Clinical Competency ........................................................................................................... 40
Medication Calculation Testing .......................................................................................... 41
Combined Courses ............................................................................................................. 41
Dismissal from the ABSN Program ..................................................................................... 41
Requirements for Students Seeking Re-Admission to the ABSN ........................................ 42
Pinning Ceremony .............................................................................................................. 42
Awards .................................................................................................................................. 42
NCLEX-RN .......................................................................................................................... 43
RN-BSN SPECIFIC POLICIES ......................................................................................... 44
Description .......................................................................................................................... 44
Articulation Agreements ..................................................................................................... 44
Admission Guidelines ......................................................................................................... 44
All University Requirements (AUR) ..................................................................................... 45
RN-BSN Curriculum ........................................................................................................... 45
    Notes Regarding Select Nursing Courses .................................................................... 46
Request for Course Waiver ................................................................................................. 47
Senior Celebration .............................................................................................................. 47
Awards .................................................................................................................................. 47
WELCOME FROM THE DEPARTMENT CHAIR

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 assist you in reaching your professional goals.

New Jersey City University offers two pathways to the BSN.

The Accelerated BSN track allows students with a baccalaureate degree to study to become a Registered Nurse after only 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 the mentoring and guidance you need to meet your goal of becoming a BSN-prepared nurse.

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 community health and leadership development. Classroom learning focuses on the expanded role of the Registered Nurse in today’s healthcare environment.

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’s 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; guide patients through the maze of health resources in a community; and teach patients how to comply with treatment.

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!

Kimberly Dudas, PhD, RN, ANP-BC, CNE
Chair and Associate Professor, Nursing
BSN HANDBOOK AND POLICY REVISIONS
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.

NURSING DEPARTMENT CONTACT INFORMATION

<table>
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<tr>
<th>New Jersey City University</th>
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<tr>
<td>2039 Kennedy Blvd</td>
<td>800 Monmouth Blvd</td>
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<td>Rossey 405</td>
<td>Room 128</td>
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<tr>
<td>Jersey City, NJ 07305</td>
<td>Wall, NJ 07719</td>
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<td>201-200-3157</td>
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HISTORY OF THE DEPARTMENT
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 has been accredited since that time. In 2009, the department was re-accredited for a period of eight years.

The Nursing Department demonstrated it 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. The RN completion track remains operational and is designed to provide registered nurse students a broad base in general education derived from the arts and sciences, then 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, economically disadvantaged areas within urban environments.

MISSION
The New Jersey City University mission is to provide a diverse population with an excellent university education. The University is committed to the improvement of the educational, intellectual, cultural, socio-economic, 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
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. Professional nursing practice has a solid base in liberal education and is further developed through the acquisition of nursing knowledge, skills and attitudes. 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 and evidence-based practice establish the foundation for sound clinical reasoning to allow complex independent judgments to be made based on available data and knowledge. The Nursing Department faculty believes the baccalaureate level to be the essential entry-level educational preparation for professional nursing practice.
NURSING DEPARTMENT ORGANIZING FRAMEWORK

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 are capable of making 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 are able to 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 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
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 into a seamless continuum of “embodied know-how”
- 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*
The end of program outcomes incorporate The Essentials of Baccalaureate Education for Professional Nursing Practice (American Association of Colleges of Nursing [AACN], 2011) and recommended by several national think tanks related to Nursing and Health Professions education including the Institute of Medicine (IOM) 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 – 1-7)*
2. Integrate current evidence and sound clinical reasoning into patient-centered nursing practice (Essentials III, VII, IX) (QSEN – EBP, PCC, S) (NJCU – 3, 4)
3. Collaborate with inter-professional healthcare teams in the planning, coordination, and provision of high quality care (Essential VI). (QSEN – T&C) (NJCU – 2, 4)
4. Demonstrate culturally congruent nursing care that reflects the worth, dignity, and uniqueness of individuals and groups (Essential VII). (QSEN – PCC) (NJCU – 6, 7)
5. Incorporate technology and information management to promote safe patient care (Essential IV). (QSEN – S, I) (NJCU – 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 – 7)
7. Integrate professional, legal and ethical principles in the role of the nurse. (Essential VIII). (QSEN – All) (NJCU – 6, 7)
8. Synthesize concepts derived from liberal education to build on acquired nursing knowledge, skills and values (Essential I). (QSEN – All) (NJCU – 7)

*N Subject to final approval of NJBON and ACEN

NURSING PRACTICE IN NEW JERSEY
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

CHARACTERISTICS ESSENTIAL IN PROFESSIONAL NURSING PRACTICE
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 (www.nursingworld.org) 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 setting. 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.


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**TRANSFER OF CREDITS**

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 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 Credit Evaluation Center of the University Advisement Center upon acceptance to the BSN program.

NJCU has articulation agreements with the following programs:

- Brookdale Community College
- Essex County College
- Hudson County Community College - CarePoint Health School of Nursing
- Passaic County Community College

Students admitted under these agreements and will have additional credits transferred (refer to specific documents).
ORIENTATION
Orientation will be offered for all incoming students twice annually. Incoming students will be notified of the scheduled dates electronically.

Track specific orientation provides students 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
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.** 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, use them. 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 disasters 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
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.

Course requirements will be communicated via the syllabus in class, BlackBoard Learning Management System and/or student NJCU email account.
ACADEMIC ADVISEMENT
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
Tuition for the current academic year is available on the NJCU website at http://www.njcu.edu/tuition_and_fees.aspx. You may also contact the Bursar’s Office at 201-200-3045 for the most current tuition rates.

WITHDRAWAL AND REFUNDS
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 Office. 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 http://www.njcu.edu/registrar or 201-200-3333.

SCHOOL CLOSURES – PLANNED AND EMERGENCY CLOSURES
The NJCU Academic calendar provides a list of scheduled school closings.

Jersey City Location
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.

Communiversity (Wall) Location
Students attending the Communiversity site are also subject to delayed openings or school closures authorized by Brookdale Community College. If the Communiversity is open and the main campus of NJCU is closed, Communiversity classes will still be held. Communiversity students are strongly advised to subscribe to the Rave alert system which provides text messages related to the Brookdale/Communiversity school closings. Please go to http://www.brookdalecc.edu/about/emergency-communications

Cancellation of Clinical Experiences
Clinical experiences may be cancelled due to weather conditions or other emergency when the university has not officially closed. Missed clinical days are required to be made up, consistent with the policy on clinical absences. 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**

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 is available through faculty one-to-one remediation sessions or group classroom activities.

The University offers additional resources such as:
- Academic Computing
- Career Planning
- Center for Student Success
- Counseling Center
- Office of International Students
- Office of Specialized Services
- Writing Center

More information can be found at [www.njcu.edu/resources.aspx](http://www.njcu.edu/resources.aspx)

**STUDENTS WITH DISABILITIES**

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 done each semester the student is enrolled 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 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
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 change, 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. After four years, student files will be destroyed.

STUDENT RIGHTS & RESPONSIBILITIES
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 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 and proper notification 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.
   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
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. In order 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 or Department Chairperson.
5. 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.

**ACADEMIC INTEGRITY**

Nursing, as a profession, is in the public trust. The faculty of the Nursing Department believes ethical behavior is expected in any and 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 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 located in the NJCU Undergraduate Student Handbook.

**Turnitin.com**
All written assignments are subject to review by a plagiarism detection program such as turnitin.com. The course syllabus will provide instructions for using turnitin.com. Students who do not comply with Turnitin as outlined in the syllabus are subject to a failing grade for the assignment.

**ACADEMIC GRADING AND REQUIREMENTS**
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 in order to graduate.

Students will receive notification in writing from the Department Chair when any academic sanction 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 = 120 minutes of instruction + 30 minutes prep time

**ELECTRONIC DEVICE USE**

Student use of cell phones in the class, laboratory or clinical setting is prohibited. No cell 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**

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 personal opinion as that of the 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: Author

ATTENDANCE
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 classroom, 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.

Class
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 considered to be 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 class, 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 will be absent from class are required to notify the instructor via email or telephone.
Clinical or 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. 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.
- 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.

**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.

**STUDENT ILLNESS**
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**

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 make arrangements 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 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 tape record, photograph or photocopy exam reviews. To do so will automatically be considered academic dishonesty.

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 at all times. A student/s suspected of cheating will be removed from class without completing the exam, and will be reported to the Department Chair.
5. Faculty reserve the right to assign seats for testing.
6. Upon exam completion, students are expected to exit the room 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

In order to participate in any clinical course, students must submit proof of the following:

- Criminal background check
- Liability insurance
- CPR certification
- Health and immunization information
- Personal Health Insurance

**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: [www.njcu.edu/hwc/entrance-health-and-immunizations](http://www.njcu.edu/hwc/entrance-health-and-immunizations)

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 **Certified Background Immunization Tracker**:

- Physical Exam within 3 months prior to program start - form available at [www.njcu.edu/nursing](http://www.njcu.edu/nursing)
- 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 xray 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
- Td or Tdap (preferred) within the past 10 years
- Proof of Influenza vaccination by November 10th 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

"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; a copy of the policy must be submitted. 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 CPR certification for the duration of the program. If CPR certification expires during the course of 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 CPR throughout the program. The student is responsible for costs associated with CPR 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. 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**
Certified Background Immunization Tracker is the repository utilized for collection of all health information and immunizations. Immunization Tracker 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.certifiedbackground.com/solutions/immunization_tracker.php](http://www.certifiedbackground.com/solutions/immunization_tracker.php)

**Documentation of requirements is due by the date established by the BSN track.**
- ABSN documents are required by the end May 30 for the Wall location and September 1 for the Jersey City location.
- RN BSN documents are required two weeks prior to the start of the semester in which the student is enrolled in a course with clinical requirements.

Students who fail to submit required documents by these dates will not be permitted to attend clinical experiences until missing documents are submitted. *All attendance policies continue to apply.*

If a student fails to submit missing documents at least one week prior to beginning clinical experiences, the student will not be able to attend clinical experiences and the student will be subject to dismissal from the program.

**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 delivered to the Nursing Department by the date specified for the BSN Track.
- ABSN
  - Wall Campus Students – May 10th
  - Jersey City Campus Students – August 10th
• RN-BSN
  Two weeks prior to the start of the semester in which the student is enrolled in a course with clinical requirements.

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.

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 accelerated 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 any and all costs associated with the dispute. In the event that 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
  PHONE: 732-506-6100 or 1-800-722-ADAM
**Dress Code**

The basic uniform for ABSN students 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](http://www.flynnohara.com). RN BSN students in community health clinical experiences are expected to wear the traditional community health uniform, consisting of blue skirt or pants and white top, unless otherwise directed by the agency.

The NJCU uniform is to be worn during clinical and laboratory experiences with the exception of the psychiatric and community health rotations. Students in these settings may wear street clothes, in accordance with clinical agency policy. If agency policy does not specify, the NJCU approved uniform will be worn. 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 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.

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 finger. If polish is worn, it should be clear or of a light color and free of cracks or chips. Tips, acrylics, 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 or other references, 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**

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 maintain patient confidentiality at all times. 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) in the course of 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 any part of the patient’s medical record 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 preceptors. 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 intervention;
- 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 one’s self 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.
- 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 may 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 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 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 makes an effort to use clinical agencies that allow students to care for diverse clients in a variety of settings. Clinical agencies may not be located in the immediate geographical vicinity of New Jersey City University.

In order 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 university or Communiversity, 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**

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 me 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.

BLOODBORNE PATHOGEN EXPOSURE

Definition of exposure to a bloodborne pathogen:

An exposure is an occurrence in which the individual is exposed to blood or body fluids through a needlestick, cut with a sharp object such as a scalpel, which are contaminated with a patient’s blood, or through contact of the eye, nose, mouth or skin with a patient’s blood (CDC, 2003).

In the event that 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
   b. Additional information is available at http://www.cdc.gov/hiv/links.htm
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.

References:


**SHARED GOVERNANCE**
The Nursing Department values student feedback, with the intent toward continuous quality improvement. Students have the opportunity to 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 to solicit student feedback. Students may be invited to attend 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 BSN STUDENTS**
The decision to work while enrolled in the BSN program is highly personal. The BSN 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.

**STUDY ABROAD**
In cooperation with the Office of International Programs, Nursing offers short-term faculty-led study abroad opportunities each year which may be linked to coursework and/or service learning opportunities. Study abroad is a valued learning opportunity and is an optional experience for students who wish to participate. In general, these experiences are between 1-3 weeks in duration and may be scheduled during the semester or during an academic break between semesters. Study abroad experiences require university approval prior to engaging in any trip. Planned trips and associated costs are published approximately six months in advance. Early planning and student enrollment are essential to ensuring a successful program. Student costs vary, depending on the venue and are not included in the student bill.
GRADUATION
Students are eligible to graduate if they have satisfactorily complete all required nursing courses and maintained a cumulative GPA of 2.5. RN-BSN students require a minimum of 120 credits 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 or on the Registrar’s website. 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
Sigma Theta Tau is the International Honor Society of Nursing. 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

Sigma Theta Tau is an International Nursing Honor Society. Students who have completed one-half of the nursing components are invited to join the organization if they have met the following criteria:
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
5. two endorsements
**NURSING ADVISORY BOARD**

**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.

**ACCREDITATION**

**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. 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 as a whole, rather than specific programs within institutions. The university has been reaccredited for the period of 2010-2020.

**Accreditation Commission for Education in Nursing**
The NJCU Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN) and is recognized by the U.S. Department of Education as the national accrediting body for all types of nursing education programs.
ACEN supports the interests of nursing education, nursing practice, and the public by the functions of accreditation. Accreditation is a voluntary, self-regulatory process by which non-governmental associations recognize educational institutions or programs that have been found to meet or exceed standards and criteria for educational quality. Accreditation also assists in the further improvement of the institutions or programs as related to resources invested, processes followed, and results achieved. The monitoring of certificate, diploma, and degree offerings is tied closely to state examination and licensing rules, and to the oversight of preparation for work in the profession.

The Nursing Department has been continuously accredited since 1979 and was reaccredited by NLNAC (now as known as ACEN) in 2009. The department received the maximum term of eight years accreditation. Comments or concerns about the program may be directed to the ACEN at the following address:

Dr. Marsal P. Stoll, Chief Executive Officer  
The Accreditation Commission for Education in Nursing  
3343 Peachtree Road NE, Suite 850  
Atlanta, Georgia 30326  
(404) 975-5000

Information about the ACEN accreditation process may be found at the following website:  
http://acenursing.org

New Jersey Board of Nursing  
The NJCU Nursing program has full approval of the New Jersey Board of Nursing. Comments or concerns about the program may be sent to the Board of Nursing at the following address:  
Executive Director  
New Jersey Board of Nursing  
PO Box 45010  
Newark, NJ 07101  
(973) 504-6430

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.
ABSN SPECIFIC POLICIES

Description
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).

Curriculum

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 300</td>
<td>Contemporary Professional Nursing</td>
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</tr>
<tr>
<td>NURS 301</td>
<td>Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>NURS 302</td>
<td>Pharmacology in Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>NURS 303</td>
<td>Nursing Information and Technology</td>
<td>2</td>
</tr>
<tr>
<td>NURS 304</td>
<td>Health Assessment Across the Lifespan</td>
<td>4</td>
</tr>
<tr>
<td>NURS 305</td>
<td>Fundamentals of Nursing Practice</td>
<td>6</td>
</tr>
<tr>
<td>NURS 400</td>
<td>Adult Health and Illness I</td>
<td>6</td>
</tr>
<tr>
<td>NURS 402</td>
<td>Maternal and Child Health Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NURS 404</td>
<td>Concepts in Gerontological Nursing Practice</td>
<td>2</td>
</tr>
<tr>
<td>NURS 406</td>
<td>Healthcare Law and Ethics</td>
<td>2</td>
</tr>
<tr>
<td>NURS 408</td>
<td>Adult Health II: Complex Care</td>
<td>7</td>
</tr>
<tr>
<td>NURS 410</td>
<td>Psychiatric and Community Health Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NURS 414</td>
<td>Healthcare Organizations and Operations</td>
<td>2</td>
</tr>
<tr>
<td>NURS 416</td>
<td>Senior Capstone</td>
<td>3</td>
</tr>
<tr>
<td>NURS 420</td>
<td>Leadership Issues</td>
<td>3</td>
</tr>
<tr>
<td>NURS 460</td>
<td>Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>NURS 466</td>
<td>Cultural Paradigms</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits in Major Specialization 64

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 in regards to 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.

**HESI**
HESI is program designed to prepare students for the rigors of nursing, academic testing and NCLEX-RN preparation. The ABSN has incorporated HESI Case Studies and Exams into the curriculum. Each semester the student can expect to complete selected case studies and specialty exams in select courses. Students receive remediation materials directly from HESI, which are related to the individual student performance with case studies and exams. Students are strongly advised to review available remediation materials and seek individual counseling with a faculty member if any exam score is < 850.

The ABSN expects students to receive a score of 850 on each HESI examination. Students are expected to study and prepare for each of the HESI exams. Specialty exams are weighted by course faculty and may be used as part of overall course grade, to a maximum of 10%. If a student is absent without prior notice (“no show”), the student forfeits any attempt to sit for the exam and is subject to the same criteria in the syllabus for students who do not achieve the minimum score of 850.

The HESI Exit Exam (E2) will be offered in the last 8 weeks of the final semester. Each student will have two attempts to achieve the minimum score prior to grade calculation. The E2 accounts for 10% of the course grade in NURS 416.

**Progression and Remediation**
A student who fails one course will not be able to progress to the next semester. 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 all students completion 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 with regard to 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.

Combined Courses
In the ABSN curriculum, there are courses with combined components. Currently the following courses offered in a combined format are: Maternal-Child Nursing (NURS 402), which incorporates a 7-week Obstetric component and a 7-week Pediatric component and Psychiatric-Community Health Nursing (NURS 410) which incorporates a 7-week Community Health and 7-week Psychiatric nursing component.

For students to pass a combined course, students are required to pass each component separately with a minimum score of 75 in the didactic portion of the course. Students are also required to pass each clinical component before grades will be averaged. Each component consists of 50% of the overall course grade. Students who fail to achieve a 75 average in either component or fail the clinical component independently of the didactic portion of the course, will receive a grade of “F” for the combined course.

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 (Jersey City or Wall).

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 (outstanding immunizations, titers and PPD <1 year old), updated malpractice insurance, submit current AHA CPR and submit a new criminal background check no less than 8 weeks prior to the start of the semester.

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.

NCLEX-RN
Activities related to application for licensure and NCLEX-RN will occur in the final semester. Students will be offered assistance with the NCLEX-RN and Pearson Vue applications. NJCU automatically provides school required information to the New Jersey State Board of Nursing upon degree conferral. If a student wishes to apply to another state board of nursing the student is required to furnish all required forms.

Graduate will be offered a review course for NCLEX test preparation at no additional charge. Information will be provided to students during the final semester.
RN-BSN SPECIFIC POLICIES

Description
The RN to BSN program is designed to guide and mentor those nurses with an Associate’s 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, case management, 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 of the course work taught in associate degree and diploma programs plus a more in-depth treatment of the physical and social sciences, nursing research, public and community health, nursing leadership and management, and the humanities.

Articulation Agreements
The RN to BSN program has experienced significant growth over the past five years with the inception of four Articulation Agreements with our partner Associate Degree Colleges: Brookdale Community College, Essex County College, Hudson County College/Carepoint School of Nursing and Passaic County Community College. The Articulation agreements provide for a seamless academic progression for those students graduating from partnered associate degree programs.

NJCU Nursing Department is the proud recipient of a HRSA Grant (2014-2017) to increase nursing workforce diversity with our partner colleges, Essex County College and Passaic County Community College.

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 students are required to obtain a current Registered Nurse license in the State of New Jersey prior to taking clinical courses – ex. Nursing Process and Health Promotion Groups/Community Laboratory (NURS 452).

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 University Advisement Center’s Transcript Evaluator, 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 Undergraduate 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 GothicNet 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. Students are required to meet current university requirements for Health and Wellness and have no outstanding balance before registration can occur.

**All University Requirements (AUR)**
The university requires students to complete 9 credits of All University Requirements (AUR). They include Fundamentals of English I and II and Mathematics. 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 BSN completion. Courses labeled as developmental or academic foundations courses do not meet this requirement. The Undergraduate Catalog contains information specific to AUR.

English courses taken in a foreign country are not accepted for All University Requirement (AUR) English requirements. The student will 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.

All University Requirements (AUR) in Math, if not previously satisfied, should be completed as one of the first courses since it is a pre-requisite to Statistics. Courses to be taken are Fundamentals of Math (MATH 102), Intermediate Algebra (MATH 112) or Contemporary Mathematics (MATH 114).

**RN-BSN Curriculum**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCI 114</td>
<td>Sociology of the Family</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 230</td>
<td>Statistics for the Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 150</td>
<td>Developmental Psychology: Birth through Adolescence</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 152</td>
<td>Developmental Psychology: Adolescence to Adulthood</td>
<td>3</td>
</tr>
<tr>
<td>NURS 351</td>
<td>Health Assessment Across the Life Span</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>NURS 357</td>
<td>BSN Transitions</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Escrow credits awarded upon completion ($150 fee)</td>
<td>14-17</td>
</tr>
<tr>
<td>NURS 450</td>
<td>Theoretical Bases of Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 451</td>
<td>NPHP Groups/Community Theory</td>
<td>5</td>
</tr>
<tr>
<td>NURS 452</td>
<td>NPHP Groups/Community Laboratory</td>
<td>5</td>
</tr>
<tr>
<td>NURS 460</td>
<td>Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>NURS 465</td>
<td>Leadership for the Nurse/Manager</td>
<td>3</td>
</tr>
<tr>
<td>NURS 466</td>
<td>Cultural Paradigms for Health Care</td>
<td>3</td>
</tr>
<tr>
<td>NURS 467</td>
<td>Senior Seminar Implementation Project - Thesis Part 1</td>
<td>2</td>
</tr>
<tr>
<td>NURS 468</td>
<td>Senior Seminar Implementation Project - Thesis Part 2</td>
<td>2</td>
</tr>
</tbody>
</table>

**Notes Regarding Select Nursing Courses**

NURS 357 BSN Transitions – This is the first nursing course and students are advised to take this bridge course during the first semester. Following the successful completion of this course, the student receives a maximum of 17 credits in escrow*.

- The Articulation Agreement with Brookdale Community College states Brookdale students receive 14 credits escrow prior to taking Nursing Process and Health Promotion NURS 451 and NURS 452.
- To process the escrow credits, students must pay a processing fee of $150 to the Nursing Department. The fee is payable only by check or money order, payable to New Jersey City University.

NURS 450 Theoretical Basis of Nursing – Students are advised to take Theoretical Basis of Nursing as a co-requisite with NURS 357 BSN Transitions.

NURS 460 Nursing Research – Pre-requisites are BSN Transitions, Theoretical Basis of Nursing and Statistics for the Social Sciences.

NURS 451 & 452 Nursing Process and Health Promotion: Groups and Community – These nursing courses are the senior level courses. NURS 451 course is a theoretical course and NURS 452 is a clinical course. To discuss the format of the clinical component, please make an appointment with your advisor. Grading for NURS 452 T Nursing Process and Health Promotion Laboratory is pass/fail. Students are required to complete all requirements related to Clinical Clearance located on pages 25-29.

NURS 467 & 468 Senior Seminar Implementation Project Senior Thesis I & II – These final nursing courses are the Department’s capstone or summative course, Senior Seminar I and II courses. It can be taken with NPHP-Groups or NPHP-Community (NURS 451 and NURS 452) but not prior. The student demonstrates in course work the competencies
and expected learning outcomes of the RN to BSN program. This project is completed independently by the student with a faculty mentor.

Additional Considerations:
1. A student must have completed BSN Transitions, Theoretical Basis of Nursing, Health Assessment, Research and the AUR requirements, prior to taking Nursing Process and Health Promotion: Groups and Community. Exception to this policy is made only with approval of the advisor.
2. The student must have a valid nursing license to practice in the state of NJ and have completed all requirements on the Certified Background before entering Nursing Process and Health Promotion NURS 451 and NURS 452. Please refer to the Student Requirements Prior to Entry into Clinical Agencies.
3. 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.

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 requirements 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 forwarded to the University Advisement Center.

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.

Specific awards and criteria are being revised and will be published in Fall, 2015.