RUTGERS–CAMDEN
School of Nursing

Student Handbook
Baccalaureate Programs
July 2026- – July 2028

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SECTION I: WELCOME TO THE RUTGERS SCHOOL OF NURSING–CAMDEN

The Student Handbook serves as a resource for any student enrolled in a baccalaureate nursing program at Rutgers School of Nursing–Camden (SNC). It details program expectations and policies; informs nursing students of their roles and responsibilities; and is the primary resource for students to become professional nurses. You are responsible for understanding and following the policies included in this Handbook and the Rutgers–Camden Undergraduate Catalog Academic Policies and Procedures (http://catalogs.rutgers.edu). Our faculty look forward to working with you.

The baccalaureate degree program in nursing, master's degree program in nursing and Doctor of Nursing Practice programs at Rutgers School of Nursing-Camden are accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791, and approved by the State of New Jersey, Board of Nursing, P.O. Box 45010, Newark, NJ 07010, 202-887- 6791.

The Rutgers School of Nursing–Camden Baccalaureate Student Handbook applies to all undergraduate nursing programs.

Disclaimer:
Rutgers University and the School of Nursing–Camden reserve the right to amend any regulations, fees, policies, conditions, and courses described herein as circumstances may require. Students will be notified of substantive changes via their official Rutgers email address. The provisions of this handbook are not and may not be regarded as contractual between the Rutgers School of Nursing–Camden and its students or employees.

Acknowledgment of Receipt of Student Handbook
All students must review the current Rutgers School of Nursing-Camden Student Handbook and submit proof of passing the Nursing Student Handbook Quiz with a score of 80 or above. Instructions for completing this requirement are provided as a compliance requirement in students' CastleBranch accounts.

Leadership and Faculty

The Rutgers School of Nursing–Camden leadership and faculty are recognized experts in their fields of study and clinical practice and they are committed to motivating students and fostering their academic success. These dedicated mentors model resilience and encourage our students to identify—and surpass—their academic and career goals. Our faculty comprise of over 30 full-time professors and more than 200 lecturers who contribute to a campus-wide climate of cross-disciplinary collaboration, engaged civic learning, best educational practice, and evidence-based research. At the School of Nursing–Camden, faculty are hands-on practitioners and researchers who investigate poverty, vulnerable communities, health promotion, disease prevention, health literacy, access to care, and social determinants of health. An up-to-date list of Leadership and Faculty may be found on the Rutgers School of Nursing-Camden website.

Lecturers

Well-qualified professionals—our part-time lecturers—supplement the full-time nursing faculty. Lecturers have graduate degrees in nursing and extensive clinical experience. Other supportive faculty with graduate degrees in related fields may participate on the nursing faculty team to enrich and augment nursing education.

Rutgers University Mission

Rutgers, The State University of New Jersey has a threefold mission (http://www.rutgers.edu/about): instruction, research, and public service, with each component supporting the other two. The Rutgers community on the Camden Campus recently completed the process of strategic planning (http://www.camden.rutgers.edu/pdf/StrategicPlan.pdf), elaborating upon the university mission: Bringing the Rutgers experience to southern New Jersey and the Delaware Valley, Rutgers University-Camden prepares the next generations of leaders by delivering interdisciplinary and innovative research, rigorous academic programs and engaged experiential learning opportunities, and solution-oriented services that change communities. Likewise, the mission of the Rutgers School of Nursing–Camden elaborates upon the University's mission and advances the concept of nursing education.

Rutgers School of Nursing–Camden

Mission

The Rutgers School of Nursing- Camden prepares competent and caring nurses who advance nursing science through research, evidence-based practice, and commitment to diversity and inclusion to improve health equity and promote vibrant partnerships and initiatives in Southern New Jersey and beyond.

Vision

Rutgers School of Nursing–Camden's vision is to be known for excellence in nursing education, advancements in nursing science, and a vibrant, innovative, and trusting milieu.

Non-discrimination Policy Notice

Rutgers, The State University of New Jersey, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity or expression, disability, age, or any other category covered by law in its admission, programs, activities, or employment matters.

Civility Statement

As members of the Rutgers School of Nursing-Camden community, we affirm our commitment to upholding respectful discourse and engaging with one another in a manner that values the dignity and worth of every individual. We believe that fostering an environment of mutual respect and understanding is paramount to our academic community. Embracing diverse opinions and respecting different ideas or ideologies is not just a value we uphold, but a cornerstone of our collective growth and learning.

We stand against incivility in all its forms. Incivility encompasses a range of behaviors, including but not limited to: disrespectful communication, belittling or demeaning remarks, intimidation, harassment, and exclusionary practices. These behaviors may occur among members of our SNC community (students, staff, and faculty) or visitors to our community. Incivility is a barrier to effective communication and may result in silencing some members of our community.

Together, let us cultivate a culture of inclusivity and respect, where differences are celebrated, and disagreements are approached with civility and open-mindedness.

Approved by Faculty Organization 5/1/24

SECTION II: BACCALAUREATE PROGRAMS

Section II A: Program Details and Admission

Graduates of the Baccalaureate Programs are expected to demonstrate the following student learning outcomes:

AACN Domain*	**Baccalaureate Programs Student Learning Outcomes****
Knowledge for Nursing Practice	Apply knowledge from the arts, sciences, and nursing to inform nursing practice.
Person-Centered Care	Deliver compassionate, person-centered nursing care that meets the unique needs of the individual, family, and community.
Population Health	Engage in initiatives that promote health, prevent disease, and foster collaborative partnerships to support equitable health outcomes for diverse populations.
Scholarship for Nursing Discipline	Integrate evidence-based guidelines and nursing scholarship to improve nursing practice.
Quality and Safety	Foster a culture of quality, safe nursing care through the application of national safety and quality standards and processes.
Interprofessional Partnerships	Model effective communication, collaboration, advocacy, and mentoring behaviors in the delivery of team-based, interprofessional healthcare.
Systems-Based Practice	Use clinical judgment to coordinate care and manage resources across the continuum of care in complex systems of healthcare.
Informatics and Healthcare Technologies	Use informatics and healthcare technologies to manage data, support documentation, and inform decision making in nursing care delivery.
Professionalism	Model characteristics of the professional nurse through reflective practice, accountability, advocacy, and commitment to diversity, equity, and inclusion principles.
Personal, Professional, and Leadership Development	Demonstrate behaviors that contribute to personal well-being, intellectual inquiry, professional growth and leadership capacity.

*American Association of Colleges of Nursing (AACN). (2021). The Essentials: Core competencies for professional nursing education. Accessible online at https://www.aacnnursing.org/Portals/0/PDFs/Publications/Essentials-2021.pdf

**Updated FOM 10/1/2024

Program Descriptions

4-Year Pre-Licensure (Traditional) BS Program:
The 4-year program is designed for students who enroll as freshmen and complete all degree requirements at Rutgers-Camden. Nursing courses start in the first year, with science, arts, and humanities courses integrated

throughout the curriculum. Matriculated students at Rutgers School of Nursing–Camden are required to complete all coursework at Rutgers-Camden unless they receive permission in advance to take a course at another institution.

Transfer into the Pre-Licensure (Traditional) BS Program:
Students can transfer into the Traditional nursing program. Transfer students, upon admission, will be considered individually, and a proposed course of study will be discussed and developed. No more than 60 credits from two-year institutions, no more than 90 credits from four-year institutions, and no more than 12 of the last 42 credits earned for the degree may be transfer credits. A maximum of 90 credits may be transferred from any combination of two- and four-year institutions. Students who have completed nursing course credits elsewhere are evaluated on an individual basis. Nursing courses taken elsewhere are not guaranteed to transfer into the program. Matriculated students at Rutgers School of Nursing–Camden are required to complete all coursework at Rutgers-Camden unless they receive permission in advance to take a course at another institution.

Accelerated Pre-Licensure BS Program (ABS):
The ABS program is designed for students who have attained a previous bachelor's degree and satisfied prerequisite courses before enrolling. Students' progress through the nursing courses in four levels, which includes a summer session. The ABS program has both fall and spring starts. Prerequisite course requirements can be found on the School of Nursing–Camden website.

RN/BS Program:
The Rutgers School of Nursing–Camden RN to Bachelor of Science (BS) in Nursing program is for licensed registered nurses (RNs) who want to leverage their work experience and grow as professionals. Students can achieve their career goals quickly and our program can be completed in as little as one year with full-time attendance depending on prior coursework completed with other institutions. Choose between two convenient options: our fully online or on-campus programs offered in partnership with local academic institutions.

Doctor of Nursing Practice (DNP) Program Entry Options:
Students in the Traditional, ABS, and RN/BS programs may apply to the DNP program in the last semester of their undergraduate studies. Acceptance ensures a continuous progression from the undergraduate into the DNP program. Students should apply according to the normal process for the DNP program. For details see the DNP webpage on the Rutgers School of Nursing–Camden website: https://nursing.camden.rutgers.edu/DNP. Early entry students in the Traditional and ABS programs must pass the NCLEX and obtain RN licensure in the state of New Jersey prior to taking the first clinical course in the DNP program.

Section II B: Student Resources

School of Nursing Resources

The School of Nursing--Camden faculty and staff are committed to student success. School and Campus resources are available to help support students.

Faculty: provide course-specific support and help with course content. Faculty are the first point of contact for assistance or questions in classes. Contact information for faculty is included in the course syllabus.

Nursing Student Success Coach: provides student-centered coaching and group presentation to promote nursing academic success, progression, and student retention. The Success coach offers help with various topics, including test-taking, time management, study strategies, and using ATI resources. Schedule an appointment through Navigate (see below).

Tutoring Center: provides help with nursing content specific knowledge, weekly reviews, test preparation, and individual or group sessions. The Tutoring Center is located on the fourth floor of the Nursing and Science Building.

SNC-CARES (Center for Academic Resources, Engagement and Services):
Located on the 3rd floor of the Nursing and Science Building, SNC-CARES supports nursing students from the beginning of the program to graduation, including recruitment, progression planning, advisement, mentoring, remediation, counseling, course scheduling, clinical placement, and clinical compliance. Students can make an appointment through Navigate or visit the website: SNC-CARES | Rutgers School of Nursing– Camden

Navigate (formerly Raptor Connect):
Rutgers University-Camden's student success management system, Navigate, provides an integrative approach to student success that promotes shared ownership for academic progress among students, faculty, advisors, tutors, and staff. It serves as the foundation that connects services-- including advising, tutoring, counseling, progress tracking, and early academic alerts--that help students formulate and advance toward educational goals. Students may access Navigate by using their NetIDs. Through the platform, students will be able to:

· Make appointments with academic and other support staff
· Communicate with advisors
· Keep track—on a printable calendar page—of classes and any appointments booked through the system
· Receive reminders about important tasks and upcoming appointments via email or text.
·

Campus-based Resources:
A comprehensive list of student resources is located here:

Health and Wellbeing Resources:
Health and well-being impact learning and academic success. Students may experience a range of concerns that can cause barriers to academic success, including illnesses, strained relationships, anxiety, high levels of stress, alcohol or drug problems, feeling down, or loss of motivation. The Wellness Center Medical and Counseling staff can help with these or other issues. Information about free, confidential mental health services on campus is available by phone: 856-225-6005; online: https://wellnesscenter.camden.rutgers.edu/; or in person at the Wellness Center on the 2nd Floor of the Campus Center.

Additional Resources:
National Suicide Prevention Lifeline: 1-800-273-8255
Crisis Text Line: text HOME to 741741
Crisis Text Line for Students of Color: text STEVE to 741741
Trevor Lifeline (LGBTQ+): 1-866-488-7386
National Domestic Violence Helpline: 1-800-799-7233 or text LOVEIS to 22522
NJ HOPE line- https://njhopeline.com/

Dean of Students CARES Team:
It's not uncommon for college journeys to have rough points. For some students, personal, emotional, psychological, academic, or other challenges may hinder their ability to succeed both in and outside of the classroom. The Dean of Students Office is here to assist students with these concerns by strategically and effectively handling and referring student concerns/needs across all campus and university areas as needed. The Dean of Students Office serves as initial contact for students of concern and at-risk students.
Phone: 856-225-6050, Email: deanofstudents@camden.rutgers.edu
or http://deanofstudents.camden.rutgers.edu/

Basic Needs Security:
Students who have difficulty affording groceries or accessing sufficient food, or who lack a safe and stable place to live, and believe this may affect their performance in a course, are urged to contact the Dean of Students for support at deanofstudents@camden.rutgers.edu or Rutgers- Camden Food Pantry at scarlet-raptor-foodpantry@camden.rutgers.edu

Title IX and the Violence Prevention & Victim Assistance Office:
Rutgers faculty are committed to helping to create a safe learning environment for all students and the university as a whole. If you have experienced any form of gender or sex-based discrimination or harassment, including sexual assault, sexual harassment, relationship violence, or stalking, know that help and support are available. The University strongly encourages all students to report any such incidents to the University.
Please be aware that all Rutgers employees (other than those designated as confidential resources such as advocates, counselors, clergy, and healthcare providers as listed in Appendix A to Policy 60.1.33) must report information about such discrimination and harassment to the University. If you tell a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the University's Title IX Coordinator.
If you wish to speak to a confidential employee who does not have this reporting responsibility, you can talk to the Office of Violence Prevention & Victim Assistance staff. For more information about your options at Rutgers, please go to http://respect.camden.rutgers.edu.

Rutgers IT and Computer Issues:
For assistance with technology, students may call Rutgers IT at 856-225-6274 or email help@camden.rutgers.edu.

Students are encouraged to maintain their computers in working condition and proactively address issues well before scheduled course examinations. Students are responsible for addressing computer issues or borrowing a laptop for examinations. For IT help/Computer Issues, students may call 856-225-6274 or email help@camden.rutgers.edu. For additional help, please check out the website at IT help (Camden campus): https://it.rutgers.edu/technology-guide/students/?loc=camden See dropdowns for troubleshooting help with multiple technology issues.

Laptops used during exams must meet the SNC Laptop Requirements. RUIT has a limited number of lap tops available on loan for students who have temporary technical difficulties with their own computer or who are unable to provide a laptop that meets the requirements. Please contact the RUIT help desk during library hours if you are in need of a loaner laptop.

Please see Appendix I for additional laptop and testing information.

Office of Disability Services:
The School of Nursing-Camden is committed to supporting the learning of all students in our classes. Additionally, faculty members are responsible for determining whether that student has demonstrated or can demonstrate appropriate skills and abilities at any point in a student's academic program. Students who fail to demonstrate appropriate levels of skills and abilities may have their progression interrupted until they are able to demonstrate skills at the appropriate levels.

Rutgers University welcomes students with disabilities into all educational programs. To receive consideration for reasonable accommodations, students with a disability must contact the appropriate disability services office at the campus where they are officially enrolled, participate in an intake interview, and provide documentation: https://ods.rutgers.edu/students/documentation-guidelines. If the documentation supports a request for reasonable accommodations, the campus disability services office will provide the student with a letter of accommodations.

Students who have already registered with the Office of Disability Services and have a letter of accommodations are asked to provide the letter of accommodation (LOA) to their professors Students who have, or think they have, a disability (learning, sensory, physical, chronic health, mental health, or attentional) are encouraged to contact https://success.camden.rutgers.edu/disability-services.

Preferred Pronouns:
Feel free to correct us on your preferred pronouns.

Chosen Name (Preferred Name):
Students who have a chosen or preferred name other than what is listed on the rosters are encouraged to inform their professors. In addition, the **"Rutgers shout out"** tool located within each Canvas course shell is available to provide instructors with the correct pronunciation of a name.
To have one's name officially changed within the rosters, students should visit
https://scarlethub.rutgers.edu/registrar/personal-information-updates/name-change/

Canvas Assistance:
Students who have technical difficulties with the online aspect of any course should contact the Canvas help desk. 877-778-8437/(24hr/7 days/week) or help@canvas.rutgers.edu

Section II C: Academic Policies and Procedures

Student Conduct

The School of Nursing-Camden expects students to adhere to the University Code of conduct. Additionally, nursing students are expected to exemplify the highest level of ethics and professionalism within nursing education and the profession of nursing.

To ensure a dynamic and respectful learning environment in the School of Nursing – Camden community, students are expected to demonstrate standards of conduct which exemplify professionalism, honesty, integrity, responsibility, and respect for diversity. This code is in accordance with federal and state law, professional and student nursing organizations, and academic parameters that include:

- New Jersey State Board of Nursing Regulations
- American Nurses Association Code of Ethics and Interpretive Statements
- The ICN Code of Ethics
- National Student Nurses Association Code of Ethics Students (2020)
- American Nurses Association Scope and Standards of Practice https://www.nursingworld.org/coe-view-only),
- CCNE Accreditation Standards

Every student is expected to adhere to these guidelines and maintain professional conduct and ethics in all academic and clinical settings. Specific behaviors which exemplify professional conduct and ethics include but are not limited to:

- **Professional Language/Respectful Communication:** It is important to use respectful and professional language when interacting with faculty, staff, peers, patients, and others. Profanity and other disrespectful language will not be tolerated in the professional environment or via electronic communication medium including social media.
- **Respect for Diversity:** Each individual is unique, and we recognize our individual differences through acceptance and respect. We explore these differences in a safe, positive and nurturing environment and embrace and celebrate the rich dimensions of diversity contained within each individual.
- **Civility in Professional Relationships/Bullying:** Civility is to be exercised in all professional, academic, and therapeutic relationships. Disagreements should be handled directly with the other party and reported to an appropriate third party if mediation is necessary.
- **Treatment of School of Nursing-Camden Facilities and Equipment:** Students are expected to be respectful of all School of Nursing-Camden facilities and property. It is the responsibility of all in the community to ensure that facilities are well-maintained, and that property is not abused or stolen.
- **Academic Integrity:** All students are expected to adhere to the Rutgers University academic integrity policy. All work is expected to be original or properly attributed. Cheating or sharing of any information appearing on an exam is a violation of the academic integrity policy. See also *academic integrity policy* and Student Examination and Testing policy (Appendix I).
- **Substance Abuse:** Students are expected to maintain a safe practice environment for patients, colleagues, faculty, and staff. Attending class or clinical under the influence of controlled substances is prohibited. (*See Appendix H substance abuse and testing policy).*
- **Utilization of Electronic Devices:** Use of electronic devices should not be disruptive to others. Electronic devices include but are not limited to mobile phones, laptop computers, tablets, laser pointers, Bluetooth

devices, smart watches, and music players. If allowed while in class, electronic devices should only be used for academic purposes.

- **In-Class Behavior:** While in class, students are expected to be respectful of faculty and fellow students. Distractions caused by private conversations and use of electronic devices for non-academic purposes take away from the learning experiences of others. Video or audio recording of class or taking photos of faculty or other students is prohibited unless consent is provided. To respect privacy, students are also expected to refrain from posting video, pictures, or audio recordings of faculty and other students to social media including

In the event of academic, clinical, or interpersonal misconduct, an academic improvement plan may be developed by the clinical or theory faculty, Course Coordinator, Director, and/or the Associate Dean. A formal complaint for violation of the University's Code of Student Conduct may be placed: https://deanofstudents.camden.rutgers.edu/reporting.

Rutgers University Academic Integrity
Rutgers University takes academic dishonesty very seriously. By enrolling in any course, students assume responsibility for familiarizing themselves with the Academic Integrity Policy and the possible penalties (including suspension and expulsion) for violating the policy. All suspected violations will be reported to the Office of Community Standards as per the policy.

Academic dishonesty includes (but is not limited to):
– cheating
– plagiarism
– aiding others in committing a violation or allowing others to use to one's own work
– failure to cite sources correctly
– fabrication
– using another person's ideas or words without attribution
– re-using a previous assignment
– unauthorized collaboration
– sabotaging another student's work
– failure to take a quiz or examination according to the directions provided by the faculty.

If in doubt, students should consult the course instructor.

Academic Integrity Policy:
https://policies.rutgers.edu/B.aspx?BookId=11914&PageId=459231

The School of Nursing–Camden follows the Academic Integrity policies and procedures of the University. A full description of the academic integrity policy, disciplinary process, and resources for students can be found on the University website: https://deanofstudents.camden.rutgers.edu/

Students are responsible for understanding the principles of academic integrity and abiding by them in all aspects of their work at the University. Students are also encouraged to help educate fellow students about academic integrity and to bring all alleged violations of academic integrity they encounter to the attention of the appropriate authorities.

Academic Policies

Formal Complaint Process and Communication Pathway

The School of Nursing–Camden is committed to clear, respectful, and timely communication when concerns arise. This process applies to general program, course, or faculty concerns. (Note: Final course grade grievances follow the separate, formal Grade Grievance Policy.) A formal complaint is a statement of dissatisfaction that is presented according to the School of Nursing's procedures, outlined here and elsewhere in the School of Nursing Handbook.

Students are expected to follow the established communication pathway, so concerns are addressed at the appropriate level and resolved efficiently. Students are expected to follow the sequence described in order; bypassing steps may delay resolution. All concerns should be communicated professionally and respectfully in written and verbal communication.

Students may seek support or guidance at any step from SNC Advisors in SNC CARES or the Rutgers-Camden Ombuds Office; however, these offices do not replace the established communication pathway. Issues involving harassment, discrimination, Title IX, or safety should be reported immediately to the appropriate university offices and do not require following the steps outlined below.

The Ombuds Office is a confidential, safe space for Rutgers-Camden students to discuss issues impacting their Rutgers experience. The office provides options, facilitates communication and problem-solving, and advocates for fair and equitable practices to maintain a positive campus climate for all.

Step 1: Faculty Member (Required First Step)

Students should begin by communicating directly with the faculty member involved.

- Students should email the faculty member, provide all relevant information, and request a meeting, if necessary, to resolve the issue.
- Students should make every effort to achieve resolution at this level through direct communication.
- Please allow 5 business days for the faculty to resolve the issue.
- If the course includes a course coordinator, faculty may consult with the course coordinator for assistance in resolving the issue.

Step 2: Program Director

If the concern remains unresolved after speaking with the faculty member, students may bring the issue to the Program Director.

- The Program Director will review all relevant information, may meet with the student and/or faculty member and work collaboratively toward a resolution.
- Students should provide documentation of prior attempts to resolve the issue with the faculty member.
- Please allow 5 business days for the Program Director to resolve the issue.

Step 3: Associate Dean for Undergraduate Nursing

If the matter is still not resolved, students may bring the issue to the Associate Dean for Undergraduate Nursing.

- The Associate Dean will review the concern, evaluate steps already taken, and determine next actions.
- The Associate Dean may consult with faculty, relevant staff, or committees as appropriate.

Step 4: Dean, School of Nursing–Camden

If the issue remains unresolved after the Associate Dean's review, the concern may be brought to the Dean of the School

of Nursing–Camden.

- The Dean will serve as the final point of review for general complaints. The Dean's decision will conclude the internal review for general complaints.

Approved Faculty Organization 2/3/2026

Final Course Grade Grievance Policy:

All faculty members are expected to grade fairly and provide clear and consistent grading policies on their course syllabus. All grade disputes should be resolved in a timely fashion.

A grade grievance results from a student's perception that their final grade in a course was assigned arbitrarily by the faculty member. Arbitrary grades are defined as those:

- assigned to a student on some basis other than performance in the course OR
- assigned to a student, but the student is being held to a different standard compared to other students in that course.

While students have the right to grieve final course grades, being dissatisfied with one's earned grade or failure to notify the faculty of personal circumstances which may have affected academic performance are not grounds for a grade grievance.

Of note: If the student feels that an error has been made in calculating the final course grade, they should bring this to the attention of the faculty member teaching the course (before submitting a course grade grievance)

- Failing to notify faculty of personal circumstances which may have affected academic performance before submitting an assignment or sitting for a quiz, exam, or assessment is not grounds for filing a grade grievance.
- Receiving a grade that is close to the passing grade but does not quantify as passing *(e.g., a passing grade is 75 and student scores 74.56*) is not grounds for filing a grade grievance.

If filing a grade grievance, the student can go to this link: (https://cm.maxient.com/reportingform.php?RutgersUniv&layout_id=59) and complete the course grade grievance form (please review *Process* below for timeline). All grade grievances should be completed in a timely fashion. The student may ask for guidance from their advisor when completing the grievance process.

Progression:

When a student receives a course grade less than C+, **and** that course is a prerequisite for subsequent courses, the student may progress to those courses until the grievance process has been resolved. The student will be advised that if the grade is upheld, they will be required to withdraw from the course(s). This withdrawal will not count as an attempt as per the Withdrawal Policy.

Process:

The student shall attempt to reconcile the grade in question by first emailing the faculty member teaching the course regarding the grade conflict. This must be done within **three (3) business days** from the day grades are posted in REGIS by the professor. The faculty member may then communicate with the student electronically or schedule a meeting with the student.

The student has **three (3) business days** from the **initial** email to the faculty member to formally submit a course grade grievance to the Program Director using the link provided above. A formal grievance submitted after this three (3) day timeframe will not be accepted. The student has the option to submit

supporting documentation to the grade grievance application. Documentation could include but is not limited to course syllabus, any course material related to the grievance, email correspondence between the student and the faculty member, and a written statement explaining why the student believes a grade grievance is warranted. All of this information should be uploaded into the Grievance Portal when completing the application. If the Program Director requires more information from the student, a request will be sent to the student by Rutgers email. The student also has the option to request a meeting with the Program Director within three (3) business days of submitting the course grade grievance to the Grievance Portal. If the student elects not to meet with the Program Director, the grade grievance decision will be made based on materials submitted to the Grade Grievance Portal.

Once the Program Director reviews the grievance, the decision will be communicated to the student by Rutgers email. If the grievance is denied by the Program Director, the student has the option of meeting with the Associate Dean of Baccalaureate Programs. The student will need to request an appointment to meet with the Associate Dean within **three (3) business days** of receiving the Program Director's decision. The Associate Dean will make the final decision if the grievance is justified or not justified. The Associate Dean will notify the student and faculty in writing of the final grievance decision **within two (2) business days** by Rutgers email. (Amended and Approved by Faculty Organization 3/1/2022)

Scholastic Standing:

Scholastic Standing is determined at the conclusion of each semester.

Poor Academic Standing Policy:
The minimum required grade for successful completion of courses in the School of Nursing (School 57) is a C+ and C in School 50 (CCAS) courses.

Successful completion of courses taken outside of School 57 to satisfy School of Nursing–Camden requirements is a grade of C or higher. If a student fails to earn a grade of C or higher in a required non-nursing course, the student may repeat the course one time. If the student does not earn a grade of C or higher when repeating the course, the student will be considered for dismissal from the SNC.

Non-nursing required courses must be taken in the sequence outlined on the program template, except transcultural courses and general education requirements (civilization and heritage requirement, literature fine arts requirement and free electives).

Students who <u>do not</u> earn a C+ or better in School 57 nursing courses and a C or better in required non-nursing courses (School 50) are considered to be in poor academic standing. Students in poor academic standing must meet with SNC-CARES advisors and the Nursing Student Success Coach to develop a Learning Contract for improving academic standing. Learning Contracts must be satisfied within the specified timeframe to allow for student progression. To graduate from the program, students must be in good academic standing. Please refer to *Appendix E: Remediation and learning contract policy for nursing courses.*

Students may repeat any required courses one time only. Students are permitted only two attempts to successfully complete a nursing course or a required School 50 course; a withdrawal counts as an attempt. If the student does not earn a satisfactory grade (minimum C+ in School 57 or C in School 50) upon repeating the course, the student will be

considered for dismissal from the SNC.

Students whose term or cumulative grade point average is below a 2.00 are also defined as having poor academic standing and can be placed into four different scholastic standing categories: academic warning, academic probation, continued probation, or dismissal.

Academic Warning Policy:
All students who earn a term/semester grade point average of below a 2.00, REGARDLESS OF cumulative grade point average, are placed on academic warning. Students are notified of an academic warning. Students will be removed from academic warning once they achieve a term/semester grade point average during the next full academic term (either Fall or Spring) of at least a 2.00 provided that their cumulative grade point average is at least a 2.00 as well.

Academic Probation Policy:
Probation Non-Nursing Courses: (School 50 courses)
Students will be placed on academic probation for the subsequent semester/term (Fall, Spring, Summer) for having one of the following academic deficiencies in **"Non-Nursing" Courses**:

1. Receiving below a C in any of the following courses: Anatomy & Physiology I* & II*, Statistics, Bio-Chemistry and lab, Microbiology and lab.
2. Receiving below a C in any course during a student's initial semester.
3. A term/semester or cumulative GPA less than a 2.00.
4. Two withdrawals or a withdrawal and a grade lower than a C any in science courses.

Effective Fall 2026, Human Anatomy & Physiology I (57:705:160) and Human Anatomy & Physiology II (57:705:162) will be designated as Rutgers School of Nursing-Camden courses and will be governed by School of Nursing academic policies. A minimum grade of C+ is required to successfully pass each course and to meet progression policies.

Note: *Students on academic probation must raise their term/semester or cumulative GPA to a 2.0 (C) by the end of their third semester (Fall semester of a student's sophomore term) to remain in the School of Nursing-Camden.*

Students who fail to raise their cumulative GPA to a 2.0 or above after completion of their sophomore fall semester will be dismissed from the School of Nursing-Camden and will be ineligible to transfer to any other Schools within the University, thus effectively dismissed from the University.

Probation Nursing Courses (School 57 courses)*:*
Students receiving a C or below in one or more nursing courses or who withdraw from one or more nursing courses, will be identified as "at-risk" and placed on academic probation. Students must meet with the Nursing Student Success Coach to receive a learning contract and will be required to fulfill the specific requirements of the

learning contract while on probation to promote student success. Students must meet with their academic advisor and may not take more than 12 credits in one semester. ***Note****: Students earning less than a C+ in two nursing courses will be dismissed from the nursing program.*

Undergraduate students who are placed on academic probation are sent specific requirements as to what term grade point average they must achieve, the maximum number of credits for which they are allowed to register and any additional conditions such as meeting with university staff members on a regular basis, or completion of an academic remediation plan.

Undergraduate students who are placed on academic probation must earn a C+ or higher, register for no more than 12 credits and meet on a regular basis with an Academic Advisor to develop an academic plan for the upcoming term.

(Amended and Approved by Faculty Organization 5/5/2020 and 3/5/24)

Withdrawal Policy for Nursing Courses (School 57) and all required School 50 courses:
If a student is in jeopardy of failing a nursing course or a required School 50 course, and it is the student's first attempt in the course, it is highly recommended that the student withdraws from the course in order to avoid a course failure. However, all nursing students, regardless of program, must contact their Course Faculty and their Advisor before course withdrawal to ensure a complete understanding of the effect the withdrawal will have on their plan of study, including implications for financial aid. A new progression plan outlined by the academic advisor is required when a student withdraws from a course. Specific courses may not be offered every semester; therefore, a student may have to wait more than one semester to re-enroll in the course. This delay may affect academic progression and/or anticipated program completion. In addition to meeting with the academic advisor, students who withdraw from a course must meet with the Nursing Student Success Coach to develop a Learning Contract for improving student success. Learning Contracts must be satisfied within the specified timeframe to allow for student progression. (See Appendix E- Remediation and learning contract policy for nursing courses).

A student's extenuating circumstances may also necessitate a complete withdrawal from all courses. Meeting with an Academic Advisor and with the Dean of Students will be required in order that students understand the financial, academic, and progression implications of withdrawal. When a student returns from a complete withdrawal, a meeting with an Advisor must occur to revise and implement the academic progression plan to create the least amount of delay in program completion. If a student does not register for more than two semesters after withdrawal, re-enrollment will be required. Students must reapply for re- enrollment within 18 months of the completed withdrawal from courses. A student with a complete withdrawal from all courses in one semester and then subsequent individual withdrawals from the same courses will be considered for dismissal from the program. *(See Appendix D, Readmission to the School of Nursing-Camden).*

Students are permitted only two attempts to successfully complete a nursing course or a required School 50 course; a withdrawal counts as an attempt. A student who withdraws from a nursing course and earns a grade less than a C+ on a subsequent attempt, including a second withdrawal from the same course, will be considered for dismissal from the nursing program. Likewise, a student who withdraws from a required School 50 course and earns a grade less than C on a subsequent attempt, including a second withdrawal from the same course, will be considered for dismissal from the nursing program.

A student who withdraws from a nursing course following a previous withdrawal or grade less than C+, will

be considered for dismissal from the nursing program. A student withdrawing from two or more different nursing courses in the same semester will not be dismissed from the program; provided these are first attempts in the courses. However, the withdrawals will count as attempts to successfully complete a required course (approved by Faculty Organization on 4/9/19).

Criteria for Dismissal:
Students will be considered for dismissal from the School of Nursing–Camden for any one or more of the following circumstances:

A. Not meeting the conditions of the student success plan (Learning Contract) and/or the conditions of the probationary period (refer to the Academic Probation Policy - above) and Appendix E Remediation and Learning Contract.
B. Two unsuccessful attempts in the same School 57 nursing course. Examples include:
    i. Earning a grade of C or lower in a School 57 nursing course and repeating the same course with an earned grade of C or lower.
    ii. Withdrawing from a School 57-nursing course and repeating the same course with an earned grade of C or lower.
    iii. Earning a grade of C or lower in a School 57-nursing course and then withdrawing from the same course upon a second attempt.
    iv. Earning a grade of NC in any clinical nursing course and an unsuccessful attempt in either the theory or clinical portion of the course in subsequent attempts.
C. Two unsuccessful attempts of the same **r**equired School 50 (CCAS)
    i. Earning a grade below C in a required School 50 course and repeating the same course with an earned grade below C.
    ii. Withdrawing from a required School 50 course and then failing to earn a C on the second attempt
D. Withdrawing twice from the same School 57-nursing course or required School 50 course.
E. Earning a grade of C or lower in any two School 57-nursing courses. These unsuccessful attempts may occur in the same semester or separate semesters. * Note: NC is considered an unsuccessful attempt.
F. Violating the University Code of Student Conduct.
G. Demonstrating unsafe behavior in the clinical setting.
H. Earning a grade of C or lower in any School 57-nursing course after readmission to the School of Nursing-Camden.
I. Not meeting the Technical Standards of the nursing program.
J. Deemed to pose a threat to patients and others in the educational or clinical environment.

Required School 50 courses include Anatomy & Physiology I* & II* and lab*, Statistics, Bio-Chemistry and lab, Microbiology and lab. * Effective Fall 2026, Human Anatomy & Physiology I (57:705:160) and Human Anatomy & Physiology II (57:705:162) will be designated as Rutgers School of Nursing-Camden courses and will be governed by School of Nursing academic policies. A minimum grade of C+ is required to successfully pass each course and to meet progression requirements.

*Note: If a student is at risk of failing a course, consider a withdrawal if this is the first attempt in the course. Students should meet with their academic advisor and faculty prior to the withdrawal deadline to understand implications of a withdrawal. See withdrawal policy. (Amended and Approved by Faculty Org 5/5/2020)

Decisions regarding dismissal from the School of Nursing–Camden are final and are not subject to the student grievance process. Only final course grades may be grieved under the Course grade grievance policy.

University's established Grade Appeal Policy. (Faculty Org 10/25) Attendance and Absence Policy:

The School of Nursing follows the University Policy, 10.2.7, Course Attendance.

Attendance Policies Related to Nursing Courses:
Students must be registered for class in order to attend. Students who do not appear on the roster should be directed to the Registrar to address their registration issues. Students experiencing difficulty with registration should meet with their advisor.

Students are expected to attend all class and clinical sessions, to arrive on time, and to stay for the entire time. Outside conflicts should be avoided; for example, students should not schedule work hours or other obligations during class sessions or during the final exam period. Students should not schedule leisure activities/vacations during the scheduled academic session course dates and the final assessment period. It is expected that every student will be present, on time, and prepared to participate when scheduled class sessions begin.

At the first class meeting of a semester, instructors are expected to distribute attendance policies which apply to their courses within the syllabus. While attendance itself is not used as a criterion for academic evaluations, grading may be based on engagement and assignments, which may take place during class sessions. If these areas for evaluation make class attendance essential, the student may be penalized for failure to be present and perform satisfactorily in the required activities. Faculty maintain the right to assign points for weekly in-class course work per the syllabus. Students who are absent from class may not be eligible to receive points for graded course work missed due to absence for any reason, based on the syllabus expectations.

In all circumstances, it remains the student's responsibility to promptly initiate discussion about absence and arrangements for making up any work with each instructor. Students are encouraged to work directly with their instructor for any needed flexibility, and with the Dean of Students office providing supplemental support as needed. Absences from class are handled between students and instructors.

If unable to attend a theory class, students are expected to inform the course professor by email prior to the class. Students will be asked to provide course faculty with reasonable documentation regarding their absences. Students are responsible for the missed material. A faculty member will outline attendance expectations within the syllabus.

Clinical Absences:
It is the expectation of Rutgers School of Nursing–Camden that students attend all clinical activities, as clinical learning is essential to the completion of end of program competencies and learning outcomes. Clinical activities include laboratory, simulation, and any assigned experiential learning experiences. Clinical activities can also include in-person or remote experiences. Students are expected to recognize that they have entered a profession in which full participation in the learning environment is an essential component of what will become a commitment to lifelong learning.

Students should not expect to be excused from required clinical activities or coursework for personal/family events. In extraordinary circumstances, an absence may be excused at the discretion of the course coordinator and clinical instructor collaboratively. The request may be reviewed by the Program Director and/or Associate Dean as necessary. This policy is designed for exceptional circumstances, and it should not be considered a guarantee that a student will be granted the permission.

Students should note that any absence from a clinical activity may place the student in jeopardy of not

satisfying the minimum course requirements. If a student must miss time due to serious or contagious illness or personal emergency, the student is responsible for calling the clinical instructor/preceptor as well as the assigned unit/clinical site before the start of the clinical activity. Reasonable documentation will be required for any absence (Health Provider note, Dean of Students' Letter, etc.). A student will receive a clinical warning for the following:

- Neglecting to notify the clinical, lab, or simulation instructor of absence or lateness prior to the occurrence
- Two clinical absences (excused or unexcused), which place the student in serious jeopardy of being unable to meet the learning outcomes of the clinical experience. (note- an absence from one 12-hour clinical experience is considered to be two clinical absences).
- Arriving greater than 5 minutes late for the scheduled simulation will constitute a missed simulation.

All clinical absences will require a make-up experience and/or assignment as determined by the Course Coordinator. The Course Coordinator, in consultation with the clinical instructor, will determine the nature of the clinical make-up experience.

Decisions regarding clinical make-up are based on the student's progress in demonstrating course learning outcomes and course competencies as determined by the clinical instructor and course coordinator. The student is responsible for following up with the Course Coordinator and clinical instructor regarding any absence and needed make-up.

Depending on the clinical objectives and availability of clinical experiences, more than one in-person make-up experience may not be available. **If a student misses more than two scheduled clinical activities, the student will be assigned a grade of unsatisfactory (NC) requiring repeat of both theory and clinical courses, unless verified extenuating circumstances have been noted.** An (NC) received in a clinical course for attendance is considered a course failure and counts as an unsuccessful attempt when considering a student for program dismissal.

Additionally, students who are found to have falsified clinical attendance documentation will be considered in violation of academic integrity and code of conduct, which may result in sanctions including course failure and/or program dismissal.

5/1/2024 Faculty Organization

Section II D: Program Progression

Progression in the Pre-Licensure Nursing Program

Nursing Courses

Nursing courses designated as School 57:705 must be taken in the sequential order listed on the appropriate program plan of study. An advisor must approve deviations from the plan of study. To progress in nursing, a grade of a C+ or higher must be earned in each nursing course. The curriculum has been designed so that the theory and laboratory components of the course support each other to facilitate understanding and application of materials. Therefore, a grade lower than C+ in a nursing theory course will result in the assignment of a grade of "no credit" for the co-requisite nursing laboratory course.

Likewise, failure of a nursing laboratory course will result in the assignment of no credit for the co-requisite

nursing theory course. Both courses must be repeated if the student remains eligible for progression in the program. Students who fail the nursing laboratory course for documented unsafe practice are subject to administrative/faculty review for dismissal from the nursing program.

Students who earn less than a C+ in one nursing course will be placed on academic probation (see academic probation policy). Students who earn lower than a C+ in two nursing courses will be dismissed from the program (see **Dismissal policy**).

Grading Scale for Nursing Courses**

A 90-100
B+ 85-89.9
B 80-84.9
C+ 75-79.9
C 70-74.9 Unacceptable for progression
D 60-69.9 Unacceptable for progression
F 59 and below Unacceptable for progression

****Non-nursing courses are not considered part of this policy.

(Amended and Approved by Faculty Organization 5/5/2020)

Non-Nursing Courses

Successful completion of non-nursing courses taken to satisfy School of Nursing–Camden requirements is a grade of C or higher. If a student fails to earn a grade of C or higher in a required non-nursing course, the student may repeat the course one time. If the student does not earn a grade of C or higher when repeating the course, the student will be considered for dismissal from the SNC. Non-nursing required courses must be taken in the sequence outlined on the program template, except transcultural courses and general education requirements (civilization and heritage requirement, literature fine arts requirement and free electives).

Test Time Allotment

The majority of scheduled tests in the pre-licensure programs in the Rutgers School of Nursing–Camden will be timed (i.e., a certain amount of time will be allotted per question on the test). The faculty reserves the right to allow a minimum of 60 seconds per question on any given test. Faculty may add time considering the type of questions asked and answers required. Additional time may not be assigned to individual students unless they have documented accommodations through the Office of Disability Services. Timed tests are necessary to prepare pre-licensure nursing students to take the National Council Licensure Exam-RN (NCLEX-RN), a timed test. Students must follow university policies to receive this accommodation and are referred to the Office of Disability Services http://learn.camden.rutgers.edu/disability-services.

Medication Calculation Testing Policy

The ability to accurately calculate medication dosages and administration rates is one of many essential skills for the nursing student to master for safe patient care. Medication Calculation will be incorporated into nursing courses during exams, clinical experiences, and case studies. Pre-licensure students must demonstrate competency in medication calculation skills throughout the program.

Medication assessments will be worth 5-10% of a course grade. Students will have two attempts to pass medication calculation assessments; however, only the **first attempt grade** will be recorded in the gradebook.

If a student scores less than 84% on first attempt, the student will be required to remediate and will be allotted a second attempt to test; however, the score awarded to the student in the gradebook will be the **first attempt score**. If the student does not meet the benchmark score by the second attempt, a Learning Contract will be initiated.
(Amended and Approved by Faculty Organization 4/30/2024 and 10/7/2025).

Nursing Curriculum Plans
For specific nursing curriculum plans (traditional BS, accelerated BS, RN/BS, DNP, etc.) **see School of Nursing–Camden website** https://nursing.camden.rutgers.edu/BSN

Independent Study (see Appendix D)
In an Independent Study Course, a full-time faculty member acts as guide, mentor or facilitator on a study project initiated by the student. The final design of the course plan may be worked out between faculty member and student. Still, it is the students' responsibility to make the initial proposal, to approach a suitable faculty sponsor, and to manage their own work throughout the assigned time frame.

Eligibility
Any School of Nursing–Camden student is eligible to request an independent study. Additionally, a current GPA of at least 3.0 is strongly encouraged.

Restrictions
No more than 6 credits of Independent Study can be counted toward graduation requirements.

Faculty Role
Faculty members are not obligated to serve as independent study advisors, and they receive no compensation for doing so. Providing this type of mentoring is a personal investment based on confidence that the student will effectively manage the process and produce high-quality work. Just as with any other professional mentoring situation, the student must recognize this placement of trust and make every effort to meet or exceed expectations.

Proposal
The following steps take the student from an idea through the proposal and enrollment in an Independent Study.

Two of the most common types of independent study are shown below with specific features to include in a proposal for research with a faculty member.

STEP #1. The student submits (1) a completed application form, (2) an unofficial transcript, and (3) the proposal following the guidelines to a full-time faculty member. The faculty member may agree to the proposal, suggest further discussion and possible revisions, or decline involvement.

NOTE: *The application should be submitted to the faculty member during pre-registration for the semester in which the work will occur.*

STEP #2. If the student and faculty member reach agreement on the Independent Study, documentation of their agreement is sent to the Associate Dean, Baccalaureate Programs, who may

request additional information for clarification or simply initial the application and, if desired, retain documentation in a central file for later reference.

STEP #3. If the proposal is approved (form is signed by the faculty member and by the Associate Dean, Baccalaureate Programs), the student contacts the Administrative Coordinator for the SNC - CARES office to obtain the Special Permission Number required for the student to enroll in the course.

With enrollment complete, the student begins the work on the agreed project. The student is responsible for setting all necessary appointments with the faculty mentor and managing commitments to adhere to the proposal timeline.

Completion:
The student provides deliverables according to the descriptions and deadlines put forth in the final, approved proposal. High quality work is expected. Simply completing the work is no guarantee of an A grade. When the student and the faculty mentor agree that the work is complete, the faculty member assigns a grade and submits that to the registrar for posting to the student's record. To allow for any needed discussions at this point in the process, it is wise to schedule completion of the planned work a week or more before the standard grade submissions for that semester.

A proposal for Research with a Faculty Member:	**A proposal to study specific information for which no class is currently offered:**
a. Specify a ***research question***, a clear statement of the specific issues you plan to investigate and why this is interesting and important. The question should have both practical and theoretical significance. b. Provide ***background*** to this question in a brief summary of previous related research. Include a reference list from both academic journals. c. Explain the ***methodology*** you plan to use in your investigation of the topic (i.e. surveys, readings, interviews, etc.). The more detail you can provide, the better. d. Provide a clear ***timeline*** that shows responsibility for deliverables on specific dates throughout the time of the project. These might include deadlines for written work or presentations, or scheduled progress meetings at which to review specific portions of the work and receive feedback. Describe the anticipated benefits of the project–the expected outcomes for your own learning and its fit in your educational program, as well as the potential contribution of resulting information for other researchers and the community. (For this type of project, you would seek out a faculty member who does related research.)	a. Describe the ***body of knowledge*** you want to study, including why this is important to your overall program of study. This should include an overview of available courses that you have investigated and verified they do not cover what you are seeking. b. List proposed ***sources for information*** you want to study. This could include books, articles in professional journals, academic research articles, and others. Include full bibliographic information along with your reasoning for use of each source. c. Specify the ***final product*** of your work and intended audience (written paper or chapteron the topic, oral presentation to a class, related business proposal, etc.). d. Provide a clear ***timeline*** that shows responsibility for deliverables on specific dates throughout the time of the project. These might include deadlines for written work or presentations, or scheduled progress meetings at which to review specific portions of the work and receive feedback. e. Describe the anticipated ***benefits*** of the project–the expected outcomes for your own learning and its fit in both your education program (as referenced in item a), and your career after graduation. (For this type of project, you would seek out the faculty member whose area of teaching and research is most closely related to your topic area.)

Section II E Clinical Policies

Compliances (also see Appendix A)
Adherence to the health requirements for all students at Rutgers School of Nursing–Camden is required. Immunization and health testing information must be completed to meet New Jersey law and University requirements and to assist in maintaining your health and the health of others you meet while on campus. These forms should be submitted as directed in your admissions materials.

The School of Nursing–Camden also requires additional health, criminal background, and other compliances as set forth by affiliate clinical agencies. Students must remain 100% compliant with these requirements in order to participate in all clinical experiences. Missed labs/clinicals due to non-compliance may result in failure of that particular lab/clinical. Students will not be permitted to attend labs or clinicals if they are non-compliant. Additionally, registration holds may be placed on the accounts of non-compliant students, preventing them from registering for classes and delaying their program progression.

Malpractice Liability Insurance
Malpractice/liability insurance is carried by the university and covers students in the program. If students prefer additional coverage, they may purchase their own malpractice insurance.

Clinical Placement and Expectations

For traditional, ABS, and RN-BS students, clinical labs and/or clinical settings are selected to offer experiences congruent with theoretical course content. A variety of agencies and modalities, including hospitals, clinics, outpatient care centers, shelters, community health entities, and online learning experiences, are used throughout the program to provide students with a range of experiences and exposure to a variety of professional nursing roles in order to meet end of program competencies.

Students may be scheduled for clinical and laboratory experiences from 6:30 AM to 11:00 PM, seven days a week. Clinical sites may be up to 60 miles from Rutgers-Camden. Students are responsible for their own transportation to the clinical agencies. Students should also be aware that transportation to clinical agencies might involve tolls or parking fees. Students are encouraged to carpool to clinical experiences.

Clinical Contractual Requirements
Students are responsible for completing all pre-clinical agency onboarding requirements in a timely manner. Pre-clinical agency requirements can be accessed through the SNC - CARES Student Portal located on the Rutgers School of Nursing – Camden website. Additional requirements will be communicated to students by means of official Rutgers email address. All nursing students are required to fully comply with all clinical onboarding procedures and processes by the communicated due date to ensure eligibility to participate in clinical experiences. Clinical onboarding requirements may include, but are not limited to, completion of computer-based training, learning modules, submission of required documentation, and any additional requirements deemed necessary for clinical placement.

Failure to complete all onboarding requirements by the specified deadline may result in ineligibility to attend clinical, delayed progression in the program, or other academic consequences as outlined by the School of Nursing.

Clinical Registration
Students are given the opportunity to register for a clinical lab during a separate registration period when possible. However, it is sometimes necessary for the SNC CARES department to place and register students

in clinical sections. The process will be as follows when students are given the opportunity to self-register for clinical experiences.

- Clinical section options will be visible prior to clinical registration for viewing and planning purposes.
  - Clinical spots will be available on a first come, first served basis during clinical registration and students should expect that it is unlikely to obtain first choice(s).
  - Clinical section selections must not conflict with chosen theory courses.
  - Students must only schedule one clinical experience per day of the week.
  - Students may not schedule a clinical experience on the same day as a theory course.
  - No changes can be made after completing the registration process.
  - Students are not to withdraw from a clinical section without discussing it with SNC-CARES department first as this may result in forfeiting the clinical spot.

Undergraduate students may submit special lab/clinical requests, including military and medical accommodation requests, to the SNC-CARES office as directed **prior** to registration for consideration. Special requests must be made well before the clinical registration period to be considered. Requests will be reviewed and may be honored based on the nature of the request. Not all special requests can be honored. A work schedule does not qualify as a special request. No changes or switches can be made after the registration period is closed.

Attempts will be made to accommodate students in clinicals who are out of progression due to course withdrawals or course failures as space permits. However, the student may be required to repeat the course in subsequent semesters when space is available. The advising staff will determine a progression plan for the student based on the plan of study, course prerequisites, and clinical availability. Students must take theory and clinical courses concurrently.

Please note that registration holds may be placed on the accounts of students non-compliant with their health, criminal background, and agency requirements. Additionally, students must **remain 100% compliant** with these requirements at all times throughout the program in order to participate in any clinical/lab experiences (See Health and Background Requirements). Failure to meet clinical compliance requirements may result in removal from clinical and accompanying theory course, and resultant delayed progression.

Lab/clinical sites/days/times may change after registration and/or assignment due to circumstances beyond the control of Rutgers-Camden. The School of Nursing–Camden reserves the right to amend any lab or clinical sections assigned or registered for without prior notice to persons who might thereby be affected. Students will be notified of substantive changes through their official Rutgers email address.

Professional Behavior and Safe Practice in Clinical Settings

Rutgers-Camden Nursing students will demonstrate professional behavior during all lab/clinical placements, following the legal and ethical codes of nursing as outlined in the guidelines for Student Conduct (section II- C). Professional behavior promotes the well-being of clients, health care workers, and self; reflects accountability in preparation for, and documentation of, continuity of care; and reflects respect for the rights of individuals. Professional behavior also contributes to maintaining a civil, non-threatening, and therapeutic environment and actively promotes the values and ethics of the nursing profession. Acting under ethical principles ensures that the provided care does not jeopardize the client's basic rights or endanger professional relationships.

The student must practice within the contractual agreements between Rutgers and the affiliating agency and the objectives of the specific course. Conduct and demeanor must be professional at all times within the agency and surrounding areas. Students must comply with all clinical procedures and policies as required by the agency and outlined by the clinical instructor.

Accountability: The student must demonstrate responsibility in preparing for, implementing, and documenting comprehensive client care. Expectations for performance include, but are not limited to, the following:

a. Arrive on-time, well-rested, and free of impairment by alcohol, marijuana, or other substances (see the Substance Misuse and Impairment policy, Appendix H)
b. Adequate written and verbal communication.
c. Adherence to procedures in preparation, administration, and documentation of medications and other nursing procedures.
d. Reporting to the instructor any questionable nursing practice that affects client welfare.
e. Adequate preparation for clinical practice, including orientation and knowledge of nursing theory
f. Appropriate assistance/supervision when performing procedures, administering meds, and delivering care.
g. Civility when giving and receiving feedback
h. Compliance with punctuality and attendance.
i. Compliance with health, criminal background, or agency requirements.
j. Following through on remediation plans to correct any deficient areas identified through a Clinical Warning or Clinical enhancement tool.
k. Adherence to Code of Ethics and Student Code of Conduct
l. Adherence to agency policies

Clinical Expectations:

The items listed below constitute minimum behavioral expectations while in clinical. All students are expected to:

- Demonstrate prior knowledge and skills learned in previous clinical courses.
- Demonstrate acceptable progress in meeting course outcomes.
- Receive and prepare for the assignment in a timely manner
- Seek out handoff report within a reasonable time frame.
- Notify the nurse as well as clinical faculty when they leave or return from a patient care unit. The student must give and receive handoff to the RN and student peer assigned to cover their patients.
- **Please note: Procedures or medications cannot be done without the clinical faculty (or preceptor in the Capstone course).**
- Students must follow HIPAA guidelines.
- Be prepared for clinical wearing the appropriate uniform (including Rutgers student ID badge and name pin) and possessing equipment necessary for client care. (See: Clinical Performance Expectations - Appearance and Equipment in the Student Handbook.)
- Successfully complete all written assignments on time. Instructors may require students to revise an assignment.
- It is expected that written assignments are the sole work of the student unless faculty specifically state otherwise. Students are required to follow the University Academic Integrity Policy.
- Students must achieve a "satisfactory" clinical evaluation and a passing grade in theory (PA) to successfully complete the course.

Patient Safety

Students who recognize that they have made a clinical error are obligated to report the situation to their instructor immediately and to take necessary measures to ensure subsequent patient safety.

Unsafe practice: Student behavior may be considered unsafe in certain circumstances. Unsafe practice is behavior that places others in either physical or emotional jeopardy. Physical jeopardy is the risk of causing physical harm, while emotional jeopardy means that the student creates an environment of anxiety or distress which places others at risk for harm.

Elements of unsafe practice include, but are not limited to poor communication, lack of self-awareness, inability to reflect on practice, lack of insight into one's practice, failure to accept responsibility for one's practice, knowledge and skill incompetency despite remediation, inability to use feedback to improve performance, or unprofessional attitude or behavior.

If, according to the professional judgment of the instructor or agency, student behavior that is considered unsafe, disruptive, or outside of the student scope of practice may be cause for immediate removal from the clinical setting. In consultation with the course coordinator and Program Director, clinical faculty will determine the student's clinical course outcome. An administrative review will follow, and dismissal from the nursing program may be considered.

Health Insurance Portability and Accountability Act (HIPAA) Policy https://uec.rutgers.edu/policies/hipaa/

Confidentiality and Patient Privacy

Patient privacy is governed by HIPAA. Information about patients and/or their circumstances should not appear on social media sites. A report of student misconduct or infringement with regard to this Code may initiate a grievance process that could lead to dismissal and, if appropriate, may be reported to the New Jersey State Board on Nursing. Violation of federal, state, and local laws may be applicable and, as appropriate, would be reported to law enforcement officers. These standards of conduct shall not diminish or remove the applicability of University-wide policies and procedures, and, where in conflict, University-wide policies shall control over the standards herein.

Clinical Uniform and Appearance

As representatives of the Rutgers School of Nursing–Camden, undergraduate nursing students are expected to portray professionalism by being well-groomed and appropriately dressed for the clinical agency being used. Students must comply with each agency's Clinical Uniform and Appearance policies and wear Rutgers student identification.

Unless the instructor specifies otherwise, students must wear a red scrub top and black scrub pants when uniforms are required in the clinical area. The scrub top must have the "Rutgers School of Nursing | Camden" embroidered logo. Students are not permitted to wear T- shirts, turtlenecks, or sweaters under the scrub top that extends past the sleeve of the scrub top.

Only the official red embroidered lab "warm-up jacket" may be worn over the scrub top. Students can purchase the scrub tops and jackets at the University Bookstore (the black scrub pants may be purchased at

the retailer of the student's choice). Solid color white or black *waterproof* shoes or sneakers are required and may be purchased at the retailer of the student's choice. Student name pins should also be purchased at the University Bookstore.

Hair must be kept neat and clean without extreme fads, styles, or colors (e.g., pink, green, or any color not naturally found on humans). Caps, sweatbands, or hair ornaments are inappropriate in the clinical area. Hair that extends past chin-length must be pulled back, tied, or otherwise secured off the neck so it does not fall forward to impair vision or interfere with clinical activity. Hair must never come into contact with others, equipment or supplies while performing patient care and other job duties.. The wearing of wigs, hairpieces, etc., is permissible if consistent with the description above.

Facial hair is acceptable if it does not interfere with wearing protective equipment (i.e., a respirator mask); mustaches, beards, and sideburns must be kept neatly trimmed.

Only clear nail polish is allowed. No artificial nails or gel manicures may be worn. Nail length must not exceed ¼". All tattoos should be covered when in the clinical setting. Regarding jewelry, only small post earrings in the lobes of the ear and a wedding band may be worn. Other visible body piercings may not be worn in the clinical setting. Students should limit any personal product containing a perceptible fragrance (perfume, hair products, lotion, hand gel, etc.), as this may affect clients with allergies, asthma, and nausea. Modifications or additions to the policies above may be required by clinical instructors based on professional judgment and/or the requirements dictated by the clinical agency or setting.

Cultural or religious reasons may be considered for altering these clinical expectations. Students must correspond directly with their clinical instructor and/or Director of SNC-CARES.

Pregnancy

Pregnant students may continue in clinical placement as long as their health status is satisfactory and they are able to complete the clinical assignment. A note from the healthcare provider indicating safety of participation in clinical activities may be required. For their safety, pregnant students must not enter areas where radioisotopes or x-ray therapy is being administered. Pregnant students should consult the SNC- CARES office well in advance of their clinical assignment. Clinical agencies may have policies that determine the placement of students during pregnancy, and assignments may be made accordingly. For more information, please reach out to the Rutgers Camden Title IX office.

Injury and Exposure to Hazardous Material in the Clinical Setting

Students who sustain injuries at the clinical site should immediately notify clinical faculty and follow injury reporting procedures for both the clinical agency and the Rutgers School of Nursing–Camden. All students must have and maintain current health insurance and show verification of coverage as required. Rutgers-Camden and the clinical agencies that provide lab/clinical experiences for our students are not responsible for providing medical follow-up. When injury occurs, the student should assume full responsibility for initiating medical care and subsequent follow-up using their current health insurance. The student must report the injury to the SNC-CARES office and Course Coordinator within 24 hours.

In the event of exposure to infectious or hazardous materials, blood, and/or body fluids, the student should follow infection control procedures of the clinical agency, immediately notify clinical faculty, and follow exposure reporting procedures for both the clinical agency and Rutgers School of Nursing–Camden. All students must have and maintain current health insurance and show verification of coverage as required. Neither Rutgers School of Nursing–Camden nor the clinical site is responsible for providing medical follow-

up. When exposure occurs, the student should assume full responsibility for initiating medical care and subsequent follow-up using their current health insurance. The student must report any exposure to infectious organisms to the SNCCARES office within 24 hours. It is also recommended that the student follow up with a notification to Rutgers-Camden Student Health Services within 24 hours.

Clinical Enhancement Process

The Clinical Enhancement process is designed to help students strengthen specific clinical skills or behaviors that require additional support. It is not a punitive process, but rather a resource to ensure your success in clinical practice. Please review the following expectations and responsibilities carefully:

- If your clinical instructor determines a need for additional support, you will be referred for Clinical Enhancement and notified verbally and/or by email.
- Referrals may be issued with or without a clinical warning. If a warning is issued, it will also be recorded in Navigate.
- Once referred, you will receive an email with instructions for scheduling your Clinical Enhancement appointment within the simulation Canvas site.
- You must choose an available time slot within **48 business hours** of receiving the referral and complete clinical enhancement within **10 business days**.
- If you need to reschedule your appointment, you must provide **a minimum of 48 business hours' notice**. In case of illness or emergency, you must submit reasonable documentation to support any deviation from this requirement.
- Failure to schedule or attend your appointment, or to follow required steps without proper documentation, will result in a clinical warning and may lead to a clinical non-pass.
- After completing your appointment, you will receive a paper copy of your Clinical Enhancement tool (CET). You are required to sign and upload this form to the designated assignment in your clinical course's Canvas site.
- If your CET is associated with a clinical warning, your instructor will document the outcome in Navigate. Clinical instructors have the discretion to document Clinical Enhancements that are not associated with a clinical warning.
- If it is determined that you are unable to successfully complete the Clinical Enhancement, your instructor and course coordinator will consult with the Program Director and Associate Dean to determine next steps.
- Students must follow all instructions carefully and reach out to your clinical instructor or the simulation team if you have any questions.
- Students must follow all instructions carefully and reach out to your clinical instructor or the simulation team if you have any questions.
- Refer to Appendix B- Clinical Enhancement policy.

The CET policy does not replace the Clinical Warning policy.

Clinical Warning Policy
The Clinical Warning Policy applies to all nursing courses that contain a clinical or lab component. The primary objectives of the policy are: (1) to provide the student with information based on the clinical instructor's observation that the student did not follow established guidelines, policies, or protocols or that patient, staff, or student safety was jeopardized; (2) a student is not meeting one or more clinical learning outcomes; and (3) to provide guidance and direction for student learning.

A Clinical Warning should be issued (via Navigate) for the following situations:

1. Student is not on track to meet clinical learning outcomes(s)
2. Student was late for a clinical experience
3. Student was absent (excused or not excused) for clinical experience.
4. Student was late or absent from simulation
5. Student was not prepared to care for assigned client(s)
6. Student did not adhere to the Professional Behaviors in Clinical Setting Policy
7. Student did not adhere to one of the policies in the Nursing Student Handbook
8. Student acted in a way that was considered uncivil, disrespectful, or violent
9. Student's performance or behavior was unsafe
10. Student failed to complete compliance/onboarding by due dates
11. Any other situation identified by the Clinical Instructor that may warrant a Clinical Warning

If the clinical instructor deems a clinical warning is necessary, that instructor will discuss the situation with the student and the Course Coordinator and issue the student a clinical warning through the alert feature of Navigate. Whether the occurrence requires the notification of the Baccalaureate Program Director will be at the discretion of the Course Coordinator and Director of the SNC-CARES department.

Clinical Failure
Student may receive a clinical failure for the following reasons including but are not limited to:

- Failure to meet the required clinical outcomes, including expected behaviors and skills despite opportunity for remediation.
- A pattern of clinical lateness or absences, including absence from simulation or other clinical activities which impede the evaluation of clinical outcomes. (See clinical absence policy).
- Failure to meet ethical or conduct standards
- Failure to complete assigned remediation completely or in a timely basis
- An occurrence of unprofessional or unsafe practice which results in student removal from a clinical site or a pattern of behavior involving unacceptable risk.

Any violation of the Code of Ethics for Nursing students in additional to any violation to the Rutgers University Standards of Conduct could lead to dismissal from the Nursing major. Violations will be administratively reviewed on a case-by-case basis.

Section II F: Computing, Technology, and Social Media Conduct

Computing and Technology
While the School of Nursing–Camden does not require the purchase of any specific computing hardware, students must acquire a laptop computer that meets the standards set forth. Students are responsible for

ensuring that they have required software for every course in which they are enrolled and are able to easily access required sites. Students are required to take computerized exams in class on their own laptop computers. For further information on compatibility and hardware and software operating systems used by the school, please visit https://nursing.camden.rutgers.edu/laptop-requirements. If you have any questions, please email support@camden.rutgers.edu.

Social Media Policy

Students who participate in social media are expected to abide by professionalism, respect for all persons and adherence to the policies described below.

> ***Definition****: Social media are various types of electronic communication created and shared by users. Social media include, but are not limited to networks such as Facebook, YouTube, Twitter, Instagram, Snapchat, Tik Tok; photo sharing sites such as Flickr; audio sharing through podcasts, SoundCloud and other venues; professional networks such as LinkedIn; user created pages such as Wikis and Wikipedia; public comment on webpages such as allnurses.com; social bookmarking through Diggit and similar applications; blogs and similar forms of information sharing.*

Code of Conduct Regarding Social Media

Professional standards of behavior apply to social media use. Students are responsible for the content they post or promote in any online form. HIPAA guidelines apply to social media and prohibit the sharing of patient information. Students are to refrain from accessing or using social media at clinical sites. The National Council of State Boards of Nursing has developed guidelines for nurses and nursing students to use social media responsibly.

Guidelines for Social Media Use

1. Clients' privacy and confidentiality must be maintained online. Students may not post or transmit any patient information.
2. Clients should never be videotaped or photographed.
3. Students should safeguard personal information by using privacy settings when available.
4. Anonymity does not exist; postings can be accessed broadly and indefinitely. Be aware that anyone, including colleagues, educational institutions, and employers, may be able to view content, regardless of your intended audience.
5. Students must observe and maintain boundaries with clients in accordance with ethical and professional guidelines.
6. The National Council of State Boards of Nursing has developed comprehensive guidelines for nurses and nursing students for using social media responsibly, found online at: https://www.ncsbn.org/NCSBN_SocialMedia.pdf

Section II G: Student Organizations

Students are encouraged to join the various student organizations on campus to stimulate interests outside of the profession and to contribute to their personal growth. They are also encouraged to volunteer for committee service in the SNC.

The Student Nurses' Association (SNA):
SNA is a vehicle for communication among undergraduate students, the Rutgers School of Nursing–Camden, the New Jersey State Student Nurses' Association, and the National Student Nurses' Association. All Rutgers School of Nursing–Camden students are eligible for membership in the National Student Nurses' Association and our school's Student Nurse Association (SNA). This is your pre-professional organization. The fee for membership is included in your school fees; however, applications must be completed annually during the first week of each academic year.

All students are encouraged to complete the application and participate in SNA activities. Participation affords students opportunities for leadership (national, state, and local), networking, community service, scholarships, discounts on malpractice insurance, conferences, a variety of merchandise, and other benefits.

During the first month of each semester, a representative of the SNA will send emails announcing meeting dates and times to all nursing students.

Sigma Theta Tau International Honor Society of Nursing:
Sigma is the International Honor Society of Nursing that recognizes the outstanding achievement, leadership, and creativity of its members. Sigma International, Eta Mu Chapter was chartered in 1984 at Rutgers-Camden. Please visit the Sigma website for information about the honor society and eligibility requirements.

Student Representation on School of Nursing Committees:
According to the Faculty By-Laws, there is to be student representation on the Faculty Organization and Curriculum and Educational Resources Committees. Each student representative determined by the SNA shall participate in the committee discussions but shall have no vote. Representatives are expected to bring to the committees the opinions and stated needs of the students they represent and to report back to the SNA regarding the proceedings of the faculty committees.

Section II H: Graduation Requirements and Nursing Program Awards and Scholarships

Graduation Policies Credit Requirements

Undergraduate students in the Traditional Bachelor of Science (BS) in Nursing program must have successfully completed a minimum of 121 credits. A minimum of 60 credits taken at Rutgers–Camden is required for the Accelerated Bachelor of Science in Nursing program (ABS) and is combined with 60 credits awarded from the students' first baccalaureate degree to equal a minimum of 121 credits.

Graduation with Honors

To be eligible for an honors designation, a student must successfully complete at least 45 credits at Rutgers, The State University of New Jersey, as a matriculated student in accordance with Rutgers University policy. The bachelor's degree is conferred with cum laude on all degree candidates with a minimum cumulative grade-point average of 3.5; the requirement for magna cum laude is a cumulative grade-point average of 3.75; the minimum requirement for summa cum laude is 3.9. Only **credits for theory courses--not clinical or lab courses--are included in the calculation of final GPAs.**
https://nursing.camden.rutgers.edu/graduation-information#honors-grads

Representative Nursing Program Awards and Scholarships

(Please Note: Awards may vary from year to year based on funding and availability. New awards are noted through the University's universal scholarship application. Due to the changing nature of awards and scholarships year-to-year, periodic information letters may be emailed to students as applicable.)

Each spring semester, nursing students will be invited to apply for scholarships through the Rutgers-Camden universal scholarship application. This is an online application that will list the requirements for each award. Nursing students must submit a recommendation for support for a specific award from a School of Nursing–Camden faculty or administrator that includes the student's behaviors which support their eligibility for the award. Non-nursing faculty should not be asked to provide support for a nursing scholarship asking about specific behaviors related to nursing traits or patient care behavior. Clinical faculty may be asked for letters of recommendation. Non-nursing faculty may provide letters of support for general scholarships.

SECTION III: RN to BS PROGRAM

Section III A: Program Description and Admission

RN to BS Nursing Program (for Registered Nurses)

The Rutgers School of Nursing–Camden offers an RN to BS in Nursing for registered nurses who are seeking the Bachelor of Science in Nursing. This program has been designed to build upon the existing foundation of nursing knowledge and clinical experience possessed by registered nurses. Upon admission, each student will be considered individually, and a proposed course of study will be discussed and developed. The Rutgers School of Nursing–Camden RN to BS program is designed for those who have already completed their basic nursing education and are licensed registered nurses. Students apply directly to the program of their choice (Mercer, Atlantic Cape, or Fully-Online). Courses in the RN to BS nursing program include online, hybrid, and face-to-face classroom sessions. For curriculum plan see School of Nursing—Camden website.

Transfer Credits

The following limits are set on the maximum number of degree credits transferable into the School of Nursing–Camden: No more than 60 credits from two-year institutions, no more than 90 credits from four-year institutions and no more than 12 of the last 42 credits earned for the degree may be transfer credits. A maximum of 90 credits may be transferred from any combination of two- and four-year institutions. Students who have completed nursing course credits elsewhere are evaluated on an individual basis. Nursing courses taken elsewhere are not guaranteed to transfer into the program. Matriculated students at Rutgers School of Nursing–Camden (SNC) are required to complete all coursework at Rutgers Camden unless they receive permission in advance to take a course at another institution.

Section III B: Academic Advisement

Academic Advisement- RN to BS

Students are encouraged to seek academic advisement every semester prior to registering for courses. It is the students' responsibility to understand program requirements. Academic advisement for RN to BS students is provided via the students' selected program as follows:

Rutgers at Atlantic Cape Community College, Mays Landing, NJ
Contact: Manager of Academic Programs
Phone: 609-837-2900 x 2912
Email: Rutgers-accc@dceo.rutgers.edu

Rutgers at Mercer County Community College Campus, West Windsor, NJ.
Contact: Manager of Academic Programs
Phone: 609-570-3490 or 609-570-3419|
Email:Rutgers-mccc@dceo.rutgers.edu

Fully Online Program
Contact: Carlie Ale, MSN, RN-BC, CNE
Assistant. Director, SNC-CARES
Phone: 856-225-2810
Email: carlie.ale@rutgers.edu

All changes in a students' curriculum plan (Drop/Add) must be approved by the Assistant Director, SNC-CARES (Center for Academic Resources, Engagement, and Services) or the Program Director. Students who do not seek advisement risk not being able to progress or graduate on time due to insufficient coursework, credits, and completion of requirements.

Students in the RN to BS campus-based programs must have successfully completed a minimum of 120 credits. Thirty of the last 42 credits earned must be at Rutgers–Camden. Students must apply for their diploma by the Registrar's published deadline: http://www.ugamissions.rutgers.edu/Diploma/Login.aspx

Section III C: Compliance and Document Tracking

Compliances (also see Appendix A)
All Rutgers School of Nursing–Camden students must adhere to health requirements. Immunization and health testing information are needed to meet New Jersey law and university requirements, and to assist in maintaining your health and the health of others you meet while on campus. Forms should be submitted as directed in your admissions materials.

The School of Nursing–Camden also requires additional health, criminal background and other compliances as set forth by affiliate clinical agencies. Students must remain 100% compliant with these requirements in order to participate in on and off campus lab experiences. Missed clinical days due to non-compliance may result in failure of that clinical. Additionally, registration holds may be placed on the accounts of non-compliant students.

RN to BS students complete one clinical course. Clinical placemen for this course is a coordinated effort between the student, the SNC-CARES office, and the Course Faculty/Program Director. RN to BS Fully Online Program students locate their own preceptors, but these preceptors must be approved by the SNC-CARES office. RN students are required to complete questionnaires sent by the SNC-CARES office well in advance of the semester in which they plan to enroll in clinical courses. These questionnaires facilitate appropriate clinical placement.

RN students will coordinate clinical dates and times with their preceptors directly and are required to complete the clinical hours as noted for the clinical course. If a student must miss a planned clinical day, he or she must notify their preceptor prior to the start of the clinical day and work with that preceptor to make up any missed hours.

Document Tracking
Students are required to submit immunization records, medical records, background information, and healthcare certifications directly by the assigned date to the university and/or a tracking system managed by Castle Branch, a secure online platform. Required documentation should not be submitted to School of Nursing–Camden personnel.

Students must upload all required documents into the CastleBranch tracking system by the assigned due date.

SECTION IV: APPENDICES

Appendix A: Clinical Compliance Requirements

Document Tracking

Students are required to submit immunization records, medical records, background information, and healthcare certifications directly by the assigned date to the university and/or to CastleBranch, a secure online tracking management system, rather than to the School of Nursing–Camden. Additional clinical compliance documents may be required for specific clinical sites with an associated additional expense.

Summary of Required Compliances

1. **Physical exam**: Students can either go to a primary health care provider or Rutgers–Camden Student Health Services for their physical exam and other related requirements. Even if a primary health care provider is used, students are encouraged to make an appointment with Student Health Services at 856-225-6005 for a "Nurse Review" to ensure that all the requirements/forms/labs are completed before they are uploaded to CastleBranch.

   NOTE: *Only the Rutgers School of Nursing–Camden Student Health Records Packet, available through https://nursing.camden.rutgers.edu/nursing-student-health-forms, will be accepted. Please do not use personal health care providers' standard health/physical forms.*

2. **Immunizations, titers (follow-up for negative/equivocal titers required):** 2 step PPD (7-30 days apart) OR QuantiFERON Gold (annual 1 step PPD OR QuantiFERON Gold), annual seasonal influenza vaccine (deadline announced annually based on clinical partner requirements), and all COVID vaccinations and applicable boosters are required

3. **CPR Certification:** Must be American Heart Association (Health Care Providers/BLS Providers Course) and must include student signature. Students must take an in-person/hands-on course.

4. **Background Check Items:** Criminal background check, child abuse clearance and fingerprinting are required.

   Should any problems be encountered with Background Check Items, students should immediately contact: the Director of SNC-CARES (undergraduate students), the Associate Dean for Graduate Programs (DNP students), the Director of the RN to BS program (RN to BS students), the Director of the WOCNEP program (WOCNEP students), or the Director of the School Nursing Program (School Nursing students).

5. **Urine Drug Screen:**
   As part of the initial clinical compliance requirements to attend clinical, all students are required to undergo drug testing during the first nursing laboratory course. Any student who receives a positive drug screen will be notified through the CastleBranch system and must report it immediately to the Director of SNC CARES via email. The student will need to meet with the Director to discuss the positive drug screen and potential interventions/outcomes.
   Please refer to Appendix H: Substance Use / Abuse Policy for additional details.

6. **Proof of personal Health Insurance**: Student must show last name matching the name on the health insurance card. (If name does not match that of the primary card holder, further proof of coverage is required).

7. **Student Handbook Quiz**

8. **Virtual eLearning Tracker Requirements**: Mandatory HIPAA & OSHA training, etc. are required for all students.

9. **Copy of RN license** (RN to BS Program Only).

Requirements are subject to change based on the needs of Rutgers School of Nursing- Camden and our clinical affiliates. See CastleBranch for specific requirements for each program.

Drug Screening (see Substance Use / Abuse Policy - Appendix H):
Clinical Agencies require urine drug screening of all nursing students. Students must use the vendor selected by the School of Nursing–Camden, accessed through CastleBranch, and follow all instructions provided. Should any problems be encountered with urine drug screening results, students should immediately contact the Director of SNC-CARES.

In the event of a drug screening result indicating use of an illegal drug or controlled substance without a legal prescription, the student will not be permitted in the clinical setting. Students who are licensed/registered health professionals may be reported to the Professional Licensing Agency in the state(s) where they hold a license when necessary. Drug screening can be requested by any clinical agency at any time during the program.

Immunizations:

Measles /mumps /rubella (MMR): Serologic proof of immunity (primary titers) to measles, mumps and rubella are required. If possible, documented dates of two MMR (measles, mumps, and rubella) vaccinations given after the first birthday. If titer the primary titer is negative or equivocal, a booster is required followed by secondary titers 4-6 weeks after booster.

Varicella: Two doses more than one month apart. If student has had the disease, a positive primary titer is required.

Tetanus, Diphtheria & pertussis (TDap): Documentation of a booster within the last 10 years.

Hepatitis B: A three-dose series is required. Serological proof of immunity (primary titer) to HEPATITIS B virus will meet this requirement (Hepatitis B surface antibody only). If the primary titer is negative or equivocal, a booster, or repeat three dose series is required, followed by secondary titers 4-6 weeks after booster or last vaccine in series.

Meningitis: Required for all undergraduate, graduate, and transfer students who are new to Rutgers University and are new to University housing. The CDC recommends a booster dose (additional) if five years or more have elapsed since first dose.

Seasonal Influenza: A current seasonal influenza vaccination is required for participation in lab/clinical activities. Annual renewal is required (deadline announced annually based on clinical partner requirements).

IMPORTANT NOTICE -VACCINE EXEMPTIONS: As a condition of enrollment and/or attendance, Rutgers University requires most students to provide proof that they have received certain vaccines. While students may seek an exemption from those requirements on religious or medical grounds, clinical, research, educational, and other sites operated by third parties may require vaccination.

Your program of study requires one or more graduation requirements to be completed at a clinical, research, educational, and/or other site that is operated by a third party. While the University will make reasonable efforts to place students who receive an exemption from the University's proof-of-vaccination requirements, students should be aware that those third-party sites may require vaccination without exception, may not honor the University's exemption, and may deny you placement. This may impact the progress of your studies, prevent you from completing the program, and/or prevent you from graduating.

COVID-19: As of April 1, 2024, Rutgers no longer requires students, faculty, staff, and university affiliates to be immunized against the COVID-19 virus. However, Clinical, research, educational, and other sites operated by third parties may require vaccination and may not honor a medical or religious exemptions. The School of Nursing requires one or more graduation requirements to be completed at a clinical, educational, and/or other site that is operated by a third party. Therefore, **School of Nursing-Camden students are required to be vaccinated against Covid-19**.

Tuberculosis (TB) Protocol Initial TB Protocol:

- A two Step TB Skin Test (PPD) 7-30 days apart OR a QuantiFERON Gold or T-Spot Blood Test is required to meet the Initial TB Protocol Requirement and to participate in lab/clinical activities.
- If the result is negative, the renewal date for the Annual TB Protocol will be set for one year from the date of the testing initiation.
- If the result is positive, please provide a chest x-ray (lab report required) and make an appointment with Rutgers–Camden Student Health Services to complete a TB Questionnaire. Documentation of clearance for clinical from Rutgers–Camden Student Health Services is required.
- The renewal date for the Annal TB Protocol will be set for one year from the date of Rutgers-Camden Student Health Services Clearance for Clinical.

Annual TB Protocol: This compliance must be maintained in order to continue participating in lab/clinical activities.

- If the Initial TB Protocol results were negative, a one-step TB Skin Test (PPD) OR a QuantiFERON Gold or T-Spot Blood Test is required.
- If the result is negative, the renewal date for the Annual TB Protocol will be set for one year from the date of testing.
- If the result is positive, when it was previously negative, please follow the directions under "Initial TB Protocol Requirement" for a positive result. If the Initial TB Protocol results were positive, please make an appointment with Rutgers–Camden Student Health Services to determine your future course of action. Documentation of clearance for clinical from Rutgers–Camden Student Health Services is required to continue participating in lab/clinical activities.

Criminal Background Check, Child Abuse Clearance and Fingerprint Background Check:
All students are required to have a criminal background check, child-abuse clearance and fingerprinting through the approved vendor, CastleBranch: https://www.castlebranch.com/. Results will be sent directly to

the Rutgers School of Nursing–Camden, which must receive the report by the assigned due date. Clinical agencies use background checks and clearances on individual workers to help protect their clients/patients. Several accrediting bodies have established a mandate that agencies include nursing students in criminal background checks and clearances.

Should any problems be encountered with background check items, students should immediately contact: the Assistant Director of SNC-CARES. Additional information will be requested and must be expediently provided. The school will confidentially notify the clinical agency if the student has an event that requires reporting to that agency, which is solely responsible for determining whether the student is permitted to participate at the agency. Clinical agencies may require additional background and other clearances. Although the School of Nursing–Camden will work collaboratively with agencies to find a suitable agency placement, some offenses may interfere with the student's ability to participate in required clinical activities, thus impeding the student's progress in the program and prohibiting its completion.

The National Council of State Boards of Nursing has mandated that an application for a nursing license will include a question about any past criminal history, in addition to requiring a biometric criminal background check similar to that required of students. At the conclusion of the program, when applying for licensure, all misdemeanors, felonies or plea agreements must be reported. The Board of Nursing will determine if the applicant is eligible for licensure.

Mandatory Pre-Clinical Agency Requirements/On-Boarding:
Most clinical agencies have additional mandatory pre-clinical requirements that must be completed before the start of the clinical experience. These requirements and instructions for completing them may be found in the SNC-CARES Student Portal at https://nursing.camden.rutgers.edu/clinical-operations-portal#overlay-context=clinical-operations. Students must complete all requirements associated with their clinical assignment and comply with all posted deadlines or they will be removed from their clinical group for non-compliance, thus impeding progress in the program and prohibiting program completion.

Appendix B: Clinical Enhancement Tool (CET)

Rutgers University School of Nursing–Camden

Student Name:_____RUID: _____

Date CET Received:

Responsibilities:

Clinical Instructor: Please complete the Electronic CET form within two days of your verbal counseling session. A copy will be sent electronically to the student, Course Coordinator, and Simulation Team. Complete one form for each objective not met.

Student: CET Referral Instructions

Upon receipt of this referral please go to the Clinical Simulation Team course shell calendar in Canvas to select an available time slot from the provided calendar for your CET. You are required to self schedule your Clinical Enhancement appointment within 48 business hours of receipt of this referral and you must have your clinical enhancement completed within 10 business days of the date of referral. Once you have successfully completed your CET appointment please be sure your referral document has been completed by the instructor who provided your CET and that it has been signed by both you and the instructor. Please upload the completed signed referral form into the designated assignment/module in your clinical course Canvas site.

A minimum of 48 business hours' notice is required to reschedule an appointment. In the event of a serious or contagious illness or a personal emergency preventing attendance, please be prepared to provide reasonable documentation to support your absence. As per the student handbook, students who fail to comply with Clinical Enhancement scheduling/attendance requirements or who do not successfully complete the Clinical Enhancement recommendations or follow the required process will, at minimum, receive a clinical warning, which may result in a clinical non-pass. Please know the Clinical Enhancement process is not intended to be punitive; it is designed to provide additional support and promote clinical growth.

Upon completion of the Clinical enhancement appointment, the simulation team will provide the student with a paper copy of the CET indicating successful completion.

The student will sign the form and upload it to the designated assignment in their clinical course Canvas site.

Student Learning Outcome(s):

_____

_____

_____

_____

a) Description of deficiency:

_____

_____

_____

b) Plan to meet objective (Please include self- learning activities, lab sessions, review of videos, etc.):

_____

_____

_____

_____

_____ _____

Clinical Instructor /Date Student/ Date

To Be Completed by Lab Coordinator:

Date(s) of lab session:_____Duration of lab session(s) _____

_____Student successful with plan outlined to improve skills
_____Student requires additional enhancement to improve skills

Comments (include how student was able to meet objective):

_____

_____

_____

_____

_____ _____

Lab Coordinator/Date Student/Date

Additional Comments:

_____

_____

_____

_____
Lab Coordinator or Clinical Instructor

Appendix C: Independent Study Application

Rutgers University School of Nursing–Camden

To be completed by the student at time of initial proposal

Student name:_____Rutgers ID: _____

Current GPA:_____ Number of Credits Completed to Date: _____

Proposed term for Independent Study:
Spring 20_____Summer 20_____ Fall 20 _____

Student signature:_____ Date:_____

To be completed after student and faculty member have agreed on form and content of independent study project.

Title of Independent Study project: _____

The project has been approved for the above noted semester, for a total of____academic credits. The approved proposal is attached.

Signature of Faculty Member: _____
Printed Name of Faculty Member:_____Date: _____

Signature of Associate Dean:_____
Printed Name of Associate Dean:_____Date: _____

Course #_____

Index # _____ Special Permission# _____

Appendix D: Re-Application to the School of Nursing–Camden (SNC)

Eligible students wishing to reapply must do so **within 18 months from the date of leaving**. Readmission may be requested only once.

Eligibility:

a. Readmission will generally only be considered following a leave of absence (LOA) from the program/University due to non-academic reasons.
b. Students dismissed from the SNC due to academic or clinical reasons should not expect to be readmitted. Rarely, exceptional circumstances surrounding a dismissal from the SNC may be considered when a student reapplies to the program.
c. Previously dismissed students will be considered for readmission along with the students in the current applicant pool. The SNC reserves the right to evaluate for readmission/reenrollment based on previous academic performance and space availability. **Students are not guaranteed readmission to the SNC**.

Process: Reapplying to the School of Nursing–Camden (SNC) After Student Dismissal

a. Students wishing to reapply after dismissal may do so during the fall or spring application period.
b. Application types:
    i. Students who currently are enrolled within another school at Rutgers University-Camden should use the school-to-school transfer application link for re-admission. https://www.ugadmissions.rutgers.edu/schooltoschool/auth.aspx.
    ii. Students who have left Rutgers University (whether or not they have taken courses at other schools) should submit an application using the re-enrollment link https://www.ugadmissions.rutgers.edu/reenrollment/. All updated transcripts must be submitted prior to consideration for readmission.
c. All students wishing to reapply **MUST** complete an online **SNC Readmission Plan Form** along with their application available here: https://rutgers.ca1.qualtrics.com/jfe/form/SV_5nVu0eZiCiRPl3g.
   The **SNC Readmission Plan Form** focuses on:
    i. Academic reasons for not being successful in the previous attempt.
    ii. Academic goals to help ensure or foster success upon re-admission.
    iii. Campus resources that the student plans to use to help meet goals and ensure academic success.
d. Students who plan to apply to the Accelerated Bachelor of Science (ABS) Nursing Program after dismissal from the Traditional nursing program should be aware that acceptance into the ABS Program will follow current policies and procedures for student admission. Applicants will be considered along with the students in the current application pool.

Process: Reapplying to the School of Nursing–Camden (SNC) following a Leave of Absence (LOA)

a. Students wishing to reapply after LOA due to non-academic reasons may do so during the fall or spring application period using the re-enrollment application: https://www.ugadmissions.rutgers.edu/reenrollment/
b. All updated transcripts must be submitted prior to consideration for readmission

Conditions of Readmission after Dismissal or Leave of Absence

a. Readmitted students must meet with their advisor to receive a revised academic plan of study. The academic plan will depend on several factors:
    1. Students must repeat School 57 courses if:
    2. The course is greater than 18 months old.
    3. The course was revised significantly since the student successfully completed the course.
    4. The SNC curriculum was revised since the student was previously enrolled.
    5. School 57 courses in which the student earned a grade of C+ or higher may be considered for transfer from the Rutgers Traditional nursing program to the ABS program, or vice versa, pending approval of the Associate Dean for Baccalaureate Programs.

c. Readmitted students must commit to a Learning Contract with the Nursing Student Coach and Retention Specialist. If a student fails to meet the requirements of the Learning Contract, they will be subject to dismissal and will not be considered for readmission to a Rutgers School of Nursing-Camden pre-licensure program in the future.

d. If a student is readmitted and earns a grade lower than C+ in ANY subsequent School 57 course, that student will be subject to dismissal and will not be considered for readmission to a Rutgers School of Nursing-Camden pre-licensure program in the future.

e. All nursing program and University compliance requirements (COVID-19 vaccination and booster, CastleBranch, other required immunizations, background check, CPR, insurance, etc.) must be current prior to returning to the SNC.

f. Due to residency requirements, the last 30 credits of the traditional and ABS nursing programs must be taken in the Rutgers–Camden program.

Amended and approved by Faculty Organization
5/5/2020 Amended and approved by Faculty org
5/3/2022

Appendix E: Remediation Policy and Learning Contracts

The goal of remediation is to assist the student in improving areas in need of further mastery (i.e. content, test taking strategies, clinical skills), based on course objectives and evidenced by unsatisfactory performance on examinations, and/or final course/clinical grades.

While Enrolled in a Course:
The opportunity to remedy academic deficiencies begins with students reaching out to faculty teaching the course. Based upon an assessment of need, students may be directed to connect with the Tutoring Center, SNC-CARES, and/or the Nursing Student Success Coach. Example of steps:

- Students should meet with Faculty to review missed or unclear content. Faculty may refer students to the Tutoring Center as well.

Course faculty may direct students to the Nursing Student Success coach for an initial evaluation of problem areas (test taking skills, note taking, content mastery, etc.). Students are encouraged to self-refer for assistance with non-content related help. In addition, all students who score less than 70% on any unit exam are required to meet with the Nursing Student Success coach. A study skills improvement plan will be given to the student.

- After faculty submit midterm warning notices, the SNC-CARES academic advisors will contact nursing students who have alerts issued on Navigate and inform them of the need to meet with an academic advisor. All students who receive an academic warning in Navigate must meet with an academic advisor as well as the course faculty within two weeks of the warning.

- If the student is in need of additional overall academic support in areas such as time management, organization, goal setting, note taking, test taking strategies and/or learning style assessment, they can contact the Nursing Student Success Coach.

- Clinical faculty can direct students in need of clinical skills improvement to the lab coordinator

Following a Course:
Students who are not successful in a nursing course will need to complete a Learning Contract. Faculty will direct students to the SNC-CARES office to meet with the Nursing Student Success Coach and to receive a Learning Contract.

The Learning Contract
A Learning Contract is a roadmap to guide the student in the learning process and facilitate academic success. Students are required to enter a Learning Contract in the following conditions:

1. Student withdraws from or fails a required school-57 course
2. Student receives a score of **Level 1** or **Below Level 1** on a proctored ATI assessment*
3. Student scores below the benchmark on the second attempt of a Medication Calculation assessment
4. Student is re-admitted to the School of Nursing-Camden (SNC)
5. Student is instructed to enter a Learning Contract by the SNC

Students must schedule a meeting with the Nursing Student Coach and Retention Specialist or designee to initiate a Learning Contract ***within one week of meeting any of the above conditions***. In addition, the student must complete a Learning Contract by the date designated by the Nursing Student Success coach. All contracts are to be completed *prior to the beginning of the next successive semester following an unsuccessful course or readmission*. The contract must be submitted and must be complete in order to continue enrollment in School 57 courses. The Learning contract will remain in effect until the conditions of the Learning contract are met. Additionally, students must

1. Achieve a grade of at least C+ in previously withdrawn or failed courses
2. Achieve a semester GPA of greater than 2.75 (for students repeating a withdrawn or failed course or readmitted to the SNC)
3. Meet requirements of the ATI Testing and Remediation policy.

Failure to complete a Learning Contract as directed may result in removal from scheduled nursing courses or dismissal from the Nursing program.

Please refer to the Dismissal Policy for consequences if a student fails to earn a grade of at least a C+ in any nursing course or fails to meet the conditions of a Learning Contract and/or probationary period. Students who fail to comply with Learning Contracts, may have registration holds placed on their accounts or they may be de-registered from future nursing courses until compliance is re-established. Additionally, failure to comply with a Learning Contract may result in program dismissal. The SNC reserves the right to revise a Learning Contract.

*See ATI Testing and Remediation Policy

Tutoring and Writing Assistance (RUCLC)
Of note, off campus students (remote campus and online) can also use tutoring and writing assistance services from the RUCLC. All tutoring sessions are by appointment only, which may be made online at http://learn.camden.rutgers.edu. The RUCLC also offers real time live Online Tutoring in many classes: first select "Online Tutoring" as the subject area and then scroll to find the desired OL course.

3/2017 - SRRC
8/2019 – SSRC revised
3/1/2022 Faculty Organization revised and approved.
3/5/24 Faculty Organization revised and approved.

Appendix F: ATI Testing and Remediation Policy

ATI Educational Resources are important tools to help students learn, improve, apply, and predict future success. It is important that students use all ATI resources to their fullest capacity. Increased use of and engagement with ATI resources correlates with student success.

ATI testing provides students with subject benchmarking information to compare performance to national standardized cohorts. The remediation resources provide a subject-specific means to help students correct knowledge deficits across the program in preparation for the NCLEX-RN examination.

Students are expected to keep an active ATI account and be able to access all learning resources within the site.

1. Preparation for ATI Content Mastery Assessments throughout the semester:

Students should use ATI resources throughout the semester prior to testing.

a. Specifically, students should use ATI E-books weekly to supplement course lecture.
b. Weekly quizzing using Learning system (LS) 3.0 custom and dynamic quizzing is highly recommended to practice questions, evaluate content mastery, and improve test taking abilities.

1. ATI practice assessments:

a. Practice assessment (version A): Student will take the practice assessment A initially with *rationales disabled*. **Students must not look up answers while taking the practice assessment, as it does not provide the student with an accurate assessment of their own knowledge deficits.**

i. Based on the practice assessment, an individualized Focused review is created for the student to remediate missed concepts. The Focused review highlights key missed concepts and generates recap quizzes if concept sub-scores are below 75%. The student must complete all remediation, based on the first attempt in the assessment, including quizzes and additional remediation generated by post- remediation quizzing scores.

ii. Students will remediate each missed topic in the focused review by studying the identified content and reflecting on the topic's most important points.

iii. The student will produce evidence of remediation in one of the following formats for each missed topic (pick one that best meets your needs):
- Summation of 3-5 -critical points (see instructions posted on Canvas)
- Concept mapping (see examples posted on Canvas for tab labeled concept mapping)
- Use of the ATI Active Learning templates (Templates available within ATI)
- Any additional learning formats (MUST BE pre-approved by faculty)

iv. Complete any recap quizzing that has been generated. After two weeks, the rationales will be re-enabled for students to retake assessment.

b. **Practice version B** will be opened two (2) weeks before proctored assessment with rationales *enabled*. The student will create a focused review 2.0 as described above.
c. Students are encouraged to study and take notes on the practice assessment rationales A & B.
d. Students are encouraged to use other ATI resources, including Learning system (LS) 3.0 quizzing appropriate for the course topic prior to the Proctored assessment.

2. Remediation of ATI proctored assessments:

a. Following the proctored exam, students must create a focused review and remediate all missed topics.

b. Students will remediate each missed topic in the focused review by studying the identified content and reflecting on the topic's most important points. The student will produce *evidence of remediation in one of the following formats* ***for each missed topic*** *(pick one that best meets your needs*):
- Summation of 3-5-critical points (see instructions posted on Canvas)
- Concept mapping (see examples posted on Canvas for tab labeled concept mapping)
- Use of the ATI Active Learning templates (Templates available in ATI)
- Any additional learning formats (MUST BE pre-approved by faculty)

3. Remediation notebook: Students are instructed to maintain an electronic or hard copy notebook with separate files for each course or assessment. The remediation binder will include:
- Current student individual performance reports
- Remediation deliverables (e.g. 3 critical points for each missed topic in the assessments).

ATI proctored grading based on level achieved ***(Grade includes credit for remediation on all practice and proctored assessments): Professor has the right to hold points for ATI grade until remediation for all practice and proctored assessments are completed satisfactorily. If remediation is not complete by the end of the semester, the professor has the right to assign a grade of zero for the ATI Proctored assessment.***

Level 3 (Exceeds benchmark) = ATI grade of **100%**

Level 2 (Meets benchmark) = ATI grade of **90%.**

Level 1 (below benchmark) = ATI grade of **75%**. **Learning Contract required and** ***Retake recommended.***

Below level 1= ATI grade of **65%. Learning contract required and Retake required**

All students scoring Level 1 or Below level 1: The student will be required to meet with the Nursing Student Success Coach and to initiate a Learning Contract, which uses ATI resources to reinforce missed concepts. The assigned work is to be completed and submitted to the Nursing Student Success Coach by the date assigned. Failure to meet the requirements of the Learning Contract may result in de-registration from successive nursing courses. See remediation and Learning contract policy.

- A retake assessment is **required** for all students who scored Below Level 1.
- A retake assessment is **recommended** for all students who scored at Level 1 to evaluate the effectiveness of additional remediation. *This retake will take place after the end of the semester and will not change the course grade.*

If a student continues to score Below Level 1 on any Content Mastery assessment, the student will continue a Learning Contract and will be required to follow up with the Nursing Student Success Coach.

DEFINITIONS of LEVELS: PER ATI

LEVEL 3: Scores meeting the Proficiency Level 3 standard can be considered to *exceed most expectations for performance in this content area*. Scores at this level were judged by the content expert panel to indicate a student as likely to *exceed* NCLEX-RN standards in this content area. ATI advises these students to engage in continuous focused review to maintain and improve their knowledge of this content.

LEVEL 2: Scores meeting the Proficiency Level 2 standard can be considered *to exceed minimum expectations for performance in this content area.* Scores at this level were judged by the content expert panel to indicate a student as fairly certain to meet NCLEX-RN standards in this content area. ATI advises these students to engage in continuous focused review i to improve their knowledge of this content.

LEVEL 1: Scores meeting the Proficiency Level 1 standard are **below the benchmark of Level 2** and just meet the absolute *minimum* expectations for performance in this content area. ATI advises *these students to develop and complete a rigorous plan of focused review to achieve a firmer grasp of this content.*

BELOW LEVEL 1: Scores below the Proficiency Level 1 standard can be considered *below minimum expectations and can be indicative of significant risk in this content area*. ATI strongly advises these students to develop and complete an intensive plan for focused review and remediation, including the use of ATI materials, textbooks, class notes, reference materials, and assistance from nurse educators.

Faculty Organization approved 12/19
Faculty Organization revised and adopted 2/1/22
Communicated to SNC 4/11/22

Revised by Faculty Organization 3/5/24

Appendix G: Technical Standards

Introduction:
Rutgers School of Nursing-Camden (RSNC) maintains a strong institutional commitment to equal educational opportunities for qualified students with disabilities who apply for admission or who are already enrolled. As participants in a program accredited by the New Jersey Board of Nursing and the Commission on Collegiate Nursing Education, candidates must develop broad knowledge and competencies essential to safe and effective nursing practice. In addition to the academic standards specified in the RSNC program and in the Student Handbook, the school has identified technical standards and essential functions necessary for participation in our baccalaureate nursing curriculum.
These technical standards are intended to ensure that candidates can meet the demands of the nursing program with or without reasonable accommodation. Candidates with disabilities who require accommodation will work with the Office of Disability Services for a confidential review to determine what reasonable adjustments or alternative mechanisms may enable them to meet the technical standards. This process recognizes that students with a wide range of abilities can succeed in health professions. If you are an applicant or current student with a disability and require accommodation, we encourage you to contact the Office of Disability Services at disability-services@camden.rutgers.edu for a confidential consultation.

Technical Standards

Observation:
Candidates must have the ability to acquire essential information from a variety of learning experiences in the nursing curriculum, including theory, laboratory, simulation, and clinical settings, with or without reasonable accommodation. This includes acquiring information from written documents, computer systems, and multimedia formats (text, image, audio, video). Candidates must be able to recognize and assess changes in a patient's physical condition, mood, activity, cognition, and communication.

Communication:
Candidates must be able to effectively communicate with faculty, peers, patients, families, and other healthcare team members, with or without reasonable accommodation. Candidates must be able to accurately elicit data, interpret patient responses, and relay information clearly and effectively.

Motor:
Candidates must have the capacity to execute motor movements required for nursing care and to perform or direct emergency treatment with or without reasonable accommodation. Candidates are expected to perform physical examination, diagnostic maneuvers and care that require some coordination of gross and fine muscular movements, balance, and equilibrium.

Cognitive:
Candidates must have the ability to critically think, demonstrate clinical judgment, and make decisions in both academic and clinical settings, with or without reasonable accommodation. Candidates must reason, analyze, synthesize, retain, and recall complex information, and utilize technology in a healthcare setting. They must also be able to comprehend spatial relationships, problem-solve, and remain alert and engaged in classroom, laboratory, simulation, and clinical experiences.

Behavioral-Social:
Candidates must possess the emotional and mental health necessary to apply intellectual abilities, exercise sound judgment, and maintain professional behavior in all situations. They must be able to work cooperatively and

effectively in teams, particularly under stress or uncertainty, and demonstrate compassion, sensitivity, and professionalism. Candidates must be adaptable, flexible, and responsive to feedback, and they must be able to seek help when needed to maintain their well-being.

Candidates are expected to recognize when they may need the support or assistance of others and seek help when needed. Candidates must maintain the highest ethical standards in their behavior as set forth by the nursing profession In addition, candidates must meet all necessary health and safety requirements to ensure their ability to provide safe patient care. This includes passing criminal background checks and drug screens, completing health certifications and immunizations, maintaining current CPR certification, and submitting any required documentation. Candidates are also expected to adhere to all policies outlined in the School of Nursing-Camden Student Handbook and the Rutgers University Academic Integrity and Code of Student Conduct policies.

Practice:
Candidates must be able to participate in nursing practice experiences in clinical settings, with or without reasonable accommodation. While adhering to the legal and regulatory requirements of healthcare practice settings, candidates are expected to function as professional student nurses. They are responsible for their learning and must demonstrate a commitment to patient care, collaboration with the healthcare team, and adherence to practice setting policies.

Closing:
If at any time a candidate's behavior or performance raises concerns about their ability to meet the Technical Standards, they will be referred for an evaluation by a healthcare provider of their choosing. This evaluation will be coordinated by the Student Wellness Center on the Camden campus. The results will be shared with appropriate RSNC leadership to determine whether the student can fulfill the Technical Standards. RSNC reserves the right to require actions based on the healthcare provider's recommendations, which may include further testing, counseling, monitoring, a leave of absence, or dismissal from the program. Candidates must be proactive in addressing any deficiencies and comply with relevant university policies.

Reference

McKee, M. M., Gay, S., Ailey, S., & ., Meeks, L. M. Technical Standards in Meeks, L. M., & Neal-Boylan, L. (Eds.). (2020). *Disability as diversity: A guidebook for inclusion in medicine, nursing, and the health professions*. Springer. https://macyfoundation.org/assets/img/Webinars/2023NurseswithDisabilitiesWebinarSeries/mckee2020_chapter_technicalstandards.pdf

Appendix H: Student Substance Misuse and Impairment Policy

Purpose

This policy aims to promote a safe and professional learning environment for all nursing students, ensuring the highest standards of patient care and academic integrity. The purpose of this policy is to address the issue of substance use/misuse and how it relates to the profession of nursing, code of conduct, patient safety, and clinical experiences. The School of Nursing-Camden (SNC) recognizes the importance of educating its students about the problems associated with student substance use/misuse issues. It is vital that students recognize that substance use/misuse is a professional hazard and can limit one's ability to think critically and make comprehensive, safe decisions in practice.

This policy impacts upon and augments the student's ability to maintain personal and professional integrity and facilitates the student's success both clinically and didactically. It promotes a healthy learning environment for the student. In the clinical setting, this policy enhances patient safety. It also fosters the development of professional nurses who are well educated about the prevalence and adverse outcomes of substance misuse.

Scope

This policy applies to all graduate and undergraduate nursing students enrolled in clinical and classroom settings.

Policy

The use of substances that impair judgment, performance, or professional behavior is strictly prohibited in all clinical and academic settings. This includes, but is not limited to, alcohol, illicit drugs, and misuse of prescription medications.

Definitions

- **Substance Use**: The consumption of alcohol, marijuana, illicit drugs, or misuse of prescribed medications.
- **Substance Impairment**: A condition in which a student's physical or mental faculties are negatively affected by substance use, leading to unsafe practices or poor academic performance.
- **Prohibited Substances**
    - Students must not consume alcohol, marijuana, controlled substances, or illegal drugs before or during clinical or classroom hours.
    - Misuse of prescription medications is also prohibited.

- **Other Impairment** Refers to a diminished ability to perform tasks effectively and safely due to physical, mental, or emotional limitations. This can result from, but is not limited to:

    - Sleep deprivation
    - Use of alcohol, marijuana, prescription medications, or other substances
    - Stress, anxiety, or other mental health conditions
    - Physical illness or fatigue

This policy applies to all nursing students who have matriculated in the School of Nursing-Camden into lab and/or clinical courses. Students are never permitted to possess, use, manufacture, distribute, or divert any illegal or controlled substances. Students are also prohibited from being under the influence of controlled substances, alcohol, or marijuana while in the classroom and/or performing clinical duties. Improper use of any substance may constitute removal from the clinical experience and/or cause for termination from the program.

Failure or refusal to comply with the substance use/misuse policy and procedures outlined below may be grounds for disciplinary action, including dismissal from the program. Any attempt to delay, hinder, or tamper with any testing or to alter the results of testing will be considered a refusal to comply with this policy. In addition, failure or refusal to comply with any aspect of the substance misuse policy may be reported to the University's Office of Student Conduct for possible disciplinary action in accordance with the University's Student Conduct Policy.

A student convicted of or arrested for violating any federal, state or local law or regulation pertaining to the manufacture, possession, sale, use or distribution of a drug or alcohol or misuse of prescribed or over-the-counter medications must report this conviction or arrest to the Director of SNC-CARES within five days of the conviction or arrest.

All students must follow the Rutgers University policy 10.2.14 Alcohol and Other Drugs Policy for Students and Rutgers University policy 60.1.11 Alcohol and Other Drugs Policy, as well as the Rutgers University-Camden policy on substance misuse and reporting available at:
https://deanofstudents.camden.rutgers.edu/reporting

Prohibition of Cannabis on Rutgers Property
The New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act decriminalized the possession and use of cannabis and hashish for individuals 21 years of age and over in the state of New Jersey. However, cannabis remains illegal under federal law and, therefore, is prohibited on Rutgers property.

For Rutgers and other public universities, receipt of federal funds in the form of student loans, grants, and research support is conditioned on our compliance with federal drug laws. https://www.rutgers.edu/cannabisinfo

Procedures

I. Drug / Alcohol Testing - Examples of Prohibited Controlled Substances tested may include but are not limited to the following examples:

Amphetamines, barbiturates, benzodiazepines, cannabinoids, cocaine, creatinine, meperidine, methadone, opiates, oxycodone, phencyclidine, propoxyphene, tramadol, etc.
Although marijuana is legal in the state of New Jersey, marijuana is a Schedule 1 substance under federal law and continues to be an illegal substance for the purposes of this policy. Please also be aware that it is possible for CBD use to result in a positive drug screen and it will be treated as such.

II. Drug / Alcohol Testing - Routine

As part of the initial CastleBranch compliance requirements to attend clinical, all students are required to undergo drug testing during the first nursing lab course. Students will be directed to submit a specimen (urine) at a designated laboratory within a specific time frame.

III. Drug / Alcohol Testing – Suspicion of Being Under the Influence

A student in the Rutgers School of Nursing-Camden may be required to undergo drug or alcohol testing when

it is determined through direct observation or outside report that there is reasonable suspicion that a student is impaired due to illegal drug use, or use of alcohol or marijuana , or the use or misuse of prescribed or over-the-counter medications based upon, but not limited to:

1. Unusual or aberrant behavior
2. Physical symptoms indicative of being under the influence
3. Patterns of abnormal or erratic behavior
4. Inconsistent quality of work performance
5. Conviction for drug-related offenses
6. Being identified as the subject of a drug-related criminal investigation
7. Credible information from independent sources
8. Evidence of drug tampering or misappropriation
9. Repeated discrepant daily drug counts in the clinical setting
10. Accidents or illnesses caused by substance misuse
11. Odor indicative of drug or alcohol usage
12. Impairment or intoxication in the clinical and/or didactic setting
13. Patterns of absenteeism and/or lateness
14. Alterations in student clinical and/or didactic performance that may not be attributed to other causes
15. Change in behavior following a work-related injury or illness
16. Observation of poor judgment or careless acts which caused or had the potential to cause patient injury, jeopardize the safety of self or others, or resulted in damage to equipment.

A student who suspects possible substance misuse or a violation of this policy by another student has the responsibility to report this information. A report can be made to the course instructor, any member of nursing leadership, and or the Dean of Students Office. The identity of the individual making the report will be kept confidential to the greatest extent possible consistent with the need to investigate the report and subject to legal requirements.

IV. Reporting

Any student who receives a positive drug screen will be notified through the CastleBranch system and must report it immediately to the Director of SNC-CARES via email. The student will need to meet with the Director to discuss the positive drug screen and potential interventions/outcomes.

V. Testing Procedure

All initial drug testing will be performed during the first lab course in the program. Additionally, a student may be required to undergo drug or alcohol testing for suspicion of impairment due to drug or alcohol. The following

steps will be included in the process:

1. Each student will provide a urine specimen to an independent laboratory specified by CastleBranch within a specified time frame as designated by the CastleBranch compliance due date.

   a. Urine will be screened for controlled substances (see list) or any other controlled substances that are suspected of being used (or misused) by the student.

2. If the urine analysis comes back negative, no further testing will be required at this time.

3. If the urine analysis comes back positive, and the student disputes the results, the student may request a retesting of the sample by the facility; however, the cost of the additional testing would be borne by the student. This request must be made within 5 days of the initial report being provided to the student. A new sample will not be required, the lab stores all specimens and will retest the original sample.

4. If the urine test is inconclusive or reported as "diluted positive" the screening will be treated as positive. If a urine comes back "diluted negative" it will be treated as a negative result.

5. If a student is suspected of impairment, the student must report directly to the testing location. To ensure safety, students suspected of impairment must not drive themselves to the testing location and should arrange for alternative transportation, such as a family member, friend, or a taxi/rideshare service. Any cost for drug and alcohol testing is the responsibility of the student.

VI. Actions for Positive Drug Testing

If a student's drug testing comes back positive the following actions will be taken:

1. Students will be required to notify the SNC-CARES Director as soon as they are notified of a positive result. Failure to do so will be considered a violation of this policy.

2. Students will be allowed to continue in all theory courses not linked to a clinical course

3. Students will be removed from the lab and/or clinical setting and may be removed from the corresponding clinical course.

4. Students will be referred to the Drug and Alcohol Counselor on the Camden campus for continued assessment and intervention. During the same semester in which a positive result occurs, students will be required to complete a program approved and/or provided by the counselor. Once completed, students must submit a signed form to validate successful completion which will be placed in the student's file. If a student chooses not to attend the counseling program or does not complete an approved program by the end of the semester, they will not be able to progress in the nursing program.

5. Any student who had a positive drug screen and then completed counseling must submit a new urine sample prior to beginning all future clinical in the nursing program. If at any time a subsequent drug screen comes back positive, the student will be dismissed from the program.

6. The requirement that a student be tested as well as the test results will remain confidential and disclosed only to those individuals within Rutgers University as well as any licensing, registering, or certification boards that have a need to know. Any affiliated clinical sites with a need to know or as required by law or regulation will also be notified.

7. There may be circumstances when students may take prescriptive medication that impact the results of a drug screen. Many of them, **including marijuana**, are banned regardless of the existence of a prescription. Please be aware that it is the student's responsibility to contact the SNC-CARES Department to discuss the options if prescribed any prohibited substances when reaching the program level that involves lab courses or beyond. Students should contact the SNC-CARES department prior to the initial drug screening if the medication is prescribed prior to that point in the program and/or immediately upon obtaining a prescription if this occurs after that point in the program. Review of drug test results will be conducted by the Medical Director of the designated vendor to determine a passing or failing level. The decision made by that individual will be final.

VII. Voluntary Self-Disclosure

Students who voluntarily self-disclose a substance or alcohol misuse problem to a faculty member, academic advisor, Office of Student Services staff member or the Associate Dean for Academic Programs, prior to a positive drug/alcohol test result, and who are willing to enter in and complete an appropriate program of treatment may be granted a medical leave of absence while undergoing treatment. Students who are referred to drug and alcohol counseling treatment may also be referred to the Student Wellness Center. Faculty and staff will receive training to recognize signs of substance use and understand the appropriate reporting procedures.

VIII. Impairment Due to Sleep Deprivation or Other Non-Substance-Related Factors

All nursing students are held to high standards of performance in both the clinical and classroom settings to ensure patient safety, professional integrity, and academic success. It is critical to acknowledge that factors such as sleep deprivation, excessive stress, untreated mental health conditions, or other non-substance-related impairments can significantly impact a student's ability to perform safely and effectively.

Students must be mindful that such impairments may compromise their clinical judgment, decision-making, communication, and overall functioning. These challenges can pose risks to patient care, disrupt teamwork, and hinder the student's ability to meet educational objectives.

If a student is experiencing impairment due to sleep deprivation or other factors, they are strongly encouraged to seek support promptly. Resources such as academic advisors, faculty, health services, or counseling programs are available to assist in addressing these concerns. Maintaining personal well-being is not only essential for academic and clinical success but also a professional responsibility that aligns with the ethical principles of nursing practice.

Students found to be impaired in the clinical or classroom setting may be removed temporarily to protect the safety of patients and the integrity of the learning environment. Faculty will work with the student to develop a plan for remediation, as appropriate, to ensure that they can meet the requirements of their program and practice safely and competently.

This statement underscores the importance of self-awareness, proactive self-care, and seeking help when needed to uphold the standards of nursing education and practice.

In consultation with the student's private health care provider and providers from the University (Counseling and Psychological Services and/or the Student Health Service), a treatment program will be identified, and the student will be assisted in entering it. The student must sign appropriate University forms allowing designated University providers (Counseling and Psychological Services and Student Health Services) to communicate with the student's private providers and with the School of Nursing-Camden.

Conclusion

The nursing profession demands a high level of integrity and professionalism. This policy reinforces the commitment of our nursing program to foster a safe learning environment, protect patient safety, and support the well-being of all students. Compliance with this policy is essential for the success of our students and the integrity of the nursing profession.

Revised policy 3-2021/MLW

Revised 1/2025 Faculty Organization

Review by General Counsel 3/2025

Appendix I

Student Examination and Testing Policy

Absence from course examinations, quizzes or assessments:
Students must notify the course faculty by Rutgers email PRIOR to the start of the exam, quiz, or assessment if it cannot be taken because of urgent health or emergent issues, such as jury duty, court appearances, or military duty. Students who are absent from a regularly scheduled exam, quiz, or assessment will earn a zero (0) as their exam, quiz, or assessment grade.*

Prior to sitting for an exam, quiz, or assessment, students must notify faculty of personal circumstances which may significantly affect academic performance. Students cannot retake, redo, or request extra credit for any exam, quiz, or assessment that they have elected to take.

***Make-up for missed examinations, quizzes or assessments:**
A make-up examination, quiz, or assessment may be provided at the discretion of the professor in the following circumstances:

1. The student was absent due to urgent health or emergent issues.
2. The Professor was notified by email *prior to* the exam, quiz, or assessment.
3. The student provides appropriate documentation of absence, such as a healthcare provider note, to excuse the absence from the original exam, quiz, or assessment date. (Please note that working is not considered a valid excuse for a missed exam, quiz, or assessment).
4. Students must contact faculty within 24 hours of the original exam, quiz, or assessment to arrange a date and time for a make-up, at the discretion of the course professor. Students who do not make these arrangements within 24 hours or who do not take the make-up at the time scheduled by the professor, will retain a zero (0) as a grade for the exam, quiz, or assessment.

The make-up exam, quiz, or assessment may include alternate format questions (including fill in the blank or essay) and will be an alternate version of the exam, quiz, or assessment. The make-up assessment may also vary from the original examination in terms of number of questions as well as topics tested. The make-up will be scheduled at the discretion of the professor.

Testing Procedures (For Exams, Quizzes, and Assessments):

1. Unless otherwise specified by the professor, all tests are proctored and to be completed in class. The faculty reserves the right to assign a zero to any tests or quizzes that are accessed remotely which were to be completed in class.

2. No backward navigation is enabled for any proctored testing.

3. All student-owned electronic devices must be turned OFF (not just silenced) and stowed with belongings during quizzing/testing. This includes but is not limited to phones, smart watches, and wrist-worn fitness devices. These electronic devices may not be on your person and under no circumstances may they be accessed during the exam. Accessing an electronic device during the examination for any reason may result in a grade of zero.

4. Prior to the exam, students must place all belongings at the back of the room, including electronic devices, notes, books, and binders. No hoods, caps, or hats may be worn during testing. Religious head garments are permitted.

5. No drinks, snacks, or food permitted during testing unless approved by ODS.

6. Hair should be pulled back so ears are visible. Foam ear plugs are permitted for noise abatement. Students must show ear plugs to the exam proctor prior to starting the exam.

7. All exams are timed and must start at the scheduled time. Students are expected to be at their computer and seated at least 10 minutes before the start of the exam. If a student is late, the professor has the right to deduct testing time. If a student arrives more than 15 minutes late, the student may earn a zero for the examination. See above policy for make-up examinations.

No assistance from the proctor or professor is permitted during the examination except for help with technical issues. Proctors or professors are not permitted to assist, clarify or provide interpretation of words orquestions. Students with questions are encouraged to add a note within ExamSoft or make a note on scrap paper so that the question can be evaluated during the exam analysis post exam.

9. Students may be assigned seating by the instructor.

9. During the exam, students are to keep their eyes on the computer.

10. Students must keep their hands and arms above the level of the desk at all times. Hands or arms should not be placed in laps or under the desk during testing.

11. If scrap paper is permitted, students need to print their name on the paper and turn it in at the end of the exam, regardless of whether the paper was used or not. During the exam, the student is required to keep the scrap paper covered or under their computer.

12. Restroom breaks during an examination are not generally permitted. If a student is given permission to leave the room for a restroom break, only one student may leave at a time.

13. When students complete and submit their exams, they are expected to show the proctor that the exam has been successfully uploaded, then shut down the computer.

14. Students must complete the assessment as directed by the professor/proctor in pre-assessment instructions. Failure to perform an assessment as directed may result in deduction of points from the examination, including earning a zero for the examination. In addition, failure to perform an assessment as directed may also result in an academic integrity investigation.

15. Following the exam, students are expected to quietly leave the exam area to avoid disturbing other students. (Be careful not to let the door slam when exiting the room). Students are asked to refrain from gathering in the hall outside of the classroom while students are still testing. (The noise carries into the classroom). Students should refrain from discussing the exam questions with other students.

Grades on exams are conditional. Faculty have the right to hold a student’s grade for an ongoing academic integrity investigation or change a posted grade following the outcome of the academic integrity investigation. In the case of a failure to perform an assessment as directed or a student is found responsible for an academic integrity violation, a grade will be adjusted or withdrawn completely. See Academic Integrity Policy.

Examples of failure to perform assessment as directed include (but are not limited to):

- Accessing an in-class proctored assessment outside of the classroom in a non-proctored setting.

- Accessing electronic devices during the exam **for any purpose**.

- Accessing prohibited materials including paper or electronic sources of information.

Failure to perform an assessment as directed within this policy, within the course syllabus, or per the instructions of the faculty or proctor may result in a grade of zero on the assessment. An academic integrity investigation may additionally be submitted. However, the academic integrity findings will not impact the outcome of a failure to perform an assessment as directed.

Laptops: All tests will utilize a computer-based resource. Laptops must meet the SNC Laptop Requirements to be used during exams.

- For technical assistance, visit Help Desk in the Rutgers Student Computer Lab on the first floor of Robeson Library, call (856) 225-6274 or email. Help Desk support is available during lab hours. Visit the RU-Camden Information Technology page for information and documentation.
- The Help Desk at the Robeson Library has a limited number of laptops available on loan for students who have temporary technical difficulties with their own computer or who are unable to provide a laptop that meets the requirements.
- Students who need loaner laptops must contact Rutgers Camden Help desk ahead of their scheduled exam to arrange for assistance. Please see hours to pick up a loaner laptop. For emergency situations, please also notify your course professor.

Examplify: During the first weeks of classes of each semester, students who will be testing with Examplify will receive an onboarding email in their Rutgers email inbox that includes their username, password, and instructions to complete a practice exam.

- Students must complete the practice exam each semester ***by the date specified*** to ensure the student is running the latest version of Examplify and identify technical issues ahead of their course exams. Students should pay close attention to the deadlines and instructions in the onboarding email to make sure their software is up to date and their files are correctly uploaded.
- Exam issues can usually be avoided by having a laptop that meets the minimum specifications of the laptop policy, and by performing the onboarding exam with the computer that will be used for the exams.
- If a student has technical issues during an exam, please notify the professor. Many times, simply restarting the computer will fix the problem. The professor may need to add an additional download after you restart your computer.
- Students experiencing additional technical difficulties when using Examplify, have two routes for troubleshooting. Issues related to the student's laptop should be directed to RCIT (email help@camden.rutgers.edu or call (856) 225-6274). Issues related to the Examplify software should be directed to ExamSoft Support (visit https://examsoft.force.com/etcommunity/s/ for support guides or live chat or call +1 954.429.8889

Reviews Following Exams: After exam scores are released, an exam review of students' incorrect answers will be scheduled at the discretion of the professor. If scheduled in class or recitation, students must comply with testing security measures (ie recording is prohibited, no pencils, pens, or electronic devices, including cell phones, smart watches removed and stowed with belongings; all notes, books, binders cleared from desk). Students who have not taken the examination are not permitted to attend the exam review. Students who do not attend the scheduled review session for reasons other than verified urgent health or emergent issues, forfeit their opportunity to review their exam at another time and will not be allotted an additional time to review their exam. Students who score less than 75 on any

exam are highly encouraged to schedule an appointment with the course professor to discuss opportunities for improvement. Students are also recommended to make an appointment with the Nursing Student Success Coach to identify opportunities for improvement. (Approved 12/3/23 Faculty Organization)