One-time Only Late Drop
There is one exception to the deadline for dropping courses. The One-time Only Late Drop allows U of M undergraduate students to do ONE late course drop (that is, withdraw from a
course after the tenth week of the semester). If you want to utilize your One-time Only Late Drop option, fill out an Academic Policy Petition form and submit to the Office of Student and Career Advancement Services (5-160 Weaver-Densford Hall). Petitions are available on the One Stop website: [http://policy.umn.edu/prod/groups/president/@pub/@forms/@otr/documents/form/otr172.pdf](http://policy.umn.edu/prod/groups/president/@pub/@forms/@otr/documents/form/otr172.pdf)

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](http://onestop.umn.edu). Remember, though, you can only use this option once!

Leaves of Absence
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 at [http://onestop.umn.edu](http://onestop.umn.edu). Nursing courses follow a particular sequence. Therefore, students who are taking a leave of absence from required nursing courses must contact their academic advisor to discuss their options. Failure to have your leave of absence approved could affect your status as a BSN student, as well as your financial aid award and ability to be readmitted to the University.

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.

Grading
The Policy Library Web site ([http://policy.umn.edu](http://policy.umn.edu)) 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. When a student receives less than a C- in two or more required courses in the nursing curriculum, or a grade less than C- twice in the same class, the student is immediately dismissed from the School of Nursing 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.policy.umn.edu](http://www.policy.umn.edu).

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). All BSN major requirements must be taken on the A-F grading basis unless otherwise noted.

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: onestop.umn.edu.

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 term and cumulative GPA appears 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.

The Uniform Grading and Transcript policy outlines grading and transcript codes at the University of Minnesota and can be found at: http://policy.umn.edu/Policies/Education/Education/GRADINGTRANSCRIPTS.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, and the Director of Pre-licensure programs.

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.

Notice of Concern
The purpose of a Notice of Concern To facilitate student growth towards achieving program outcomes by providing honest, direct and immediate feedback to students about areas in which faculty are concerned.

When a student exhibits behaviors that indicate potential or actual problems or concerns related to academic performance, technical ability, integrity, professionalism, and communication, faculty want to provide feedback to the student so that, together, the student and faculty can develop a plan to work on the area of concern. This is not meant to be punitive, but rather constructive. Copies of the notice are given to the student, the course coordinator, and the program director for the course in question. This document does not become part of students’ official University of Minnesota academic record.
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 academic probation policy).

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 successfully completed for a grade of C- or better.

A nursing student who receives a grade below a C- or N in a course required for the BSN may proceed in the nursing program, but may be subject to academic probation.

Be advised that University policy prohibits withdrawing from a course to avoid a grade penalty of F or N due to scholastic dishonesty. The School of Nursing does not allow a student to withdraw from a class if accused of scholastic dishonesty.

Academic Probation
In keeping with University of Minnesota Senate policy, a student will be placed on probation (and will remain on probation) if either the term or cumulative GPA is lower than 2.0. 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 (semester), both the cumulative GPA and the term GPA are below 2.0 or the conditions of an academic contract are not fulfilled. A suspension is effective immediately. Academic suspension lasts for one year, after which time the student may apply to the college for readmission; readmission is not automatic.

Students who are readmitted to the college after a period of academic suspension will be placed on probation 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 or withdrawing from 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

Terms of Dismissal
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. Failure to complete an approved progression plan will result in dismissal from the BSN program.
Contact the BSN Academic Adviser for assistance with petitions.

Students may retake a class one time only.
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.

*Amended dismissal policy effective for students admitted fall semester 2013 and beyond*

- When a student earns 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.

- When a student withdraws from two or more required courses in the nursing curriculum the student is immediately dismissed from the School of Nursing BSN program.

- When a student earns both a grade below a C- and withdraws from a required course in the nursing curriculum, the student is immediately dismissed from the School of Nursing BSN program.

- When a student receives a grade less than C- twice in the same class or withdraws twice from the same class, the student is immediately dismissed from the School of Nursing BSN program.

Conflict Resolution
The first step of any resolution should be at the lowest unit level, between the parties involved or the parties and an appropriate third party (e.g., other faculty, department chair, director of graduate studies, administrator). Students may wish to consult the Student Conflict Resolution Center or similar support services for advice and possible mediation. If no informal resolution is reached at the lowest unit level, a student may seek informal resolution at the collegiate level with the other party and higher level administrators. If the issue is not resolved informally, the student may seek formal resolution. The complete University Senate policy can be found on the Web at: [http://policy.umn.edu/education/studentcomplaints](http://policy.umn.edu/education/studentcomplaints)

Student Misconduct & Scholastic Dishonesty

Every undergraduate student attending the School of Nursing is expected to adhere to the Regents of the [University of Minnesota Student Conduct Code](http://policy.umn.edu/education/studentcomplaints) as well as the School of Nursing Behavioral Standards when s/he accepts an offer of admission to the College. Any violation of the above 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.

When a faculty member believes that a student has engaged in misconduct or scholastic dishonesty, the faculty member will submit a report to the Office for Student Conduct and Academic Integrity (OSCAI). The student may then be required to meet with an OSCAI staff member to discuss the matter. If a student disagrees with the outcome of the case and does not wish to accept an informal resolution, the Campus Committee on Student Behavior composed of faculty and students, will hear the case.

When students are found responsible for scholastic dishonesty, the sanctions can include but are not limited to the following options: failing grade on an assignment, failing grade in a course, completing a required assignment, being placed on disciplinary probation, being suspended, or expelled.

Students can expect the severity of the sanction to be increased for a second offense.

Be advised that University policy prohibits withdrawing from a course to avoid a grade penalty of F or N due to scholastic dishonesty. The School of Nursing does not allow a student to withdraw from a class if accused of scholastic dishonesty.

A student has the right to a hearing and to appeal any disciplinary action. Records of academic misconduct are kept on file in the college office and in the Office for Student Conduct and Academic Integrity.

More information regarding the Office for Student Conduct and Academic Integrity can be found here: http://www.oscai.umn.edu/index.html

Access to Student Educational Records
Students have the right to review their educational records. To review the Regents’ policy, go to: http://policy.umn.edu. Students may also contact the Office of the Registrar on any University campus:

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<th>East Bank</th>
<th>West Bank</th>
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<tr>
<td>333 Science Teaching &amp; Student Services</td>
<td>130 West Bank Skyway</td>
</tr>
<tr>
<td>222 Pleasant Street S.E</td>
<td>219 19th Avenue South</td>
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<tr>
<td>Minneapolis, MN 55455</td>
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<th>St. Paul</th>
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<tr>
<td>130 Coffey Hall</td>
<td>612-624-1111</td>
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<tr>
<td>1420 Eckles Avenue</td>
<td>1-800-400-8636</td>
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<tr>
<td>St. Paul, MN 55108</td>
<td>612-626-0701 (TTY)</td>
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<tr>
<td></td>
<td>E-mail: <a href="mailto:onestop@umn.edu">onestop@umn.edu</a></td>
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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
E-mail: eoaa@umn.edu  www.eoaa.umn.edu

Student Resources
The University provides a number of support services for students, including Boynton Health Service, Disability Services, International Student & Scholar Services, Minnesota Women’s Center, Recreational Sports, Aurora Center, The Institute for Diversity, Equity & Advocacy (IDEA), The Office for Student Conduct and Academic Integrity (OSCAI), Student Unions, Center for Academic Planning and Exploration, Student Counseling 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 for a complete listing of services, phone numbers, and appointment lines.

Rochester BSN students also have access to health care on the Rochester campus; see the U of MN-Rochester website for details:  http://www.r.umn.edu/student-life/health-wellness

Housing & Residential Life
To apply for University housing or obtain information about your specific housing status on the Twin Cities campus, visit the Housing & Resident Life Web site at http://www.housing.umn.edu/index.html.

Housing information is available on the following website for our BSN students based in Rochester:  http://r.umn.edu/student-life/housing/
Disability Resource Center
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 the Disability Resource Center. This office is part of the Office of Equity and Diversity and aims 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.

The Disability Resource Center has an Academic Health Center Liaison. The Academic Health Center Liaison provides direct assistance such as securing documentation of disability conditions, determining and implementing reasonable accommodations, referral, and consultation for enrolled and prospective students. The Academic Health Center Liaison also provides consultation 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 Disability Resource Center Academic Health Center Liaisons in the McNamara Alumni Center, Suite180, 612-626-1333 (voice or TTY).

Student Consulting Services
Student Counseling Services offers counseling for academic, career, personal, or relationship concerns. Besides counseling, this office features a variety of services. The Learning and Academic Skills Center offer workshops, courses, and materials for academic skills improvement.
University Counseling & Consulting Services
Phone: 612-624-3323
Web: www.uccs.umn.edu

Rochester BSN students also have access to personal counseling: http://www.r.umn.edu/student-life/health-and-wellness/mental-health

http://www.mentalhealth.umn.edu is a great web resource for all students, their families, faculty, and staff who wish to learn more about mental health and related resources at the University of Minnesota.
Students Groups and Organizations
Information about and for student groups include a complete listing of currently registered groups, a list of registration forms, 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 Union & Activities Office
University of Minnesota - Twin Cities
126 Coffman Memorial Union
300 Washington Avenue S.E.
Minneapolis, MN 55455
Phone: 612-624-4636
E-mail: suainfo@umn.edu
Web: www.sua.umn.edu

Rochester students are welcome to participate in University of Minnesota Rochester (UMR) student organizations and can find information about these groups here: http://r.umn.edu/student-life/student-activities/

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, and Nursing Alumni Society. All students are automatic members of NCB. Contact ncb@umn.edu for more information.

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

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.nsna.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 http://www.nursing.umn.edu/STTI/.

School of Nursing Alumni Society
All School of Nursing graduates are encouraged to become members of the Alumni Association of the School of Nursing. This alumni community:

- Creates connections and opportunities among alumni, undergraduate and graduate nursing students.
- Bridges the transition from nursing student to becoming a nursing professional.
- Nurtures relationships among alumni to build and sustain a strong commitment to the School of Nursing
- Serves as a resource for the School
- Advocates for the School of Nursing locally and globally.

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 or http://www.chip.umn.edu/.

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.

This publication is available in alternative formats upon request. Please contact the Publications Manager, University of Minnesota School of Nursing, 5-140 Weaver-Densford Hall, 308 Harvard Street SE, Minneapolis, MN 55455, tucke127@umn.edu.

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