



# NJCU Nursing Undergraduate Student Handbook

Revised 2025

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## **WELCOME FROM THE DEPARTMENT CHAIR**

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On behalf of the faculty of the Nursing Department, welcome to the BSN program at New Jersey City University. You are embarking on the challenge and opportunity of a lifetime. Nursing is a career that has a multitude of opportunities — at the bedside, in industry, school nursing, research and development, pharmaceutical sales, home health, hospice care, case management, and long-term care...the opportunities are endless. The choice to make a difference is yours and we are glad you have chosen New Jersey City University to mentor you in reaching your professional goals. New Jersey City University offers two pathways to the BSN.

The RN to BSN track provides Registered Nurses with an Associate Degree or Diploma in Nursing as well as Registered Nurses with formal nurse education from another country the opportunity to complete a BSN. Clinical experiences focus on population health and leadership development. Classroom learning focuses on the expanded role of the Registered Nurse in today's healthcare environment.

The Accelerated BSN track allows students with a baccalaureate degree to study to become a Registered Nurse after 12 months of full-time study. Clinical experiences in the hospital, laboratory, long term care facility, and community supplement classroom learning as you develop the skills and competencies to provide nursing care across the healthcare continuum and to assume leadership roles in the nursing profession. Faculty and staff will provide you with the mentoring and guidance you need to meet your goal of becoming a BSN-prepared nurse.

The BSN degree is the critical first step in a career in professional nursing. The American Association of Colleges of Nursing, American Organization of Nurse Executives, American Nurses Association, and other leading nursing organizations recognize the BSN as the minimum educational requirement for professional nursing practice. While graduates can begin practice as an RN with an associate degree or hospital diploma, the BSN degree is essential for nurses seeking to move up the career ladder and provide a higher level of quality care.

The BSN-prepared nurse is the only basic nursing graduate preferred to practice in all health care settings and has the greatest employment flexibility of any entry-level RN. The BSN curriculum includes a broad spectrum of scientific, critical-thinking, communication, and leadership skills. These abilities are essential for today's professional nurse who must be a skilled provider, designer, manager, and coordinator of care. Nurses must make quick, sometimes life-and-death decisions; understand a patient's treatment, symptoms, and danger signs; supervise other nursing personnel; coordinate care with other health providers; master advanced technology; assess communities for problems and identify gaps on resources; guide patients through the maze of health resources in a community; and provide teaching to individuals, families, and communities.

Given the demands of today's health care system, the greatest need in the nursing workforce is for nurses prepared at the baccalaureate and higher degree levels. Evidence clearly shows that higher levels of nursing education are linked with lower patient mortality rates, fewer errors,

and greater job satisfaction among RNs. Nurse executives, federal agencies, the military, leading nursing organizations, health care foundations, magnet hospitals, and minority nurse advocacy groups all recognize the unique value that baccalaureate-prepared nurses bring to the practice setting and their contribution to quality nursing care.

Welcome to New Jersey City University...welcome to your future!

Nelda Ephraim PhD, RN  
Assistant Professor  
Chairperson, Nursing Department

## **BSN HANDBOOK AND POLICY REVISIONS**

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This Handbook supplements the New Jersey City University student policies and includes policies specific to the BSN program. Students are responsible for the content contained herein and expected to comply with such. Failure to comply will result in disciplinary action as outlined in the handbook.

The policies contained herein are subject to change at any time, as deemed necessary by the Nursing Department. Students will be notified of changes by faculty announcements, through updates on the department website, memorandums and/or in course syllabi.

## **ACCREDITATION**

### ***NJ Board of Nursing***

The Nursing programs at NJCU are accredited by the NJ State Board of Nursing. Applicants and students with complaints about the program may contact the NJ Board of Nursing as below.

Date of Last Review: June 15, 2019, Date of Next Review 2029  
Executive Director  
New Jersey Board of Nursing  
124 Halsey Street  
PO Box 45010  
Newark, NJ 07101  
(973) 504-6430

<https://WWW.njconsumeraffairs.gov/nur>

### ***Commission on Collegiate Nursing Education***

The baccalaureate degree program in nursing and master's degree program in Nursing at New Jersey City University are accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791. Until December 2022 for the BSN Program and the MS Program is CCNE accredited until June 30, 2023.

<http://www.aacnnursing.org/CCNE>

Date of Last Review: 2017 (initial)  
Commission on Collegiate Nursing Education  
655 K Street, NW, Suite 750  
Washington, DC 20001  
(202) 887-6791

### ***Middle States Commission on Higher Education***

New Jersey City University is accredited by its regional accrediting body, the Middle States Commission on Higher Education of the Middle States Association of Colleges and Schools (MSCHE). The Middle States Commission on Higher Education is the unit of the Middle States Association of Colleges and Schools that accredits degree-granting colleges and universities in the Middle States region, which includes Delaware, the District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, the U.S. Virgin Islands, and several locations internationally. The Commission is a voluntary, non-governmental, membership association that defines, maintains, and promotes educational excellence across institutions with diverse missions, student populations, and resources. It examines each institution, rather than specific programs within institutions. The university has been reaccredited for the period of 2020 to 2027-2028

Date of Last Review: Fall 2020

Middle States Commission on Higher Education  
3624 Market Street,  
2nd Floor West,  
Philadelphia, PA 19104

### **MEMBERSHIP**

The Nursing Department is an agency member of the National League for Nursing (NLN) and the New Jersey Association of Baccalaureate and Higher Degree Programs in Nursing (NJABHDPN). These agencies foster the advancement of nursing education.

### **NURSING DEPARTMENT CONTACT INFORMATION**

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New Jersey City University  
2039 Kennedy Blvd  
Rossey 405  
Jersey City, NJ 07305  
201-200-3157

### **HISTORY OF THE DEPARTMENT**

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The Nursing Department is part of the College of Professional Studies of New Jersey City University. The Department began in 1974 when it received provisional approval from the New Jersey Board of Higher Education and the New Jersey Board of Nursing to implement a program offering a Bachelor of Science in Nursing degree to Registered Nurses. Two faculty members were hired in 1975 and the program became operational in fall 1976. At that time, additional faculty were hired, including a department Chairperson, and approximately 275 students were provisionally approved for admission. In March 1977, the New Jersey Board of Nursing granted full approval to the program. The National League for Nursing awarded initial accreditation in April 1979, and in 2017, the department was fully accredited by the American Association of Colleges of Nursing Commission on Collegiate Nursing Education (CCNE) for a period of five years (December 31, 2022).



The Nursing Department demonstrated its responsiveness to the needs of the community in developing the academic program leading to the award of a Bachelor of Science degree in Nursing (BSN) for registered nurses. This RN completion track remains operational and is designed to provide registered nurse students with a broad base in general education derived from the arts and sciences and adding nursing knowledge and skills appropriate to baccalaureate nursing. The BSN program facilitates the preparation of a generalist in professional nursing practice and is the basis for graduate study and continuing education in nursing. The primary goal of the Nursing Department is to prepare a generalist registered nurse who possesses the unique knowledge and skills to work in the integrated health care delivery systems that have come to characterize urban areas and to manage patients with the complex health problems that face New Jersey's underserved, culturally diverse population. Since its inception, the RN to BSN track has allowed registered nurses to obtain bachelor's degrees, to expand their knowledge and skill levels, and to prepare themselves for graduate education.

In 2007, the Department expanded its BSN program with the addition of a generic, accelerated, second-degree track for individuals holding a bachelor's degree in another field. Through this initiative, the Nursing Department prepares registered nurses to address the need for baccalaureate prepared RNs, particularly in the urban, inner-city local area served by the university, and adds significantly to the diversity of the nursing workforce. The unique location of the university in an inner-city environment allows the department to educate nurses prepared to deal with the unique health care realities found in the underserved and economically disadvantaged areas within urban environments.

## **MISSION**

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The New Jersey City University [mission](#) is New Jersey City University (NJCU) provides a diverse population with an excellent education. The University is committed to the improvement of the educational, intellectual, cultural, socioeconomic, and physical environment of the surrounding urban region and beyond.

The Nursing Department is part of the College of Professional Studies. The [mission](#) of the College is to "educate individuals from diverse communities to succeed in their professional goals and personal aspirations, and to effectively contribute to society."

The [mission](#) of the Nursing Department, designed to be congruent with that of the university and the College of Professional Studies, is "to educate students, advance the profession of nursing through scholarly activities, to provide care responsive to the health care needs of a diverse population and prepare leaders to improve healthcare outcomes of those they serve."

## **[NURSING DEPARTMENT PHILOSOPHY](#)**

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The Nursing Department of New Jersey City University believes nursing is a professional, scientific discipline with academic and practice dimensions. The discipline has as its primary focus the maintenance and promotion of health achieved through collaboration with individuals, families, groups, and the community in a manner that is consistent with society's expectations and needs.

The Nursing Department believes the baccalaureate level to be the essential educational preparation for professional nursing practice.

The theoretical underpinnings of professional nursing practice derive from the related disciplines of the natural sciences, social sciences, and nursing. The profession of nursing builds its knowledge base through the rigorous scientific inquiry of theory and practice that continues the process of theory development and provides the foundation for evidence-based practice. The nursing process establishes the foundation for critical thinking and clinical decision-making skills that allow complex independent judgments to be made based on available data and knowledge.

### ***Patient: Person, Family, and/or Community***

The patient is the recipient of nursing care and includes the person, family, group, and/or community, each moving through its own unique developmental stages. The recipient of care may be conceptualized as holistic, encompassing personal, social, and physical dimensions. Patients are persons with unique lifestyles, knowledge, beliefs, values, needs, and goals who interact dynamically with their environment, respond to health issues in individualized ways, and can make critical choices. They have a right to participate collaboratively with nurses in decisions and have shared accountability for outcomes. The family is a dynamic social system that attempts to meet the needs of its members. It is the primary reference group of the individual and is in constant interaction with its environment. Individuals sharing a common purpose or problem are the group or aggregate patients of nursing. A community may also be a patient as it is comprised of individuals and groups. Professional nurses can identify and utilize resources within healthcare settings and the community to improve the health and well-being of patients.

### ***Environment***

The environment comprises both the internal and external contexts of the individual and involves dynamic forces which affect the health status of the patient. The environment includes forces that are cultural, social, political, economic, and physical. The larger society is a network of relationships that link individuals in families and groups. Individuals, as open systems, are in constant interaction with the environment in a dynamic, mutual exchange. Professional nursing practice considers the impact of the sociopolitical, legal, ethical, and economic forces on person, families/groups, and communities.

### ***Health***

Health may be defined as the state of well-being at a given point in time for a patient/client. It is a multidimensional adaptive state within a constantly changing environment, characterized by wellness, illness, disease, or dysfunction. Health is influenced by the patient's development level. It is both objective and subjective and encompasses physical, psychosocial, and spiritual dimensions. Health is a relative state with parameters that may be defined differently by diverse cultures. Patients have responsibility for their health status by virtue of their ability to

make health choices. The role of the professional nurse is to foster health promotion activities, to facilitate adaptation to greater levels of health, and to assist the patient in optimizing wellness.

### ***Nursing***

Nursing is a professional discipline that integrates theory and practice. The science of nursing is the generation and application of a body of theoretical knowledge to health care situations. Nursing care is patient-centered and provided to patients in a wide range of health care settings with the goal of assisting them to achieve maximal health through interventions derived from evidence-based practice.

Nursing competencies are guided by professional standards and include psychomotor and interpersonal skills, collaboration, and leadership using the processes of clinical reasoning, problem solving, and clinical decision-making. Advocacy and caring are cornerstones of the role of the professional nurse who acts on behalf of individuals, families, communities, and global populations. Nurses work autonomously within a defined scope of practice and collaboratively with members of the health team. Regulations and standards, such as those defined by state Boards of Nursing, the American Nurses Association (ANA) Scope and Standards of Practice, and the Code of Ethics for Nurses guide nursing practice as nurses are accountable to the public they serve. Scientific and technological advances and the increasing incorporation of nursing research into practice mandates involvement in lifelong learning and the incorporation of acquired knowledge into practice. A commitment to continuous quality improvement, improved patient outcomes, enhanced patient safety, and active involvement with the profession itself are key elements in professional nursing.

### **EDUCATIONAL PHILOSOPHY**

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The faculty of the Nursing Department believe that teaching-learning is a continuous, reciprocal, varying process according to individual differences among faculty, agency, and students. The development of a spirit of inquiry and sound clinical reasoning are crucial for the professional nurse. Facilitating student movement toward self-actualization is a basic responsibility of faculty in the teaching-learning process as students move toward becoming contributing and accountable members of the profession and of society. Evaluation is a continual process which must be conducted systematically by faculty, students, and others involved in learning. Ongoing evaluation contributes to the promotion, maintenance, and restoration of the health of the community of which the University and Department is part.

### ***Educational Process***

Nursing Department faculty believe the goal of the educational process is fourfold, to:

- help a highly diverse student body become liberally educated professionals
- afford students an opportunity to explore and develop a personal philosophy of nursing that is built upon a sound theoretical foundation and incorporates practice elements.
- achieve a balance between theory and practice to achieve fully dimensional learning

- teach students to value the research process as one that builds on and adds to the foundation of nursing and health care knowledge

### ***Academic Environment***

Nursing Department faculty believe in a learner-centered, facilitative academic environment that delivers nursing education to a diverse student body based on four values:

- The educational process partners students and faculty in collaborative mentoring relationships that transcend traditional educational boundaries.
- The infrastructure aids flexible educational efforts rather than having the infrastructure dictate the education that may be offered.
- There is a synthesis of conceptual and theoretical information with the practical realities of the current healthcare environment.
- Higher education is made accessible to students who are adult learners, who may have families, and who may work, some full time.

### ***Nursing Department Values***

The NJCU Nursing Department faculty believe in the following eight premises on which all nursing education is based.

- Treat students as we treat each other, with genuine interest, egalitarian respect, and positive but realistic expectations, all based on honest and open communication.
- Be committed to changing people's lives and facilitating students' desire to achieve an education, with a focus on living, learning, growing, and achieving.
- Be dedicated to providing education with passion and inspiration in a way that instills a commitment to lifelong learning.
- Participate in out-of-class teaching and mentoring, whenever and wherever the teachable moment occurs.
- Be committed to doing whatever it takes to help a student, whether in class, in an office, on the telephone, or in e-mail.
- Provide contemporary experiential and theoretical knowledge engaging with students and bring a sense of fun and adventure to the hard work.
- Participate in continuing education activities to promote professional growth.
- Support evidence-based learning activities.

### **BSN PROGRAM OUTCOMES\***

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The end of program outcomes incorporates *The Essentials of Baccalaureate Education for Professional Nursing Practice* (American Association of Colleges of Nursing [AACN], 2021) and recommended by several national think tanks related to Nursing and Health Professions education including the Institute of Medicine (IOM), *The Future of Nursing: 2020-2030* and the *Quality and Safety Education of Nurses (QSEN)*. Further, these outcomes support accreditation regulations as well as support [New Jersey City University-Wide Learning Goals](#).

Graduates of the BSN program of New Jersey City University will be able to:

1. Implement quality population-focused care in the protection, promotion, and optimization of the health of individuals, families, and communities across the lifespan. (Essentials VII, IX) (QSEN – PCC) (NJCU – 1-6)
2. Integrate current evidence and sound clinical reasoning into patient-centered nursing practice (Essentials III, VII, IX) (QSEN – EBP, PCC, S) (NJCU – 2, 5)
3. Collaborate with inter-professional healthcare teams in the planning, coordination, and provision of high-quality care (Essential VI). (QSEN – T&C) (NJCU – 1, 2, 4 & 6)
4. Demonstrate culturally congruent nursing care that reflects the worth, dignity, and uniqueness of individuals and groups (Essential VII). (QSEN – PCC) (NJCU – 1, 2, 4)
5. Incorporate technology and information management to promote safe patient care (Essential IV). (QSEN – S, I) (NJCU – 2, 3 & 5)
6. Apply organizational, leadership and management concepts to improve health care outcomes, address policy and change in complex health environments (Essentials II, V). (QSEN – QI, S, EBP, T&C) (NJCU – 2)
7. Integrate professional, legal, and ethical principles in the role of the nurse. (Essential VIII). (QSEN – All) (NJCU – 1, 2, 4 & 6)
8. Synthesize concepts derived from liberal education to build on acquired nursing knowledge, skills, and values (Essential I). (QSEN – All) (NJCU – 1-6)

## **NURSING PRACTICE IN NEW JERSEY**

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The New Jersey Board of Nursing website contains rules and regulations related to nursing practice and the New Jersey Nurse Practice Act. Students may access this information at [www.njconsumeraffairs.gov/nur/Pages/default.aspx](http://www.njconsumeraffairs.gov/nur/Pages/default.aspx)

## **CHARACTERISTICS ESSENTIAL IN PROFESSIONAL NURSING PRACTICE**

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As a profession, nursing places great reliance upon individual responsibility and accountability. Therefore, students are held responsible and accountable for their professional behavior. Nursing is a profession based in caring, with sensitivity to the uniqueness of individuals, families and communities. The [American Nurses Association Code of Ethics](#) guides professional nursing practice.

Students are expected to exhibit characteristics consistent with the professional nurse role. Students who do not manifest these characteristics may be referred to the Department Chair and counseled or required to seek appropriate assistance. Students who refuse to obtain assistance and/or persist in exhibiting inappropriate behaviors will not be permitted to continue in the nursing program. Students whose behavior indicates issues related to professional ethics and a sound moral foundation place themselves at risk for course failure or dismissal from the program.

Students are required to engage in diverse, complex, and specific experiences essential for nursing practice. In addition to being essential to the successful completion of degree requirements, these functions are necessary to ensure the health and safety of patients, classmates, faculty, and other healthcare providers.

The essential abilities necessary to acquire or demonstrate competence in nursing and needed for successful admission and program completion include but are not limited to\*:

*Motor Skills*

Students require sufficient motor function so that they are able to execute movements required to provide general care and treatment to patients in all health care settings.

*Sensory/Observation*

Students must be able to acquire the information presented through demonstrations and experiences in the classroom, laboratory, and clinical settings. The student requires visual acuity to make accurate observations at a distance and close at hand, and to provide nursing care safely and effectively. The student requires sufficient auditory acuity to accurately interpret information collected with the auditory sense.

*Communication*

The student must be able to communicate effectively and sensitively with other students, faculty, patients, and other professionals. The student must be able to communicate effectively orally and in writing.

*Computer Basics*

Students are expected to have basic word processing skills and competency with email, database searches, and web navigation. Students are expected to have a computer to which they have daily access.

\*Adapted from: Katz, J., Woods, S., Cameron, C., & Milam, S. (2004). Essential qualifications for nursing students. Nursing Outlook, 52, 277-288.

## **TRANSFER OF CREDITS**

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The NJCU Accelerated BSN Program does not accept credit for nursing coursework taken elsewhere. The ABSN student is required to take all nursing major coursework at NJCU.

RN-BSN students are eligible for transfer credit. Transfer credit may be granted for courses carrying a letter grade of “C” or better which are applicable to the student’s degree requirements. Applied Associate of Science (AAS) degrees and other college credit are evaluated course by course for transfer into NJCU. Students with an Associate of Science (AS) degree in nursing receive approximately 64- 66 credits in accordance with the New Jersey Statewide Transfer and Articulation Agreement. Students are reminded that the University has a 10-year limitation of courses, however each student with this limitation will be evaluated on a case-by-case basis. All transfer credit must be submitted to Transfer Resource Center upon acceptance to the BSN program.

NJCU RN to BSN Program has Articulation and/or Dual Admit Agreements with the following colleges:

- Brookdale Community College
- Essex County College
- Hudson County Community College
- Mercer County College
- Middlesex College

- Ocean County College
- Passaic County Community College

Students admitted under these agreements and will have additional credits transferred dependent upon each agreement (refer to specific documents).

## **ORIENTATION**

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Accelerated BSN Orientation will be offered prior to the start of the first semester for all incoming students. Incoming students will be notified of the scheduled dates electronically.

RN-BSN Jersey City students will be invited to the NJCU August General Orientation with a separate break out session for Nursing.

Track-specific orientation provides students with the opportunity to review department policies and program expectations. All students are expected to attend orientation prior to entry in the program. In the event a student does not attend orientation, the student remains responsible for all department and program requirements.

## **PATHWAY TO STUDENT SUCCESS**

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The faculty desire your academic success. We will do all we can to support students to achieve that goal. Here are a few helpful tips for you to incorporate to enhance your success:

- *Review your course syllabus.* Know what assignments and readings are required and when they are due.
- *Take Notes.* Note taking is helpful for retention of material and is a great way to study.
- *Be prepared for class.* That means completing readings and writing down questions that need clarification -bring them to class.
- *Attendance.* Research indicates that students who attend classes perform better academically.
- *Develop a study plan.* Cramming before an exam only supports short-term learning. Nursing students need to promote deeper learning because Nursing is cumulative. Material learned early on is needed throughout the curriculum and into practice. Review material each week as class progresses. We expect students to spend at least 2 hours per week for each credit hour of a course. Develop study groups. Review resources and practice NCLEX style questions.
- *Know your resources.* The library is a great source of information and much is readily available online and can be accessed 24 hours a day. If you need support services, contact the librarians. They are there to help! Meet with your faculty if your grades are not where you expect them to be.
- *Planning.* Create a schedule – include class and clinical time, study time, work, sleep, family responsibilities. A schedule keeps you organized and avoids last minute problems than prevent timely submission of assignments. It's much more manageable to keep up with coursework than try to catch up after getting behind.

## **COMMUNICATING WITH STUDENTS**

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Students will be assigned an NJCU email account; it is this account through which all electronic communications will be transmitted. Students are expected to check their NJCU email account daily during the week for up-to-date communications. Faculty will not be permitted to respond to a student's personal email, as this is a [Family Educational Rights Privacy Act \(FERPA\)](#) violation.

Course requirements will be communicated via course syllabi, in class announcements, Blackboard Learning Management System and/or student NJCU email account.

## **ACADEMIC ADVISEMENT**

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Each student will be assigned an [Academic Advisor](#). The Advisor is responsible for advising students about their academic status and progression in the nursing program. Please go to GothicNet (Student Center) to see your assigned advisor.

## **TUITION**

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Tuition for the current academic year is available on the NJCU website at: <https://www.njcu.edu/about/office-student-accounts/tuition-fees>. You may also contact the Bursar's Office at 201-200-3045 for the most current tuition rates.

## **WITHDRAWAL AND REFUNDS**

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Students who withdraw from the BSN program may be eligible for a tuition refund. Withdrawing students must submit a Withdrawal Form available in the Registrar's Website under forms. Refunds are based on timing of withdrawal. University guidelines are utilized for withdrawal and refunds within the nursing program. Deadlines for refund and withdrawal are published in the Academic Calendar. You may reach the Registrar at 201-200-3333 or <https://www.njcu.edu/registrar/>.

## **SCHOOL CLOSURES – PLANNED AND EMERGENCY CLOSURES**

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The [NJCU Academic calendar](#) provides a list of scheduled school closings.

### ***Jersey City Campus Closings***

Emergency school closures will be posted on the New Jersey City University website and will be announced on the main University telephone number. Students are strongly advised to subscribe to the Gothic Alert system which provides up to date messages via email and phone related to school closings. Students may sign up through GothicNet.

### ***Cancellation of Clinical Experiences***

Clinical experiences may be cancelled due to weather conditions or other emergencies when the university has not officially closed. Missed clinical days are required to be made up, consistent with the policy on clinical absences. Faculty cancellation of a clinical experience due to inclement weather or emergency will not adversely affect student grading and will not count as a clinical absence provided the day is made up.



Students will be notified of the closure via email and/or text message no less than 90 minutes prior to the scheduled start time. Students are responsible for determining if classes have been cancelled due to inclement weather and for checking with the instructor if there is a question about any cancellation. Students are not permitted onsite with the clinical agency in the event a clinical experience has been cancelled.

## **SUPPORT SERVICES**

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Evidence demonstrates that stress levels are high among nursing students facing the rigorous demands of school, work, and personal life. New Jersey City University's Nursing Department is committed to providing support to meet students' academic and psychosocial needs. Academic support and remediation are available through faculty one-to-one remediation sessions or group classroom activities at the Office of Centralized Tutoring and Academic Support Programming. (201) 200-3513.

The University offers additional resources such as:

- Academic Computing
- Career Planning
- Center for Student Success
- Counseling Center
- Health and Wellness Center
- Office of International Students
- Office of Specialized Services
- The HUB Writing Center

More information can be found at

<https://www.njcu.edu/academics/respirces/servoos/centralized-tutoring-academic-support-services>

## **STUDENTS WITH DISABILITIES**

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The Nursing Department adheres to university policies related to students with disabilities who require an accommodation. Prior to a student receiving an accommodation in any course, the student must self-disclose the disability and meet with the Office of Specialized Services (OSS). Upon review of the student's request for accommodation, OSS will determine what reasonable accommodation(s) are required and notify course faculty of the accommodations required. This must be completed for each semester AND each course the student is enrolled in to ensure continuance of accommodations.

Students with disabilities should contact OSS at 201-200-2091 as soon the student is accepted. Students will not be provided any accommodation in the classroom, laboratory, or clinical setting without written documentation of the accommodation from OSS. Accommodations are effective upon the date in the documentation provided to the faculty by OSS. For more information, please review the OSS website: <http://www.njcu.edu/oss>

## **STUDENT FILES**

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The Nursing Department maintains a file of each active student, separate from the University record. The student department file may contain information related to advisement, grade changes, waiver requests, transcript/s from outside institutions, transfer evaluation, faculty-student meetings, letters to the student, licensure and/or health requirements, academic integrity violations, and disciplinary action. Records of inactive, graduated or dismissed students will be archived and retained for a period of four years.

## **STUDENT RIGHTS & RESPONSIBILITIES**

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1. Students have the right to receive information on the course syllabus related to course objectives, expectations of students, grading criteria for the course, and guidelines for assignments.
2. Students have the right to practice clinical skills and receive feedback and suggestions for improvement prior to a graded evaluation.
3. Students have the right to receive timely feedback related to class and clinical experiences, as well as guidance and suggestions to enhance learning.
4. Students must demonstrate professional behavior, responsibility, and accountability. These include but are not limited to:
  - a. Ensuring all pre-clinical requirements have been met prior to beginning clinical experiences and ensuring these remain current during the program.
  - b. Ensuring all financial requirements related to continued enrollment are met.
  - c. Attendance at all class and clinical experiences.
  - d. Punctuality for all class and clinical experiences.
  - e. Prompt notification to faculty if the student anticipates being late or absent.
  - f. Appropriate preparation for class activities.
  - g. Honest and open communication with faculty, staff, and peers.
  - h. Submission of assignments by the due date and time.
  - i. Demonstration of courtesy and respect in all interactions.
  - j. Maintenance of clients' rights to dignity, privacy, and confidentiality.
  - k. Wearing appropriate attire to class, laboratory, and clinical experiences.
  - l. Consistent use of culturally sensitive, as well as educationally and developmentally appropriate language in all interactions.

Students have the responsibility to participate actively in the learning process by asking questions in class, seeking out new learning experiences, and integrating theory into clinical practice.

## **GUIDELINES FOR RESOLVING PROBLEMS & GRIEVANCE PROCESS**

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The department strives to create an atmosphere conducive to learning that is based on mutual respect between faculty and students. If a problem arises, the issue can usually be resolved by direct communication between the student and the professor. To facilitate the problem-solving process, it is suggested the student take the following steps:

1. Ask questions in class.
2. Seek help from the professor on an individual basis.
3. Speak with the professor and/or the academic advisor as soon as a significant problem or concern arises.
4. Speak with the Program Coordinator
5. Speak with the Department Chairperson.
6. Do not ignore the situation, wait until the last minute, or expect someone else to take care of problems.

If the above is not successful, the student can file an academic grievance. The NJCU procedure for filing an academic grievance can be found in the NJCU Undergraduate Catalog <https://catalog.njcu.edu/undergraduate/academic-requirements-policies-procedures/academic-grievanceappeal-procedure/>

### **ACADEMIC INTEGRITY**

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Nursing, as a profession, is in the public trust. The faculty of the Nursing Department believe ethical behavior is expected in all situations. Students are expected to demonstrate ethical behavior and moral courage in the classroom, clinical area, and all other experiences related to the academic program. Moral courage mandates that students will come forward to report issues, despite difficulties inherent in doing so. Lying about or failing to report issues are considered equivalent in their violation of the principles of academic integrity.

The faculty expects all work to be the student's own. Students who are suspected of lying, cheating, falsifying records or plagiarizing will be subject to failure on an assignment, course failure, and possible dismissal from the program, depending on the severity of the situation. Definitions and minimum consequences are guided by the Academic Integrity Policy as outlined in the NJCU Undergraduate Catalog. However, because of the nature of the profession and the public's trust in nursing, sanctions for academic dishonesty for Nursing may be more stringent than those within the University.

### ***Violations***

#### ***Level I***

Level I penalty applies to circumstances involving ignorance or inexperience on the part of the person(s) committing the violation and ordinarily include a minor portion of coursework. The imposition of these penalties is considered an academic issue and not disciplinary.

Example: Improper documentation of sources in a written assignment.

Penalty: Re-work the assignment; maximum grade for the reworked assignment can be no higher than a grade of C (75).

Reporting: Level I violations will be reported to the Department Chair and a note will be placed in the student's department record.

Repeat violations: Evidence of a repeat offense at Level I will be considered a Level III violation.

### ***Level II***

Level II penalty involves incidents of a more serious nature and affect a significant aspect or portion of the course.

Examples: Copying from or giving assistance to others on a mid-term, final, or other examination; plagiarizing a portion of the assignment (21% - 50%); using unauthorized material during an examination.

Penalty: Grade of zero (0) for the assignment or examination with no possibility to make-up the assignment/examination. Assignments/Examinations with considerable weight in a course that receive a grade of zero (0) may result in course failure.

Reporting: Violations of this level will be reported to the Department Chair as well as the Dean of the College of Professional Studies. Level II violations will be included in the student's university record. If the violation results in course failure, the student will not be able to expunge the grade of F from his/her GPA should the student re-take the course (Grade re-computation will be disallowed). Confidential copies of the report will also be sent to the Vice-President of Academic Affairs and the Dean of Students, for informational purposes and for centralized coordination between the different colleges.

Repeat violations: Evidence of a repeat offense of a Level II offense will be considered a Level III violation.

### ***Level III***

Level III penalties apply to offenses that are even more serious in nature and involve pervasive dishonesty on a significant portion (>50%) of coursework, such as a major paper, mid-term, final examination, or other examination.

Examples: Using a purchased term paper presenting the work of another as one's own; having a substitute take an examination; possessing or obtaining an examination or Textbook Publisher Test Bank without professor's authority or prior knowledge; altering a graded examination for the purposes of re-grading; falsification of any information in a patient's health record.

Penalties: A failing grade in the course and dismissal from the program. A student dismissed from the program for a Level III violation will be required to re-apply to the program and is subject to the application review process. The student may be offered a seat in the program on a space-available basis. Violations of this level will be reported to

the Department Chair as well as the Dean of the College of Professional Studies. Level III violations will be included in the student's university record. A student receiving a grade of F as the result of a Level III violation will not be able to expunge the grade of F from his/her GPA should the student re-take the course (Grade re-computation will be disallowed). Confidential copies of the report will also be sent to the Vice-President of Academic Affairs and the Dean of Students, for informational purposes and for centralized coordination between the different colleges.

Repeat violations: Evidence of repeat offenses at Level III will result in dismissal from the program and the student will be ineligible for readmission.

NOTE: The above policy is based upon the NJCU Academic Integrity Policy

### **PROFESSIONAL BEHAVIOR**

Professional Behavior Statement: The Department of Nursing, reserves the right to require that a student withdraw from the department at any time for behavior that is deemed unethical or unprofessional. The criterion for measuring the behavior is the ANA Code of Ethics, Standards of Practice, the American Association of Colleges of Nursing (AACN), and AACN Essentials of Baccalaureate Education. All students will be held to this standard as described in this Handbook. As nurse educators, NJCU Nursing faculty are committed to the values of responsibility and accountability. It is our belief and the responsibility of the faculty to instill and demand these same values of the NJCU nursing students. The [American Association of Colleges of Nursing \(AACN\)](#) define professionalism as "the consistent demonstration of core values evidenced by nurses working with other professionals to achieve optimal health and wellness outcomes in patients, families, and communities by wisely applying principles of altruism, excellence, caring, ethics, respect, communication, and accountability". Essential VIII, Professionalism and Professional Values.

Professionalism: Is a statement about a group's expectations and shall be defined as behavior and conduct that is representative of the inherent nursing values as outlined by principles of human dignity, autonomy, integrity, altruism, and social justice.

#### **General Principles:**

- Truthfulness
- Adherence to all applicable legal and ethical codes guiding professional behavior and conduct including the: New Jersey Nurse Practice Act (NJNPA), American Nurses Association (ANA) Code of Ethics (2015), and the ANA Scope and Standards of Practice, (2021).
- HIPPA Federal Regulations
- Adherence to all the NJCU rules, expectations, standards, policies, and procedures that address personal, academic, and professional integrity, behavior, and conduct.
- Responsibility in reporting occurrences against these principles to the appropriate authority.

Unprofessional Behavior: Shall be defined as any behavior that lowers the standards of excellence and competence required by the profession of nursing including but not limited to:

- Misrepresentation
- Lying
- Repeated missed or late assignments
- Repeated absence
- Repeated tardiness
- Repeated missed exams
- Inability to accept responsibility for actions (accountability)
- Violations of ethical codes
- Violations of course requirements as outlined in the syllabus.
- Obstructing teaching, learning, other academic activities
- Impeding progress of another

Nursing students are expected to act in a manner consistent with the ANA Code of Ethics, University and Nursing Department policies. Failure to comply may result in action by NJCU nursing administrators and/or faculty including, in appropriate cases, dismissal from the nursing program.

#### **ACADEMIC GRADING AND REQUIREMENTS**

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A “C” is the minimum acceptable grade in any nursing course. Students who receive a grade below a “C” in any nursing course will be required to repeat the course. Courses may be repeated in accordance with track specific requirements.

Students are responsible for monitoring their own performance and progress through the program. Students must consult with the instructor and academic advisor if unusual issues/situations exist which may affect academic or clinical performance. ***Students are expected to be active participants in their academic and clinical progress and are responsible for following through with recommendations made by faculty.***

Students must maintain a 2.5 grade point average (GPA) each semester. Students whose GPA falls below 2.5 will be placed on academic probation. Students who remain on academic probation for two consecutive semesters are subject to dismissal from the program. Students are required to have a cumulative GPA of 2.5 to graduate.

Students will receive notification in writing from the Department Chair when any academic sanction or unprofessional behavior is imposed. The letter will identify the cause of the sanction and specify any action to be taken on the part of the student. Students may be required to participate in remediation activities at the recommendation of course faculty, academic advisor, Program Coordinator, or Department Chairperson.

### **Grading Scale**

The following is the schedule of numerical equivalents for letter grades in the Nursing Department:

A	93-100
A-	90-92
B+	86-89
B	83-85
B-	80-82
C+	77-79
C	75-76
F	74 or below
W	Withdrawal
I	Incomplete

### **Credit and Time Equivalency**

Theory courses: 1 credit = 50 minutes of instruction + 100 minutes of prep time  
Clinical/Laboratory: 1 credit = 30 Hours of Clinical Time

### **ELECTRONIC DEVICE USE**

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Student use of cell phones/smart phones in the classroom, laboratory or clinical setting is strictly prohibited. No phones or other electronic devices may remain on during classes, laboratory sessions, or clinical experiences, *unless specifically required or approved by the instructor.*

Audiotaping or videotaping of lectures is the sole discretion of individual faculty. If a student wishes to audiotape or videotape lectures, faculty approval is REQUIRED prior to use. Students who violate this expectation will be subject to disciplinary action.

### **SOCIAL NETWORKING**

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Nursing has a professional presence that is visible online. Internet-based social networking systems (Facebook, Twitter, Instagram, and others) can be forums for the promotion of positive, professional relationships among nurses (and nursing students). However, the nature of this media may also promote the sharing of patient information and clinical experiences that violate patient privacy and confidentiality. These occurrences, even if names are removed, may be grounds for a HIPAA (Health Insurance Portability and Accountability Act) violation and subsequent penalties. Further, students shall not represent opinion as that of the NJCU Nursing faculty or University or divulge information that could be construed as a violation of student privacy as defined in the Family Educational Rights and Privacy Act (FERPA).

Students have the responsibility to uphold these requirements in all environments, including online. Students should not post or transmit individually identifiable patient information with the understanding that a patient, colleague, educational institution, or employer may be able to view this information. Students should use privacy settings on their systems to separate their

online personal and professional interactions. Students who interact with patients on social media must observe nurse-patient professional boundaries. Students who discover a posting which threatens a patient's health, welfare, or right to privacy must report this information to the Department Chair. Failure to do so shall be construed as a violation and subject to disciplinary action.

Adapted from American Nurses Association (2011, September). Principles for social networking and the nurse. Silver Spring, MD

## ATTENDANCE

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Attendance will be monitored and reported to the University in accordance with Federal Financial Aid regulations. Students who do not meet attendance requirements may jeopardize future federal financial aid. Please consult the Financial Aid Office for questions or concerns related to student attendance and financial aid.

Nursing education prepares students to develop professional and clinical competence and to assume professional accountability. Nursing practice is licensed, and nurses must adhere to the professional standards established by the American Nurses Association, State Boards of Nursing and other professional organizations. Therefore, attendance and professional behavior is expected in all classrooms, laboratory, or clinical settings. Attendance and prompt arrival correspond to professionalism and professional accountability. Students are expected to be prepared for all classroom, laboratory, or clinical settings prior to scheduled sessions and to be respectful of peers and faculty in these settings.

### ***Attendance in ABSN Classes***

Attendance will either be taken by the course professor or attendance sheets will be distributed in each class on which students will sign their names. Students who fraudulently sign for another student are demonstrating a lack of academic honesty and integrity. Such students will be subject to sanctions up to and including dismissal from the program.

Students are expected to be on time for each lecture, laboratory, and clinical experience. If a student is late for class by 10 minutes or more, the faculty member will consider the student absent for the class and has the right to disallow the student from remaining. *In addition, the student will be marked late on the attendance sheet. **Two episodes of lateness shall equal one absence.*** Students who return more than ten minutes late from a scheduled class break may similarly be excluded from participation in the class and will be considered absent for the whole class. ***Students who are absent more than three times from any didactic class may have their final grade reduced by a full letter grade or a percentage to be determined by the course instructor.*** Students who miss 2 or more classes in a course that follow a blended format (7 in-class meetings), the faculty will have the discretion to reduce the student's final grade by one full letter. Students who will be absent from class are required to notify the instructor via email or telephone.



### ***ABSN Clinical and Laboratory Experience***

Students are responsible for acquiring complex knowledge and skills for the nursing role. Therefore, attendance and punctuality at all clinical experiences are required. Students are responsible for personally notifying the clinical agency as well as the instructor *prior* to the start of the day when lateness or absence cannot be avoided. ***Students who arrive to the clinical agency ≥ 15 minutes late will be sent home and the day counted as a clinical absence.***

Any clinical day for which a student is absent must be made up by the student. Make-up clinical experiences are at the discretions of the Program and/ or Clinical Coordinator and are subject to the availability of clinical sites and/ or experiences, and instructors. A student who fails to make up the clinical day(s) may receive a failing grade in the clinical component of the course. ***Students who are absent for more than one clinical experience or repeatedly late will receive a clinical warning outlining the expectations and consequences for not meeting stated expectations.*** Students who have missed more than two clinical days during the semester in any clinical course are subject to course failure.

#### ***Absences related to clinical rotations running for 8-15 weeks***

- Students who missed one clinical day will receive a verbal warning related to clinical absence and be required to make up the missed hours at the discretion of the Program/ Clinical Coordinator.
- Students who miss a second clinical day will receive a Student Warning, be required to complete a written assignment assigned by the course instructor AND make up the missed hours.
- Students who miss three or more clinical experiences will not be provided an opportunity to make up the missed clinical days and will fail the course as determined by the course instructor and Program Coordinator.

#### ***Absences related to clinical rotations running for 7 weeks or less***

- Students who miss a one clinical day will receive a Student Warning, be required to complete a written assignment assigned by the course instructor AND make up the missed hours.
- Students who miss two or more clinical experiences will not be provided an opportunity to make up the missed clinical days and will fail the course as determined by the course instructor and Program Coordinator.

### **STUDENT ILLNESS**

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Students who miss three or more consecutive days of school (class or clinical) must present a medical clearance letter from a healthcare provider prior to returning to the classroom or clinical experience. Students must be capable of performing all skills required in the clinical setting; therefore, the healthcare provider must state the student is able to return to full duty with no restrictions or limitations.

Students whose health status, as identified by the healthcare provider, limits their full participation must meet with the Program Coordinator or Chair prior to returning to the class or

clinical setting. Students with limitations will be referred to OSS. If the limitations cannot be reasonably accommodated, the student will be deemed ineligible to return to the class or clinical setting until full clearance is obtained.

## **EXAMINATIONS**

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All examinations must be taken on the day scheduled. Students are expected to notify the instructor in advance if the student is unable to complete the exam on the scheduled day. Failure to notify the instructor prior to the exam will result in a grade of zero for the exam. If there is an excused absence for an examination, it is the student's responsibility to plan for a make-up exam within one week, with the appropriate faculty member; otherwise, the grade automatically becomes a zero (0). Make-up exams may be in a different format than the original exam.

When a student is late for an examination, the student will be permitted to take the exam but will not be given additional time. Faculty may deny students access to an exam if the student is more than 10 minutes late. Students will then be required to make up the exam; otherwise, the grade automatically becomes a zero.

Students are not allowed to keep examination or test papers nor copy/photograph test questions and answers. Students may review their own exams at the discretion of the instructor and must make an appointment with the individual faculty member to do so. Students are not allowed to record, photograph or photocopy exam reviews. To do so will automatically be considered a violation of the Academic Integrity Policy.

Any activity related to recording or sharing of content on written, practicum or computer-generated exams will be considered a violation of the Academic Integrity Policy.

### ***Testing Policy***

1. Talking during an exam is prohibited.
2. No items shall remain on the desk except for pencils, pens, and test and answer sheet unless otherwise permitted by instructor.
3. Students are required to adhere to faculty time limits for testing.
4. Each student is expected to maintain academic integrity. Student(s) suspected of cheating will be removed from class without completing the exam and will be reported to the Program Coordinator and the Department Chair. There will be no opportunity to make up this exam.
5. Faculty reserve the right to assign seats for testing.
6. Upon exam completion, students are expected to exit the room quietly until all testing is complete.
7. Faculty reserve the right to have any personal student belongings (bookbags, etc.) be removed from the testing area and placed in the front of the classroom during the exam period.

8. Students are not permitted to leave the exam room while testing, unless approved by the instructor.
9. If required, scrap paper will be provided by the examination proctor.
10. Students shall remain seated during the exam. The student should raise one's hand if there is a question regarding the exam and the proctor will come to the student to answer the question.
11. With prior approval of faculty, a non-electronic English to Native Language dictionary may be used by non-native English speakers.
12. If a calculator is permitted during an exam, the student must use an NJCU-issued calculator.

### **STUDENT REQUIREMENTS PRIOR TO ENTRY INTO CLINICAL AGENCIES (ABSN and RN-BSN)**

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To participate in any clinical course, students must submit proof of the following:

- Adam Safeguard Criminal Background Check
- Liability insurance for nursing students uploaded into Castle Branch
- Current American Heart Association Basic Life Support certification uploaded into Castle Branch
- Current Health and immunization information uploaded into Castle Branch (specific immunization and testing may be found below)
- Personal Health Insurance uploaded into Castle Branch

#### ***Required Health Information***

Students are responsible to provide the Nursing Department and the Health and Wellness Center with all required health documents.

Health information must be provided on the NJCU Health and Wellness Center Form. This form is available from the Health and Wellness Center or online at:

<http://www.njcu.edu/student-life/campus-services-resources/health-wellness-center>

This form must be completed by a physician or other qualified health care provider (Nurse Practitioner or Physician Assistant). Forms must be submitted directly to the Health and Wellness Center.

Due to the nature of required experiences in the clinical settings, the Nursing Department has health and immunization requirements in addition to those of the University. In addition to the University requirements, nursing students are required to submit the following to *Castle Branch*

- Physical Exam within 3 months prior to program start - form available at [http://www.njcu.edu/sites/default/files/health\\_clearance\\_form\\_2014\\_0.pdf](http://www.njcu.edu/sites/default/files/health_clearance_form_2014_0.pdf)
- Proof of immunity to Measles, Mumps and Rubella (titers)
- Proof of immunity to Varicella (titer)

- Proof of 2-step Tuberculin testing (PPD) or QuantiFERON Gold with results <3 months prior to the start of the program and annually thereafter -OR-Submission of a chest x-ray and TB Questionnaire for students known to be PPD positive
  - Proof of Hepatitis B vaccination if in progress, or proof of immunity (titer)
    - Students who are currently undergoing Hepatitis B immunization are required to sign a Waiver for Incomplete Hepatitis B Series and are required to complete the vaccination series as recommended by the CDC.
    - Please note NJ regulation requires Hepatitis B vaccination for all full-time college students
  - Tdap within the past 10 years
  - Proof of Influenza vaccination by November 10<sup>th</sup> of each year unless medically contraindicated or Declination signed
    - Please note Influenza vaccination may be required by the clinical agency. The clinical agency reserves the right to refuse student access to the clinical agency or subject the student to additional requirements similar to those required of its employees (ex. Wearing a mask in patient care areas at all times)
  - Drug Screen as required by the clinical agency
- Please note that some agencies may require additional immunizations and testing. These must be completed by the student to participate in the clinical agency. Students are not employees and may have different requirements.*

#### ***“Equivocal” or “Not Immune” Results***

In the event test results for immunity to Measles, Mumps, Rubella, Varicella or Hepatitis B indicate a student is not immune or immunity is equivocal, the student must undergo repeat vaccination as recommended by the Centers for Disease Control and obtain repeat titers four to six weeks after completing the vaccination. Students who fail to comply with these requirements will not be cleared for entry into the clinical setting. Students who have a medical contraindication to revaccination are required to provide documentation that a contraindication exists and the duration of the contraindication. This documentation must be provided by a physician, nurse practitioner or physician assistant.

#### ***Costs***

Students are responsible for all costs associated with meeting these requirements. Please note your personal health insurance available may or may not cover expenses related to these requirements. Students may contact their local county Health Department for assistance with obtaining vaccinations.

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

Professional liability insurance in the amount of \$1 million/\$3 million is required for all students. Information on where to purchase liability insurance will be provided during orientation and is available on the Nursing Department website at [www.njcu.edu/nursing](http://www.njcu.edu/nursing); a copy of the policy must be submitted and uploaded into Castle Branch. The student is responsible for the costs associated with purchase of malpractice insurance.

### ***Cardiopulmonary (CPR) Certification***

The American Heart Association (AHA) Basic Life Support (BLS) for healthcare providers curriculum is required. Courses leading to this certification are available at many area hospitals and community agencies. Students must maintain active BLS certification for the duration of the program. If BLS certification expires during the program, the student will be barred from clinical experiences until the certification is renewed. There is no grace period for expirations. It is the student's responsibility to maintain currency with BLS throughout the program. The student is responsible for costs associated with BLS certification.

American Red Cross CPR or any other issuer of CPR certification will not be accepted.

### ***Personal Health Insurance***

Students are required to maintain personal health insurance throughout the program, as required by clinical agency contracts. A copy of one's health insurance card must be provided (front and back, uploaded into Castle Branch. Students who do not have health insurance are required to obtain personal health insurance through the healthcare exchange or government sponsored insurance programs.

### ***Submission of Clinical Requirements***

Castle Branch is the repository utilized for collection of all health information and immunizations. Castle Branch is a secured cloud-based program which is password protected. Access is limited to Department Faculty and Staff directly involved with student assignments and clinical agencies.

All documentation must be submitted electronically by the student. Information regarding the electronic submission will be available during orientation.

[www.castlebranch.com](http://www.castlebranch.com)

### ***Documentation of requirements is due by the date established by the BSN track.***

ABSN documents are to be uploaded at the date assigned by the Program / Clinical Coordinator prior to attending ANY clinical experience. Failure to submit and upload documents will prohibit the student from attending clinical experiences. Failure to comply with submission of all required documentation will result in dismissal from the program.

RN BSN documents (Castle Branch and Adam Safeguard) must be in progress to register for Nursing Leadership (NURS 440) and Population Health (NURS 475). Approximately 45 days prior to the semester start date, ALL requirements of Castle Branch and Adam safeguard must be complete, otherwise the student will be dropped from the class.

### ***Criminal Background Check***

All accepted students are required to undergo a criminal background check prior to beginning any coursework and must use the NJCU contracted vendor known as *Adam Safeguard* to provide the service. Criminal Background checks from any other source will not be considered. The student is responsible for costs associated with completion of a criminal background check. The website is: [www.adamsafeguard.com/home.htm](http://www.adamsafeguard.com/home.htm)

Background check reports must be completed and available for review by the date specified by the Program/ Clinical Coordinator.

- ABSN  
Jersey City Campus Students – August 10<sup>th</sup>
- RN to BSN- approximately 45 days prior to the start for the respective clinical courses (NURS 440 and NURS 475).

As it may take up to two weeks for *Adam Safeguard* to complete a criminal background check, students are urged to complete the Adam Safeguard criminal background application as soon as possible. Students for whom NJCU Nursing Department has no criminal background report by the required date will be denied entry into the clinical agency for failure to complete this requirement.

Students must understand that the clinical learning experience is a mandatory component for successful completion of the BSN program. Clinical agencies with which the University maintains contracts for the provision of clinical learning experiences mandate that students who interact with their patients must meet and are obliged to adhere to the same standards which apply to clinical agency professional staff that interact with patients. Students may also have to meet additional requirements beyond what clinical agency staff are required to provide.

A criminal background report containing a criminal history not acceptable to the clinical agency may result in a student not being accepted into or being dismissed from a clinical learning experience per clinical agency standards. It is solely the responsibility of the student to maintain qualification for entry into and continuance in the clinical learning experience.

Procedurally, the results of the timely received criminal background check reports will be shared with the clinical agency prior to the beginning of each semester by the Department of Nursing Chairperson and/or Program Coordinator. If the criminal history report reflects a criminal history not acceptable to the clinical agency the clinical agency may elect to further investigate the matter but is under no obligation to do so. As a matter of practice, the Department does not disclose the name of the individual with the criminal history discrepancy but may do so if the clinical agency requires it and intends to conduct a further investigation. The clinical agency decision to accept or reject a student into the clinical experience is final. The inability to participate in clinical learning from one or more agencies due to clinical agency rejection or dismissal will result in the student's inability to complete program course requirements. Failure to complete course requirements will result in course failure and dismissal from the BSN nursing program.

If an accepted student finds the criminal background check erroneous, it is the individual's responsibility to dispute and correct the error prior to the first day of the semester. The individual student is responsible for all costs associated with the dispute. If a criminal history

report is in dispute, the report remains on the student's record until the University is notified by Adam Safeguard of a resolution of the dispute warranting removal.

To dispute findings of the criminal background check, contact Adam Safeguard at:

EMAIL: [info@adamsafeguard.com](mailto:info@adamsafeguard.com)

PHONE: 732-506-6100 or 1-800-722-ADAM

***ABSN Dress Code (See Specific Policy for RN-BSN Clinical Dress Code)***

The basic uniform is a hunter green top and white pants or skirt (Knee-length or longer) that must be purchased from Flynn and O'Hara Uniforms. The vendor will be present at orientation to assist with sizing and orders. Students may also place orders online at <http://www.flynnohara.com>

Students may wear a long-sleeved or short-sleeved turtleneck or crewneck shirt underneath the uniform. Shirts worn under the uniform must be plain white and contain no writing or logos. Students must wear the NJCU issued student ID over the left front pocket. Shoes must be white sneakers or other white shoes (no sandals or clogs) with no lettering or coloring. Shoes must be made of leather or similar man-made material – canvas or other cloth materials are not permitted. No sweaters or cardigans may be worn over the uniform. Only white socks or hose may be worn.

Students in maternity and surgical areas are required to wear agency-approved surgical attire provided by the agency. Students are not permitted to deviate from clinical agency requirements for surgical attire. If the student does not comply with agency requirements, the clinical agency may bar the student from entering the surgical suite and the student is at risk of clinical failure if clinical objectives cannot be met.

The uniform is to be worn during clinical and laboratory experiences except for the psychiatric, leadership, and community/population health rotations. Students in these settings may wear street clothes, in accordance with clinical agency policy. If agency policy does not specify, the NJCU uniform may be worn or a blue skirt or pants with a white shirt. Students are required to dress in a professional manner. Clothing should be clean and free of wrinkles. Pants/slacks are permitted. Skirts or dresses, if worn, must be a minimum of knee length. Ill-fitting or tight clothing is prohibited. T-shirts, sleeveless or halter tops, athletic wear and denim are prohibited. Clothing may not contain any writing or logos that may be considered unprofessional, offensive or "sending a message."

Students should wear little or no jewelry. Unless otherwise stated in agency policies, a wedding band may be worn except in maternity, pediatric, and operating room areas. There is a risk of loss or damage if these items are brought to the clinical setting; such loss or damage is the sole responsibility of the student. Only one pair of studded earrings may be worn. No other jewelry is permitted.

Students are expected to be properly groomed. Make-up is permitted in moderation. Nails cannot exceed the length of the fingertip and rounded in shape. If polish is worn, it should be clear or of a light color and free of cracks or chips. Tips, acrylics, gels, or artificial nails are not permitted in clinical agencies. Hair must be worn off the neck and neatly styled. Men should be clean shaven or have neatly groomed facial hair. No visible body piercings are permitted. Some clinical agencies may require visible tattoos be covered and the student is expected to comply or risk course failure if the school is unable to secure a clinical site willing to permit visible tattoos.

Students are expected to come to the laboratory or clinical agency with the required equipment: wristwatch with a second hand, stethoscope, iPad, pocket notebook, penlight, scissors, and pens. Students who come to the laboratory or clinical setting improperly dressed or without the appropriate equipment will be sent home. At the discretion of the faculty, students may be permitted to change into proper attire and return or they may be sent home and the day counted as a clinical absence. Students will be required to make-up any clinical absence.

## **CLINICAL EXPERIENCES**

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Students are required to successfully complete all clinical experiences in required coursework. Clinical experiences are arranged by the faculty, with clinical agencies with whom NJCU has a current contract.

Students are expected to complete all agency orientation requirements prior to entry into the agency. These documents will be provided to the student.

### ***Compliance with HIPAA***

Students are personally accountable to always maintain patient confidentiality. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Security Rules detail requirements of all health care personnel to protect patient confidentiality. Students are required to maintain patient confidentiality at the clinical agency, at school, at work or at home. Students have access to patient information on a “need to know” basis. Students may only access patient information (written, electronic or oral) during the clinical experience as permitted by the clinical instructor. Students may not share patient information with outside parties unless the patient has granted permission. Discussions of patient care are appropriate for the learning environment; however, these discussions must occur in a private area to maintain patient confidentiality. Students are not permitted to leave the clinical agency with any patient information. Students are not permitted to copy or photograph/record any part of the patient’s medical record (including tests) by any means. Violations of HIPAA are subject to civil and criminal penalties as defined by federal law. More information may be found at [www.hhs.gov/ocr/privacy](http://www.hhs.gov/ocr/privacy)



## ***Clinical Conduct and Performance***

### **Clinical Evaluation**

Clinical performance is evaluated during each clinical nursing course by course faculty and clinical professors. Clinical evaluation tools are designed to address specific course expectations and objectives. Typical clinical expectations include, but are not limited to:

- Safe, effective, ethical performance of nursing interventions.
- Problem solving.
- Use of appropriate judgment.
- Appropriate communication and interaction with others.
- The ability to apply knowledge.

### **Professional Behavior and Language in the Clinical Setting**

Nursing students are expected to respect the rights of others regardless of their race, religion, nationality, sex, age, sexual orientation, physical condition, or mental state, in both laboratory and clinical settings. Students are expected to:

- Adhere to established laboratory and clinical deadlines.
- Have no unexplained laboratory and clinical absences, either at arrival or while in the clinical setting.
- Exhibit promptness when attending classroom, laboratory, and clinical experiences.
- Remain for the entire laboratory clinical learning experience, unless excused.
- Adhere to policies and procedures related to the assigned clinical agency.
- Promptly and properly identify oneself and role during clinical experiences.
- Adhere to the uniform and dress policies found in the BSN student policies/procedures manual.

### **Unprofessional Conduct and/or Professional Misconduct**

Nursing students are expected to act in a manner consistent with the ANA Code of Ethics, University and Nursing Department policies. Failure to comply may result in action by nursing administrators and/or faculty including, in appropriate cases, dismissal from the nursing program. Examples include, but are not limited to:

- Negligence in patient care.
- Unprofessional behavior either at the laboratory or at the clinical agency.
- Substantiated act or acts of patient abuse, either physical or verbal.
- Unsatisfactory performance as judged by the clinical supervisor or course faculty.
- Neglect of duty with actual cause or potential to cause patient harm.
- Fraudulent or egregious acts.
- Demonstrated and/or documented incompetence.
- Personal conduct which adversely effects the work environment and/or the supervisor's ability to perform his/her responsibilities.
- Exhibiting aggressive or intimidating behavior (e.g., profanities, threats, loud talking, rudeness, verbal coercion) toward or in the presence of faculty, staff, peers, patients/clients, or agency personnel.

### ***Clinical Probation, Failure, and Dismissal***

A student who demonstrates unprofessional conduct and/or professional misconduct will be notified by the faculty member of such behavior. The faculty member will counsel the student, document the occurrence of the behaviors in writing, and place the documentation in the student's file. The student must respond in writing within 48 hours to the faculty member's findings and/or submit written documentation relevant to the behavior. Depending on the nature of the behavior, the faculty member, in consultation with the Chair and/or Program Coordinator, may place the student on clinical probation.

#### **Clinical Probation**

Clinical probation is based on the performance of the student in relationship to course objectives and expected behaviors and attitudes that are consistent with those of a professional nurse. In addition, to persistent behavior or behaviors related to unprofessional conduct (see above), the student enrolled in a clinical nursing course may be placed on clinical probation for one or more of the following:

- Initiating clinical experiences without a contract/letter of approval.
- Initiating interventions or actions without appropriate supervision or approval of the faculty/supervisor.
- Two episodes of lateness
- Consistent difficulties in applying theory to the clinical setting.
- Inconsistent preparation for the clinical experience, participation in pre- or post-conference, completing clinical assignments or journals.

The faculty member will notify the Chair and/or Program Coordinator of student any behavior as stated above. In collaboration with clinical faculty, a Student Warning form will be provided, and a copy placed in the student's department file. The Student Warning shall include a written plan for remediation with expectations and consequences for failing to meet the plan.

The student is expected to complete the requirements of the probation by the end of the course. If the student demonstrates satisfactory progress in improving performance and meets the course objectives, the probationary status will be removed at the end of the course. Failure to meet the requirements of the probation will result in clinical failure.

#### **Clinical Failure**

Clinical failure is based on the unsatisfactory performance of the student in relationship to the course objectives, expected behaviors, and attitudes that are consistent with those of a professional nurse. A student enrolled in a clinical nursing course may receive a clinical failure and/or dismissal from the nursing program for one or more of the following:

- Failure to demonstrate satisfactory progress after being placed on clinical probation.
- Recurring absenteeism or tardiness in the clinical setting.
- Recurring failure to follow clinical course policies, policies of the clinical agency, or recommendations of the faculty/supervisor.
- Acts of dishonesty.

- Repeated lack of preparation for the clinical setting.
- Demonstrating behaviors that, in the judgment of the faculty, constitute unsafe or potentially unsafe practice.
- Demonstrating practices that are inconsistent with professional nursing standards or codes of ethics.
- Evidence of impairment that has the potential to jeopardize the safety of patients, clinical staff, classmates, or colleagues.
- Students absent for three or more clinical experiences.
- Unsatisfactory final clinical evaluation.

### ***Scheduling of Clinical Experiences***

The Nursing Department tries to use clinical agencies that allow students to care for diverse clients in a variety of settings. Clinical agencies may not be in the immediate geographical vicinity of New Jersey City University.

To provide students with optimum clinical learning experiences, clinical rotations may take place at sites that require as much as 60 minutes driving time from the main campus, depending upon the location of course. Transportation to all experiences is the responsibility of the student who is also responsible for all parking fees. If a student does not drive, he or she must arrange to carpool with students who have a car or use public transportation.

Clinical courses are only scheduled with clinical agencies with which the University maintains a contract and an educational affiliation for the provision of clinical learning experiences. Clinical courses are scheduled during the day, evenings, or on weekends depending on faculty and clinical agency availability. A particular day or time for clinical experiences cannot be guaranteed. Students may not select clinical agencies or faculty of their choosing.

Students are expected to arrive at the clinical setting on time, dressed in the required uniform, with the required equipment as noted above. Students are also expected to be prepared to provide care to a diverse group of clients and to participate actively in clinical conferences. Students who are inadequately prepared will be sent home and the day will be a clinical absence.

### ***Makeup of Missed Clinical Experiences (ABSN Policy)***

Students are expected to attend ***all*** laboratory and experiences, and all missed clinical days *are required to be made up*.

Make up clinical time will be scheduled by the Program Coordinator and/or course faculty and may occur during the final weeks of school or during a scheduled break. Makeup time may be scheduled day, evening, or weekend hours. Makeup dates are subject to the availability of clinical instructors and clinical agency availability and may take place in a clinical agency other than the one to which the student has been assigned. Agency orientation **DOES NOT** count toward clinical hours to be made up.

Students are not able to negotiate clinical sites, faculty, or scheduled dates for makeup.

**Makeup dates are not guaranteed before the end of the semester.** Students are required to be available for the makeup time when scheduled. Students will be notified in writing when makeup dates are scheduled. Notification will occur with as much advance notice as possible however, students may have as little as five days' notice. **If a student indicates he/she cannot attend assigned clinical makeup time or fails to attend the entire scheduled time, the student will fail the course.** Students who have clinical days to make up at the end of the semester will receive an Incomplete grade for the course and cannot progress until clinical make up time has been completed and a final grade is issued. The student will not be permitted to proceed to the next semester's coursework until these requirements are met. Please note that students are not permitted to enter clinical sites without faculty supervision.

### **BLOODBORNE PATHOGEN EXPOSURE**

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#### *Exposure to a bloodborne pathogen:*

A Healthcare Provider can be exposed to potentially infectious blood, tissues, secretion, other body fluids, contaminated supplies, devices, equipment, environmental surfaces, or air in healthcare settings (CDC, 2019). Much of occupational exposures include percutaneous injections such as needle sticks, mucous membranes, or non-intact skin, contact via splashes or spray and inhalation of aerosols (CDC, 2019).

If a student is exposed to a bloodborne pathogen, the following policy is to be implemented:

1. Immediately wash the exposed area with soap and water for at least 20 seconds.
2. Report the exposure to your instructor.
3. The student and instructor will report the exposure to the clinical agency.
4. The student is expected to comply with clinical agency policy regarding exposure to bloodborne pathogens.
  - a. The student and instructor will complete the appropriate occurrence form utilized by the clinical agency.
  - b. The clinical agency will contact the source patient (if known), explain the clinical agency policy related to exposure to a bloodborne pathogen, and notify the patient's healthcare provider.
5. The student needs to be screened by a healthcare provider.
  - a. If clinical agency policy provides for initial screening of students, the student may be screened by Occupational Health Services or Emergency Department of the clinical agency.
  - b. If the clinical agency does not provide for initial screening, the student may elect to be screened by one's own healthcare provider, Emergency Department, or county health department.
6. The student may access additional information from the Centers for Disease Control (CDC) National Clinicians Post-Exposure hotline.
  - a. 1-888-HIV-4911 – available 24 Hours/Day  
*"The PEpline provides around-the-clock expert guidance in managing healthcare worker exposures to HIV and hepatitis B and C. Callers receive immediate post-exposure prophylaxis recommendations"* (CDC, 2011).

- b. Additional information is available at <https://www.cdc.gov/hiv/risk/pep/index.html>
7. The exposure needs to be reported using the NJCU Occurrence Report and reported directly to the Department Chair as soon as possible but not more than 24h following the incident.
  8. The Chair will report the issue and provide the necessary documentation to the Health and Wellness Center and Public Safety Department, in accordance with NJCU Policies.
  9. All information related to the student's screening and follow-up will be kept confidential in accordance with FERPA and HIPAA regulations.
  10. All costs associated with screening and follow-up not provided by the clinical agency will be the student's responsibility.

Reference:

Centers for Disease Control and Prevention (2018). *Updated United States public health services guidelines for the management of occupational exposure to HIV and recommendation for post-exposure prophylaxis*. Retrieved August 30, 2021, <http://www.stacks.cdc.gov/view./cdc/20711>

## **SHARED GOVERNANCE**

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The Nursing Department values student feedback, with the intent toward continuous quality improvement. Students can provide feedback to the Nursing Department through a variety of avenues. Students are free to meet with the Chair or Program Coordinators at any time to share feedback. Ad hoc focus groups may be conducted by faculty to solicit student feedback. Students may be invited to attend curriculum department meetings to share feedback. Additionally, there is the opportunity to provide feedback throughout the program through course and faculty evaluations, exit survey at the end of the program and alumni survey conducted at one- and three-years' post-graduation. Student and graduate feedback will be shared at department meetings for review and possible program/policy modification.

## **EMPLOYMENT OF ABSN STUDENTS**

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The decision to work while enrolled in the ABSN program is highly individualized. The ABSN program is rigorous, and students may find it challenging to balance work, school and personal life. We encourage students to limit outside employment to greatest extent possible to allow for time to dedicate to your academic success.

## **GRADUATION**

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Students are eligible to graduate if they have satisfactorily completed all required nursing courses and maintained a cumulative GPA of 2.5. RN-BSN students require a minimum of a total of 120 credits, 33 core nursing courses, 34 NJCU credits if the RN-BSN student has a previous bachelor's degree, to be eligible for graduation. As second-degree students, the ABSN requires 64 credits to be eligible for graduation. Students who anticipate graduating must complete the "Intent to Graduate" form available in the Registrar's Office, Registrar's website or through the student's Gothic Net portal. Contact the Registrar's office for further information.

NJCU Commencement is held each May and graduates are expected to attend. In the spring semester, students/graduates will be provided information related to date, time, location and procurement of cap and gown.

### **SIGMA THETA TAU**

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Sigma Theta Tau is the-International Honor Society of Nursing (Sigma). The NJCU chapter is Kappa Eta. Membership includes graduate and undergraduate nursing students, alumni, faculty, and community nursing leaders.

The purposes of Sigma Theta Tau are to:

1. recognize superior achievement
2. recognize the development of leadership qualities
3. foster high professional standards
4. strengthen commitment to the ideals and purposes of the profession

Students who have completed one-half of the nursing components are invited to join the organization if they have met the following criteria: ABSN students are invited after completion of the second semester and RN-BSN students after completion of Population Health NURS 475.

1. completion of half of nursing coursework
2. rank in upper 35% of class
3. minimum cumulative GPA of 3.0 on a 4.0 scale
4. adherence to expectations of academic integrity

### **NURSING ADVISORY BOARD**

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#### **Purpose**

The Nursing Advisory Board of New Jersey City University is to serve in an advisory capacity to the Dean of the College of Professional Studies and Nursing Department.

#### **Membership**

Members are appointed by the President of the University in collaboration with the Dean, College of Professional Studies and Chair, Nursing Department. Members shall represent regional communities of interest, including regional clinical health care providers, community colleges, graduates, and community members. The Nursing Advisory Board shall consist of 8-15 members, with the Chair of the Nursing Department serving as chair of the board. Terms shall be for a two-year period and can be renewed for additional two-year terms.

#### **Meetings**

The Advisory Board shall meet once to twice/year on the NJCU Main campus.

#### **Major Goals of the Advisory Board**

1. Support the mission, vision and strategic plan of the University and Nursing Department.
2. Enhance relationships with regional constituents.
3. Keep the program informed of present and evolving health-care trends that have the potential to impact nursing education and affect the nursing workforce.

4. Advocate for the NJCU Nursing Department in the community.
5. Offer recommendations to enhance the curriculum.

### **ABSN SPECIFIC POLICIES (RN-BSN students refer to RN-BSN Specific Policies)**

#### **Description**

##### **Accelerated 12 Month Program (3 Semesters)**

The accelerated BSN is a 12-month, 64-credit cohort-based program for individuals who hold a bachelor's degree in another field. At the conclusion of the program, graduates will receive a bachelor's degree in Nursing (BSN) and will be eligible to sit for the Registered Nurse licensing exam (NCLEX-RN).

##### **Non-Accelerated Nursing Program 27 Month Program (5 Semesters)**

The Non-Accelerated BSN is a cohort-based 27-month, 64 credit program with 12 – 14 credits per semester for individuals who hold a bachelor's degree in another field. The curriculum, which is identical to the one in the ABSN, incorporates classroom and practice-based experiences that best optimize student learning. Upon completion of the program, a BSN is awarded, and the applicant is eligible to sit for NCLEX-RN and subsequent licensure.

#### **ABSN Admission Requirements**

- General NJCU admission criteria (Application for admission, Official copy of SAT I or ACT scores, Letters of recommendation, Personal Essay)
- WES or ECE transcript evaluation for foreign graduates
- Grades of C or better in previous courses for transfer credit
  - BA or BS degree
  - GPA of 3.0 preferred
  - HESI Entrance Examination
  - Completion of five required prerequisites (Anatomy and Physiology with Lab I and II, Microbiology with lab, Statistics, Developmental Psychology)
  - Official transcripts from each college or university attended
  - Two letters of reference (no family/friends)
  - CV/resume
  - Goal statement
  - Personal interview, if required

#### **ABSN Curriculum**

Course descriptions are in the NJCU undergraduate catalog

<https://catalog.njcu.edu/undergraduate/professional-studies/nursing/#coursestext>

Course	Course Title	Credits
NURS 310	Contemporary Professional Practice for the Baccalaureate Nurse	3
NURS 301	Pathophysiology	3

NURS 302	Pharmacology in Nursing Practice	3
NURS 303	Nursing Informatics and Technology for Quality Patient Care	3
NURS 304	Health Assessment Across the Lifespan	4
NURS 305	Fundamentals of Nursing Practice	6
NURS 325	Culture and Diversity in Nursing Practice	3
NURS 400	Adult Health and Illness I	6
NURS 401	Nursing Care of Childbearing Women and Newborns	3
NURS 403	Nursing Care of Infants, Children and Adolescents	3
NURS 404	Concepts in Gerontological Nursing Practice	2
NURS 408	Adult Health and Illness II: Complex Care	7
NURS 410	Nursing Care of Patients with Behavioral Health Issues	3
NURS 416	Senior Capstone for entry level Nursing Practice	2
NURS 425	Quality and Safety	3
NURS 440	Nursing Leadership and Management in Nursing Practice	4
NURS 460	Nursing Research and Evidenced Based Practice	3
NURS 470	Nursing Care of Populations in the Community	3
Total Credits in Major Specialization		64

### ***ABSN Class Officers***

Class officers will be nominated and elected by the study body for each individual cohort. The four class officer titles are as follows:

- President
- Vice- President
- Treasurer
- Secretary

It is the expectation that officers elected act as a liaison between the faculty, class, and university. Communication and planning regarding community service opportunities/ projects, fundraising, and planning and organization of the Pinning ceremony will be facilitated by the class officers in conjunction with ABSN Program Coordinator.

It is the expectation the class officers will serve as role models to their peers, exemplifying the role of the student nurse, both in and outside of the classroom setting.



### ***ABSN Progression and Remediation***

An ABSN student who fails one course will not be able to progress to the next semester. A minimum cumulative GPA of 2.5 must be maintained. The minimum passing grade for courses is 75. This requirement exists as coursework builds on learning from previous semesters. A student who fails one course may be eligible to return, as outlined under Students Seeking Re-Admission.

### ***Clinical Competency***

Students are required to demonstrate competency in the clinical setting as well as the classroom. For courses with a clinical component, students must pass the clinical component of the course as well as the lecture component of the course to receive a passing grade. Students will be provided feedback from their clinical instructors weekly, at the mid-term of the clinical course and a final clinical evaluation. Students who fail the clinical component of the course will automatically receive an “F” for the entire course regardless of lecture grade.

Faculty evaluation of skills competency will be conducted in all clinical courses. Students who fail a skills evaluation will be provided an opportunity to remediate prior to retesting. Students may elect to waive the right to remediation, and this will be documented in the student’s file.

***The Nursing Department strongly recommends that all students complete remediation prior to retesting.***

Retesting will be conducted by clinical faculty not involved in the first skills evaluation. Students who fail the second attempt with or without remediation will receive a clinical failure and a failing grade for the course. Failure to show up for retesting (“no show”) will count as a second failed attempt. Faculty performing the retest will be determined by the Program Coordinator, and/ or Department Chair.

Students are required to comply with attendance and lateness policies regarding remediation and re-testing.

### ***Medication Calculation Testing***

At the beginning of select courses with a clinical component (NURS 305, NURS 400, NURS 402, NURS 408) students will be required to take a medication calculation exam. A grade of 85% or better is required to pass the examination. Students who do not achieve the minimum score on the first attempt will be allowed two additional opportunities to take the test. Opportunities for remediation will be provided prior to the second and third attempts. *Failure on all three attempts will result in dismissal from the program and the student will be ineligible to reapply to the program.*

### ***Dismissal from the ABSN Program***

Students will be dismissed from the ABSN program for any of the following reasons:

- Students with two or more clinical failures.
- Students who receive grades of “F” in two or more nursing courses.
- Students who remain on academic probation for two semesters.

- Student with laboratory confirmed positive drug/alcohol test.

### ***Requirements for Students Seeking Re-Admission to the ABSN***

Students who wish to seek re-admission may request to do so for the next academic year. Students who request re-admission beyond one year from withdrawal must reapply to the program, with no guarantee of acceptance.

Students eligible for Re-Admission:

- Student who withdrew in good academic standing.
- Student with one “F” grade seeking to repeat the failed course.
- Student who has documented evidence of successful drug/alcohol rehabilitation.

Students seeking re-admission to the program must notify the Department Chair in writing 4 months prior to the semester the student wishes to re-enroll. Students who fail to do so may not be eligible to return. Students seeking re-admission to the program will be enrolled in the same location during the next enrollment period.

Students repeating coursework are required to repeat all components of the course (ex. Clinical and didactic) without exception. Students who are readmitted must provide updated health information (including outstanding immunizations, titers and PPD >1 year old), updated malpractice insurance, updated personal health insurance, current AHA CPR certification, and a new Adam Safeguard criminal background check no less than 8 weeks prior to the start of the semester.

### ***ABSN Graduation Requirements***

- Cumulative GPA of 2.5
- 64 credits required to be eligible for graduation
- Satisfactory completion of all required nursing courses

### ***Pinning Ceremony***

A Pinning Ceremony will be held at the conclusion of the academic year for each cohort to celebrate the end of the academic journey and attainment of a BSN. It is a time-honored nursing tradition that graduates receive a pin specific to their academic program. The nursing pin represents successful completion of the Program at New Jersey City University. The event includes an award ceremony at which selected students will be recognized for their outstanding achievements. Graduates and their families are encouraged to attend and celebrate the graduates’ accomplishments.

### ***Awards***

The Nursing Department will award ABSN graduates who have demonstrated significant achievement and excellence. Full time faculty will nominate award candidates who will be voted on by all members of the Nursing Department. Awards will be presented at the Pinning Ceremony.

#### Clinical Excellence Award

This award is given annually to a student whom the faculty has selected and who has met the following criteria: documented evidence of clinical judgment and caring and demonstrated initiative and leadership in the clinical setting. The recipient must also demonstrate respect and empathy for others, enthusiasm, and intellectual curiosity, is creative in the delivery of care, and is perceived as articulate, conscientious, and patient.

#### Outstanding Leadership Award

The Faculty Recognition for Outstanding Leadership is awarded to a student who has been identified by faculty as an outstanding class leader by demonstrating leadership among students which fostered closer student relationships with the Nursing Department and/or across the campus and displayed efforts that enhanced student faculty relationships.

#### Nursing Peer Award

This award is given to a student whom the graduating class has selected by one's peers and who has met the following criteria: demonstrated outstanding class and clinical preparation, communicates well with other students and faculty, assisted other students during difficult times, and collaborated in a positive and productive manner with patients, peers, and faculty.

#### Academic Excellence Award

The Nursing Department will present an Academic Excellence Award to the graduating senior(s) to recognize excellence in nursing academics. The Award will be made to the graduating senior(s) who, in the opinion of the faculty, has/have demonstrated academic integrity throughout the program and have demonstrated excellence in academic achievement, as demonstrated by cumulative GPA in all nursing courses.

### **RN-BSN SPECIFIC POLICIES**

#### ***Description***

The RN to BSN program is designed to guide and mentor those nurses with an associate degree, a Diploma in Nursing or Foreign educated nurses to attain their BSN within a timely fashion. NJCU faculty guide nurses to develop an individual curriculum plan that is appropriate for each student's individual preference. Nurses with Bachelor of Science in Nursing (BSN) degrees are well-prepared to meet the demands placed on today's nurse. BSN nurses are prized for their skills in critical thinking, leadership, patient centered care, and health promotion, and for their ability to practice across a variety of inpatient and outpatient settings.

The NJCU RN to BSN Baccalaureate Nursing Program encompass all the course work taught in associate degree and diploma programs plus a more in-depth focus of the physical and social sciences, nursing research, quality and safety, population health, nursing leadership and management, and the humanities.

### ***Articulation Agreements and Dual Admission Programs***

The RN to BSN program has experienced growth over the past five years with the inception of multiple Dual Admission Programs and Articulation Agreements with our partner Associate Degree Colleges: Brookdale Community College, Essex County College, Hudson County College and Mercer County College, Middlesex College, Ocean County College and Passaic County Community College. These agreements provide for a seamless academic progression for those students graduating from partnered associate degree programs.

### ***Admission Guidelines***

University students will not be denied access to the University facilities because of race, sex, religion, sexual orientation, creed, color, or national origin. Admission to the RN-BSN program is restricted to nurses who are graduates of diploma, associate degree programs or out of country nurses who are licensed in their country of origin, all the following are eligible to sit for the NCLEX exam. All students are required to obtain a current Registered Nurse license in the State of New Jersey prior to taking clinical courses – ex. Population-Based Healthcare in Nursing NURS 475 or Nursing Leadership and Management NURS 440.

Nurses applying for admission must submit an official transcript(s) of their nursing school record and/or any other colleges to NJCU University Admissions for evaluation. Transfer credits are determined upon evaluation of records by the Transfer Resource Center, not the Nursing Department. Transcripts sent after acceptance into the program as may not be accepted, in accordance with university policy. Internationally educated students are required to have their transcripts evaluated by an acceptable accreditation agency i.e., World Education Services and Education Credential Service and forward to the University Admissions Department.

Students may choose part-time or full-time status, depending upon the status determined upon admission to the college. A full-time student may opt to take a part-time number of credits (11 or less). A part-time student must apply for a change of status in the University Advisement Center to register for full-time course load (12-17 credits). It is important to make this change from part-time to full-time in order to register for courses on time (please refer to Gothic Net <https://gothicnet.njcu.edu>).

If a student is not registered for two semesters or takes off-campus course(s), the student must reapply to the University through the Undergraduate Admissions office (Please refer to the NJCU Undergraduate Catalog). Students are required to meet current university requirements for Health and Wellness and have no outstanding balance before registration can occur.

### ***Progression***

For RN completion courses, the student must achieve a minimum grade of 75 and maintain a 2.5 GPA.

### ***Advisement***

RN-BSN students are required to seek advisement, most RN-BSN Nursing courses have a block, hence the student must see an advisor to register for any nursing course. The RN-BSN

coordinator and faculty teaching in the RN-BSN program provide academic advisement to RN-BSN students throughout the academic year.

### ***English and Math Requirements***

The university requires students to complete 6-7 credits in the Tier I English and Math requirements and 3 credits in Tier II English. Nursing students are required to meet the same expectation and if this coursework was not completed in the student's prior education, the student will be required to complete prior to registering for nursing courses. Courses labeled as developmental or academic foundations courses do not meet this requirement. The Undergraduate Catalog contains information specific to ENG 101, 102 and Math requirements.

English courses taken in a foreign country will be evaluated by the transcript evaluation office. The student may receive credit in the elective area for an English course taken in a foreign country. Students must take either English Composition I and II or pass an English Composition CLEP examination.

Tier I & II English courses, if not previously satisfied, should be completed as one of the first courses since English is a pre-requisite to NURS 310 Contemporary Professional Practice of the Baccalaureate Nurse and Math is a prerequisite for Statistics.

### ***RN-BSN Curriculum (course descriptions are in the NJCU Undergraduate Catalog***

Course	Course Title	Credits
MATH 112	Intermediate Algebra	3
ENGL 101	English Composition I	4
ENGL 102	English Composition II	4
BIOL 236	Principles of Anatomy and Physiology I	4
BIOL 237	Principles of Anatomy and Physiology II	4
BIOL 303	Microbiology	4
PSYC 110	Introduction to Psychology	3
SOCI 121	Sociology of the Family	3
PSYC 230	Statistics for the Social Sciences	3
PSYC 150	Developmental Psychology: Birth through Adolescence	3
PSYC 152	Developmental Psychology: Adolescence to Adulthood	3
<b>Core Nursing Courses 33 cr.</b>		
NURS 303	Nursing Informatics and Technology for Quality Patient Care	3
NURS 310	Contemporary Professional Practice for the Baccalaureate Nurse	3

NURS 351	Health Assessment for the Professional Nurse	3
NURS 325	Culture and Diversity in Nursing Practice	3
NURS 475	Population-Based Health Care	5
NURS 460	Nursing Research and Evidence Based Practice	3
NURS 440	Leadership and Management in Nursing Practice	4
NURS 425	Quality and Safety	3
<b><i>Two Nursing Electives will be required (6 Credits) as part of the 33-core cr.</i></b>		
NURS 301	Pathophysiology	3
NURS 320	Integrative Health: Complementary and Alternative Healing in Nursing Practice	3
NURS 326	Biopsychosocial Aspects of Women's Healthcare Disparities	3
NURS 375	Perspectives in Global Health: Health Care Implications	3
NURS 376	History of Nursing Practice	3
LANG 130	Spanish for Health Professionals	3

**Additional Considerations:**

1. The student must have a valid nursing license to practice in the state of NJ and have completed all requirements on the Castle Branch before entering NURS 475 Population Healthcare in Nursing and NURS 440 Nursing Leadership and Management.
2. Completing a course in Human Growth and Development satisfies the (6) credit Developmental Psychology requirement, (NJCU: PSYC 150 & PSYC 152) considering the student has completed 120 credits for graduation.
3. Statistics for the Social Sciences PSYC 230 must be completed as a prerequisite or corequisite with NURS 460 Nursing Research and Evidence Based Practice. Statistics I, MATH 140 will be accepted as the Statistics requirement as a secondary choice if PSYC 230 is not available.
4. Please refer to the articulation agreements with the Community Colleges for specific transfer total credits and electives.

***Request for Course Waiver***

**Waivers for Courses Taken at Other College/University Campuses**

A NJCU student must obtain permission in writing prior to registering for a course at another college to assure transfer acceptance, entitled "Application for Waiver of Major Course Requirements". Your advisor and program chair must sign this form. The acceptance of the transfer credit also depends upon the grade received by the student. No grade lower than a "C" will be accepted. "Application for Waiver of Major Course Requirements" forms are available in the Nursing Department.

***Waiver of a General Studies Requirement***

A NJCU student who wishes to substitute a non-general studies NJCU course for a general studies requirement must see a nursing advisor and submit a Waiver with the advisor's signature to the Dean of Arts and Sciences, to request the Dean's approval. Upon signature, the forms will be forwarded to the University Transfer Resource Center.

***RN-BSN Clinical Experiences***

Nursing Leadership (NURS 440) and Population Health (NURS 475) have clinical experiences along with classroom instruction. Population Health clinicals are held on Tuesdays between 8am and 12 noon. See dress policy below.

***Dress Policy for RN-BSN Clinical Experiences***

Blue pants or a skirt (minimum knee-length) and a plain white shirt are to be worn during RN-BSN clinical experiences. Students are required to dress in a professional manner. Clothing should be clean and free of wrinkles. Ill-fitting or tight clothing is prohibited. Black or Blue shoes are required, no sneakers or sandals. T-shirts, sleeveless or halter tops, athletic wear and denim are prohibited. Clothing may not contain any writing or logos that may be considered unprofessional, offensive or "sending a message." A name tag is required. Blue pants or a skirt with a white blouse or shirt are required, no sandals or clogs.

***Graduation Requirements for RN-BSN students***

The RN-BSN student must have a cumulative GPA of 2.5, a minimum of 120 credits, and satisfactory completion of all required nursing core courses (33cr.) to be eligible for graduation.

***Senior Celebration***

Each year senior RN-BSN Students will be recognized for their academic achievements in an annual ceremony. The ceremony is held each spring, and students are welcome to invite family and friends.

***Awards***

In recognition of student achievements, several awards are presented each year at the Senior Celebration.

***Senior Celebration Awards***

- 1. Nursing Excellence Award***
- 2. Leadership Award***
- 3. Perseverance Award***
- 4. Faculty Recognition Award***

### ***Nursing Excellence Award***

The Nursing Excellence award as identified by Nursing faculty is in recognition of student/students who demonstrate behaviors and competencies that include accountability and responsibility, being a role model, providing evidence of safe and client-centered care. In addition, the student reflects the essence of professionalism in interactions with clients, faculty, and colleagues. These student/students demonstrate the highest levels of competency in the practice and art of nursing demonstrating a strong dedication to Nursing, exhibit advocacy skills and participate in the activities above and beyond.

### ***Global Health Award (Suspended at the present 2021)***

The Global Health Award as identified by Nursing faculty is given in recognition to student/students for their vision of improving and promoting the health and human welfare of diverse clients/communities or through a world Humanitarian Trip.

### ***Leadership Award***

The Nursing Leadership award as identified by Nursing Faculty is given in recognition to the student who presents with competencies that reflect strong potential for leadership through the qualities of acting as a change agent in interactions with diverse clients and communities, colleagues (affiliating agencies), fellow students, faculty, and staff. This is usually evident in clinical experiences, leadership assignments, participation in department committees, or department/university sponsored activities.

### ***Perseverance Award***

This award as identified by Nursing faculty recognizes a student(s) who perseveres with personal/academic challenges in mastering the accomplishment of the RN-BSN program.

### ***Faculty Recognition Award***

Students who are eligible for this award must: show a strong dedication to Nursing, demonstrate growth over the time spent in the program, exhibit advocacy skills, and participate in the activities above and beyond the course requirements (a student who goes the “extra mile”).