



2025 - 2026

Student Handbook

A Cooperative Nursing Program Conducted Jointly
by RWJBarnabas Health School of Nursing and
Union College of Union County, New Jersey

RWJBarnabas
HEALTH

School of Nursing

rwjbh.org/nursingschool

Student Responsibility

It is the student's responsibility to become thoroughly familiar with the RWJBarnabas Health School of Nursing Student Handbook and to comply with the provisions as written. The rules and regulations set forth in this publication constitute students' rights and responsibilities, and outline the requirements for admission, retention, promotion, as well as the degree requirements for the nursing program.

The School of Nursing has stringent admission and retention requirements that take priority over the Union College of Union County, New Jersey (UCNJ) Catalog minimum requirements. This publication is reviewed and revised each academic year. The current Student Handbook becomes effective on the first day of the fall semester of the academic year.

Students will be notified if there are changes to program policies applicable to all students, regardless of date of admission to the nursing program. This publication contains information valid for the 2025-2026 academic year. A copy of the current Student Handbook can be accessed on the home page of the School of Nursing website, <https://www.rwjbh.org/nursingschool>.

All School of Nursing rules, regulations, policies, and procedures are subject to change. Failure to read this or other school of nursing or college publications does not excuse the student from knowing the rules and regulations in effect at the RWJBarnabas School of Nursing or UCNJ at the time of enrollment.

Notice of School of Nursing policy changes during the academic year is posted in the Community shell section of the Learning Management System (CANVAS), in the "Memo from the Dean" folder, and in an email to all enrolled students advising of a change in policy. Additionally, policy changes will be published in the Student Nurses Association (SNA) Newsletter.

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Welcome from the Dean

Welcome to the 2025-2026 Academic Year! The RWJBarnabas Health School of Nursing Student Handbook provides vital information to help students understand expectations while attending the School of Nursing. RWJBarnabas Health School of Nursing is a Cooperative nursing program with Union College of Union County, New Jersey (UCNJ). The Student Handbook includes important School of Nursing policies and procedures.

All enrolled nursing students are held accountable to the School of Nursing requirements, policies and procedures outlined in the Student Handbook for the current academic year. All students are required to read this Student Handbook and provide documentation that certifies that they have been informed of the School of Nursing policies and procedures.

I look forward to working with you to achieve your goal of becoming a registered professional nurse. The faculty, school administration, and staff are available to assist you in achieving successful outcomes throughout the nursing program.

Sincerely,

Roseminda N. Santee, DNP, MA, RN, NEA-BC, CNE, ANEF
Dean, RWJBarnabas Health School of Nursing

General Information

Anti-Discrimination Policy

RWJBarnabas Health School of Nursing does not discriminate on the basis of race, color, national origin, sex, sexual orientation, marital status, religion, age, disability, handicap, or other legally protected status in its provision of employment, education and activities, or other services.

Title IX Policy

Title IX is a U.S. federal law that prohibits discrimination on the basis of sex in educational institutions, including Union College of Union County, New Jersey (UCNJ). Title IX states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

- Sex discrimination includes sexual harassment and sexual violence, including sexual assault.
- Title IX can be found in the Education Amendments of 1972, 20 U.S.C. §1681, and its implementing regulations at 34 C.F.R. Part 106 (Title IX).
- UCNJ policy prohibits discrimination, sexual harassment, and sexual misconduct, including sexual assault, stalking, and dating violence. UCNJ is required to name a Title IX Coordinator to oversee all activities related to compliance with Title IX.

All faculty, students, staff, and college visitors who have a Title IX-related concern or wish to file a Title IX complaint for investigation may contact one of the following Administrators:

- Director of Human Resources: MacDonald Hall (A-219) Union College 1033 Springfield Avenue, Cranford, NJ 07016 908-709-7046
- The Dean of Students of Union College, Deputy Title IX Coordinator: Student Services Center (SD 121) 1033 Springfield Avenue, Cranford, NJ 07016 908-709-7516.

Student Code of Conduct

The use, possession, or distribution of an illegal drug, substance, or alcohol is not permitted on the School of Nursing, UCNJ, or RWJBarnabas Health premises. In addition, weapons of any kind are not allowed on the School of Nursing, UCNJ, or RWJBarnabas Health premises for any reason. Any student violating federal, state, or local regulations may also be subject to civil or criminal action. Each student will download the [Student Code of Conduct](#) document from their CastleBranch tracker at the start of each nursing course. All students must read and sign the document and then upload the signed document to their student portal by logging in at <https://login.castlebranch.com/login>.

Right to Make Changes

The **RWJBarnabas Health School of Nursing** reserves the right to modify, alter, or discontinue any of its courses, programs, or services. The School of Nursing also reserves the right to change or modify any provision or policy when such action serves the interest of the school or its students. A student at the School of Nursing is normally bound by the curriculum and the specific course requirements in effect upon his/her matriculation. The school is not responsible for course cancellations that may alter a student's progression in the program and reserves the right to cancel any course with insufficient enrollment.

RWJBarnabas Health School of Nursing

The main address of the RWJBarnabas Health School of Nursing is:

95 Old Short Hills Rd.
West Orange, NJ 07052

The two locations of the RWJBarnabas Health School of Nursing are:

RWJBarnabas Health School of Nursing at Elizabeth, NJ

40 West Jersey Street
Elizabeth, New Jersey 07202
Phone: 1-908-659-5202
Fax: 1-908-659-5201
Website: <https://www.rwjbh.org/nursingschool>

The School of Nursing office in Elizabeth is located in Room 324 of the Kellogg Building and maintains regular office hours Monday through Friday, 8:30 a.m. - 5:00 p.m. The School of Nursing is closed on Fridays from June through August.

RWJBarnabas Health School of Nursing at Oceanport, NJ

283 Sherrill Avenue
Ft. Monmouth Squier Hall
Oceanport, NJ 07757
Website: <https://www.rwjbh.org/nursingschool>

The School of Nursing office in Oceanport is located in Room 107 in Squier Hall. The regular office hours are Monday through Friday, 8:00 a.m. - 4:00 p.m.

Change in Student's Name/Address/Telephone Number/Social Security Number

Students who change their name, telephone, address and/or social security number must complete a Change of Information form in the Registrar's Office of **UCNJ** and can be assisted at any "One-Stop Center" on any **UCNJ** campus.

Students who have a post office box must also provide the **UCNJ** Admissions Office with proof of residency to determine state residency charges. Students will be asked to show appropriate proof

of residency, name, and social security number changes.

The School of Nursing is not responsible for any information that the student does not receive due to an incorrect name or address. Mail that is not returned will be considered delivered according to the U.S. Postal Service.

RWJBarnabas Health School of Nursing Philosophy, Goals, and Program Outcomes

Philosophy of the School of Nursing

The faculty of the RWJBarnabas Health School of Nursing is committed to providing a high-quality nursing education program to a diverse population representative of the community it serves. The school is a part of the community, and the faculty believes that it has a responsibility to be aware of and responsive to the health needs of its members. The faculty and students interact with members of the community to assist them in meeting identified health needs.

Recognizing the challenges that result from continual changes in the structure and delivery of healthcare; the varying complexities of health conditions; the variety of healthcare settings; and the explosion of health information and technology, the School is fortified by a culture of integrity and excellence in its commitment to educate students who will be prepared to face these challenges with a spirit of fairness, justice, community service, social responsibility for others, and the courage to be innovative.

The faculty believes that human beings are complex, rational, spiritual beings. Inherent in the human condition is one's right to dignity and value in every stage and condition of life. Human beings have created complex social systems in which they interact with each other to protect, nurture, and educate their members. Human beings exist, with varying degrees of independence, in many contexts as members of families, communities, and society. Individuals are capable of using their intellect to take deliberate actions directed toward maintaining the life, health and well-being of self, society and their environment. Human beings are accountable for their actions.

Health is a dynamic state that is influenced by an individual's reciprocal interaction with the environment. Individuals possess their own personal cultural definition of health that may differ from the beliefs of the people with whom they come in contact. Further, it is the faculty's belief that access to health care is a basic right of all individuals.

Nursing is an art and a science characterized by interpersonal, therapeutic, and evaluative processes. It is based on a body of nursing knowledge and research and makes use of natural and

behavioral sciences. An essential element of nursing practice is caring. Nursing's goal is to collaborate with the client and family, assisting them in the acquisition of knowledge and abilities necessary to achieve the highest possible level of health.

Using critical thinking and clinical judgment the nurse assesses, analyzes, diagnoses, and treats commonly occurring human responses to actual and potential health problems, providing a holistic response to the complex health needs of human beings. The nurse engages in collaborative relationships with members of the healthcare team to provide a range of professional nursing services that the client, family, and groups may require. The nurse respects and interacts with a diverse population in a variety of settings within the community.

Teaching/learning is an interactional lifelong process. During the learning process, students integrate new and previously held knowledge and beliefs to form insights and ideas that empower them to think critically and make clinical decisions that are appropriate to the situation. Reflecting the belief that students learn differently, the faculty guides the student to utilize a variety of learning strategies and resources to facilitate the student's learning. Learning is a self-directed activity with faculty members functioning as facilitators joining with the students in the reciprocal learning process.

Students come to the School of Nursing with diverse backgrounds and differing strengths and experiences. The school recognizes this diversity and therefore, provides opportunities to qualified students to navigate the educational environment to maximize their individual potential well beyond their entry-level program. It is the responsibility of the school to provide an environment in which the student may successfully acquire the knowledge, skills, and attitudes necessary to practice as a safe and effective entry-level registered nurse.

The graduate of the school is prepared to assume the role of a safe, caring, ethical beginning graduate nurse with varying amounts of supervision. The graduate is capable of practicing within a variety of settings. It is the responsibility of the graduate to continue the learning process to maintain competency or to advance to another level of practice. Graduates are responsible for being aware of and responsive to population-focused health care as well as making meaningful contributions to the profession of nursing and society.

RWJBarnabas Health School of Nursing Goals

The school will:

1. Provide educational access to a diverse, qualified student population that is representative of the community.
2. Graduate an entry-level nurse who can practice in a variety of health care settings.

3. Produce a graduate who is successful in passing the NCLEX-RN examination on the first attempt.
4. Continue the contractual agreement with **UCNJ** to offer the students a program that leads to a Diploma in Nursing and an Associate in Science degree.
5. Provide opportunities for seamless academic progression.
6. Provide opportunities for students to be dually admitted to an accredited program with an intended Bachelor of Science in Nursing.

RWJBarnabas Health School of Nursing End of Program Student Learning Outcomes

The Graduate will:

1. Provide compassionate and coordinated patient-centered care, recognizing the patient as the source of control and as a full care partner with respect to their individual preferences, values, and needs.
2. Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
3. Integrate best current evidence with clinical expertise and patient/family preferences and values when making clinical decisions in the delivery of optimal health care.
4. Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
5. Minimize risk of harm to patients and providers through both system effectiveness and individual performance.
6. Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making.

RWJBarnabas Health School of Nursing Program Outcomes

Four (4) quality indicators are trended by semester and program track to demonstrate evidence that graduates are achieving identified competencies consistent with the RWJBarnabas Health School of Nursing Philosophy, Student Learning, Program Outcomes, and Professional Standards. The Program Outcome information is publicly accessible from the Consumer Information page on the RWJBarnabas Health School of Nursing website.

1. **RWJBarnabas Health School of Nursing** NCLEX-RN licensure examination pass rate will be at least 80% for all first-time test takers for the 12-month period January 1 – December 31.
2. 40% of the students who begin the first nursing course will graduate from the program within 100% of the time frame allotted for the program track (Generic or LPN-RN). 50% of the students who begin the first nursing course will graduate from the program within 150% of the time frame allotted for the program track (Generic or LPN-RN).
3. 80% of RWJBarnabas Health School of Nursing graduates who are seeking employment will obtain a nursing position within 12 months of graduation, as per the Job Placement Survey.

4. 80% of RWJBarnabas Health School of Nursing graduates will report satisfaction with program effectiveness as *agree or strongly agree* as per the Graduate Survey.

Accreditation

The RWJBarnabas Health School of Nursing is approved by:

New Jersey State Board of Nursing

PO Box 45010, Newark, New Jersey, 07101

973-504-6430

www.njconsumeraffairs.gov

The RWJBarnabas Health School of Nursing is accredited by:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

404-975-5000

www.acenursing.org

Union College of Union County, NJ (UCNJ) is approved and accredited by:

Middle States Commission on Higher Education

3624 Market Street, Philadelphia, PA. 19104

267-284-5000

www.msche.org

Curriculum Design

Curriculum

Generic Track

(Suggested sequence for full-time student enrollment)

First course in the new Curriculum started in Fall 2023,

Generic Track

Semester 1	Credits
BIO 105	4
ENG 101*	3
PSY 101	3
NURE 105	4
TOTAL	14

Semester 2	
BIO 106	4
PSY 204	3
NURE 106	7
TOTAL	14

Semester 3

BIO 108	4
SOC 101	3
NURE 207	7
TOTAL	14

Semester 4

ENG 102	3
Humanities	3
NURE 208	7
TOTAL	13

Semester 5

Humanities	3
NURE 209	7
Total	10

Nursing credits = 32 + Gen Ed credits = 33

PROGRAM TOTAL 65 Credits

*ENG 112 is an acceptable substitute for ENG 101 for non-native speakers of English.

Generic Track students: Due to the rigorous nature of nursing curriculum courses, it is recommended that if the full-time sequence of courses is chosen, students limit outside work obligations to support student success in the Nursing program.

LPN to RN Track

First course in the new Curriculum started in
Fall 2023, LPN to RN

Pre-requisite courses

BIO 105	4
BIO 106	4
BIO 108	4
ENG 101*	3
ENG 102	3
PSY 101	3
PSY 204	3
SOC 101	3
Gen Ed Humanities	6
TOTAL	33

Semester 1	Credits
NURE 213	4

TOTAL	4
Semester II	Credits
NURE 214	7
TOTAL	7
Semester III	Credits
NURE 215 (Sum 1)	3
NURE 216 (Sum 2)	3
TOTAL	6
Semester IV	Credits
NURE 217 (7 weeks)	3
NURE 218 (7 weeks)	3
TOTAL	6
LPN CURRICULUM	9
Nursing credits = 32 + Gen Ed credits = 33	
PROGRAM TOTAL	65 Credits

*ENG 112 is an acceptable substitute for ENG 101 for non-native speakers of English.

Nursing Course Descriptions

Generic Track, Course descriptions

Nursing 105: Foundational Concepts of Nursing

This course introduces students to the profession of nursing using the QSEN framework of Patient Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Information Management. Introduction of the Nursing Process allows for exploration of the knowledge, skills and attitudes related to the foundational principles inherent to the nursing role and nurse-patient relationship. Concepts include but are not limited to professional behaviors, communication, culture, psycho-social and legal/ethical issues, as well as an introduction to basic health assessment, pharmacology, leadership and management. Foundational knowledge for basic proficiency in clinical calculations is introduced in this course. There is no associated clinical component, but competence with medical terminology is included through self-guided learning modules.

Credits: 4c, No clinical / No NREL

Co-Requisites: BIO 105, ENG 101, PSY 101

Nursing 106: Fundamental Concepts of Nursing

Using the framework of Patient Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Information Management, this course introduces students to the knowledge, skills, and attitude required for fundamental nursing practice to deliver safe and effective care in accordance with standards of professional nursing practice. Within the structure of the Nursing Process and basic health assessment, fundamental principles are integrated with knowledge of anatomy and physiology and pharmacology. Building upon the concepts learned in Nursing 105, the student will be introduced to patient safety, comfort and mobility, nutrition, older adults, infection, fluid and electrolytes, elimination, and introduction to oxygenation and perfusion. Concepts related to health and physical assessment, leadership, and management are continued. Students participate in clinical experiences in the Learning/Simulation Center and in acute and chronic health care settings for the application of associated nursing principles.

Credits: 7c. Clinical component, NREL 106

Pre-Requisites: BIO 105, ENG 101, PSY 101, NURE 105

Co-Requisites: NREL 106, BIO 106, PSY 204

Nursing 207: Introduction to Acute and Chronic Nursing Concepts

Continuing with the framework of Patient Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Information Management, this course introduces students to the knowledge, skills, and attitude required for specific areas of nursing practice in order to deliver safe and appropriate care to adult and pediatric patients in accordance with standards of professional nursing practice. Within the structure of the Nursing Process, principles of health and illness are integrated with knowledge of anatomy and physiology, pharmacology, leadership, and management. Building upon the concepts from Nursing 105 & 106, students are introduced to pediatric growth and development and cellular regulation, and continue to explore concepts related to acute and chronic nursing. Students participate in clinical experiences in the Learning/Simulation Center, and in acute and chronic adult and pediatric health care settings for the application of associated nursing principles.

Credits: 7c. Clinical component, NREL 207

Pre-Requisites: BIO 106, PSY 204, NURE/NREL 106

Co-Requisites: NREL 207, BIO 108, SOC 101

Nursing 208: Advanced Acute and Chronic Nursing Concepts

Continuing with the framework of Patient Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Information Management, this course continues to deliver the knowledge, skills, and attitude required for specific areas of nursing practice in order to deliver safe and appropriate care to adult and obstetrical patients in accordance with standards of professional nursing practice. Within the structure of the Nursing Process, principles of health and illness are integrated with knowledge of anatomy and physiology, pharmacology, leadership, and management. Building upon the concepts from Nursing 105, 106 & 207, students are introduced to concepts of

women's health, reproduction, and mother and child ante/intra/postpartum care. Students participate in clinical experiences in the Learning/Simulation Center, acute adult, and obstetrical settings for the application of associated nursing principles.

Credits: 7c. Clinical component, NREL 208

Pre-Requisites: BIO 108, SOC 101, NURE/NREL 207

Co-Requisites: NREL 208, ENG 102, Humanities

Nursing 209: Critical and Complex Nursing Concepts

Continuing with the framework of Patient Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Information Management, this course builds upon concepts learned in previous nursing courses to demonstrate knowledge, skills and attitudes to deliver safe and appropriate care to patients with complex medical conditions, critical illnesses, and psychiatric/mental health conditions in accordance with standards of professional nursing practice. Within the structure of the Nursing Process, principles of health and illness are integrated with knowledge of anatomy and physiology, pharmacology, leadership, and management. Students expand their knowledge of acute and chronic illnesses and are introduced to individual/multi-system critical illnesses and the concept of psychobiology that includes, but is not limited to, exploration of anxiety, depression, schizophrenia, and personality disorders. Students participate in clinical experiences in the Learning/Simulation Center, and acute adult and mental health settings for the application of associated nursing principles.

Credits: 7c. Clinical component, NREL 209

Pre-Requisites: ENG 102, Humanities, NURE/NREL 208

Co-Requisites: NREL 209, Humanities

LPN-RN Program Track - RN Completion track for currently Licensed Practical Nurses (LPN)

Nursing 213: Transitional Professional Nursing Practice Concepts

This course is designed to transition the LPN-RN student to professional nursing practice using the QSEN framework of Patient Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Information Management. Acquisition of knowledge related to the Nursing Process and basic health assessment allows for development of the knowledge, skills, and attitude related to the foundational principles inherent to the role of the professional registered nurse. Concepts include but are not limited to professional behaviors, communication, culture, psycho-social and legal/ethical issues, as well as an introduction to pharmacology, leadership, and management. Foundational knowledge for basic proficiency in clinical calculations is introduced this semester. There is no associated clinical component.

Credits: 4c, No clinical / No NREL

Pre-Requisites courses: As noted on page 15

Co-Requisites: No co-requisites

Nursing 214: Acute and Chronic Medical/Surgical Nursing Concepts

Continuing with the framework of Patient Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Information Management, this course introduces students to the knowledge, skills, and attitude required for specific areas of nursing practice in order to deliver safe and appropriate care to adult patients in accordance with standards of professional nursing practice. Within the structure of the Nursing Process, principles of health and illness are integrated with knowledge of anatomy and physiology, pharmacology, leadership, and management. Building upon knowledge from the practical nurse program and the concepts learned in Nursing 213, this course will explore a variety of concepts related to acute and chronic nursing, including but not limited to infection, fluid and electrolytes, cellular regulation, endocrine, oxygenation, and perfusion. Students participate in clinical experiences in the Learning/Simulation Center and in acute and chronic health care settings for the application of associated nursing principles.

Credits: 7c. Clinical component, NREL 214

Pre-Requisites: NURE 213

Co-Requisites: NREL 214

Nursing 215 Acute and Chronic Pediatric Nursing Concepts

Continuing with the framework of Patient Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Information Management, this course introduces students to the knowledge, skills, and attitude required for specific areas of nursing practice in order to deliver safe and appropriate care to pediatric patients in accordance with standards of professional nursing practice. Within the structure of the Nursing Process, principles of health and illness are integrated with knowledge of anatomy and physiology, pharmacology, leadership, and management. Building upon the concepts from Nursing 213 & 214, students are introduced to pediatric growth and development and apply concepts related to acute and chronic nursing to the pediatric patient. Students participate in clinical experiences in the Learning/Simulation Center, and in acute and chronic pediatric health care settings for the application of associated nursing principles.

Credits: 3c. Clinical component, NREL 215

Pre-Requisites: NURE 213, NURE 214/NREL 214

Co-Requisites: NREL 215

Nursing 216: Women's Health and Maternal/Newborn Nursing Concepts

Continuing with the framework of Patient Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Information Management, this course continues to deliver the knowledge, skills, and attitude required for specific areas of nursing practice in order to deliver safe and appropriate care to female, obstetrical, and newborn patients in accordance with standards of professional nursing practice. Within the structure of the Nursing Process, principles of health and illness

are integrated with knowledge of anatomy and physiology, pharmacology, leadership, and management. Building upon the concepts from Nursing 213, 214 & 215, students are introduced to concepts of women's health, reproduction, and mother and child ante/intra/postpartum care. Students participate in clinical experiences in the Learning/Simulation Center and in obstetrical settings for the application of associated nursing principles for the application of associated nursing principles.

Credits: 3c. Clinical component, NREL 216

Pre-Requisites: NURE 213, NURE /NREL 214, NURE/NREL 215

Co-Requisites: NREL 216

Nursing 217: Psychiatric/Mental Health Complex Nursing Concepts

Continuing with the framework of Patient Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Information Management, this course builds upon concepts learned in previous nursing courses to demonstrate knowledge, skills and attitudes to deliver safe and appropriate care to patients with mental health conditions in accordance with standards of professional nursing practice. Within the structure of the Nursing Process, principles of health and illness are integrated with knowledge of anatomy and physiology, pharmacology, leadership, and management. Students are introduced to the concept of psychobiology, which includes but is not limited to exploration of anxiety, depression, schizophrenia, and personality disorders. Students participate in clinical experiences in the Learning/Simulation Center, and mental health settings for the application of associated nursing principles.

Credits: 3c. Clinical component, NREL 217

Pre-Requisites: NURE 213, NURE 214/NREL 214, NURE 215/NREL 215, and NURE 216/NREL 216

Co-Requisites: NREL 217

Nursing 218: Medical/Surgical Critical and Complex Health Nursing Concepts

Continuing with the framework of Patient Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Information Management, this course builds upon concepts learned in previous nursing courses to demonstrate knowledge, skills, and attitudes to deliver safe and appropriate care to patients with complex medical conditions and critical illnesses in accordance with standards of professional nursing practice. Within the structure of the Nursing Process, principles of health and illness are integrated with knowledge of anatomy and physiology, pharmacology, leadership, and management. Students expand their knowledge of acute and chronic illnesses while being introduced to individual/multi-system critical illnesses. Students participate in clinical experiences in the Learning/Simulation Center, and acute adult settings for the application of associated nursing principles.

Credits: 3c. Clinical component, NREL 218

Pre-Requisites: NURE 213, NURE 214/NREL 214, NURE 215/NREL 215, NURE 216/NREL 216, NURE 217/NREL 217

Co-Requisites: NREL 218

Re-Entry Curriculum Guidance for Sequence Interruption: Generic Track

Students who entered the program before Fall 2023 (following the Catalog published before 2023-2024) and experience a sequence interruption for any reason, are required to follow the guidance in the table below when seeking re-entry. Reasons for interruptions in sequence include course withdrawal, course failure, or students who have interrupted the normal sequence of courses by taking an approved leave of absence (LOA).

Enrolled course in Spring 2023	Course withdrawal, course failure, or LOA	Course to take in Fall 2023
NURE 130	NURE 130	NURE 105 (NURE 130 retired)
NURE 131	NURE 131	NURE 131
NURE 132	NURE 132	NURE 132
NURE 231	NURE 231	NURE 231
NURE 232	NURE 232	NURE 232
Enrolled course in Fall 2023	Course withdrawal, course failure, or LOA	Course to take in Spring 2024
NURE 105	NURE 105	NURE 105
NURE 131	NURE 131	NURE 106 (NURE 131 retired)
NURE 132	NURE 132	NURE 132
NURE 231	NURE 231	NURE 231
NURE 232	NURE 232	NURE 232
Enrolled course in Spring 2024	Course withdrawal, course failure, or LOA	Course to take in Fall 2024
NURE 105	NURE 105	NURE 105
NURE 106	NURE 106	NURE 106
NURE 132	NURE 132	NURE 207 (NURE 132 retired)
NURE 231	NURE 231	NURE 231
NURE 232	NURE 232	NURE 232
Enrolled course in Fall 2024	Course withdrawal, course failure, or LOA	Course to take in Spring 2025
NURE 105	NURE 105	NURE 105
NURE 106	NURE 106	NURE 106
NURE 207	NURE 207	NURE 207
NURE 231	NURE 231	NURE 207. NURE 208 the following semester** (NURE 231 retired) **Program completion extended by one semester
NURE 232	NURE 232	NURE 232
Enrolled course in Spring 2025	Course withdrawal, course failure, or LOA	Course to take in Fall 2025
NURE 105	NURE 105	NURE 105
NURE 106	NURE 106	NURE 106
NURE 207	NURE 207	NURE 207
NURE 208	NURE 208	NURE 208
NURE 232	NURE 232	NURE 209 (NURE 232 retired)

Re-Entry Curriculum Guidance for Sequence Interruption: LPN-RN Track

Students who entered the program before Fall 2023 (following the Catalog published before 2023-2024) and experience a sequence interruption for any reason, are required to follow the guidance in the table below when seeking re-entry. Reasons for interruptions in sequence include course withdrawal, course failure, or students who have interrupted the normal sequence of courses by taking an approved leave of absence (LOA).

Enrolled course in Fall 2022	Course withdrawal, course failure or LOA	Course to take in Fall 2023
NURE 211 or 212	NURE 211 or 212	NURE 213 (NURE 211/212 retired)
Enrolled course in Spring 2023	Course withdrawal, course failure or LOA	Course to take in Spring 2024
NURE 250	NURE 250	NURE 214 (NURE 250 retired)
Enrolled course in Summer 2023	Course withdrawal, course failure or LOA	Course to take in summer 2024
NURE 260	NURE 260	NURE 216 (NURE 260 retired)
NURE 270	NURE 270	NURE 215 (NURE 270 retired)
Enrolled course in Fall 2023	Course withdrawal, course failure or LOA	Course to take in Fall 2024
NURE 280	NURE 280	NURE 217 (NURE 280 retired)
NURE 290	NURE 290	NURE 218 (NURE 290 retired)

Grading Policy

School of Nursing Grading Policy

The following system of grading is used to indicate the quality of a student's work in all nursing (NURE) courses at RWJBarnabas Health School of Nursing.

C+ or 74.45 is the minimum passing grade for all NURE courses and progression to the next course.

Grade	Numerical Value	Percentage
A	4	89.45 – 100
B+	3.5	84.45 – 89.44
B	3	79.45 – 84.44
C+	2.5	74.45 – 79.44
C	2	69.45 – 74.44
D+	1.5	64.45 – 69.44
D	1	59.45 – 64.44

F	0	Below 59.44
I	Incomplete▪	0
XF	Incomplete Changed to Failing▪	0
UF	Unofficial Withdrawal▪	0
W	Official Withdrawal	0
AU	Audit – No Credit	0

Notes

An incomplete grade may be given in cases of extenuating circumstances approved by the instructor. A grade reported as “Incomplete” at the end of a semester will be permanently recorded as ▪ **XF (F)** if the incomplete is not removed within the first six weeks of the next regular semester. A ▪ **UF** is assigned if a student stopped attending; or did not officially withdraw. This is calculated as a failing grade (F).

It is the student’s responsibility to make acceptable arrangements with the instructor to complete the course requirements within this period. If the student is unable to contact the instructor, timely notice should then be given to the Dean. **As a note, each NURE course and the associated clinical (NREL) is a prerequisite for the next NURE course.**

It is the student’s responsibility to report an error on his/her recorded grade to the instructor within two weeks of the posting of the grade. Otherwise, it is assumed that the grade recorded is accurate and will be recorded permanently on the student’s record.

C+ or 74.45 is the minimum passing grade for all NURE courses and progression to the next course.

1. A grade of **C** is the minimum acceptable grade for all nursing curriculum science courses taken at UCNJ.
2. A grade of **D** is the lowest passing grade for all other UCNJ courses.
3. A minimum grade of **C** is required to obtain transfer credit to UCNJ.
4. A student’s academic standing at UCNJ is based upon his/her performance in all courses expressed in terms of the “academic average” he/she achieves. In computing this average, the numerical values listed below are assigned to each letter grade.
5. Instructors enter final grades online. Students must go to webservices.ucc.edu to view or print their final course grades. Instructors are not permitted to post grades by social security numbers. No information regarding grades will be offered over the phone.

Grade Point Average

Computation of the cumulative grade point average of a student's performance in all courses is

accomplished by multiplying the assigned numerical value of each letter grade by the number of credit hours that the course requires.

Quality Points

Numerical quality points are then determined by multiplying the above values by the number of credit hours that the course carries. For example, a three-credit-hour course in which the student receives a B represents 9 quality points earned.

The academic average is determined by dividing the total number of quality points earned by the total number of credits taken, whether passed or failed. The following table is an illustration of this computation:

Grade & Quality Numerical Points

Course	Credits	Value	Per Course
HIS 101	3	C (2)	6
PSY 101	3	B (3)	9
BIO 111	4	D (1)	4
FRE 101	3	A (4)	12
ENG 101	3	B+ (3.5)	10.5
CST 101	<u>3</u>	F (0)	<u>0</u>
	19		41.5

Total credits taken = 19

Total quality points earned 41.5; 41.5 divided by 19 = 2.18 GPA

Transfer Credit from Other Colleges and Universities

If a student completes any applicable science or general education courses at another college or university, it is the student's responsibility to ensure **UCNJ** receives official transcript evidence for the corresponding transfer credit to be entered on the **UCNJ** transcript. Official transcripts from other colleges must be sent to the **UCNJ** Admission Office for evaluation. The transcript evaluation process may take up to 6 weeks to be completed, with the posting of equivalent courses to your **UCNJ** transcript. The nursing program does not accept transfer credits for nursing coursework from other academic institutions.

Students who have completed college-level courses at an accredited college or university will be evaluated for transfer credit for up to 33 credits. A minimum grade of "C" or 70 is required to receive transfer credit for all general education courses.

Safety

Security

UCNJ security is available when the Elizabeth campus Kellogg building is open. Any security-related incident should be reported to the Security Department immediately by dialing 5159 from any campus landline phone or 908-659-5159 from a cell phone. The main Security desk is located on the first floor of the Elizabeth campus.

Students should display a valid **UCNJ** ID badge on any of the campuses, including the Kellogg building. Hospital-issued ID badges are to be worn while on clinical facility property.

Security at the Oceanport location is available while the building is open. The main security desk is at the front entrance to the building. The telephone number to connect to Oceanport Security desk is 732-923-8300. In a safety or medical emergency, call "911".

Security officers will investigate all complaints. Major offenses are reported immediately to the appropriate police agency.

Medical Emergencies

To ensure public safety in the event of a medical emergency or accident resulting in bodily harm to faculty, staff, students, or visitors of the school, emergency medical services are to be contacted using the correct procedure.

In the Oceanport site, in the case of a medical emergency, the faculty or staff will call "911" from any RWJBH phone or from any cell phone. The faculty will complete a report to the RWJBH system and inform the Dean and the Executive Dean of the RWJBarnabas Health School of Nursing by email.

Medical and non-medical emergencies should be reported directly to the **UCNJ** Public Safety Officers while in the Kellogg building of the UC Elizabeth campus.

In the event of a medical emergency or accident, dial 9, then 911 to contact emergency medical services from any **UCNJ** phone, or 911 from any cell phone.

- After contacting Emergency Medical Services, notify the **UCNJ** Public Safety office (Kellogg Building, Elizabeth campus) of the emergency by dialing 5159 from any **UCNJ** landline phone or by calling 908-659-5159 from any cell phone.
- **UCNJ** Public Safety officers will complete an Incident Report describing the emergency or accident.
- Use the red emergency distress buttons in the hallways and in the bathrooms of the Kellogg building to alert public safety officers in the event of an emergency on campus.
- All emergencies are to be reported to the RWJBarnabas Health School of Nursing office (Room 324) or by calling 908-659-5200.
- All emergencies in the School of Nursing or affiliated facilities involving **RWJBarnabas Health School of Nursing** students, faculty, or staff, action taken, and outcome, are to be reported in the RWJBarnabas Health HRP Safety reporting by RWJBarnabas Health School of Nursing administrative personnel.

Faculty and students are to follow the procedure for the reporting of emergency medical incidents in affiliated healthcare organizations during off-campus clinical experiences. The Dean of the School of Nursing is to be notified by email by the faculty or course coordinator of any medical emergency involving a student or faculty member of the RWJBarnabas Health School of Nursing.

Parking

- Elizabeth campus (Kellogg building): Parking Permits may be obtained at the **UCNJ** Office of Student Accounts. Student parking is available in the J. Christian Bollwage Garage with allocated spaces for **UCNJ**. Parking is permitted between 7 a.m. and 11 p.m.
- Handicapped parking is available in the rear of the Lessner and Kellogg Buildings and in marked areas in the Bollwage garage for employees and students.
- RWJBarnabas Health/Trinitas Regional Medical Center, Williamson Street campus: Parking is available for the evening and weekend students and faculty in the hospital parking garage (4th floor and above). Prior to leaving the hospital, students are required to swipe their activated ID badges or have their parking ticket validated at the Security Base. A valid **RWJBarnabas Health School of Nursing** student ID is required. The student inserts the “validated” ticket into the gate “machine” upon exiting the garage. Garage attendants are no longer available to accept tickets. Students and faculty will be notified if there are changes in the parking procedure.
- During emergencies, when the parking procedure is impacted, the students will be notified through the Learning Management System of temporary arrangements.
- RWJBH/Trinitas Regional Medical Center, New Point Campus, parking is available for students.
- Parking at the Oceanport site for students and faculty is available adjacent to 283 Sherill Avenue, Oceanport 07757.
- Please refer to the course clinical syllabus or clinical instructor for further information regarding parking at clinical sites other than RWJBH/Trinitas Regional Medical Center.

Inclement Weather Policy (School Closing/Delayed Opening)

The **RWJBarnabas Health School of Nursing** and **UCNJ** will be open for classes according to the **UCNJ** academic school calendar unless inclement weather conditions or other emergencies compel the administration of either institution to close school or postpone the start of the regular school day.

If **UCNJ** is closed, the **RWJBarnabas Health School of Nursing** may also cancel in-person class

sessions (theory or clinical) for that day for both the Elizabeth and Oceanport sites. The Dean or designee of the School of Nursing will make the decision by 6:30 a.m. for day classes and by 1:00 p.m. for evening classes.

Delayed openings are announced on the **UCNJ** website. The decision to close **UCNJ** buildings or delay classes is posted on the homepage of the **UCNJ** website, www.ucc.edu. The Dean of the **RWJBarnabas Health School of Nursing** may authorize remote classes/virtual clinical for nursing courses.

Emergency Notification Process

UCNJ utilizes the emergency notification system. All **RWJBarnabas Health School of Nursing** students are automatically entered in the database for emergency notifications. Students can choose to be removed from the database at their request.

Smoking Policy

All **UCNJ** property, including **RWJBarnabas Health School of Nursing**, is smoke-free, which includes the use of electronic cigarettes.

- Smoking is defined as the burning of a lighted cigar, cigarette, pipe, or any other matter or substance that contains tobacco as well as the use of smokeless tobacco, snuff, and electronic cigarettes or any product that simulates the act of smoking.
- Students are required to follow the smoking policies for all clinical facilities while on facility grounds.
- Fines and disciplinary action may be imposed on students violating this policy as defined by the **RWJBarnabas Health School of Nursing** Student Code of Conduct and **UCNJ** Student Code of Conduct.

Family Educational Rights and Privacy Act of 1974 (FERPA)

It is the policy of the **RWJBarnabas Health School of Nursing** to allow students to have access to certain records maintained by the school and to provide an opportunity for a hearing to challenge the accuracy or appropriateness of such records.

The purpose of the act is to protect the privacy of students and parents, and to notify students and their parents of their rights to privacy as provided under Section 438 of the General Education Provision Act as amended. This handbook serves to notify all students of the provisions of the act.

Provisions:

- Students enrolled at the **RWJBarnabas Health School of Nursing** have the right to inspect and review their educational record. If any material or document in the educational record of a student includes information on more than one student, each student will have the right to inspect and review only the part of the material or document that relates to him/her.

- Because the RWJBH School of Nursing is an institution of post-secondary education, the permission or consent required of, and the rights accorded to parents of students who have not attained eighteen years of age shall only be required of and accorded to the student.
- The Registrar of **UCNJ** has the responsibility for maintenance of transcript of academic grades and other documents related to the student's enrollment.
- The Dean of the RWJBH School of Nursing has the responsibility of maintenance of the students' "clinical education record".
- The term "clinical education record" at the School of Nursing includes only the following materials and documents.
 - Program Application
 - Completed re-entry packets-
 - Clinical evaluations, warnings/failures
 - Any official school communications pertaining to academic matters.
 - Awards and scholarships

"Clinical education record" does not include the following:

- Financial records of parents or students
- Transcript of academic grades
- Records of administrative and teaching faculty which are in the sole possession of the maker, and which are not accessible to or revealed to any other person.
- Health Record
- Confidential recommendations regarding admissions, honors and awards, or employment if the student has signed a waiver of his/her right to access to this information. Such a waiver shall apply to recommendations only if the student is, upon request, notified of the names of all people making confidential recommendations. Such recommendations are used only for the purpose specifically intended.

The RWJBH School of Nursing may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance unless the student has designated that it should not be released without his/her prior consent. See U.S. Department of Education link: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Students requesting that their directory information not be released must:

- a. Submit their request in writing and include the following:
 - Their name, student ID number, current address, and current telephone number.
 - A statement specifically stating which items of directory information the student does not wish released.

- The semester for which this information should be withheld.
- The student's signature.
- b. Submit a request each semester that the student wishes his/her directory information withheld before the tenth day of classes for that semester.
- c. It is not necessary to submit a request to withhold directory information for summer semesters; any request for a spring semester will remain in effect throughout the summer session.
- d. Requests to withhold directory information should be addressed to: Registrar - UCNJ.

The RWJBH School of Nursing will not permit access to or release of any record or personally identifiable information (other than directory information) without the written consent of the student to any party other than the following:

- a. School officials
- b. UCNJ officials when designated appropriately by the Dean of the School of Nursing
- c. The New Jersey State Board of Nursing
- d. Accrediting organizations to carry out their accrediting functions.
- e. Organizations conducting studies for or on behalf of educational agencies and institutions for education purposes if such studies do not permit personal identification of students by person's other representatives of such organizations and with the understanding that the information will be destroyed when no longer needed for purposes of the designated study.
- f. Authorized representatives of the Comptroller General of the United States Department of Education, administrative heads of education agencies or state educational authorities about the audit and evaluation of this program.
- g. Authorized judicial representative in compliance with a judicial order or a lawfully issued subpoena. The student will be notified of the order or subpoena in advance of compliance by the School of Nursing. Such court orders must be delivered to the office of Risk Management of RWJBarnabas Health where the court official shall be requested to produce proper identification and state the specific nature of his inquiry and the date of the required court appearance. An appointed representative of **RWJBarnabas Health School of Nursing/UCNJ** will then arrange to personally deliver the required student record to the court on the date of the hearing.
- h. Organizations or agencies connected with a student's application for or receipt of financial aid.

Consent must be in writing, signed and dated by the student giving consent, and shall include:

- (1) specification of the portions of the educational record to be released.

- (2) the reason for such release, and
- (3) the name(s) of the person(s) to whom the records will be released.

The RWJBarnabas Health School of Nursing will not release the personal information of a student except on condition that the party to which the information is transferred will not permit any other party to have access to it without the consent of the student. A statement informing such party of this requirement will be included with the information.

Students may request access to their own clinical education records at the School of Nursing by writing to the Dean of the School of Nursing, 40 West Jersey Street, Elizabeth, New Jersey 07202.

The student must specify the type of inspection he/she desires:

- (a) it is to be an in-person review
- (b) a copy of the record is to be sent to the student; or
- (c) both.

An access date and time will be sent to the student for an in-person review.

- In any case, first review of the clinical education record by the student will be granted within forty-five (45) days after the request has been made.

Students may obtain copies of any material or document contained in their clinical education record except official copies of documents received from other agencies and institutions such as high school or college transcripts.

Students may request explanations and interpretations of any portion of their education record. Such requests must be in writing and will receive a response within twenty-eight (28) days.

If a dispute arises regarding the content of the clinical education record, the Dean of the School of Nursing, or his/her designee, will attempt to settle it with the student through informal meetings or discussions. Upon request of the Dean of the School of Nursing or the student, a formal hearing will be held.

Students may request a hearing:

- (1) to challenge the content of the clinical education record to ensure that the record is accurate, not misleading, or otherwise in violation of the privacy or other rights of the students
- (2) to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data; and/or
- (3) to insert into the clinical educational record a written explanation by the student in respect to the content of the clinical education record.

The hearing will take place within thirty (30) working days of the request. The student will be afforded a full and fair opportunity to present evidence relevant to the issues listed above. The Dean of the School of Nursing or his/her designee will conduct the hearing. A decision will be rendered within ten (10) working days after the conclusion of the hearing.

Refer to Union College policy on access to academic records through this link:

<https://www.ucc.edu/admissions/the-family-education-rights-and-privacy-act/>

Financial Information and Scholarships

Tuition and Fees

Students are referred to the current **UCNJ** Student Handbook and website, www.ucc.edu, for current information on Union College course tuition, fees, refund policy, and payment options.

The School of Nursing website, <https://www.rwjbh.org/nursingschool> has current information on School of Nursing specific tuition, fees, and other expenses under the Financial Aid, Scholarship, & Tuition Tab. Refund policy for UCNJ and RWJBH tuition & fees can be found on this link: <https://www.ucc.edu/admissions/paying-for-college/policies/refunds-for-dropped-courses-policy/>

Financial Aid

UCNJ offers many types of financial aid from federal, state, and institutional sources to help students fund their educational goals. For information on the various types of aid available, please visit: <https://www.ucc.edu/admissions/paying-for-college/>

Students seeking financial aid need to complete two forms to apply for all federal and state scholarships and grants, federal loans, federal work-study, and all institutional scholarships:

- The Free Application for Federal Student Aid (FAFSA)
- **UCNJ** Scholarship Application

Full and part-time students may be eligible for financial aid; however, some forms of aid will be adjusted for students who are less than full-time.

Steps to the Financial Aid Application Process

Step 1: Complete FAFSA. The first step is to complete the FAFSA (Free Application for Federal Student Aid) at <https://fafsa.ed.gov/> Remember to enter the school code of 002643 for UCNJ. You will need to apply for a Personal Federal Student Aid ID (FSA-ID). If you are a dependent student, you and one parent will need to apply for separate FSA-IDs and use the FSA-IDs to electronically sign your FAFSA. You and/or parents must complete a federal tax return if required. While completing the FAFSA on-line, you and/or parents can import their federal tax information from the IRS using a secure data retrieval tool (DRT). Once you reach the Web confirmation page, locate the link entitled "Optional Feature – Start your State Application." Respond to the questions and submit additional information to the State of New Jersey.

Step 2: Apply for Scholarships. Once a student has submitted a FAFSA, they should also complete the Scholarship Application to both UCNJ and RWJBarnabas Health School of Nursing. More information is available on <https://www.ucc.edu/admissions/paying-for-college/scholarships/>

Step 3: Review your Student Aid Report. Once you have submitted a FAFSA, the U.S. Department of Education will process your FAFSA and send you a copy in the form of a Student Aid Report (SAR). The SAR will be sent to you electronically if you have listed an e-mail address on your FAFSA. Please review your SAR and notify the UCNJ Student Services Center. If you have made any mistakes, the Financial Aid staff will walk you through how to correct them.

Step 4: Review your Correspondence from HESAA. The U.S. Department of Education will also send your information to the college listed on your FAFSA, as well as to the New Jersey Higher Education Student Assistance Authority (HESAA). HESAA will notify you of your eligibility for Tuition Aid Grant (TAG) or to request additional information.

Step 5: Check your financial aid status online. All communication from Financial Aid is in an electronic format. It is essential that you check Web Services to view your financial aid status and/or any documents required to complete your financial aid application. You should check your Owl's Nest e-mail account daily because all communication we send to a student is sent through this e-mail.

Financial Aid Application Deadlines

A free FAFSA application must be completed each year and serves the entire academic year (Fall, Spring, and Summer terms). The FAFSA becomes available each October for the following Fall and will remain available through the following Summer. It is recommended students complete the FAFSA as soon as possible.

For more information on state grants, please visit the website for the State of New Jersey Higher Education Student Assistance Authority (HESAA) at www.hesaa.org. Certain funds are available on a limited basis; therefore, it is in your best interest to apply as early as possible.

To be eligible for Federal and State financial aid programs, you must:

- Be accepted as a student in an eligible certificate or degree program.
- Be making satisfactory academic progress for financial aid purposes.
- Have a high school diploma, General Education Development (GED) certificate, or a secondary school completion credential for home school.
- Be a U.S. citizen or eligible non-citizen (this includes legal permanent residents, or green card holders).
- Have a valid Social Security Number.
- Register with Selective Service if required.
- Not be in default on a previously awarded student loan or owe a refund on a previously awarded grant.
- Different forms of financial aid may have additional eligibility criteria.

RWJBarnabas Health School of Nursing Scholarships

The School of Nursing awards scholarships each semester to students who demonstrate academic excellence. A minimum UCNJ GPA of 3.25 is required for Kellogg scholarship award consideration. A minimum UCNJ GPA of 3.0 is required for all other nursing scholarship award consideration. Scholarships are awarded based on the funds available, the number of students who meet the GPA eligibility criteria, and other specific scholarship eligibility requirements.

Applications for the School of Nursing scholarships are available on the **RWJBarnabas Health School of Nursing** website: <https://rwjbh.org/nursingschool>

An application must be completed **each semester** by the published deadline (January 1st to 15th for Spring semester award consideration and July 1st to 15th for Fall semester award consideration) to be considered for all nursing scholarship awards. Late applications will not be accepted.

A Free Application for Federal Student Aid (FAFSA) and a UCNJ Financial Aid application must be on file in the UCNJ Financial Aid office to be eligible for RWJBarnabas Health School of Nursing scholarships.

Students who have failed a nursing course are not eligible for nursing scholarships.

List of Nursing Scholarships Available

- **JC Kellogg Foundation Scholarship:** Kellogg Scholarships are awarded on a competitive basis each semester to students who have completed NURE 207 or NURE 214 and who have a cumulative GPA of 3.25 or higher. Scholarships will be awarded based on GPA rank order. The award amount is based on the nursing course being taken as well as the scholarship funds available each semester. There is a moderate “Give Back” component to earning the Kellogg Scholarship. Details are available in the School’s Main Office.
- **Switzer Foundation Scholarship(s):** Awarded each semester to female students who are US Citizens, who have legal residency within 50 miles of New York City, and who have a demonstrated financial need.
- **Trinitas Professional Education Assistance Program Scholarship(s):** Awarded each semester to students entering a clinical nursing course who have demonstrated academic excellence and/or a financial need.
- **Hetzel Family Scholarship(s):** Awarded each semester to a male and a female student who demonstrate satisfactory academic progress with a cumulative GPA of 3.0 or above. Financial need may be considered. Eligible students will have completed NURE 106 or NURE 214.
- **Summit Area Public Foundation – Cole-Matreyek Memorial Fund Scholarship(s):** Awarded each semester to students entering a clinical nursing course. This scholarship award is based on academic performance. A cumulative GPA of 3.0 is required. Financial need may be considered.
- **Janice B. Pasko Memorial Scholarship** – Awarded each semester to a Generic program student

with a minimum GPA of 3.0 and documented financial need. The student must also show evidence of being a caring individual.

- **Richel Endowment**

Awarded to a Trinitas School of Nursing student with a minimum GPA of 3.0.

- **Mary Beth L. Kelley Scholarship:** GPA of 3.0 and up. The student must demonstrate leadership (Student Nurses Association or other volunteer activities) and satisfactory academic record.

Student Financial Obligations

Students are expected to be aware of financial obligations to **UCNJ** and the **RWJBarnabas Health School of Nursing**. Students with outstanding financial obligations will be withdrawn from nursing and/or college courses and will not be permitted to register for NURE courses or obtain grades or transcripts until financial obligations are met.

Academic Policies

Academic Advising

Academic advising is available to all students through the RWJBH School of Nursing and **UCNJ**. Nursing course changes are to be made through RWJBH School of Nursing. Students may register and adjust non-nursing college courses with the academic advisors at UCNJ.

Transcripts

An official **UCNJ** transcript is a copy of the student's academic record, which may be issued at any time during and following attendance at **UCNJ** and **RWJBarnabas Health School of Nursing**, showing all subjects completed.

Requests for transcripts can be made online by visiting: <https://www.ucc.edu/transcript/>

Official UCNJ Transcripts cost \$10.00 per transcript. Students are not eligible to receive transcripts unless all financial obligations to the College have been met. Unofficial transcripts are available online through Web Services. Contact the Registrar for additional information at registrar@ucc.edu 908-709-7132.

A currently enrolled student can print an unofficial academic transcript through UCNJ web services by logging into the Union College Owl's Nest student portal and following the directions below:

1. Scroll down to self-service
2. Click on Academic Profile
3. Click on transcript

4. Print the transcript

Bookstore

The bookstore located on the Elizabeth Campus Kellogg Building, first floor, carries all required textbooks and other educational resources for the RWJBH School of Nursing. The bookstore hours vary. For additional information, check the bookstore website at <https://www.ucc.edu/bookstore/> or call 908-709-7619.

Student Activities, Services, and Support

Student Nurses' Association (SNA)

All **RWJBarnabas Health School of Nursing** students are invited to participate in the School of Nursing Student Nurses Association, Inc. (SNA). The Dean of the School of Nursing and faculty advisors guide and assist the SNA to function effectively and efficiently.

Consult the SNA bulletin boards located in the Kellogg building third floor lounge area for current information. Information about the SNA can also be found in the learning management system CANVAS, under the RWJBarnabas Health School of Nursing Students, Faculty, & Administration Information, and on the RWJBH School of Nursing Website <https://www.rwjbh.org/nursingschool>.

The SNA promotes leadership among students through opportunities to participate as a SNA officer, class representative, peer mentor or tutor.

UCNJ Student Activities

There are numerous activities and functions in which the RWJBH School of Nursing's student body may participate at UCNJ. The Union College Student Handbook and website provide a full description of all college programs and activities.

RWJBarnabas Health School of Nursing Student Support Program (SSP)

The Student Support Program is provided by RWJBH One Source EAP, available to all **RWJBarnabas Health School of Nursing** students to aid with resolving personal problems. The program provides confidential consultation regarding personal or family problems, e.g., family crisis, drug or alcohol abuse, marital difficulties, and legal or financial problems.

In addition, the sessions can focus on relaxation techniques, building effective study skills and test taking strategies. The program schedules follow-up sessions, and if needed, makes referrals for outside assistance. The Student Support Counselor also makes suggestions for immediate action and follow-up in the event of an emergency.

To access services, the student can call **1-800-300-0628**.

- All calls are answered by Central Access specialists, live, 24/7/365

- 6 free counseling sessions per incident per year
- Services are completely confidential.
- Providers are Licensed Clinical Social Workers and Licensed Psychologists
- Sessions can be virtual, face-to-face, or telephonic sessions.
- Services are provided in a private practice setting.

Student Success Program

1. Student Success Through Effort, Planning and Support (S.T.E.P.S. Program)

The STEPS program is a set of activities, coordinated by Student Success Coordinator, and designed to assist students with their academic success and retention in the nursing program.

2. STEPS Workshops. There are five (5) workshops in the STEPS program, offered virtually. They are offered in both day and evening time frames. The titles of the seminars are:

- Success in Nursing School: Using Critical Thinking for Basic Success Skills
- Test-Taking Strategies: Introduction to Foundational Test-Taking Skills
- Test-Taking Strategies: Advanced Test-Taking Skills
- Use Basic “Nurse Think” First Steps for Clinical Judgment
- Think like a nurse! Clinical Judgment, Reasoning and Decision Making

3. Orientation to the nursing program is offered to students of the first nursing courses, NURE 105 (generic track) and NURE 213 (LPN-RN track). The focus is for the students to identify information needed while in **RWJBarnabas Health School of Nursing**. Time management strategies are highlighted, as well as how to navigate the Learning Management System (LMS-Canvas) to obtain course-related materials and to find general school information.

4. Individualized advising and support. The faculty teaching the first course of each track (NURE 105 and NURE 213) form the core advising and counseling team.

5. Jump Start

Jump Start is an optional success seminar offered during the school breaks to students entering their first clinical course to prepare them for the rigor of the next (clinical) course.

School of Nursing Learning Resources

Various learning resources are available to assist students to develop nursing knowledge and patient care skills in an environment other than the classroom or clinical setting. Using computer-assisted instruction, educational media, skills practice simulations and tutorial services; the student

can enhance his/her academic performance and personal growth.

Students are strongly encouraged to utilize all available resources at the **RWJBarnabas Health School of Nursing** and **UCNJ**. These services are generally available during the day, evening, and weekend, with hours announced and/or posted at the beginning of each semester.

1. Academic Learning Centers

The Academic Learning Centers (ALC), physically located on the Cranford, Plainfield and Elizabeth Campuses, provide one-to-one supplemental instruction for students. Instructors, professional tutors, and peer tutors are available to help students with biology, chemistry, English, reading, writing, languages, mathematics, psychology, and other subjects. Tutors are available for a wide range of subject areas including nursing. Students may also have their learning styles assessed by Learning Center instructors. In Oceanport, UCNJ services are available with an on-site adviser. Tutoring by ALC and the RWJBarnabas Health School of Nursing support webinars are available virtually to all students.

2. Computer Learning Centers

The School of Nursing in Elizabeth has a computer laboratory with 29 desktop stations managed by Union College that are available to students during school normal operating hours. Printers and printing paper are available to enrolled students. The computer lab is designed as a quiet area for students to utilize available educational resources, and/ or to study. The lab has Windows environment computers. Windows-based software provides some of the latest spreadsheets, database, and presentation software. Students are also able to access the Learning Management System, the Internet, and their UCC e-mail accounts. The Lab is open 7 days a week when school is in session. Students may use any available desktop computer on any campus of Union College including Oceanport.

3. Learning/Simulation Center (LSC)

The Learning/Simulation Center in Elizabeth is located on the 3rd floor of the Kellogg building. The LSC offers students the opportunity to practice their clinical in a real-world, safe, and non-threatening environment. The LSC instructors are available 7 days a week for assisting students with practicing and evaluating their clinical skills. Students are required to schedule a practice or assessment appointment by using the appropriate link found in the announcement section of their Learning Management System (LMS) course shell in (CANVAS). For further information, refer to the LSC Student Users' Guide posted in the LMS course shell.

4. Libraries

Libraries-Union College

Libraries are located on all campuses of UCNJ. The Kellogg library located on the Elizabeth

campus houses the main collection of nursing books. RWJBH School of Nursing students have available reference books on site at Oceanport and may borrow circulating books from the Kellogg Library. All students have remote access to UCNJ library resources. Check the college website for library hours. The college libraries have remote database access. Students have access from their home computers or from any other computer outside the campus network.

For access follow these directions:

- Go to <https://www.ucc.edu/library/>
- When prompted for a username and password, enter your UC student ID and password.
- Click on “Databases: Articles.”
- Click on the database you wish to search.

5. ATI Student Resources

The RWJBarnabas Health School of Nursing utilizes the ATI Nursing Education web-based learning system as an additional support and resource for students. Students entering NURE 105 and NURE 213 will receive an orientation to the resources and standardized assessment testing which are offered through ATI. Students have access to ATI resources throughout the program.

6. Student Academic Support Program

The faculty of the RWJBH School of Nursing are committed to promoting the academic success of students. The S.T.E.P.S. (Success Through Effort Planning and Support) to Success program offers students access to workshops focusing on strategies which will promote their success throughout the program. A list of workshops will be published each semester on Canvas in the Community section. An email to all students is sent when a workshop is ready to be presented virtually.

7. Tutoring Services

Free tutoring services are available to all RWJBarnabas Health School of Nursing students. Dosage calculation math tutoring is offered virtually through the RWJBarnabas Health School of Nursing Learning Simulation Center. General nursing tutoring is available through the Student Nurses Association and through the Union College Academic Learning Centers on UCNJ campuses.

Student Participation in Nursing Program

Student Input into the Nursing Curriculum

Each semester the nursing program encourages students, through the Student Nurses Association (SNA), to participate in program governance activities. The Curriculum Committee invites SNA representatives to participate in monthly Curriculum Committee meetings as a member of the community of interest impacted by the RWJBarnabas Health School of Nursing curriculum.

Communities of Interest Input into the School of Nursing

The RWJBarnabas Health School of Nursing holds regular biannual Advisory Board meetings with the goal of obtaining input from communities of interest. The School of Nursing Advisory Board members represent local healthcare agencies, alumni, academic partners, and community members. A student representative is invited to participate in the Advisory Board meetings of the school.

Special Requirements of the School of Nursing

Requirements for Licensure as a Registered Professional Nurse

The Nurse Practice Act of the State of New Jersey, the Board of Nursing Statutes (NJSA 45:11-26 et seq.) and Regulations (NJSA 13:37) govern the legal practice of nursing in the state. It is important for students who plan to study nursing to know the licensure requirements, which include the following:

"An applicant for a license to practice professional nursing shall submit to the board evidence in such form as the board may prescribe that said applicant...is of good moral character, is not a habitual user of drugs, and has never been convicted or has not pleaded nolo contendere, non-vult contendere or non-vult to an indictment, information or complaint alleging a violation of any Federal or State law relating to narcotic drugs."

There are three elements that are required for licensure as a nurse in New Jersey:

1. Graduation from an approved school of professional nursing
2. Criminal history background check clearance
3. Pass the NCLEX-RN licensing examination.

In addition, the official application for professional nurse licensure by examination requires that applicants provide documents listed below. If applying to the NJ Board of Nursing, the graduate will be required to submit the following (per communication from the NJBON Licensing Department):

1. Completed application
2. Color headshot photo
3. Birth Certificate or Passport
4. Valid NJ Driver's License
5. Marriage Certificate or Divorce decree if applicable
6. Letter of Completion from NJ School (submitted directly by the School of Nursing to NJBON)
7. Degree Awarded Transcript if applying for Authorization to Test (ATT)
8. Complete the fingerprint process/ background check if they already hold a license with the Division.
9. If with a criminal history or have been arrested, please submit all documents pertaining to that

case.

10. If a candidate wishes to request accommodation for the NCLEX-RN exam, the candidate must contact and follow the procedure of the Board of Nursing of the state where he/she intends to practice at the time that application for the Authorization to Test (ATT) is made.

The State Board of Nursing has the authority to deny licensure if the applicant has a criminal record.

The Board of Nursing for each state decides on an individual case basis at the time of application for licensure. Applicants should consider their current lifestyle and personal history before embarking on a course of study to ensure that, even though successful in completing the nursing program, they are ineligible for licensure.

Questions and concerns regarding these requirements may be discussed in confidence with the Executive Director of the NJBON. Applicants may, if they prefer, call anonymously to discuss their situation with the Director. Full application and detailed information can be found at Login (mylicense.com)

Licensure Exam (NCLEX-RN)

To receive licensure as a Registered Professional Nurse (RN), all graduates must successfully pass the National Council Licensure Exam (NCLEX-RN). The NCLEX is developed to measure the minimum knowledge, skills, and abilities required to deliver safe, effective nursing care at the entry level. It is written and administered by the National Council of State Boards of Nursing (NCSBN).

National Council of State Boards of Nursing (NCSBN), “is an independent, not-for-profit organization through which nursing regulatory bodies act and counsel together on matters of common interest and concern affecting public health, safety, and welfare, including the development of nursing licensure examinations.”

The School of Nursing’s goal is for students to pass the NCLEX-RN on the first attempt of taking the exam. All nursing students must be familiar with the NCLEX-RN test plan, located on the home page of the school website: <https://www.rwjbh.org/nursingschool>. The current test plan is effective April 1, 2026.

The NCLEX-RN Test Plan® provides a concise summary of the content and scope of the licensing examination. It serves as a guide for examination development, as well as candidate preparation. Each NCLEX-RN® examination is based on the test plan. The NCLEX examination assesses the knowledge, skills, and abilities that are essential for the nurse to use to meet the needs of patients requiring the promotion, maintenance, or restoration of health. The NCLEX-RN Test Plan® outlines beliefs about people and nursing that are integral to the examination, cognitive abilities that will be tested in the examination and specific components of the licensing examination. Further information on the NCLEX-RN and licensure can be found at www.ncsbn.org.

Students graduating from the program have access to a live NCLEX-RN Review Course. This on-

campus review course provides students with strategies for NCLEX-RN Success. All students graduating from the School of Nursing are required to take the course, which is covered through either a grant or an NCLEX fee charged in the final semester of the program track.

School of Nursing Admission and Progression

Admission to the School of Nursing

Prior to applying to the RWJBarnabas Health School of Nursing program, prospective students must apply to Union College as a Health Science major. Students then apply directly to RWJBarnabas Health School of Nursing for the specific program track for which they are interested. NURE 105 (Generic Track) applications are accepted twice a year. LPN to RN admission (NURE 213) is once a year in the Fall. Both generic and LPN-RN track application dates are available on the school's website.

Applications are available online at: <https://www.rwjbh.org/rwjbarnabas-health-school-of-nursing/admission-registration/applications-and-documents/>

Students must complete the following minimum requirements to be eligible to apply for the School of Nursing:

Generic Program Track

- Have successfully completed, be in progress, or registered for the co-requisite courses for NURE 105 validated by a transcript.
- Attend a RWJBarnabas Health School of Nursing Information Session, within 12 months prior to submitting application. Check the school website for more information about the Information Sessions.
- A minimum UCNJ GPA of 2.5 (If the student does not have a UCNJ GPA, the high school GPA will be used if the student is within a year from high school graduation).
- Students without UCNJ GPA are encouraged to apply if all other requirements are met.
- Complete the ATI TEAS Admission Exam with a minimum cumulative score of 60%.

Acceptance into the RWJBarnabas Health School of Nursing generic track (NURE 105) is based on the following criteria:

- The number of available NURE 105 seats per semester
- The status of co-requisite courses
- The UCNJ GPA, quality (grade) points, and TEAS score.
- A minimum UCNJ GPA of 2.5 (If the student does not have a UCNJ GPA as in the case of a transfer student or a high school graduate, the TEAS score will be used).
- A ranking score calculation based on UCNJ GPA, quality points, and TEAS score.

- The quality points (grade multiplied by number of credits) will only be derived from UCNJ courses that are relevant to RWJBarnabas Health School of Nursing curriculum. For example, ENG 101, BIO 105 & BIO 106, etc.
- Documented attendance at an Information Session, within 12 months prior to submitting application. Check the school website for more information about the Information sessions.

Note: Nursing courses are highly challenging and may require many hours of study time for successful completion. It is highly recommended that students complete all science and general education courses prior to seeking enrollment in NURE 105, especially if the student continues to work while attending nursing school.

LPN-RN Program Track

Acceptance into the RWJBarnabas Health School of Nursing LPN-RN track requires the following:

- Successful completion of all pre-requisite general education and science curriculum course work. A minimum grade of C is required for science curriculum courses.
- UCNJ GPA of 2.5 or higher.
- Complete the ATI TEAS Admission Exam with a minimum composite score of 60%.
- A ranking score calculation based on UCNJ GPA, quality points and TEAS score.
- The quality points (grade X credits) will only be derived from UCNJ courses that are relevant to the RWJBarnabas Health School of Nursing curriculum. For example, ENG 101, BIO 105 & BIO 106, Union College PNU courses, etc.
- Attendance at a RWJBarnabas Health School of Nursing Information Session, within 12 months, prior to submitting LPN-RN track application. Check the school website for more information about the Information sessions.
- Valid unencumbered LPN license from any state or territory of the USA.
- Copy of transcript from an accredited/approved LPN program

Meeting the minimum admission criteria is not a guarantee of seat availability or acceptance into the RWJBarnabas Health School of Nursing.

Registration for Nursing Courses

Students are expected to register for Fall, Spring, and summer nursing classes during the designated times established by the School of Nursing. Students will be informed in advance of the registration dates through the RWJBarnabas Health School of Nursing website and the Learning Management System (Canvas community shell).

Students register for nursing through UCNJ Self-service during a specific date/time frame.

Student registering for clinical courses must register for a paired theory and clinical component (NURE/NREL) of the nursing course. When the section is full, the section is closed to further enrollment. A student who registers for NURE or NREL separately will be automatically deregistered.

If payment deadlines are not met, students will be dropped from courses and will be required to register for an open section. All course-related tuition and fees must be paid as determined by the UCNJ payment plan. Non-payment will result in the student being dropped from the course and will result in the student not being able to attend class for the semester.

Students who wish to register for UCNJ general education courses may do so directly at UCNJ or online. Students who have questions regarding their course selections are advised to discuss concerns with a UCNJ academic advisor or a RWJBarnabas Health School of Nursing staff or faculty prior to registration.

Essential Functions of Nursing

The School of Nursing defines functions that are essential for student participation in educational programs at the school and the procedures to be followed if a student does not meet the defined standards. The school has identified the essential functions for the safe and effective practice of nursing that must be achievable by students. These essential functions are set forth in writing to guide the school in consideration of any student.

The School of Nursing is required to provide reasonable accommodations to students who are qualified individuals with disabilities and who can, with or without reasonable accommodations, perform the essential functions required of nursing students.

The practice of nursing must not pose a threat to the health and safety of the patients that it serves. School of Nursing students will act to protect the welfare of patients. A student whose behavior or performance raises questions concerning his or her ability to fulfill the essential functions may be referred to the Dean of the School of Nursing. Students unable to fulfill the essential functions, with or without accommodation, may not continue in the nursing program.

Student Essential Functions are as follows:

1. Knowledge, skills, and attitudes to function in diverse clinical settings and perform within their scope of practice.
2. Functional use of sensory and motor functions to permit them to carry out the activities in the areas listed.
3. Ability to consistently, quickly, and accurately integrate all information received by whatever sense(s) employed and the intellectual ability to learn, integrate, analyze, and

synthesize data.

4. Capability to perform in a reasonably independent manner. Clinical decision-making and exercising clinical judgment are essential functions of the role of the student.

School of Nursing students must have abilities and skills in the following areas:

A. Sensory Abilities (Visual, Auditory and Tactile)

- Must be able to observe a patient's appearance and changes such as skin color or condition and perform procedures that require visual accuracy such as preparing the right dose of a medication in a syringe.
- Sufficient ability to perform health assessments by inspection, palpation, auscultation, and percussion.

B. Communication Abilities

- Able to communicate with accuracy, clarity and efficiency with patients, families, and other members of the health care team (including spoken and non-verbal communications).
- Communication abilities include speech, hearing, reading, writing, language skills and computer literacy.
- Possess the ability to use and comprehend standard professional nursing and medical terminology when using or documenting the patient's medical record.

C. Cognitive, Conceptual and Critical Thinking Abilities

- Ability to read and understand written documents in English.
- Ability to measure, calculate, reason, analyze and synthesize.
- Ability to comprehend spatial relationships, for example, determine intramuscular injection sites.
- Ability to problem solve and use critical thinking to identify the cause/effect relationships in clinical situations.
- Ability to evaluate the effectiveness of nursing interventions.
- Possess the ability to efficiently observe and interpret patient vital signs (heartbeat, blood pressure).

D. Psychomotor Abilities

- Has motor function sufficient to provide safe and effective general care and treatment to patients in all health care settings.
- Motor functions required include gross and fine motor skills, physical endurance, physical strength, and mobility to safely and effectively perform nursing procedures and provide routine and emergency care and treatment to patients such as

cardiopulmonary resuscitation, the ability to apply pressure to stop bleeding and the ability to open an obstructed airway.

E. Behavioral and Social Abilities

- Possess the emotional health required for the full utilization of intellectual abilities and the practice of good judgement in clinical decision making.
- Possess the ability to tolerate physically demanding workloads, adapt to changing environments, and display flexibility to function in rapidly changing clinical settings.

The RWJBarnabas Health School of Nursing along with UCNJ are committed to providing equal educational access for individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments (ADAA) of 2008.

The School of Nursing will, if requested, provide reasonable accommodations to otherwise qualified enrolled students unless (a) such accommodations impose an undue hardship to the institution or (b) direct threats of substantial harm to the health and safety of others due to the disability cannot be eliminated by any reasonable accommodation available that would allow the student to perform the essential functions; or (c) such accommodations fundamentally alter the educational program or academic standards.

Students Requesting Disability Services

In compliance with the New Jersey Law Against Discrimination (NJLAD), Section 503/504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, including the recent amendments, reasonable accommodations are provided to address the needs of students with documented disabilities.

Disability Support Services is designed to assist students with documented disabilities. The goals are to ensure that each student is provided equal access to academic programs, activities, and awards without discrimination based on a disabling condition. Students who have documented disabilities can receive assistance by following the School of Nursing procedure:

1. Students requesting accommodations should self-identify to the UCNJ Coordinator of Disability Services. The contact information is as follows: phone: 908-709-7164 or email: disabilitysvc@ucc.edu).
2. As defined by law, if a student has self-identified as a person with a disability and wishes to seek accommodations, appropriate documentation must be submitted. All documentation must verify the disability, functional limitations, and the need for accommodations. Students must meet all requirements and institutional standards for all classes. Refer to the UCNJ

Universal Accessibility Services <https://www.ucc.edu/universal-accessibility-services/> for examples of appropriate documentation.

3. Students requesting accommodations must complete and submit the Disability Support Services Application, which is located on the following website: <https://www.ucc.edu/universal-accessibility-services/>
4. Request for accommodations should be completed as soon as possible after acceptance into the nursing program and before registering for the course where the accommodation will be needed. Once eligible for accommodations, the student must submit the Accommodations Alert Form to the appropriate course faculty at the start of each semester.

Students Requesting Testing Accommodations

Students who present a request for accommodations related to course testing from the Office of Disability Support Services will be accommodated in accordance with UCNJ policy.

1. Students are required to provide a copy of the Union College Accommodations Alert Form from the UCNJ Office of Universal Accessibility Services to the course faculty each semester. Accommodations alert forms should be submitted prior to the start of the semester.
2. In the event the need for accommodation is identified during the semester, the student must submit the Union College Accommodation Alert Form to the course faculty at least one week prior to a scheduled exam/quiz for specific arrangements to be made with School of Nursing or the Union College Testing Center.
3. The course faculty is responsible for signing the faculty section of the Union College Accommodation Alert Form. The specific time frame for testing will be designated on the form.
4. NURE testing for accommodated School of Nursing students will occur in a designated space at the RWJBarnabas Health School of Nursing, Elizabeth campus, or at the Oceanport site.

Requirements for Clinical Experience

Mandatory Student Requirements to Participate in Clinical Activities

To participate in clinical experiences, all students are required to complete the following mandatory requirements before registering for the first clinical course of their respective curriculum track (Generic track- NURE 106; LPN-RN track NURE 214).

All requirements are to be completed, uploaded, and reviewed by RWJBarnabas Health School of Nursing contracted document repository. **Documentation of completed requirements are to be**

submitted before registration to a clinical course can occur.

The School of Nursing has contracted with CastleBranch, LLC to review the results of the clinical requirements based on parameters provided by the School of Nursing. The student will find instruction on establishing a student portal to CastleBranch in the school website, <https://rwjbh.org/nursingschool>

There will be a one-time fee paid by the student to establish an individual student portal. Documents can then be uploaded by the student except for those that require a chain of custody. These documents will be uploaded directly by the service provider (criminal background check and drug testing). The other documents can be uploaded by the student (Physical Exam form, lab titers, TB screening, CPR, malpractice insurance, attestations, etc.).

CPR certification, malpractice insurance and Tuberculosis screening test must remain current and valid for the entire semester for which the student is enrolling.

Please direct all questions concerning health/registration requirements to the Associate Dean.

Additional information related to the mandatory student requirements to participate in clinical activities can be found under the **Registration** tab on the school of nursing website, <https://rwjbh.org/nursingschool>

Students must keep copies of all their records submitted for uploading to the CastleBranch portal.

1. Cardio-Pulmonary Resuscitation (CPR Certification)

Students are required to obtain and maintain current **American Heart Association (AHA) CPR Certification for the Basic Life Support (BLS) for Health Care Professionals**. This is the only CPR course accepted by the School of Nursing. The certification needs to remain current throughout the entire semester in which the student is enrolled.

2. Criminal Background Check

All students enrolled in RWJBarnabas Health School of Nursing are required to have a negative or clear criminal background check to register for a NURE clinical nursing course, starting with NURE 106 and NURE 214. The background check will then be repeated prior to NURE 208 or annually if a student re-enters out of sequence. Criminal Background check must be ordered through CastleBranch or an approved School of Nursing vendor. The background check is required as a reentry clinical requirement if a student has been out a semester or more.

In addition, the New Jersey State Board of Nursing requires a criminal background check prior to licensure as a Registered Nurse.

3. Urine Drug Screen

All students entering the first clinical course (NURE 106, NURE 214) must complete an 11-panel urine drug screen through CastleBranch's contracted laboratories. CastleBranch will recommend collection locations (Quest Diagnostics) conveniently located for students based on their addresses. All drug screens must be negative or clear for all 11 substances. The Medical Review Officer (MRO) of the contracted laboratory will contact the student directly for positive results of the urine drug test. Any student with a positive urine drug screen who cannot provide documentation that the medication is prescribed by a healthcare provider or who submits an adulterated drug screen will not be permitted to remain in the RWJBarnabas Health School of Nursing program. Random urine drug testing may be required of any student as deemed necessary by the School of Nursing administration. The urine drug screen is required as a reentry clinical requirement if a student has been out a semester or more. The urine drug screen must be ordered through CastleBranch.

4. Malpractice/Liability Insurance

All students who are enrolled in a clinical nursing course are required to purchase individual liability insurance for a Student Nurse. Insurance is purchased on an annual basis and must remain current throughout the academic year. Insurance coverage needs to be renewed each year.

Students must have the following coverage listed on the policy:

- \$2 million for each occurrence
- \$4 million aggregate.

The insurance policy must provide coverage for the entire semester in which the student is enrolled.

5. Student Health Requirements

Students enrolling for the first clinical course are to complete and satisfy the following health requirements:

- Physical exam form completed by a licensed health care provider (form located in CastleBranch, document repository) indicating "*no limitations*". This must be repeated if not enrolled for two consecutive semesters. The OSHA screening form, for N95 masks, is part of the Physical Exam form. This form must be completed by the students and the consent section for fit testing must be signed and dated by their HCP.
- Rubella/Measles/Mumps/Varicella titers showing immunity/vaccination
- Tdap vaccine (Diphtheria, Tetanus, and Pertussis)
- Hepatitis B Antibody Titer (showing immunity/vaccination/or signed declination)
* you may sign the Hepatitis B waiver form (located in CastleBranch, document repository) to decline the vaccination.
- Hepatitis B Antigen Titer (if positive, indicates the disease is present, health clearance from licensed HCP required)

***Students are required to have immunity to Measles/Mumps/Rubella, Varicella and Hepatitis B; if**

not immune, student must take a booster vaccine. It is up to the student to complete the vaccination series, according to their doctor's recommendations. If the student is not immune to Hepatitis B, it is recommended that the student take the three (3)-dose Hepatitis B vaccine. Students may sign a Hepatitis B declination waiver if the student chooses to do so.

6. Tdap (adult version) vaccine- RWJBarnabas Health School of Nursing will accept documentation of Tdap vaccine administered not more than 10 years prior to first clinical semester.

7. Tuberculosis (TB) Screening

All students are required to provide proof of negative results from tuberculosis testing annually. Testing may be accomplished via the traditional Mantoux/PPD skin testing or QuantiFERON-TB blood test. If Mantoux/PPD testing is performed, the initial test is a two-step test. Annual testing thereafter is a one-step test. If a student has a positive Mantoux/PPD test, a copy of a clear chest x-ray report or negative QuantiFERON test is required. In addition, any student with a positive Mantoux/PPD and clear chest x-ray must submit a TB questionnaire completed by the student to verify absence of symptoms. TB questionnaire is available in CastleBranch, document repository.

*All TB testing needs to be current for the entire academic semester in which the student is enrolled in.

8. Seasonal Flu Vaccination

All students are required to provide proof of influenza vaccination on an annual basis. Students must receive the current year's influenza vaccine as published, or risk not being allowed to complete the fall semester. Students enrolling for the Spring semester must provide proof of influenza vaccine documentation at the time of Spring semester course registration. A declination form must be completed if vaccine cannot be given for medical reasons. Clinical faculty and students who submit a declination form must wear a properly fitting mask when in patient care areas of all clinical facilities.

9. RWJBH Annual Mandatory Education Modules

All students are required to complete the annual mandatory education modules for RWJBH prior to registration for the Spring semester. Students who have not registered for the Spring semester will complete prior to registration for the Fall semester. Students will be advised if there is a delay in the posting of the "NEW" modules by RWJBarnabas Health in January for the new year. Students are required to complete these modules annually. Instructions for completion and upload to CastleBranch (document repository) are communicated to students via email through the Canvas LMS. The current modules and posttest are available in Canvas in the Community Shell.

10. Fit Testing (N95 masks)

All students are required to complete their N95 mask fit testing prior to attending the hospital sites in their first clinical courses, NURE 106 or NURE 214. Fit testing ensures the appropriate application, seal, and removal of the N95 mask to prevent exposure from airborne infectious particles.

Dates are available at the beginning of each semester for fit testing. Students must bring their printed OSHA clearance form (pages 4-7 of their physical exam form) to their fit testing. Page 4 of the OSHA clearance form must be signed by the student's HCP. This ensures that their HCP has provided consent for the student to be fit-tested, based upon the student's responses on pages 5-7. This process must be followed annually thereafter.

According to the CDC, "tight-fitting respirators require your face to be clean shaven where the respirator's seal comes in contact with your skin." Please be mindful of this.

Students employed at an RWJBH facility can upload their current fit test card to DISA/CastleBranch repository. This is a yearly requirement and will be tracked accordingly.

Student injury or illness affecting clinical performance.

Any student who has experienced any type of injury/illness/condition that may impede their clinical performance or put patient population at risk, must present a physician/nurse practitioner note certifying the student's ability to **resume full clinical activities without restrictions**. After hospitalization, surgery or childbirth, students must submit medical clearance to the clinical instructor. This medical clearance must state the students may return to clinically related activities **without restriction**. Medical clearance forms must be submitted to the Dean or Associate Dean prior to student upload into their CastleBranch tracker.

Students must carry their own personal health insurance. They are not covered by RWJBarnabas Health School of Nursing for the cost of medical treatment or care while they are students in the program.

School Policies

Attendance Policy and Procedure

Commensurate with the ANA *Code of Ethics for Nurses* statement and RWJBarnabas Health School of Nursing Student Code of Conduct, students are expected to attend all theory classes and clinical experiences for which the student is registered. Information regarding course and clinical attendance, as well as the specific notification processes to be followed are communicated to the students at the beginning of the semester in the Theoretical Syllabus and Clinical Guidelines.

1. Absences in excess of the policy can lead to progressive disciplinary action up to and including dismissal from the program. In the event of a:
 - Theory class absence, it is the student's responsibility to obtain any missed material.

- Clinical absence, the student is required to make up the missed clinical time.
2. Absence from a scheduled theory class and/or clinical experience without faculty/course coordinator notification via Learning Management System (LMS) email is considered a NO SHOW-NO CALL and is subject to additional disciplinary action.
 3. Certain unanticipated medical emergencies may require medical clearance to return to scheduled clinical experiences or class.
 4. Excessive tardiness to class or clinical and/or unexcused departure before the end of a class session is also a violation of the Code of Conduct and may be subject to progressive disciplinary action.

Note: ANA Code of Ethics for Nurses statement

“Inherent in professional nursing is a process of education and formation. That process involves the ongoing acquisition and development of the knowledge, skills, dispositions, practice experiences, commitment, relational maturity, and personal integrity essential for professional practice. Nurse educators, whether in academic or direct care settings must ensure that basic competence and commitment to professional standards exist prior to entry into practice... In this way nurses—individually, collectively and as a profession—are responsible and accountable for nursing practice and professional behavior.” (American Nurses Association [ANA], 2015, p. 11).

Theory Class

Class Absence with notification of faculty

1. First occurrence: Absence will be documented on the attendance sheet and student will receive electronic communication from the course faculty acknowledging that the absence has been recorded. It will include information on the potential impact of absences on learning and reiteration of this policy.
2. Second occurrence: Student will receive a **written warning** from the course faculty using the **School of Nursing Attendance Action Form**. This warning will advise the student that any further absences will result in disciplinary action following the process outlined in this policy. Students may also be scheduled for a mandatory meeting with the course coordinator.
3. Additional incidences of class absence with faculty notification will result in a written **Zero Tolerance / Critical Event Form** citing *Academic Misconduct* related to absences and *Professional Misconduct* citing “Inconsistent or lack of accountability ...” **AND** a written agreement with faculty outlining expectations to meet course requirements.
4. Any breach of the student’s signed agreement will be considered a failure to meet course objectives that can result in course failure.

Class Absences without notification of faculty: NO SHOW-NO CALL

1. First incident: Student will receive a written warning from the course coordinator using the School of Nursing Attendance Action Form outlining the student’s failure to notify faculty regarding absence. It will include information on the potential impact of absences on learning and reiteration of this policy.
2. Additional Incidences will result in a written **Zero Tolerance / Critical Event Form** citing *Academic Misconduct* related to absences and *Professional Misconduct* citing “Inconsistent or

lack of accountability ..." **AND** a written agreement with faculty outlining expectations to meet course requirements. The student will sign both documents.

3. Any breach of the student's signed agreement will be considered a failure to meet course objectives that can result in course failure.

Clinical Experience

Clinical Absence with notification of clinical and course faculty

1. In the event of an emergency requiring a clinical absence, the student will receive an electronic communication from faculty acknowledging that the absence has been recorded. It will include information on the potential impact of absences on learning and reiteration of this policy. It will also include a reminder that a clinical makeup session is required.
 - The number of hours missed by the student will be the number of hours to be made up (not to exceed 12 hours).
 - The full-time faculty will determine the clinical make-up schedule.
2. A second clinical absence will result in a **written Clinical Warning**.
3. If there are any further clinical absences, a mandatory meeting will be scheduled with the course coordinator. At that time, the student will receive a second written **Clinical Warning**, as well as a written **Zero Tolerance / Critical Event Form** citing *Academic Misconduct* related to absences and *Professional Misconduct* citing "Inconsistent or lack of accountability." This event will be considered a failure to meet clinical outcomes, resulting in a clinical failure. A clinical failure results in a failure of the course.

Clinical Absence without notification of clinical and course faculty: NO SHOW-NO CALL

1. First Incident: Student will receive a **written Clinical Warning** outlining the student's lack of accountability in not following procedure for notifying faculty regarding absence. The student will also receive an electronic communication from faculty acknowledging that the absence has been recorded. It will include information on the potential impact of absences on learning and reiteration of this policy. It will also include a reminder that a clinical makeup session is required.
 - The number of hours missed by the student will be the number of hours to be made up (not to exceed 12 hours).
 - The full-time faculty will determine the clinical make-up schedule.
2. Additional Incidences will result in a mandatory meeting with the course coordinator. At that time, the student will receive another **written Clinical Warning**, as well as a written **Zero Tolerance / Critical Event Form** citing *Academic Misconduct* related to absences and *Professional Misconduct* citing "Inconsistent or lack of accountability". This event will be considered a failure to meet clinical outcomes, **resulting in a clinical failure**. A clinical failure results in a failure of the course.

Procedure for Notification of Absence (Theory Class and/or Clinical)

1. Send email to course faculty prior to, or within 24 hours of absence using the learning management system (LMS) providing the general reason for absence.
2. Follow additional steps for Clinical absence:
 - a. Notify clinical instructor immediately prior to start of clinical session by using phone chain/texting clinical group member, so that clinical instructor is aware that student will not be in clinical session.
 - b. Send email to Clinical Instructor in addition to course faculty prior to, or within 24 hours of absence using the learning management system (LMS) providing the general reason for absence.
 - c. Use dates on course calendar to plan for clinical make up of hours missed.

Learning Simulation Center (LSC) Practice/Evaluation Session Attendance

Students are expected to attend all self-scheduled skills practice and evaluation sessions at the Learning/Simulation Center. Excessive late cancellations (less than 24 hours), lateness, and/or absenteeism are in direct violation of the School of Nursing Code of Conduct and will lead to a progressive disciplinary action up to and including dismissal from the program. Students must email: sim@tsonlsc.com if they need to cancel any appointments. Please refer to the Learning/Simulation Center User Guide for more information.

Learning Management System

Canvas Learning Management System (CANVAS)

Canvas is the online learning management system utilized by RWJBarnabas Health School of Nursing and UCNJ. Students are oriented to CANVAS upon registration in a UCNJ course. Faculty will use the Canvas course environment to distribute grades, course outlines, and supplemental instructional materials. Canvas is also the platform used to communicate important information to RWJBarnabas Health School of Nursing students, including changes to policies, scholarship opportunities, and special announcements. Instructions for course registration are emailed to students through CANVAS.

Student Conduct in Class and Clinical

Theory Class Policy

Theory class consists of classroom learning activities that assist students with applying nursing concepts using various interactive strategies. Students should refer to the course syllabus for weekly student learning objectives and pre-class assignments. Students are expected to prepare for learning activities prior to attending class.

The letter grade received for every nursing course is determined by successful completion of all course requirements. The student must succeed in both the clinical and theoretical components to

successfully pass the course. Students are expected to attend the lecture class sessions for which they are registered. Theory class resources such as the course syllabus, power point slides and other class materials are available to students in the CANVAS course shell.

Clinical Policy

1. Clinical learning takes place in a hospital, healthcare facility, community healthcare agencies, and course-arranged simulation environment. Most clinical experiences will include a conference activity, as well as direct patient care under the guidance and supervision of RWJBH School of Nursing faculty.
2. Clinical performance is evaluated on an on-going basis. The student is expected to demonstrate consistent and safe performance for successful achievement of clinical objectives. Clinical is graded on a pass-fail system.
3. Clinical assignments are determined by the clinical instructor. Students are expected to adequately prepare to care for assigned patients prior to the clinical experience.
4. **Faculty are authorized to deny a student the privilege of participation in clinical sessions when the student is unprepared; the student presents a health hazard to patients; when performance falls below a competent level with regard to patient safety; or when the student does not meet agency health or professional standards.** In such situations, participation in clinical experiences will be discontinued until there is evidence that the student's progress meets minimal criteria for safe clinical performance.
5. Students who are identified as not meeting clinical objectives will have an action plan for performance improvement developed with their clinical instructor.
6. Students are required to wear their RWJBarnabas Health School of Nursing ID badge or ID badge issued by the clinical facility during all clinical-related experiences. A fee will be charged to replace a lost name badge. The ID badge must be returned to faculty upon course withdrawal or at the end of the course as instructed by course faculty.
7. Students are not permitted to visit any patient in the hospital while in uniform nor may they go to any area of the hospital, other than their assigned unit, unless they have permission from their clinical instructor.
8. Telephones in the hospital are not for personal use. **Students do not make or receive telephone calls while on the unit.** Students are not to use mobile devices for personal reasons during clinical. Any emergency call will be taken by your instructor. Cell phones are to be used only in areas designated by clinical facilities during scheduled break times only.
9. Chewing gum is not permitted in patient care areas. All areas in the clinical facilities are “smoke free.” Cigarette smoking or any tobacco use is not permitted while on clinical agency property.
10. Students are required to wear the RWJBarnabas Health School of Nursing uniform during clinical

experiences and follow the dress code policy. Please refer to the Uniform Dress Code policy below for more information.

11. Students may not discuss patients or patient care in elevators, corridors, or other public areas of the hospital; this is a potential violation of patient rights.
12. Students are not permitted to photocopy or otherwise duplicate patient information - this is a violation of patient confidentiality and can result in program dismissal.
13. Students may not act as a witness for any consent form. The student may not transact any business for patients.
14. Students are not to make engagements with or to take gifts from patients, nor are students to give patients gifts. This is both unprofessional and unethical.
15. Students are never permitted to take or receive medications from the clinical unit in the hospital.
16. All breakage of equipment should be reported to the clinical instructor and charge nurse of the patient care unit.
17. Students are responsible for their transportation to and from all clinical activities.
18. The student must pass all segments of the clinical experience to pass the course.

The respective course clinical syllabus contains information necessary to complete clinical requirements for each nursing course. Clinical objectives will be met in the Learning/Simulation Center and/or in a clinical/community setting. The student is expected to demonstrate consistent safe performance for achievement of a clinical objective.

Clinical evaluation conferences are held to apprise the student of his/her performance each semester. A student may, at any time during the semester, be placed on clinical warning or be issued a clinical failure for inconsistent or unsafe performance. Failure to achieve clinical objectives during any segment of the course will result in a clinical failure and a failure in the course.

A student who has received a Clinical Failure may not withdraw from the current course.

Student Injuries During Clinical Activities

All incidents/accidents that occur in the clinical facility or in an affiliating agency during clinical activities are to be reported immediately to the clinical faculty and to the facility supervisor on duty. A facility Incident Report and/or an agency report are to be completed by the clinical faculty and/or the nursing supervisor to whom the incident/accident was reported. The individual involved will be referred to the Emergency Department, if necessary. Faculty members will report all incidents/accidents to the

Dean or designee. Students are responsible for any emergency room visit expenses related to the injury or accident.

Uniform Dress Code Policy

The RWJBarnabas Health School of Nursing uniform is purchased by the student from the school-approved vendor, Uniform Creations, info@uniformcreations.com, or by calling their office at 908-931-0110. The school uniform with the school logo must be worn for clinical experiences.

The uniform lab coat is to be worn while practicing or testing in the Learning Simulation Lab.

A long sleeve, proper-fitting white lab coat with a RWJBarnabas Health School of Nursing ID badge and school logo must be worn over appropriate professional attire in all clinical areas when visiting a nursing unit for any purpose other than to provide direct patient care. Clothes and appearance must be neat, clean, appropriate, and professional. Clothing should not include any graphics, logos, or slogans.

Please refer to the specific course guidelines and/or faculty directions for expected attire in the clinical area. Clothes and appearance must be neat, clean, appropriate, and professional at all times. The uniform is purchased prior to the start of the first clinical course (**Generic track- prior to the start of NURE 106; LPN-RN track- prior to the start of NURE 214**).

Approved Uniform Dress Code

Lab Coat - A white long –sleeve lab coat with the RWJBH Logo must be worn in the LSC, but due to infection control, should not be worn while in patient rooms.

Shoes - Clean, low-heeled white or black rubber-soled shoes. Must **not** be made of absorbable material such as canvas.

Hose/Socks- Must be worn with shoes.

Hair - Hair should be securely fixed, close to the head, and off the back of neck. Long hair (below chin length) must be tied back. Beard and Mustaches must be neatly trimmed.

Nails - Short and neatly trimmed with no nail polish. Artificial nails, including tips, extenders, overlays, wraps and acrylic or nail jewelry is strictly prohibited. Nails must be no longer than 0.5 mm.

Jewelry - Only flat bands may be worn. Small, modest post earrings are permitted. For safety reasons, dangling earrings, necklaces, or facial hoop piercings are not permitted.

Equipment- All students are required to have a watch with a second hand (no smart watches allowed [see Student Policy IV.45: Student Use of Personal Electronic Devices]), bandage scissors, stethoscope, and pen light for clinical.

Zero Tolerance Policy

All students enrolled in a RWJBarnabas Health School of Nursing NURE course will be required to read and uphold the Zero Tolerance Policy. The school adheres to zero tolerance of academic misconduct, academic dishonesty, professional misconduct, and illegal activities. The commitment to zero tolerance is intended to foster and uphold academic and professional integrity as well as to create a safe, secure, and healthy environment in which to learn and work.

The full Zero Tolerance Policy is in the Learning Management System community shell.

Student Code of Conduct

Students are to read, complete, sign, and upload the Student Code of Conduct to CastleBranch prior to registration every semester.

It is expected that each student will adhere to these standards and maintain appropriate professional conduct in all academic and clinical settings. Specific behaviors include but are not limited to:

- Maintaining confidentiality by not discussing or duplicating patient information or discussing exam questions outside of the appropriate area.
- Demonstrating integrity by not fraudulently obtaining and/or disseminating information without faculty permission by use of any type of recording devices; cheating on exams or quizzes; by plagiarism and/or theft.
- Refraining from using cell phones or other electronic devices at any time during class or clinical, unless instructed otherwise by instructor
- Promptly reporting any illegal and/or unethical behaviors to appropriate faculty and/or administrators. Failure to do so constitutes being an accessory to the offense.

Any student misconduct is subject to dismissal and may be reportable to the New Jersey State Board of Nursing. Federal, State, and local laws are applicable on the premises of the School of Nursing.

Students are accountable for their actions in the School of Nursing, UCNJ, clinical facilities, and all outside clinical sites. It is expected that students will conduct themselves in a manner that is appropriate for the academic and professional environment.

RWJBarnabas Health School of Nursing is committed to providing each student with the best

possible environment for learning and acquiring the knowledge and skills necessary to function as a Registered Professional Nurse. To ensure such an environment, RWJBarnabas Health School of Nursing has adopted administrative regulations in accordance with Federal and State law, and professional nursing and academic parameters that include but not limited to:

- New Jersey State Board of Nursing Regulations
- American Nurses' Association *Code for Ethics*
- American Nurses' Association *Nursing: Scope and Standards of Practice*
- RWJBarnabas Health School of Nursing Course Requirements and Clinical Guidelines
- RWJBarnabas Health Customer Service Excellence Standards
- Information published in the RWJBarnabas Health School of Nursing and Union College Student Handbooks
- The Family Educational Rights and Privacy Act of 1974

Conduct for which students are subject to disciplinary action includes, but is not limited to the following:

- Dishonesty, such as cheating or plagiarism, or knowingly giving false information to the school, an agency, or a website.
- Disseminating information that was fraudulently obtained from the school or from a course.
- Discussing test questions or patient information outside of the appropriate context.
- Interfering with teaching, administration, or any activity of the school.
- Not promptly reporting any illegal and/or unethical behaviors to appropriate faculty and/or administrators.
- Unauthorized entry into or use of the School of Nursing, UCNJ, or RWJBarnabas Health facilities/resources, and other clinical sites.
- Theft of or damage to School of Nursing, UCNJ, and/or RWJBarnabas Health system property, or other clinical sites.
- Unprofessional conduct in relationship to communication about hospital business or patient information.
- Use, possession of, or distribution of narcotics, alcohol, other dangerous substances, or weapons on School of Nursing, UCNJ, or clinical facilities.
- Harassment and/or intimidation of employees or students, including actions that constitute a threat of or actual bodily harm or property damage.
- Assault and/or battery, including rape, acquaintance rape or other sexual offenses.
- Violation of any school policies and procedures; or federal, state, or local laws.
- Posting any material or information on social media sites that could potentially violate patient confidentiality or professional behavior guidelines.
- Violating the confidentiality of patient information including the unauthorized duplication or copying of private patient information.

Disciplinary action may result in a warning (oral or written), probation, suspension, or dismissal. If a student is placed on disciplinary probation, the student may not participate in Student Nurses Association (SNA) activities or hold a school/class office for the duration of the probationary period.

Any individual in the School of Nursing, including students, faculty, administration, and staff may initiate grievance procedures by following the school's grievance policy.

Student Rights and Responsibilities

Rights

Students have the following rights while participating in the academic environment at the School of Nursing:

1. Right to Freedom of Expression
 - a. Freedom to take reasoned and reasonable exception to data and views presented in any course without fear of arbitrary dismissal from that course.
 - b. Freedom to express scholarly opinions within orderly procedures.
2. Right to Experience Academic Opportunities
 - a. Encouragement to develop to their fullest potential.
 - b. Appraisal of theoretical and clinical status.
 - c. Experiences that facilitate the acquisition of knowledge.
 - d. Evaluation based on actual performance.
 - e. Participation in the evaluation of self and academic experiences.
 - f. Utilization of available resources within the school.
3. Right to express Grievances regarding academic and non-academic issues.
4. Right to Review of Student Concerns.
5. Right to Appeal Due Process Issues.

Use of social media

Policy

RWJBarnabas Health School of Nursing and UCNJ social media policies. Violation of this policy while enrolled as a student at the School of Nursing will result in disciplinary action up to and including dismissal from the nursing program.

1. RWJBarnabas Health School of Nursing students are not permitted to:
 - a. Make any negative or disparaging comments about the School of Nursing, the RWJBH organization or any clinical affiliate/partner on any social media platform.
 - b. Utilize the RWJBarnabas Health School of Nursing logo in any fashion.
 - c. Publish any school materials including but not limited to syllabi, lecture slides, exams/quizzes, or audio/video recordings of School of Nursing faculty/staff.
 - d. Violate the privacy of patients, faculty, staff, or other students.
 - e. Post any defamatory or libelous content, including anything that would be construed as discriminatory on the basis of race, color, religion, sex, sexual orientation, gender identification, national origin, age, disability or any other status protected by law.
 - f. Represent themselves as a spokesperson or agent of the School of Nursing or RWJBH organization.

2. No social media activities are permitted during clinical/skill lab/simulation hours, including accessing social media sites through a company-owned or personal computer, smartphone, or other devices unless otherwise previously approved.

Note: social media refers to any internal and external social networking applications, websites, tools and channels. These include but not limited to blogs and websites maintained by an individual with regular entries of commentary, descriptions of events or other material such as Facebook, LinkedIn, Twitter/X, WhatsApp, Wiki's, Social video (YouTube, TikTok, etc.), and photography sharing sites (Instagram, Snapchat, etc.) or any similar social media platform.

Procedure

1. Violations involving students of RWJBarnabas Health School of Nursing should be reported promptly to the Dean of the School of Nursing for review and discipline if indicated.
2. Reports may be anonymous; however, formal decisions will not be based solely on anonymous reports. Students filing false reports are subject to the imposition of similar sanctions.
3. Sanctions may also be imposed for infractions occurring within the general UCNJ student population. See the UCNJ Handbook (Sanctions and Disciplinary Actions) for reporting and follow-up procedures.

Personal Electronics and Use of Cell Phones Policy

Students may not engage in any non-approved use of a cell phone or other electronic devices while in the clinical area. Cell phone and electronic device usage during lecture and lab is at the discretion of the instructor. Students are not to use cell phones or other recording devices to audio or video record

instructors without first obtaining permission from the instructor.

Students may not use cell phones or other electronic devices to photograph, copy or duplicate patient information contained within the medical record. Violation of this policy can result in progressive disciplinary action up to and including permanent dismissal from the School of Nursing.

Academic Policies

Nursing Course Withdrawal Policy

Students are permitted two NURE course withdrawals while enrolled in the School of Nursing. Students with more than two NURE course withdrawals are ineligible for NURE course re-entry, unless under extenuating circumstances, as determined by the Dean. Approval for registration to a nursing course after two NURE withdrawals is obtained from the Dean.

NURE course withdrawal must be done prior to the UCNJ published withdrawal deadlines. The following guidelines apply:

1. Students requesting course withdrawal after the withdrawal deadline due to extenuating circumstances (significant personal or medical reasons) are required to provide documentation supporting the extenuating circumstance to the Dean and follow the NURE Course Re-entry policy. The Dean will consider the extenuating circumstance in the re-entry decision.
2. Students requesting course withdrawal who are not passing the course at the time of withdrawal are required to follow the specific course re-entry instructions.

Curriculum Progression

Students must successfully complete each semester of nursing and/or college course before permission will be given to progress in the curriculum semester sequence.

The Promotion and Evaluation Committee assumes the responsibility for evaluating and promoting the student.

The following policies are in effect:

1. A grade of "C" or better must be earned in all sciences and mathematics.
2. A grade of C+ or better must be earned in NURE courses.
3. Students enrolled in remedial courses in English may be permitted to register for credit courses according to Union College policy.

To complete the nursing program within the recommended 100% completion rate timeframe, students should finish the program in the number of semesters seen below:

- a. Generic track: Within 5 semesters from the time of enrollment in NURE 105.
- b. LPN-RN track: Within 4 semesters from the time of enrollment in NURE 213.

To complete the program within 150% completion rate, the student must finish the program in the number of semesters seen below:

- a. Generic track: Within 7 semesters from the time of enrollment in NURE 105.
 - b. LPN-RN track: Within 6 semesters from the time of enrollment in NURE 213.
4. Students will not be allowed to register for a nursing course and/or change sections upon completion of the first-class meeting.
 5. If a student receives a grade of C, D, D+ or F in a nursing course the following policies apply:
 - a. The student is required to submit a re-entry application.
 - b. The student is not guaranteed a seat in that nursing course in the following semester.
 - c. Two failures in a NURE course will result in dismissal from the program except if the second failure is in the last course of the program in either track (See the Policy on Readmission).

Students are responsible for their curriculum plan. This means that each student has a working knowledge of all curriculum course requirements (including general education courses) and timeframes for program track completion. The student is expected to maintain his/her own personal record of courses completed, course grades; and is expected to ensure the accuracy of these records.

Re-Entry into a Nursing (NURE) Course Policy

Students who have not maintained the published sequence of nursing (NURE) curriculum courses for the respective program track are required to seek re-entry into the NURE course. The break in course sequence may be due to course withdrawal, course failure or for students who have interrupted the normal sequence of courses by taking an approved leave of absence (LOA).

1. Students in the Generic program track are required to complete the nursing program within **7 semesters of the initial start of NURE 105**. Students in the LPN-RN program track are required to **complete the nursing program within 6 semesters of the initial start of NURE 213**.
2. Students who have not been enrolled in any nursing course for **three (3) consecutive semesters**

in the generic track will begin from the first nursing course (ex: NURE 105) and follow the curriculum sequence. Students must submit a completed **Application Form** and will be subject to the requirements and admission policies in place at the time of this application for NURE 105.

3. Students who have not been enrolled in a nursing course in the LPN to RN track **for more than one year** will need to repeat the first nursing course (NURE 213) and follow the curriculum sequence. Students must submit a completed **Application Form** and must follow all application requirements and admission policies in place at the time of this application.

Students seeking re-entry to any nursing course within **one to two semesters** of leaving that course, are required to submit a **Re-entry Application**, and supporting documents as outlined in the re-entry packet by stated deadline. The re-entry packet is available on request by emailing rwjbhnursingschool@ucc.edu

4. Since the student is technically still matriculated in the program, they are subject to the admission policies in place at the time of their initial enrollment into the program (RWJBarnabas Health School of Nursing Catalog Year).
5. Students seeking re-entry are required to have a minimum UCNJ GPA of **2.5**.
6. Students are granted course re-entry on a space-available basis after all progressing students have seats.
7. Students returning to any nursing course will be held to all current policies and standards in effect at the time of course re-entry.
8. Students are required to complete a new physical exam form (if the student has been out for two semesters or more).
9. Students granted course re-entry are required to obtain a new criminal background check, urine drug screen (if the student has been out for a semester or more).
10. Students granted course re-entry are required to obtain current TB, Malpractice Insurance and CPR.
11. Students who have two nursing course failures are not eligible for re-entry. However, students who have two nursing course failures and applying to return to the last course in the Generic Track Curriculum (NURE 209) or NURE 217/218 (LPN to RN) may apply for **Readmission**.

There is no guarantee of course re-entry after curriculum sequence has been interrupted.

Procedure for Re-entry into a Nursing Course (NURE 105 or NURE 213 and above):

Submit a re-entry application along with a current Union College unofficial transcript to the School of Nursing, by email attachment to rwjbhsonapplication@ucc.edu.

1. Re-entry applications are due between October 1st and December 10th (for those not currently enrolled) and by December 30th (for those currently enrolled) for Spring semester re-entry consideration and by June 1st for Fall semester re-entry consideration. For NURE 215 and NURE

216, submit re-entry application by April 1st.

2. **Re-entry applications submitted after the due date will not be processed.**
3. Available re-entry seats are offered to eligible students in the following order:
 - Out of sequence with approved LOA (documentation provided of reason for LOA request) taking course for the first time or course withdrawal for an approved extenuating circumstance.
 - Re-entry following course failure or course withdrawal with a failing grade (ranked by GPA, highest to lowest).

Course re-entry is contingent upon:

1. Seat availability (based on rank order by GPA).
2. Completion of required material assigned by the course faculty (for NURE 105).
3. Submission of a completed re-entry application by the required date. The student is required to submit a new application for each re-entry attempt.
4. Other requirements for re-entry as determined by course faculty or the Dean such as a Plan for Success.
5. Students with two NURE course failures are ineligible for course re-entry except for students who fail in the last semester of their respective curriculum track.
6. Students who have two nursing course failures after completing the final course in their specified curriculum (Generic track: NURE 209; LPN-RN track: NURE 217 and NURE 218) may apply for Re-Admission. (See Re-Admission Policy).

Readmission into the Nursing Program Policy

Students who have two nursing course failures are automatically dismissed. If a student should fail the final course (Generic track- NURE 209; LPN-RN track- NURE 217 or NURE 218) for a second time, he or she is ineligible for readmission.

Readmission into the nursing program to complete the final course(s) requires the following:

1. Minimum UCNJ GPA of 2.5
2. Evidence of successful completion of required pre- and co-requisites courses.
3. Time out of the nursing program will be a factor in the Readmission decision.

Readmission Procedure

1. The student will submit a letter to the chairperson of the School of Nursing Promotion & Evaluation Committee (contact the Nursing office for the chairperson's name) outlining a plan for future success in the nursing program. The letter should include the student's contact information (full name, UCNJ student ID number, address, phone number, and UCNJ email address). A copy of the student's current UC transcript (printed through the

Owl's Nest student portal) should also be attached.

2. The Promotion and Evaluation Committee will review the application and make a recommendation.
3. The School Council will vote on the P & E 's recommendation.
4. The Chairperson of the Promotion and Evaluation Committee will notify the student of any decision by mail/UCNJ email.

Graduation Requirements Policy

Eligibility for the Diploma in Nursing and the associate in science degree is dependent upon completion of the Cooperative Nursing Program curriculum requirements with a minimum cumulative grade point average of 2.5 and successful completion of all required and elective curriculum courses.

A student must fulfill all financial/library obligations prior to graduation. It is the student's responsibility to determine if the courses for the diploma and the AS degree have been successfully completed.

Nursing Convocation Ceremony

Students graduating from the RWJBarnabas Health School of Nursing participate in a Convocation ceremony where they receive a nursing pin and the School of Nursing diploma. The ceremony is held after classes end for the semester. Family and friends are invited to attend this event. A graduation uniform is purchased from the uniform vendor approved by the school. Students graduating from RWJBarnabas Health School of Nursing who completed the requirements for the associate in science (AS) degree will participate in UCNJ Commencement exercises which are held in January and May. Commencement cap and gown are available from UCNJ.

School of Nursing Academic Honors

Graduating students will be named to the Dean's List based on their final cumulative average in the nursing courses according to the following:

Honors: A 3.0 cumulative grade point average in nursing courses only.

High Honors: A 3.5 cumulative grade point average in nursing courses only.

The distinction of academic honors is announced at the RWJBarnabas Health School of Nursing Convocation Ceremony.

Nursing Exam Make-Up Policy

There is no make-up for a missed unit exam. Students are only permitted to miss one (1) unit exam with faculty notification. The percentage of this exam will be added to the course final exam.

For example: if the missed exam is 20% of the course grade and the final exam is 35% of the course grade, the final exam will now be worth 55% of the course grade (adding the missed exam

percentage to the final exam percentage).

In the event another unit exam is missed, it will result in a grade of zero (0) unless it is due to an extraordinary, documented event that is out of the student's control (e.g. emergency hospitalization or death of a family member).

If a student misses the final exam, an incomplete grade may be given in cases of documented illness or extenuating circumstances only if the student has informed the faculty of the circumstances. Without notification of the faculty, a grade of zero (0) will be given for the missed final exam.

Examination Administration Policy

Policy

1. Students complete all nursing course tests (quizzes / exams) through the SON's approved computerized testing platform Exemplify on a laptop computer that meets the minimum requirements.
 - The laptop must use a Windows or Mac operating system
 - Exemplify will not run on Chromebooks, Android, Linux or iOS operating systems
 - The SON does not allow the use of a computer tablet, and no computer accessories are permitted
2. Students are expected to take course tests on the scheduled day and at the scheduled time.
3. Students are required to download their scheduled test a minimum of 2 hours before the start time.

Critical Note: If a student arrives without having downloaded their test, the student will:

- leave the room to complete the process of downloading the test
 - quietly return to the testing room and be seated at a desk as designated by faculty
 - be given a different access password upon their return if necessary
 - have their testing time adjusted to reflect the delay (Original time minus the time out of the room to download the test and log in)
 - No extra testing time will be provided to a student arriving without the test previously downloaded
 - Regardless of whether the test is completed, the student will have to submit when time is up
4. The following processes are implemented during all tests unless altered by administrative policy.
 - a. Room configuration is determined by faculty and space but at a minimum includes:
 - Desks in straight rows, directly behind one another
 - One row of empty chairs (or comparable space) to the right and left of each seated student

- A small number of seats left available for late arrivals, but no extra time will be given if a student arrives late
- b. A photo ID badge is required to enter the testing room and may be randomly checked for security
- c. The student's ID badge will be attached to the upper lapel to facilitate viewing of photo
 - Non-clinical students will use their UCNJ ID badge
 - Clinical (NREL) students will use their SON ID badge

Procedure

Testing environment: General Guidelines

1. A student/proctor ratio of 25:1 is maintained
2. Materials permitted at student's desk
 - SON Attestation Form / Scrap Paper
 - Calculators (provided)
 - Pencils (provided)
 - Tissues (provided)
 - Eyeglasses (may be randomly checked for security)
3. Materials not permitted at student's desk
 - Cell phones and watches
 - Ear plugs/buds
 - Water bottles, food, lollipops, candy, or gum
 - Backpacks and other personal belongings

Pre-test - students will:

1. Arrive 15 minutes before the start of the test
2. Ensure testing laptop is fully charged
3. Close all files, folders, windows and programs except for Exemplify
4. Attach photo ID badge to upper lapel
5. Place all belongings in a location designated by faculty
 - Turn off cell phones and remove all watches
 - Remove caps or turn caps with brims backward
 - Remove all scarves and other outerwear
 - If necessary, based on room temperature, outerwear may be allowed at faculty discretion but is subject to random check for security
6. Attend to all personal needs
7. Quietly line up and enter the examination room as directed by the faculty/proctor
8. Bring nothing into room other than testing laptop
9. Sit in designated seats

Start of test: Students will:

1. Refrain from all further talking in preparation for start of assessment
2. Raise hand if there is a question
3. Review the Attestation Form instructions/statements and use provided pencil to
 - Check each statement where indicated
 - Legibly print name, sign, and date the bottom of form
4. Listen to all instructions provided by faculty
5. Immediately enter the assessment password once given
6. Follow the faculty's prompts to start the test
7. Not be permitted to leave the testing room for any reason during the first 10 minutes
8. Refrain from all further talking in preparation for start of assessment
9. Raise hand if there is a question
10. Refrain from all further talking in preparation for start of assessment
11. Raise hand if there is a question
12. Review the Attestation Form instructions/statements and use provided pencil to
 - Check each statement where indicated
 - Legibly print name, sign, and date the bottom of form
13. Listen to all instructions provided by faculty
14. Immediately enter the assessment password once given
15. Follow the faculty's prompts to start the test
16. Not be permitted to leave the testing room for any reason during the first 10 minutes

During the test, students will:

1. Remain seated, facing forward in their seat with their head/eyes on their own computer screen
2. Be continuously monitored by faculty and proctor(s)
3. Be asked to leave the testing room and receive a grade of zero if academic dishonesty is identified
4. Implement the School of Nursing Clinical Calculations / Math Guidelines, follow all question directions and correctly label each answer
5. Raise their hand if there is a question
 - Faculty will come to student once continued room observation is ensured
6. Raise hand if the use of the restroom is needed
 - The proctor will escort the student to the restroom, located in front office/designated restroom and wait to escort the student back to the examination room
7. Monitor time remaining using countdown clock on Exemplify screen

End of the test, students will:

1. Submit their answers and upload their exam file upon completion of the test
2. Raise their hand and wait for instructions from faculty to leave desk and come to designated

- area with their laptop and Attestation Form / Scrap Paper
3. Be permitted to leave testing room once faculty have confirmed:
 - Successful exam upload on student's laptop and faculty ExamSoft screen
 - If the student leaves the room without uploading their exam and their exam file is lost, it will result in a missed exam
 - Collection of Attestation Form / Scrap Paper
 - If Attestation Form / Scrap Paper is not submitted, it will result in nullification of the exam/quiz
 4. **Note:** At the approximate 10-minute (10) mark, all remaining students will be instructed to stay in their seats until the time is up, regardless of whether their test is completed

Following examination, the students will:

1. Collect their belongings and leave the testing area
2. Not congregate in the hallway near the testing area
3. Strictly adhere to the Code of Conduct and Zero Tolerance Policy by not discussing the exam/quiz

A Zero-Tolerance – Critical event warning may be issued if a student is identified violating these policies.

In the event the computerized testing platform fails, the School of Nursing can revert to other forms of assessment such as paper-pencil exam.

Exam Review Policy

Grades will be provided to students individually via the learning management system. Exam review will be scheduled within one week of the exam as allowed by the calendar. **There is no review of quizzes or the final exam.**

- Only students who have taken an exam may participate in the exam review.
- Students are expected to adhere to the Code of Conduct and Zero Tolerance Policy during exam reviews.
- The faculty retains the right to stop the review for a student who is not adhering to above policies and/or the outlined procedure.
- A schedule for post exam review meeting opportunities will be provided by the course faculty.
- Once the new exam is taken, the review of the previous exam(s) is not permitted.

Procedure

1. Exam review will be set up in a controlled environment / classroom with at least 1 faculty member per 5 students. Maximum number of students in the room is 10 with two faculty and/or 1 faculty and 1 proctor.
2. Students must present their RWJBarnabas Health School of Nursing or UCNJ ID to enter the exam review.
3. Students may not bring anything into the exam review room including but not limited to bags, ear plugs, writing materials, watches, and cell phones. Prescription eyeglasses are permitted but are subject to random check for security.
4. Students will be provided with the student's individual test report.
5. Test reports will be collected before a student is allowed to exit the exam review room.
6. Faculty will provide access to a copy of the exam with the correct answers identified.
7. No student conversations or discussions are permitted while in the exam review.
8. If a student has a question, student will raise one hand and wait for a faculty member to respond. The faculty will then briefly discuss the concept(s) / content related to the question.

Posting of grades

Exam grades will be posted within one week of completion. Course faculty may post the exam result in 48 hours but may take longer if computer program issues are encountered.

Incomplete Grades for NURE Courses

The course instructor, in cases of student illness or extenuating circumstances, may assign an "incomplete" grade if the student has informed the instructor of the circumstances in advance. The student assigned an "Incomplete grade" is required to successfully complete all outstanding course work by the sixth week of the next regular semester or the incomplete grade is converted to a failing or F grade. It is the student's responsibility to make acceptable arrangements with the instructor to complete the course requirements within this period. If a student receives an incomplete grade in a nursing course, then the student must complete that course successfully before enrolling in the subsequent nursing course.

Grievance and Appeals

Student Grievance /Complaints

Students have the right to express grievance regarding academic and non-academic issues. Grievances or complaints hold equal status in gravitas at the RWJBH School of Nursing and are defined as formal written signed allegations against the RWJBH School of Nursing Program asking for some form of remediation. This written statement must be submitted to the appropriate personnel following the process described in the procedure below. A file will be kept with the date, nature, and resolution of each incident in the office of the Dean of the School of Nursing. The student has the right to seek a faculty member as advisor to assist them in the process of their grievance.

Procedure for filing grievance or formal complaint

Students must utilize the following process:

1. The student will approach the person involved to try to resolve the matter.
2. If remediation is not reached, the student may then contact the Associate Dean within five (5) business days with a written, signed, dated statement via electronic communication using the college email address (with the student using the @owl.ucc.edu and faculty using the @ucc.edu email address).
3. The Associate Dean will respond in writing to the student within fifteen (15) business days via electronic communication using the college email address (with the student using the @owl.ucc.edu and faculty using the @ucc.edu email address).
4. All written, signed correspondence are stored on file in the office of the Dean, School of Nursing.
5. If at the end of the grievance process, a student perceives an unsatisfactory outcome, the student is entitled to initiate the appeal process within five business days of receiving the grievance response.
6. Depending on the nature of the occurrence and at the discretion of the course faculty, the student may participate in course activities during this process.

Student Appeal Policy

At the end of the grievance process, if a student perceives an unsatisfactory outcome, the student is eligible and within their right to initiate the appeals process.

Procedure for Filing a Student Appeal:

1. Students may initiate the appeal process by submitting a written, signed and dated letter to the Chairperson of the Appeals Committee (obtain the contact number of the chairperson of this committee from the administrative office) within five (5) business days of receipt of written correspondence of the grievance decision via electronic communication using the college email

address (with the student using the @owl.ucc.edu and faculty using the @ucc.edu email address).

2. The student may seek a faculty member as an advisor to assist them throughout the process.
3. The Appeals Committee will consist of two full-time faculty members, two representatives from the Student Nurses Association of the RWJBH School of Nursing and one representative from UCNJ Student Services staff (non-voting). The chairperson will vote only if there is a tie.
4. The Appeals Committee will honor the standards of confidentiality as per the Buckley Amendment.
5. The Chairperson of the Promotion and Evaluation Committee or faculty designee will chair the Appeals Committee and will notify the parties involved within ten business days with the date, time, and place of the Appeals Committee meeting.
6. All written documents from the parties involved must be available no later than one hour prior to the scheduled meeting time for review by both parties and the members of the Appeals Committee. The parties involved have no more than fifteen (15) minutes to present their information to the Committee.
7. The student has the option to be present at the meeting and bring a support person. The support person is a non-verbal participant.
8. No legal counsel is permitted at the meeting.
9. The Committee will make their recommendation to the Dean.
10. The Dean will respond in writing to the student within fifteen (15) business days upon receipt of the Appeals Committee's recommendation.
11. Minutes of the meeting, recommendations and related documents will be filed in the office of the Dean of the School of Nursing.

Academic Probation Policy

The School of Nursing policy requires a minimum cumulative grade point average of 2.5 for each semester to progress to the next course and graduate from the program. The Grade Point Average (GPA) is based on the total number of credits attempted and completed to date at the completion of each semester.

The School of Nursing defines satisfactory academic performance or good academic standing as maintaining the appropriate GPA of 2.5 to continue progression through the nursing program.

Students on academic probation or dismissed from the program are not considered in good academic standing.

Students who fail to maintain the minimum required cumulative grade point average will be placed on probation for one semester or will be dismissed from the program.

Students on probation must relinquish any office they may hold in any student organization and are restricted to carrying no more than twelve (12) credits. Unless obvious improvement is noted at the end of the period of probation, the student will be dismissed from the program.

All decisions regarding requests for readmission to the School of Nursing are referred to the Promotion and Evaluation Committee.

Clinical Warning/Failure Policy

Clinical warnings/failures for unsatisfactory clinical performance may be issued at any time within a semester. These warnings are issued to alert the student of unsatisfactory clinical progress. It is recommended that a student who receives a clinical warning utilizes the support services to improve his/her clinical performance. The student will receive a warning/failure notice as a part of the procedure listed below.

1. The faculty member will provide the student with a copy of the clinical warning/failure notification form at the time the student is informed of his/her status.
2. From the time of notification, the faculty member has two (2) additional clinical days to complete the addendum portion of the clinical warning/failure notification form. Any additional materials (i.e., anecdotal notes) may also be compiled during this time. After the two (2) additional clinical days, the student will be presented with the addendum for his/her signature.
3. A student may, at any time during the semester, immediately receive a clinical failure for blatantly unsafe behavior or misconduct. Indications for immediate failure are determined by the incident and the situation surrounding it per the concept of "res ipse loquitur - the thing will speak for itself."
4. It is the student's responsibility to familiarize himself/herself with the information contained in the clinical warning/failure notification form.
5. **A student who receives a clinical failure in a nursing clinical course (NURE with NREL component) fails the course and may not withdraw from that course.**

Dismissal Policy

Academic Dismissal for Students on Probation

The Dean of the School of Nursing, upon recommendation of the Promotion and Evaluation Committee reserves the right to dismiss a student for unsatisfactory academic performance.

Academic Dismissal for Students Failing Two (2) Nursing Courses or Three (3) Course Withdrawals

Any student who has received a failing grade (less than C+) in two (2) nursing courses or has withdrawn for a third time from a nursing course and has not re-entered into the program will be dismissed from the School of Nursing.

