



RUTGERS–CAMDEN
School of Nursing

Graduate Student Handbook

2026 – 2028

Rutgers, The State University of New Jersey
530 Federal Street, Camden, NJ 08102
nursing.camden.rutgers.edu

Table of Contents

Section I: Welcome and General Information.....	4
Section II: Doctor of Nursing Practice (DNP) Program.....	8
BSN to DNP — Family Nurse Practitioner and Adult-Gerontology Primary Care.....	10
MSN to DNP — Clinical Leadership.....	11
MSN to DNP — Systems Leadership.....	11
General DNP Information	12
Doctor of Nursing Practice Project	13
Section III: Master of Science in Nursing – School Nurse Specialty & School Nurse Certificate Program	17
Section IV: Wound, Ostomy, Continence Nursing Education Program (WOCNEP)	20
Section V: Post-Master’s Nurse Educator Certificate Program	22
Section VI: Graduate Programs Admission, Registration, and Enrollment.....	23
Section VII: Compliance Requirements	26
Section VIII: Academic Policies, Progression, and Grading.....	29
Section IX: Clinical Placements and Expectations	38
Section X: Independent Study	44
Section XI: University and School Conduct Policies	47
Section XII: Computing, Technology, and Social Media Conduct	51
Section XIII: Student Services and Resources	52
Section XIV: Graduation Requirements	53
Appendix A: Transfer of Credit Guidelines	54
Appendix B: Course Waiver and Substitution Form.....	56
Appendix C: Compliances, Health, and Background Requirements	57
Appendix D: Technical Standards	61
Technical Standards	61
Concerns Regarding Ability to Meet the Technical Standards	62
Appendix E: Re-Application After Dismissal or Withdrawal	64
Appendix F: Independent Study Agreement Form	65
Appendix G: Student Substance Misuse and Impairment Policy.....	66

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 the students or its employees.

Acknowledgement of Receipt of Student Handbook

All students will acknowledge receipt of the Rutgers School of Nursing–Camden Graduate Student Handbook via an electronic sign-off. Each student is responsible for reading and abiding by the information contained within the Graduate Student Handbook and the Rutgers University–Camden Catalog, both of which contain important information needed during student experiences at Rutgers University. Students complete this acknowledgement annually through their Castle Branch account.

SECTION I: WELCOME AND GENERAL INFORMATION

Welcome to the Rutgers School of Nursing–Camden. The Graduate Student Handbook serves as a resource for any graduate student enrolled in a graduate 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 successfully become advanced practice and professional nurses. You are responsible for understanding and following the policies included in this Handbook and in the Rutgers–Camden Graduate Catalog Academic Policies and Procedures (<http://catalogs.rutgers.edu>).

Accreditation and Approval

ACCREDITED PROGRAMS

The master's degree program in nursing at Rutgers School of Nursing-Camden is accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>).

The Doctor of Nursing Practice program at Rutgers School of Nursing Camden is accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>).

Commission on Collegiate Nursing Education

655 K Street, NW, Suite 750

Washington, DC 20001

202-887-6791 | info@aacn.nche.edu

The Rutgers School of Nursing – Camden is approved by the State Board of Nursing of the State of New Jersey. P.O. Box 45010 Newark, NJ 07010 | 202-887-6791

The Rutgers School of Nursing-Camden Wound, Ostomy, and Continence (WOC) Certification Program is accredited by the [Wound Ostomy and Continence Nurses Society](#).

[Wound Ostomy and Continence Nurses Society](#)

1120 Rt. 73, Suite 200

Mount Laurel, NJ 08054

888-224-9626 | wocn_info@wocn.org

Graduate Programs Leadership Team

NAME AND CREDENTIALS	ROLE	CONTACT
Donna M. Nickitas, PhD, RN, NEA-BC, CNE, FNAP, FAAN	Dean and Professor	snc-dean@rutgers.edu
Marie O'Toole EdD, RN, FAAN	Senior Associate Dean, Faculty and Academic Affairs and Professor	marie.otoole@rutgers.edu
Joseph Cipriano, DNP, APN, FNP-BC	Associate Dean of Graduate Programs and Clinical Associate Professor	jjcip@camden.rutgers.edu
Kevin Emmons DrNP, APN, AGPCNP-BC, CWCN, CFCN, WOCNF, FAAN	Associate Dean for Clinical and External Affairs and Clinical Professor	kremmons@camden.rutgers.edu
Janice Beitz, PhD, RN, CS, CNOR, CWOCN-AP, CRNP, MAPWCA, ANEF, FNAP, FAAN	Program Director, Wound Ostomy Continence Nurse (WOCN) Program and Professor	janice.beitz@camden.rutgers.edu
Jennifer Sipe, PhD, MSN, ANP-BC, RN	Program Director, Doctor of Nursing Practice (DNP) Program and Clinical Assistant Professor	jennifer.sipe@rutgers.edu
Arcilia Ortiz, DNP, RN, CSN-NJ, FN-CSA	Program Director, School Nurse Program and Clinical Assistant Professor	arciliao@camden.rutgers.edu

Graduate Programs Administrative Staff

NAME AND CREDENTIALS	ROLE	CONTACT
Jason Love	Senior Program Coordinator, Graduate and Professional Programs	jason.love@rutgers.edu
Kelly Hanson, MS, RN	DNP and RN-BSN Programs Clinical Coordinator	hansonk1@sn.rutgers.edu

For the complete listing of Leadership, Administration, and Staff, please see the following link:

<https://nursing.camden.rutgers.edu/leadership-administration-and-staff>

Rutgers School of Nursing, Camden Faculty

For the complete listing of Full-Time Faculty, please see the following link:

<https://nursing.camden.rutgers.edu/faculty>

Rutgers School of Nursing–Camden faculty are recognized experts in their fields of study and clinical practice who are committed to motivating students and to fostering their academic success. These dedicated mentors model resilience and encourage our students to identify—and surpass—their academic and career goals. Our faculty, comprising 33 full-time professors and more than 200 part-time lecturers, contribute to a campus-wide climate of cross-disciplinary collaboration, engaged civic learning, and evidence-based research. At the School of Nursing–Camden, faculty are hands-on practitioners and researchers who investigate topics such as poverty and vulnerable communities; health promotion, disease prevention, and health literacy; access to care; community-based research; and social determinants of health.

Lecturers

A number of well-qualified professionals—our lecturers—supplement the full-time nursing faculty. Lecturers have a master’s degree in nursing, or a doctoral degree if they are involved in clinical courses or clinical supervision. Other supportive faculty with graduate degrees in related fields may participate on the nursing faculty team to enrich and augment nursing education.

About 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 mission and advances the concept of nursing education.

About 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. <https://uhr.rutgers.edu/non-discrimination-statement>

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*

Academic Calendar

Academic calendar information can be found at: <https://registrar.camden.rutgers.edu/calendars-catalogs>

SECTION II: DOCTOR OF NURSING PRACTICE (DNP) PROGRAM

PROGRAM AT A GLANCE

Tracks:

- BSN to DNP Family Nurse Practitioner 69 credits
- BSN to DNP Adult-Gerontology Primary Care Nurse Practitioner 63 credits
- MSN to DNP in Clinical Leadership 33 credits
- MSN to DNP in Systems Leadership 33 credits

Residency hours: 1,000 minimum

Program Director: Jennifer Sipe, PhD, MSN, ANP-BC, RN | jennifer.sipe@rutgers.edu

DNP Mission Statement

The DNP graduates will be prepared to become clinical leaders in healthcare delivery through the development and application of evidence-based practices to improve the quality of care. The program prepares primary care nurse practitioners as well as nurses in indirect roles who seek to improve care for systems and populations.

DNP Program Description:

The Doctor of Nursing Practice (DNP) is a practice-focused doctoral degree that prepares nurses to translate evidence into practice, lead change across complex healthcare systems, and improve patient and population health outcomes. Rutgers School of Nursing–Camden offers three DNP pathways:

- BSN to DNP — Family Nurse Practitioner (FNP) or Adult-Gerontology Primary Care Nurse Practitioner (AGPCNP)
- MSN to DNP — Clinical Leadership
- MSN to DNP — Health Systems Leadership

Across all pathways, graduates are prepared to assume responsibility and accountability for practice at the most independent level of nursing. This includes using conceptual and analytic skills to evaluate the interdependent nature of practice, organizational, population, fiscal, and policy issues. Leadership and scholarship are supported through coursework and supervised experiences in developing and implementing the DNP Scholarly Project, as well as analyzing, synthesizing, and disseminating the results of that work.

All pathways culminate in the DNP Scholarly Project, in which the student identifies a significant practice or systems problem, designs and implements an evidence-based intervention, evaluates outcomes and sustainability, and presents the work to faculty, peers, and clinical partners. Acceptance of an abstract or publication of a manuscript is not a requirement for completion of the program.

Program Outcomes

Graduates of the Doctor of Nursing Practice Program are expected to demonstrate the following student learning outcomes:

AACN DOMAIN	DNP PROGRAM LEARNING OUTCOMES
1. Knowledge for Nursing Practice	Demonstrate advanced levels of clinical judgement and practice innovation informed by integrating, translating, and applying evolving knowledge from nursing as well as the natural and social sciences, liberal arts, ethics and other scientific sources of knowledge.
2. Person-Centered Care	Demonstrate individualized, holistic care within family and societal contexts building on a scientific body of knowledge regardless of nursing specialty focus promoting respectful, compassionate, coordinated, evidence-based healthcare.
3. Population Health	Apply knowledge of population health principles and policies across the continuum from health promotion to disease management, in collaboration with traditional and non-traditional partners, to improve access to care and the collective well-being of the populations served.
4. Scholarship for the Nursing Discipline	Integrate evidence-based guidelines and nursing scholarship to improve nursing practice, and engage in the generation, translation, and dissemination of scholarship that contributes to optimal health outcomes.
5. Quality and Safety	Incorporate principles and processes of safety and improvement science to enhance patient safety and minimize risk of harm to patients and providers at individual clinician and systems levels.
6. Interprofessional Partnerships	Collaborate intentionally with interprofessional partners, patients, families, and other stakeholders to optimize care and improve health outcomes.
7. Systems-Based Practice	Practice effectively and proactively within complex health systems, coordinating resources to provide safe, high-quality, and accessible care across all populations.
8. Informatics and Healthcare Technologies	Utilize information and communication technologies and informatics processes to provide care and gather data for driving evidence-based decision making and safe, high-quality, best-in-practice care delivery.
9. Professionalism	Develop and nourish a professional nursing identity characterized by accountability, perspective, collaboration, and comportment reflecting nursing's highest values, integrating access, connection, and engagement as core to that identity.
10. Personal, Professional, and Leadership Development	Engage in lifelong learning, self-reflection, and targeted activities to foster personal health, professional development, and nursing and leadership expertise.

These outcomes are congruent with the program's mission and goals, and they reflect the competencies outlined in the American Association of Colleges of Nursing's *The Essentials: Core Competencies for Professional Nursing Education* (2021; updated 2026) and the National Organization of Nurse Practitioner Faculties (NONPF) *Nurse Practitioner Role Core Competencies* (2022).

BSN TO DNP — FAMILY NURSE PRACTITIONER AND ADULT-GERONTOLOGY PRIMARY CARE

The BSN to DNP nurse practitioner tracks have a direct care focus and prepare the student to deliver high-quality care as primary care nurse practitioners. The program prepares students for the nurse practitioner role in either adult-gerontology or individual and family care across the lifespan. Graduates are eligible to sit for national certification and to seek advanced practice licensure in New Jersey.

Who This Track Is For

BSN-prepared registered nurses preparing for licensure and national certification as nurse practitioners in primary care.

Registered Nurse Experience Requirement

Students may begin the program and complete foundational coursework, including Advanced Pathophysiology, Advanced Pharmacology, and Advanced Health Assessment, prior to meeting the clinical entry requirement. A minimum of two (2) years of registered nurse experience is required before a student may progress into Primary Care Clinical I.

Students are responsible for documenting their registered nurse experience with the DNP Program Director in advance of registration for Primary Care Clinical I. Students who have not met the experience requirement at the point of progression will work with the Program Director to revise their plan of study.

Course Format and Attendance

Clinical theory courses are held in person on the Camden campus. Students also complete two clinical days per week at approved healthcare sites. Some scholarly and didactic coursework is offered in a hybrid format.

TIME COMMITMENT

This is a rigorous, full-time program. Because of the in-person course schedule and the two clinical days per week, most students in this track are not employed full time during their clinical coursework. Students should plan their work and personal commitments accordingly.

Clinical Hours

Clinical hour requirements at Rutgers School of Nursing–Camden exceed the national minimum. Students in the nurse practitioner tracks complete 240 supervised clinical hours per clinical theory course, so that graduates enter practice clinically confident, well-practiced, and prepared to provide exceptional care.

Culminating Requirement

DNP Scholarly Project with a primary care focus.

MSN TO DNP — CLINICAL LEADERSHIP

The MSN to DNP Clinical Leadership track prepares licensed advanced practice nurses for doctoral-level scholarship, evidence-based practice, and clinical leadership. The track builds on the student's existing master's preparation and clinical license, deepening the student's ability to evaluate and improve care within the clinical setting in which they already practice.

Who This Track Is For

Licensed advanced practice nurses (APNs), including nurse practitioners, certified nurse midwives, and certified registered nurse anesthetists, practicing in any clinical setting, whether acute care or ambulatory.

Course Format and Attendance

Synchronous remote courses meet during evening sessions. This track is intentionally designed for working professionals who are currently employed as licensed advanced practice nurses.

Scope of the Track

This track does not lead to initial advanced practice licensure and does not confer a new population-focused certification. Students enter the track already licensed and certified in their advanced practice role.

Culminating Requirement

DNP Scholarly Project.

MSN TO DNP — SYSTEMS LEADERSHIP

The MSN to DNP Systems Leadership track prepares master's-prepared nurses for doctoral-level leadership in health systems, organizations, and policy environments. The track has an indirect care focus and develops the student's capacity to lead quality improvement, shape policy, and improve outcomes at the population and systems level.

Who This Track Is For

MSN-prepared nurses who are not nurse practitioners or advanced practice clinicians, and who are pursuing or currently hold leadership roles in hospital administration, community health organizations, health policy, or systems-level operations.

Course Format and Attendance

Synchronous remote courses meet during evening sessions. This track is intentionally designed for working professionals.

Scope of the Track

This track does not prepare students for advanced practice licensure or national certification as a nurse practitioner.

Culminating Requirement

DNP Scholarly Project addressing a systems-level practice problem.

GENERAL DNP INFORMATION

Plans of Study

Plans of study for each DNP track are maintained on the School of Nursing–Camden website and in the Rutgers–Camden Graduate Catalog (catalogs.rutgers.edu), which is the official record of curriculum requirements. Students are governed by the plan of study in effect at the time of their matriculation. Each student receives a copy of their plan of study upon admission and should retain it for the duration of the program. ***Students must consult their Program Director before deviating from the published course sequence.*** Curriculum requirements are subject to change; changes affecting currently enrolled students will be communicated in writing to the student's official Rutgers email address.

Current plans of study are available at: nursing.camden.rutgers.edu/find-your-program/graduate-students-and-professionals/doctor-nursing-practice

Time to Degree Completion

Students must complete all requirements for the Doctor of Nursing Practice degree within five (5) years of matriculation into the program. This limit includes any periods of approved leave of absence, academic probation, or part-time enrollment. Students who anticipate that they will not complete the degree within this period must petition the DNP Program Director in writing in advance of the deadline; extensions are not automatic and are granted only for documented extenuating circumstances. Students who exceed the five-year limit without an approved extension may be dismissed from the program.

Advanced Pharmacology Currency Requirement

In accordance with New Jersey Board of Nursing regulations governing advanced practice nurse certification and prescriptive authority, graduate-level Advanced Pharmacology coursework must have been completed within five (5) years prior to application for certification. Students whose Advanced Pharmacology coursework will exceed this five-year window before program completion will be required to repeat the course at their own expense. Students are responsible for monitoring the currency of this coursework in consultation with their Program Director and should account for it when planning their sequence of study, particularly if progression is delayed by a leave of absence, part-time enrollment, or course repetition.

Transfer of Credit

In accordance with Rutgers University policy, students entering the DNP program with a master's degree in nursing may transfer up to twelve (12) graduate credits toward the DNP degree. Transfer credits must be evaluated and approved by the DNP Program Director in consultation with the Associate Dean for Graduate Programs.

MSN Gap Analysis and Clinical Hour Credit

A gap analysis is completed for each post-master's student upon admission to determine which DNP program requirements have been met through prior master's-level coursework. Consistent with AACN and CCNE expectations of a minimum of 1,000 post-baccalaureate scholarly hours, up to 500 hours completed during the student's master's program may be applied toward this requirement. Students must therefore complete a

minimum of 500 supervised scholarly hours within the DNP program at Rutgers School of Nursing–Camden. The gap analysis is conducted by the DNP Program Director and documented in the student's academic file.

All students will produce scholarly work that contributes to practice improvement. A more detailed description of the expectations and processes associated with the project may be found in the DNP Project Requirements Toolkit.

DOCTOR OF NURSING PRACTICE PROJECT

All students will produce scholarly work that contributes to practice improvement. A more detailed description of the expectations and processes associated with the project may be found in the DNP Project Requirements Toolkit.

Beginning to Identify a Project Focus

Students should begin considering a potential area of scholarly practice change early in the program, prior to enrolling in Foundations of Nursing Science and Evidence-Based Practice and Health Promotion. These courses are designed to help students refine a broad area of interest into a defined practice problem suitable for doctoral-level inquiry. Students who enter the seminar sequence without a general area of focus are at a significant disadvantage, as the DNP Project Planning Seminar is intended for developing a project plan rather than for identifying a topic.

Scope of DNP Scholarship

Not all practice activities meet the threshold of DNP scholarship.. Doctoral-level practice scholarship requires that the student identify a significant practice or systems problem, appraise and synthesize the relevant evidence, implement a change within the practice setting, and evaluate the outcomes and sustainability of that change.

WHAT DISTINGUISHES A DNP PROJECT

Implementing a screening instrument to generate a score is not in itself a DNP project. Implementing that instrument and using the resulting data to drive a measurable change in practice may be.

Projects are typically situated in primary care for the BSN to DNP tracks. The MSN to DNP tracks should be consistent with the focus of the program. Recognized project types include:

- Quality improvement initiatives
- Evidence-based practice implementation projects
- Program development and evaluation
- Clinical practice guideline development
- Policy analysis and advocacy projects
- Population health and systems-level projects
- Telehealth and technology integration projects

Students should consult the DNP Project Requirements Toolkit and their Faculty Chair to determine whether a proposed project fits within an approved type and meets the expectations for doctoral-level scholarship.

Seminar Sequence and Faculty Chair

Three scholarly seminar courses in the curriculum support the project:

- **DNP Project Planning Seminar (Seminar I)** is designed to support students in developing project plans. Students must submit and gain approval for project proposals upon the completion of Seminar I.
- **DNP Project Implementation Seminar (Seminar II)** is the semester in which students implement projects and collect any project-related data.
- **DNP Project Evaluation and Dissemination Seminar (Seminar III)** is designed to support students in analyzing and synthesizing project data and preparing work for dissemination. In this seminar, students will write abstracts that may be submitted to professional conferences and manuscripts suitable for publication. Acceptance of an abstract or publication of a manuscript is not a requirement for completion of the program.

Students register for a section of the DNP Project Planning Seminar (Seminar I). The doctoral-prepared Rutgers School of Nursing-Camden faculty member teaching that section serves as the student's Faculty Chair and continues with the student's cohort through Seminars II and III. This structure provides students with one consistent faculty advisor from proposal development through dissemination.

Students must be proactive in seeking guidance and support from their Faculty Chair in the planning, design, and implementation of their projects. The Faculty Chair is responsible for ensuring that the student maintains a steady pace and a defined focus, and for confirming that project work has been successfully completed.

DNP Committee Member

In addition to the Faculty Chair, each student secures a DNP Committee member who serves on the student's DNP project team. The DNP Committee member is a doctoral-prepared faculty member of the student's choosing. Students are responsible for identifying and securing their DNP Committee member and should do so during the DNP Project Planning Seminar (Seminar I), in consultation with their Faculty Chair. If a student is unable to secure a DNP Committee member, one will be assigned.

The DNP Committee member provides an independent scholarly perspective on the project, reviews the final scholarly paper, and signs off on the final project determination in conjunction with the Faculty Chair. The DNP project team consists of the Faculty Chair and the DNP Committee member. The practice-service partner serves in a consultative role to the team but does not participate in academic evaluation.

Practice Partner

Each student works with a practice partner at the site where the DNP project is conducted. The practice partner is a leader or clinician within the organization who has the authority or influence to support the project, such as a manager, director, medical director, or senior clinician. The practice partner is identified during the DNP Project Planning Seminar (Seminar I) in consultation with the Faculty Chair.

The practice partner helps ensure that the project addresses a need the organization recognizes, facilitates access to the site, staff, and data needed for implementation, and supports the sustainability of the practice change after the project ends. Students are responsible for keeping the practice partner informed of the project's goals, plan, timeline, and progress, and for following all policies of the practice site.

Verification of Project Implementation. To confirm that the project was carried out as reported, the practice partner completes a Practice Partner Attestation at two points. At the end of the DNP Project Implementation Seminar (Seminar II), the practice partner attests that the project was implemented at the site and states the dates of implementation. Before the Faculty Chair signs off on the final scholarly paper in the DNP Project Evaluation and Dissemination Seminar (Seminar III), the practice partner reviews a summary of the project's results and attests that the data were collected at the site during the implementation period and that the reported results are consistent with the site's experience of the project. The Faculty Chair may contact the practice partner directly at any point to confirm project activities.

Progression through the Seminar Sequence

REGISTRATION DOES NOT GUARANTEE PROGRESSION

Registration in the seminar sequence does not guarantee progression to the next seminar, completion of the DNP project, or conferral of the degree. Each seminar is a graded course with its own deliverables, and students must earn a grade of B or better to progress.

Progression is based on demonstrated readiness rather than on time enrolled. A student may earn a non-progressing grade in a seminar when, in the judgment of the Faculty Chair:

- The project proposal has not been adequately developed or has not received required approvals
- The project has not been implemented, or implementation is incomplete
- Project data have not been collected or are insufficient to support evaluation of outcomes
- Written work does not meet doctoral-level standards for scholarly writing, synthesis, or use of evidence
- Required site or practice-partner support has not been secured or has been withdrawn

A grade of Incomplete is granted only when at least 80 percent of the coursework has been completed at the end of the semester and the student is otherwise in good standing in the course. An Incomplete is not available to students who have not substantially completed the seminar deliverables.

Consequences of a Non-Progressing Grade in a Seminar Course

A grade below B in a seminar course carries the same consequences as a non-progressing grade in any other required DNP course. Students should understand that:

- The seminar must be repeated, which will extend the student's time to degree
- A student who earns a grade below B in two required nursing courses, or in the same required nursing course twice, is subject to dismissal from the program
- A student who has already earned one non-progressing grade elsewhere in the curriculum is therefore at risk of dismissal from a single seminar failure

Students who receive a non-progressing grade will meet with the Faculty Chair and the DNP Program Director to review the deficiencies, establish a written plan with specific deliverables and timelines, and determine the appropriate registration status for the following semester.

A student who wishes to appeal a seminar grade should follow the grade appeal process, beginning with a written complaint to the DNP Program Director. This process replaces the informal conference step described in the Grade Grievance policy, as the Faculty Chair serves as both course instructor and project mentor.

Continued Work on the DNP Project

Students who have successfully completed the seminar sequence but have not completed all remaining project requirements, including final approval of the scholarly paper, project presentation, evidence of manuscript submission, and admission to degree candidacy, must maintain continuous registration until the degree is conferred. Students should be aware that:

- Continuous registration is required until all degree requirements are met and the degree is conferred
- Registration in maintaining matriculation carries tuition and fee charges and may affect eligibility for financial aid, loan deferment, and, where applicable, immigration status; students should consult the Office of Financial Aid before electing this option
- The five-year limit for degree completion continues to apply and is not extended by periods of maintaining matriculation
- Faculty Chair availability for supervision outside the scheduled seminar sequence is not guaranteed and must be arranged in advance

Students are strongly encouraged to work proactively with their Faculty Chair throughout the seminar sequence in order to remain on schedule for graduation.

Group Projects

The American Association of Colleges of Nursing (AACN, 2015) recommended group or team projects as another option for students to meet the final scholarly project requirement in a Doctor of Nursing Practice program. Students wishing to complete a DNP project as a group of two must show evidence and a rubric of division of labor demonstrating that there is sufficient content and work for both students. A group project must be approved by the Faculty Chair. For more information on group projects, refer to the DNP Project Requirements Toolkit.

Admission to Degree Candidacy

All DNP candidates complete an application for admission to candidacy for degree at grad.admissions.rutgers.edu/Diploma/Login.aspx. Prior to the Associate Dean of Graduate Programs signing off on the degree portal, the Faculty Chair and DNP Committee member must sign off that the students scholarly project meets the requirements for the degree.

SECTION III: MASTER OF SCIENCE IN NURSING – SCHOOL NURSE SPECIALTY & SCHOOL NURSE CERTIFICATE PROGRAM

PROGRAM AT A GLANCE

Tracks:

- MSN in School Nursing (33 Credits)
- MSN – School Nursing For Post-Baccalaureate Certified School Nurses (30 Credits)
- School Nurse Certificate Program (21 Credits)

Program Director: Arcilia Ortiz DNP, RN, CSN-NJ, FN-CSA | arciliao@camden.rutgers.edu

School Nurse Specialty Program

The Rutgers School of Nursing–Camden School Nurse Specialty Program prepares registered nurses to fill the important role of school nurse in K-12 educational institutions across New Jersey and become vital partners who advance academic success of students and contribute to the well-being of families and communities. Our population health-focused graduate program offers two tracks: a School Nurse certificate and a School Nurse certificate with a Master of Science in Nursing

Program Outcomes

Graduates of the MSN in School Nurse Program are expected to demonstrate the following student learning outcomes:

AACN DOMAIN	MSN PROGRAM LEARNING OUTCOMES
1. Knowledge for Nursing Practice	Demonstrate clinical judgement and practice innovation informed by basic, social, cultural, and nursing sciences in the school nursing role to promote optimal student outcomes.
2. Person-Centered Care	Demonstrate individualized, holistic care within family, school, and societal contexts when evaluating evidence-based, coordinated school nursing.
3. Population Health	Apply knowledge of population health policies and processes to school populations, from health promotion to disease management, to improve access to care and the collective well-being of students and the school community.
4. Scholarship for the Nursing Discipline	Utilize processes and techniques of scientific inquiry to promote evidence-based practice to improve health outcomes of students and the school community.

5. Quality and Safety	Incorporate principles of safety and improvement science to enhance school nursing patient safety and minimize risk for patients and providers.
6. Interprofessional Partnerships	Collaborate with health care, family, school, and community team members to optimize school nursing care and improve student health outcomes.
7. Systems-Based Practice	Practice school nursing effectively and proactively within schools and complex health systems, coordinating resources to provide safe, high-quality, and accessible care for all student populations.
8. Informatics and Healthcare Technologies	Practice school nursing in the context of evolving health information systems capacities and technology to promote safe, efficient care delivery.
9. Professionalism	Develop and nourish a sustainable professional school nursing identity that includes accountability, perspective, and a collaborative disposition reflecting school nursing's highest values, including ongoing school nurse board certification.
10. Personal, Professional, and Leadership Development	Practice self-reflection and targeted activities to foster personal health, resilience, and lifelong learning supporting school nursing expertise and leadership.

Plans of Study

Plans of study for each MSN and certificate track are maintained on the School of Nursing–Camden website and in the Rutgers–Camden Graduate Catalog (catalogs.rutgers.edu), which is the official record of curriculum requirements. Students are governed by the plan of study in effect at the time of their matriculation. Each student receives a copy of their plan of study upon admission and should retain it for the duration of the program.

Students must consult their Program Director before deviating from the published course sequence. Curriculum requirements are subject to change; changes affecting currently enrolled students will be communicated in writing to the student's official Rutgers email address.

Current plans of study are available at: <https://nursing.camden.rutgers.edu/school-nurse>

Practicum Hours

Students in the MSN in School Health Services and students pursuing the New Jersey School Nurse Certificate complete a total of 180 supervised practicum hours. These hours are distributed across two courses:

COURSE	TITLE	PRACTICUM HOURS
58:705:560	School Nurse and Health Education Practicum	135
58:705:561	Improving Population Health	45
	Total	180

Students approved under the Emergency School Nurse provision below complete 130 practicum hours.

Both practicum courses are required for the New Jersey School Nurse Certificate. Students completing the certificate only, without the full MSN, complete the same practicum hours as students completing the MSN.

Practicum hours must be completed in an approved school setting under the supervision of a qualified preceptor. Students are responsible for logging and submitting documentation of all practicum hours in accordance with School of Nursing-Camden requirements. Practicum hours completed without prior approval of the site and preceptor will not be credited toward the requirement.

Emergency School Nurse Provision

Students employed in a public school as a New Jersey Emergency School Nurse for more than one year may enroll in School Nurse and Health Education Practicum (58:705:560) during their first summer of study, provided the school district furnishes written documentation confirming employment.

For these students, 50 of the 135 practicum hours required in 58:705:560 may be credited on the basis of school health office experience. Students granted this credit complete the remaining 85 practicum hours in 58:705:560, plus the 45 practicum hours required in Improving Population Health (58:705:561), for a total of 130 practicum hours.

Students seeking this provision must submit documentation of employment and obtain approval from the School Nurse Program Director prior to registration. Credit is not granted retroactively.

Time to Degree Completion

Students must complete all requirements for the MSN degree within five (5) years of matriculation into the program. This limit includes any periods of approved leave of absence, academic probation, or part-time enrollment. Students who anticipate that they will not complete the degree within this period must petition the MSN Program Director in writing in advance of the deadline; extensions are not automatic and are granted only for documented extenuating circumstances. Students who exceed the five-year limit without an approved extension may be dismissed from the program.

SECTION IV: WOUND, OSTOMY, CONTINENCE NURSING EDUCATION PROGRAM (WOCNEP)

PROGRAM AT A GLANCE

Tracks:

- WOC Certificate (13 credits)

Program Director: Janice Beitz PhD, RN, CS, CNOR, CWOCN-AP, CRNP, MAPWCA, ANEF, FNAP, FAAN |
janice.beitz@camden.rutgers.edu

Wound, Ostomy, Continence Nursing Program (WOCNEP)

The Wound, Ostomy, Continence Certification Program prepares nurses to specialize in wound, ostomy, and continence care in acute, sub-acute and long-term care facilities, as well as in the home or community. Students apply directly to the program and develop a plan of study with the program director.

Nationally Accredited, Graduate-Level Program

The Rutgers School of Nursing–Camden WOCNEP is fully accredited by the Wound Ostomy and Continence Nurses Society and is the only graduate level tri-specialty nursing certificate program in the nation. In addition, the WOC nursing specialty is recognized by the American Nurses Association. Graduates of the WOCNEP are qualified to sit for the Wound Ostomy Continence Nursing Certification Exams offered by the Wound Ostomy Continence Nursing Certification Board (WOCNCB), which began certifying nurses in 1978. The WOCNCB certification is valid in every state.

Program Outcomes

Graduates of the WOC Program are expected to demonstrate the following program outcomes:

#	PROGRAM OUTCOME
1	Demonstrate clinical judgement and practice innovation informed by basic, social, and nursing sciences in the wound, ostomy, continence (WOC) nursing role to promote optimal patient outcomes.
2	Demonstrate individualized, holistic care within family and societal contexts when evaluating evidence-based, coordinated WOC nursing care.
3	Apply knowledge of population health policies and processes to WOC patient populations, from health promotion to disease management, to promote optimal, equitable health outcomes.
4	Utilize processes and techniques of scientific inquiry to promote evidence-based WOC health outcomes.
5	Incorporate principles of safety and improvement science to enhance WOC patient safety and minimize risk for patients and providers.

#	PROGRAM OUTCOME
6	Collaborate with health care, family, and community team members to optimize WOC nursing care and improve patient health outcomes.
7	Practice WOC nursing effectively and proactively within complex health systems to promote optimal WOC care for diverse populations.
8	Practice WOC nursing in the context of evolving health information systems, capacities, and technology to promote safe, efficient care delivery.
9	Develop and nourish a sustainable professional WOC nursing identity that includes accountability, perception, and collaborative spirit reflecting WOC nursing's highest values, including ongoing WOC board certification.
10	Practice self-reflection and targeted activities to foster personal health, resilience, and lifelong learning supporting WOC nursing expertise and leadership.

Required courses for Wound, Ostomy, Continence Program

- 58:705:551 Wound, Ostomy, Continence Nursing I (5 credits)
- 58:705:552 Wound, Ostomy, Continence Nursing II (5 credits)
- 58:705:553 Wound, Ostomy, Continence Nursing Clinical Practicum III (160 hours plus classroom time) (3 credits)

Format

- Online: combines exceptional classroom instruction with clinical experience.
- Two (5)-credit didactic courses are taught during fall and spring semesters in a once weekly. A 3-credit course: The summer contains the 160-hour clinical practicum.
- Experienced faculty, distinguished WOC nurses, and interprofessional colleagues present on topics including wound care, urinary and fecal diversions (ostomy), and urinary/fecal incontinence for on-campus students. The (3)-credit clinical course component consists of a 160-hour clinical practicum with an expert credentialed preceptor, plus a bi-weekly class that meets in the summer semester or periodically online.

Requirements for the WOCNEP are listed on the Rutgers School of Nursing, Camden WOCNEP webpage:

<https://nursing.camden.rutgers.edu/wound-ostomy-continence-nurse>

SECTION V: POST-MASTER'S NURSE EDUCATOR CERTIFICATE PROGRAM

PROGRAM AT A GLANCE

Tracks:

- Post-Masters Certificate (12 credits)

Program Director: Mary Wunnenberg EdD, MSN, RN, CNE | mary.wunnenberg@rutgers.edu

Certification in any field is a mark of professionalism. For academic nurse educators, it establishes nursing education as a specialty area of practice and creates a means for faculty to demonstrate their expertise in this role (NLN, 2022). The Post-Master's Certification Program will prepare master's or doctoral degree nurses with advanced knowledge and skills to teach in the classroom, clinical, and online settings. Upon completion of the program, students will meet the requirements (Option A) to sit for the National League for Nursing Certified Nurse Educator (CNE or CNE-cl) exams.

Program Outcomes

The Rutgers–Camden Post-Master's Nurse Educator Certification Program graduate will be able to:

1. Demonstrate the knowledge and skills to educate nursing students in the classroom, clinical, and online settings through the development of the Nurse Educator Core Competencies.
2. Utilize theoretical knowledge and evidence-based strategies to support the transition from clinical practitioner to nurse educator in the classroom, clinical, and online settings.
3. Become nationally certified as a Nurse Educator by the National League for Nursing (NLN).

Required Courses

- 58:705:542 Foundations of Nursing Education (3 credits)
- 58:705:540 Curriculum Development in Nursing Education (3 credits)
- 58:705:544 Assessment and Evaluation Methodologies in Nursing Education (3 credits)
- 58:705:546 Teaching Practicum, including a 60-hour clinical practicum (3 credits)

Format

- Consists of online (asynchronous) and periodic remote synchronous activities.
- Three 3-credit didactic theory courses are taught entirely online during the fall and spring semesters.
- The 3-credit teaching practicum requires a one-day virtual immersion, a 60-hour teaching practicum with a credentialed preceptor, and periodic remote synchronous meetings during the spring semester.

Requirements

Requirements for the Post-Master's Nurse Educator Certification Program are listed on the Rutgers School of Nursing–Camden Post-Master's Nurse Educator Certification Program webpage:

<https://nursing.camden.rutgers.edu/nurse-educator-courses>

SECTION VI: GRADUATE PROGRAMS ADMISSION, REGISTRATION, AND ENROLLMENT

Admission and registration can be complicated processes. Administrators, staff, and faculty are available to assist you as you navigate these systems. The information below is written to help graduate students understand the basic information needed for enrollment. Faculty, staff, and administrators are accessible for guidance as needed.

Academic Advising

Academic advising is an expectation for all graduate students. Students are expected to meet regularly with their Program Director throughout their enrollment to review their plan of study, monitor progression, and plan course registration. Regular advising helps students remain on track for timely program completion, anticipate prerequisite and sequencing requirements, and address any academic concerns early. Students should not register for courses, alter their plan of study, or elect a part-time schedule without first consulting their Program Director.

Curricular Plans

Full-Time and Part-Time Options

Students enrolled in 9 or more credits per semester are considered full-time; students enrolled in fewer than 9 credits are considered part-time. Although the program offers a part-time option, courses may only be offered once a year, and many require prerequisites. Students who are contemplating a part-time plan of study must meet with the Program Director prior to beginning classes.

BSN TO DNP REGISTERED NURSE EXPERIENCE REQUIREMENT

Students in the BSN to DNP nurse practitioner tracks must have a minimum of two (2) years of registered nurse experience before progressing into Primary Care Clinical I. Students may begin the program and complete foundational coursework (Advanced Health Assessment, Advance Pathophysiology and Advanced Pharmacology) prior to meeting this requirement. Students are responsible for documenting their registered nurse experience in advance of registration for Primary Care Clinical I. Students who have not met the requirement at the point of progression will work with the Program Director to revise their plan of study.

Continuous Registration

Students are expected to be continuously registered every semester (Fall and Spring) from the date of matriculation. If a student needs or decides to take a semester off, the student must file for Maintaining Matriculation (see Maintaining Matriculation below). For semesters in which a student is not taking classes, they must pay any associated fees for Maintaining Matriculation.

Continuous registration applies to all students, regardless of whether they are attending in-person, remote, hybrid, or online classes. In other words, there are no formal student leaves of absence once matriculated. Students receiving financial aid should be aware of any implications of not taking classes for a semester and should consult with the Office of Financial Aid for additional information.

Students with any type of hold (financial, registrar, compliance, or student health) will not be permitted to register for classes until the hold is resolved. *(Approved by Faculty Organization 12/7/2021)*

Maintaining Matriculation

Students who need to interrupt their studies may, with approval from their Program Director and the Associate Dean, register for Maintaining Matriculation. This category of registration is available only to students not using faculty time or university and research facilities.

Students may apply for Maintaining Matriculation for a **maximum of two consecutive semesters** at any one time during their tenure as a graduate student. Permission to register for Maintaining Matriculation for additional semesters beyond two consecutive semesters may be requested for extenuating circumstances and will be reviewed on a case-by-case basis by the Program Director and Associate Dean. In the absence of this waiver, the student must reapply to the program, and readmission is not guaranteed. *(Approved by Faculty Organization 12/7/2021)*

Administrative Withdrawal from the School of Nursing — Camden

Inactive students who are not registered for a course or for Maintaining Matriculation will be administratively withdrawn one week after the end of the add/drop period and notified by the Office of the Registrar. Students who are administratively withdrawn will need to reapply to the program. *(Approved by Faculty Organization 12/7/2021)*

Change of Registration and Withdrawals

All students, regardless of program, are required to speak with their course faculty and Program Director before course withdrawal to ensure there is complete understanding regarding its effect on their academic plan of study, and so that a new plan is developed. For graduate students, prerequisite and co-requisite course requirements will not be waived. Because not all courses are offered every semester, a student may have to wait more than one semester to re-enroll in a course. For some students, this may delay academic progression and anticipated program completion. *(Approved by Faculty Organization 12/7/2021)*

Transfer Credit

Requests for transfer of credits for graduate courses completed at another accredited institution will only be reviewed upon admission, before the start of the first semester, to the School of Nursing–Camden. The following limits are set on the maximum number of graduate degree credits transferable into the School of Nursing–Camden.

No more than 12 credits from an accredited institution earned for the degree may be transfer credits. 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.

The school will consider applications for transfer credit based on the following criteria:

- Course documents support comparable graduate- or doctoral-level coursework at an accredited college or university.

- The student earned a B or better in the course or courses being transferred.
- The course was not taken more than 6 years before the transfer request. Please note that Advanced Pathophysiology, Advanced Pharmacology, and Advanced Health Assessment must have been completed less than 5 years before admission.
- The maximum number of credits that can be transferred is 12 credits.
- Credits transferred for a course will not exceed the number of credits for the course offered at Rutgers School of Nursing–Camden.
- Credits transferred for a course will not exceed the number of credits granted by the outside school.
- Clinical theory and practicum courses are not transferrable.

The Request for Transfer Credit form, official transcript(s) with final grade posted, and supporting documents (syllabus including course description, objectives, and content outline) must be submitted to the student's Program Director for review before admission. See Appendix A. *(Approved by Faculty Organization 12/7/2021)*

Course waiver and substitution (Internal Transfer of Credit)

Students applying credits previously earned at Rutgers University, the School of Nursing, or the UMDNJ School of Nursing must meet with their Program Director to review which courses may be applied to their program of study. This is not a transfer of credit per se, but a process to apply for credits previously earned at Rutgers to replace or substitute required courses in the student's plan of study. The form to be completed and submitted by the student to the Program Director is the Course Waiver and Substitution Form.

If, upon review, the Program Director deems the course equivalent or acceptable for transfer (see criteria for transfer of credit above), the Program Director will submit the completed form to the Associate Dean for final review, authorization, and approval. When a course substitution or waiver is granted and approved, the Office of the Registrar will record the application of credits on the student's transcript and in the student file. See Appendix B. *(Approved by Faculty Organization 12/7/2021)*

SECTION VII: COMPLIANCE REQUIREMENTS

Compliances

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 percent compliant with these requirements in order to participate in on- and off-campus lab experiences.

NON-COMPLIANCE AFFECTS CLINICAL PARTICIPATION AND REGISTRATION

Students will not be permitted to attend clinicals if they are non-compliant. Missed clinicals due to non-compliance may result in failure of that particular clinical.

Registration holds may be placed on the accounts of non-compliant students, preventing them from registering for classes and delaying their program progression.

Clinical Compliance Deadline for BSN to DNP Students

Students in the BSN to DNP nurse practitioner tracks must have all clinical compliance documents complete and verified in Castlebranch by July 1.

JULY 1 DEADLINE

Students who are not compliant by July 1 will not be permitted to move into clinical courses, including Primary Care I, Primary Care II, Primary Care III, FNP Women's Health, FNP Pediatrics, FNP Practicum or Adult/Gero Practicum.

Registered Nurse Licensure for DNP, MSN and School Nurse Certificate*

Students must hold and maintain a current, valid, unencumbered Registered Nurse license in the State of New Jersey throughout their enrollment. Students must also hold a valid RN license in any state in which they complete clinical or practicum hours. Because clinical placements may be located outside New Jersey, students are responsible for confirming with their Program Director and clinical placement coordinator that they are properly licensed in the state of each placement before the clinical experience begins.

Students who hold a multistate (compact) license under the Nurse Licensure Compact are responsible for understanding and upholding all regulations governing that license. This includes, but is not limited to, maintaining a single Primary State of Residence (PSOR) and complying with all domicile and relocation rules. A student whose

Primary State of Residence changes must take the required steps to remain properly licensed and must notify their Program Director of any change that affects their eligibility to complete clinical hours.

Students are responsible for maintaining a current RN license in the Castle Branch tracking system and for reporting any change in license status, including any disciplinary action, restriction, or lapse, to the Program Director immediately. A student whose license becomes encumbered, restricted, or lapsed will not be permitted to participate in clinical or practicum experiences.

**WOC Certificate students need to be licensed in the state they are completing their clinical requirements.*

Malpractice Liability Insurance

School Nurse Certificate and MSN, WOCNEP, and DNP students must carry personal malpractice and liability insurance.

Employment

Given the rigorous nature of graduate education, students may find it difficult to maintain full-time employment. If the student makes the decision to maintain employment during graduate education, it is expected that employment will not interfere with or impede any portion of the student's academic responsibilities. This includes, but is not limited to, attendance at synchronous class sessions, examinations, clinical lab experiences, completion of assignments, and clinical practicum experiences.

Students are not permitted to complete clinical or practicum hours at the specific site where they are employed, in the role in which they are employed. See the Clinical Site and Place of Employment policy in the Clinical Placements and Expectations section for the full standard and examples.

Document Tracking

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

To access the Castle Branch tracking system, go to <https://portal.castlebranch.com/RU21> and follow these steps:

1. Click on the Package Selection tab.
2. Select "**Camden**" for **School Nurse Programs** or **WOCNEP**, or select "**Graduate Nursing**" for **DNP**.
3. Review the package summary and payment information. Check the box acknowledging that you have "Read this Information," then click "Click to Continue."
4. Complete the requested information on the following pages.
5. Classification: follow the instructions provided in your Welcome Letter.
6. The Instruction Package will give a detailed outline with the package cost, which is all-inclusive.
7. Additional requirements include online E-Learning modules. Related work modules may not substitute for the E-Learning modules.
8. Students must keep all documents current, such as annual TB requirements, biennial CPR, annual health insurance card, current nursing Student Handbook acknowledgement form, background checks, urine drug screen, and RN license.

Students must upload all required documents into the Castle Branch tracking system by the assigned due date. See Appendix C.

Student Substance Misuse and Impairment

The School of Nursing–Camden maintains a Student Substance Misuse and Impairment Policy that applies to all graduate and undergraduate nursing students enrolled in clinical and classroom settings. 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, cannabis, and the misuse of prescription medications.

As part of the initial Castle Branch compliance requirements, all students are required to undergo drug testing during their first nursing lab course. Students may also be required to undergo testing where there is reasonable suspicion of impairment. A student who receives a positive drug screen will be notified through the Castle Branch system and must report it immediately to the Director of SNC-CARES.

Although cannabis is legal for adults in New Jersey, it remains illegal under federal law and is prohibited on Rutgers property and for the purposes of this policy. The complete policy, including definitions, testing procedures, consequences of a positive result, voluntary self-disclosure, and provisions regarding impairment due to non-substance-related factors, is set forth in Appendix G.

WHERE TO FIND THE FULL POLICY

The complete Student Substance Misuse and Impairment Policy, including all testing and reporting procedures, appears in Appendix G. All students are responsible for reading and adhering to the policy in full.

SECTION VIII: ACADEMIC POLICIES, PROGRESSION, AND GRADING

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.

Course Absences

Students are expected to attend all lectures, to be on time, and to stay for the entire class. If unable to attend class, students are expected to inform the course professor by email. Students will be asked to provide course faculty with reasonable documentation regarding their absences. Students are responsible for the missed material.

Clinical Absences

It is the expectation of Rutgers School of Nursing–Camden that students attend all clinical activities, as clinical learning is considered essential to the completion of the nursing program. The School expects students 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 style of lifelong learning. Students should not expect to be excused from required coursework for personal or family events.

Students should note that any absence from a clinical experience may place the student in jeopardy of not satisfying the minimum clinical hour requirements. If a student must miss time due to illness or personal emergency, the student is responsible for calling the clinical preceptor as well as the clinical site prior to the start of the clinical experience.

Absence Due to Religious Observance

It is the policy of the University to excuse without penalty students who are absent because of religious observances and to allow these students to make up work missed because of such absences. Examinations and special required out-of-class activities will ordinarily not be scheduled on days when such students refrain from participating in secular activities. Absences for reasons of religious observance are not counted for reporting purposes. A student who is absent from an examination because of a required religious observance will be given an opportunity to make up the examination without penalty. This provision does not relieve the student of responsibility for material covered during the absence, and students should notify course faculty in advance where possible.

Course Formats

There are four options for instructors to facilitate class sessions:

In-Person

Classes run in person at the School of Nursing–Camden per the course offering schedule published each semester by the Registrar's office.

The BSN to DNP nurse practitioner theory courses that involve clinical learning and diagnostic reasoning are held in person. Rutgers School of Nursing–Camden is not an online program for clinical education. Just as medical education is not conducted online, we prepare our nurse practitioners through hands-on, in-person clinical learning so that our graduates are the strongest possible clinicians. The following clinical based courses are offered in the in-person format: Primary Care I, Primary Care II, Primary Care III, FNP: Pediatrics, FNP: Women's Health, Adult-Gerontology Practicum, and FNP Practicum.

Remote Synchronous

Remote synchronous classes run in real time, with students and instructors attending together from different locations at an established scheduled time. Synchronous virtual classrooms operate much like traditional classrooms, with set schedules and live discussions. Synchronous classes foster engagement and interaction among instructors and students, allowing students to ask questions in real time of their classmates and instructors.

Remote synchronous sessions carry the same expectations for attendance, preparation, and participation as in-person classes. Students are expected to attend from a quiet, appropriate learning environment, with their **camera on** and actively engaged for the duration of the session. ***Students may not attend synchronous sessions with cameras off, in a non-participatory manner, while working, while driving or operating a vehicle, or while otherwise unable to give the class their full attention.*** A student who is not able to participate fully may be marked absent for that session. These expectations reflect the professional standards of nursing practice and ensure that all students benefit from live discussion and interaction.

Asynchronous (Fully Online)

Asynchronous classes are flexible and run on the student's schedule. Asynchronous learning is self-paced and self-guided and requires students to work more independently. Asynchronous classes often feature prerecorded lectures that students watch independently, and require students to submit assignments and post at designated required times.

Hybrid (Classroom plus Online / Remote Synchronous)

Hybrid courses combine traditional classroom teaching with online and remote synchronous activities. Some class sessions will be remote synchronous and some will be face-to-face, as established by the instructor throughout the semester.

Academic Advisement

Program Directors serve as the student's faculty advisor and provide academic and professional guidance throughout a student's course of study. Program Directors assist students in identifying strengths and weaknesses and in establishing short- and long-range academic and professional goals. ***The student and Program Director should meet at least once each term to review the student's progress and discuss goals.***

At the time of initial registration, the Program Director and the student review the plan of study, which assures the student can meet all program and degree requirements. This plan reflects the student's course selections for each term of enrollment and outlines the course sequence for completion of degree requirements. Modifications to the program plan may be made, if necessary, in collaboration with the Program Director. It is the student's

responsibility to register for courses based upon the agreed plan of study. In the case of unforeseen circumstances, changes to program plans will be considered. Any questions regarding the course of study should be discussed with the Program Director. Students who deviate from their program plan without consulting their Program Director may jeopardize their graduation date or successful program completion.

Nursing Courses

Nursing courses designated as School 58:705 must be taken in the sequential order listed on the appropriate program plan of study. **Deviations from the plan of study must be approved by the Program Director.** To progress in the graduate nursing programs, a grade of B or higher must be earned in each nursing course.

Course Grade Requirements

Students must achieve a grade of B or better in order to successfully complete any graduate course. Some theory (didactic) courses and clinical (residency) courses are offered concurrently as co-requisites. Students must repeat both the theory and clinical co-requisite courses if they fail to achieve a satisfactory grade in either course within a particular semester. Students who fail to successfully complete a course may repeat the course once. Students who must repeat a course must meet with their Program Director to review a revised plan of study.

KEY PROGRESSION RULE

A grade lower than a B in ONE nursing course results in academic probation.

A grade lower than a B in TWO nursing courses results in dismissal from the program.

Grading Format for Nursing Courses

GRADE	NUMERIC RANGE	PROGRESSION STATUS
A	90-100	
B+	85-89	
B	80-84	
C+	75-79	Unacceptable for progression
C	70-74	Unacceptable for progression
D	60-69	Unacceptable for progression
F	59 and below	Unacceptable for progression

Academic Standing

Scholastic standing is determined at the conclusion of each semester.

Poor Academic Standing

Students who do not earn a B or better in all graduate nursing courses are considered to be in poor academic standing. Students in poor academic standing are required to meet with the Program Director to develop a plan for improving academic standing. Plans must be satisfied within the specified timeframe to allow for student progression. To graduate from the program, students must be in good academic standing.

Students whose term or cumulative grade point average is below a 3.00 are also defined as having poor academic standing and may be placed into one of four scholastic standing categories: academic warning, academic probation, continued probation, or dismissal.

(Approved by Faculty Organization 12/7/2021)

Academic Warning

All students who earn a term or semester grade point average below a 3.00, 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 or semester grade point average of at least a 3.00 during the next full academic term (either Fall or Spring), provided that their cumulative grade point average is at least a 3.00 as well. *(Approved by Faculty Organization 12/7/2021)*

Academic Probation

Students earning less than a B in one Graduate 58 course will be identified as at risk and placed on academic probation. Students will be formally notified by the Program Director and must meet the plan outlined by the Program Director. Students earning less than a B in two Graduate 58 courses will be dismissed from the graduate program.

Probationary outcome: Students who fail to meet all the conditions of their academic probation will be dismissed from the School. Students who meet all the conditions of their academic probation will be removed from academic probation. *(Amended and Approved by Faculty Organization 5/5/2020)*

Withdrawal Policy for Nursing Courses

All graduate nursing students, regardless of program, are required to contact their course faculty and their Program Director prior to course withdrawal to ensure a complete understanding of the effect the withdrawal will have on their plan of study. When a student withdraws from a course, a new progression plan may be needed. 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 or anticipated program completion. If no courses are available for the student, an application for Maintaining Matriculation must be submitted by the student.

A student's extenuating circumstances may also necessitate a complete withdrawal from all courses. A meeting with the Program Director will be required so that students understand the financial, academic, and progression implications of withdrawal. When a student returns from a complete withdrawal, a meeting with the Program Director 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, a re-enrollment process will be required.

A student with a complete withdrawal from all courses in one semester, followed by subsequent individual withdrawals from the same courses, would be considered for dismissal from the program.

WITHDRAWAL COUNTS AS AN ATTEMPT

Students are permitted only two attempts to successfully complete a graduate nursing course; a withdrawal counts as an attempt.

A student who withdraws from a graduate nursing course and earns a grade less than a B on a subsequent attempt at the same course will be considered for dismissal.

A student who withdraws from a graduate nursing course being repeated, due to a previous withdrawal or a grade less than B, will be considered for dismissal.

A student withdrawing from two or more different nursing courses in the same semester will not be dismissed; however, each withdrawal will count as an attempt to successfully complete that nursing course.

(Approved by Faculty Organization 12/7/2021)

Dismissal Policy

A graduate student will be considered for dismissal from the School of Nursing–Camden for any one or more of the following circumstances:

- Not meeting the conditions of the probationary period (refer to the Academic Probation policy above).
- Earning less than a B in two or more required nursing courses, or earning less than a B in the same required nursing course twice.
- Previously withdrawing from a 58 nursing course and repeating the course with a grade earned less than a B.
- Earning a grade less than a B and then withdrawing from the course upon a second attempt.
- Withdrawing twice from the same 58 nursing course, which will be considered two unsuccessful attempts.
- Graduate students who do not maintain a B in two Graduate 58 courses will be considered for dismissal.

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

Academic Dismissal Appeal

A student may appeal academic dismissal. These appeals go directly to the Associate Dean of Graduate and Professional Programs. Anyone wishing to appeal a dismissal must submit a letter in writing within 10 school days (days on which the University is open for business) of receipt of the decision for dismissal. The appeal letter must state the basis for the appeal and must be consistent with the following grounds: (1) technical error, (2) new information, or (3) extenuating circumstances. The Associate Dean, whose decision is final, shall render a decision within 10 school days of receiving the appeal. During the dismissal appeal process, the student may maintain active status within the University to ensure access to email and other resources pending dismissal. *(Approved by Faculty Organization 12/7/2021)*

Readmission Following Academic Dismissal

Students who are academically dismissed or who voluntarily withdraw from the School may apply for readmission during the open application period. Applications for readmission are reviewed by the Graduate and Professional Programs (GPP), Program Director, and Associate Dean. Readmission is not guaranteed. Students who were academically dismissed and offered readmission will undergo an individual assessment by the Program Director, in collaboration with the Associate Dean, to determine the conditions of readmission, including courses to be taken or repeated and the timeline for program completion. See Appendix E. *(Approved by Faculty Organization 12/7/2021)*

Course and Clinical Hours Incompletes

In general, faculty and students are strongly discouraged from granting or requesting incompletes in a course. Incompletes should only be given when circumstances beyond the control of the student necessitate additional time for completion of assignments or clinical hours. Faculty should only consider granting an incomplete if at **least two-thirds of the assignments** have been completed. The faculty must notify the Graduate Program Director prior to granting an incomplete in a course or clinical hours.

Incomplete Clinical Hours

This section describes incomplete clinical hours related to a student's issue or circumstances that interfered with the student completing their clinical hours, and that were not related to a lack of available hours at the site or with the preceptor. If the student is not obtaining the hours they need at their clinical site, they should notify the faculty as soon as possible.

If the faculty reviews the student's clinical schedule and consults with the practice site or preceptor to obtain information or documentation confirming that the student had adequate time to complete the required clinical hours, then the faculty does not have to grant an extension for the completion of clinical hours. Faculty should consult with the Graduate Program Director in this circumstance.

A student with incomplete clinical hours must complete any outstanding clinical hours by or before progressing to the next semester. If extenuating circumstances arise, an exception may be made by the course faculty and Program Director on a case-by-case basis. A student needs to submit a detailed plan and schedule of how the clinical hours will be completed to the course faculty and the Graduate Program Director. The student will receive an I (incomplete) for both the theory and clinical courses until all course and clinical requirements have been met. *(Approved by Faculty Organization 5/3/2022)*

Incomplete Coursework

As noted above, an incomplete may only be granted when at least two-thirds of the course assignments have been completed and circumstances beyond the student's control necessitate additional time. The student must work with the faculty of the course to establish due dates for the required assignments to be submitted. The faculty will have the discretion to set the timeframe within which the assignment must be submitted to meet the course requirements. However, it is strongly encouraged that incomplete assignments do not extend into the next semester.

In the event that a student fails to remove the incomplete within the designated timeframe, the student will not be allowed to progress until the requirement for the incomplete has been satisfied. A graduate student cannot graduate with an incomplete grade in the graduate program.

Any student who fails to remove an incomplete after one full year from receiving the incomplete, or who fails to satisfy their established plan, will face dismissal from the program. The grade will be converted to an F if the student fails to remove the incomplete after the designated timeframe. The student may reapply to the program and will be required to repeat the course in its entirety, including clinical hours if applicable, and meet all financial requirements.

A student who has more than one incomplete will be granted one semester to remove the incompletes, after which the student will not be allowed to register for additional courses until all incompletes are removed. An "Abandoned" option will not be allowed within the graduate program. ("Abandoned" refers to a situation in which the student has agreed that the course may no longer be completed, and the program has agreed to allow the student to continue with permanent incompletes on their record.)

The faculty of record or the Graduate Program Director may change the grade once all requirements have been met. *(Approved by Faculty Organization 5/3/2022)*

Mid-Semester Warning

At course mid-semester, students in jeopardy of unsatisfactory performance in a graduate nursing course may receive written or electronic notification from the course faculty in Raptor Connect. A mid-semester academic warning is assigned to any student for reasons including, but not limited to, an average nursing course grade less than B; unsatisfactory, unsafe, or unethical clinical performance; or poor attendance.

Following a mid-semester academic warning, it is the responsibility of the student to contact the faculty who issued the warning and develop an action plan. Students are responsible for monitoring their own progress in the course to ensure they are performing at a satisfactory level. Absence of a mid-semester warning does not guarantee that a student will pass the clinical or didactic portion of a course.

Course Grade Grievance Policy

All faculty members are expected to grade fairly and to 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 based on something other than academic performance or was assigned arbitrarily by the faculty member. While students have the right to grieve final course grades, being dissatisfied with one's earned grade, or failing to notify faculty of personal circumstances that may have affected academic performance, are not grounds for a grade grievance.

Arbitrary grades are defined as those:

- assigned to a student on some basis other than performance in the course; or
- assigned to a student where the student is being held to a different standard compared to other students in that course.

Please note:

- If the student feels 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 prior to submitting a course grade grievance.
- Failing to notify faculty of personal circumstances that may have affected academic performance, prior to 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 qualify as passing (for example, the passing grade is 80 and the student scores 79.34) is not grounds for filing a grade grievance.

To file a grade grievance, the student completes the course grade grievance form at:

- cm.maxient.com/reportingform.php?RutgersUniv&layout_id=59

Progression During a Grievance

When a student receives a course grade less than a B 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 or courses. This withdrawal will not count as an attempt under the Withdrawal Policy.

Grievance 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-day timeframe will not be accepted. The student has the option to submit supporting documentation with the grade grievance application. Documentation may include, but is not limited to, the 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.

Once the Program Director reviews the grievance, the decision will be communicated to the student through Rutgers email. The student has the option to request a meeting with the Program Director within three (3) business days of receiving the decision. If the course grade grievance is denied by the Program Director, the student has the option of meeting with the Associate Dean of Graduate and Professional Programs. The student must make 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 as to whether the grievance is justified. The Associate Dean will notify the student and faculty in writing of the final decision within two (2) business days by a letter sent to Rutgers email. *(Approved by Faculty Organization 4/9/2019 and 3/5/2022; revised to reflect the graduate program)*

Grade Grievance Process at a Glance

The grievance process is time-sensitive. Each step below carries a deadline in business days. Missing a deadline ends the process.

STEP 1 · EMAIL THE FACULTY MEMBER

Within 3 business days of grades posting

The student emails the course faculty member to attempt to reconcile the grade. This must occur within three business days of grades being posted in REGIS.



STEP 2 · SUBMIT THE FORMAL GRIEVANCE

Within 3 business days of Step 1 email

The student submits the formal course grade grievance to the Program Director through the Maxient portal, with any supporting documentation. A grievance submitted after this window will not be accepted.



STEP 3 · PROGRAM DIRECTOR REVIEW

Decision returned by Rutgers email

The Program Director reviews the grievance and communicates the decision to the student by Rutgers email. The student may request a meeting with the Program Director within three business days of the decision.



STEP 4 · ASSOCIATE DEAN REVIEW (IF DENIED)

Appointment within 3 business days of the decision

If the grievance is denied, the student may meet with the Associate Dean of Graduate and Professional Programs. The student must schedule the meeting within three business days of the Program Director's decision.



FINAL · ASSOCIATE DEAN DECISION

In writing within 2 business days

The Associate Dean makes the final determination as to whether the grievance is justified and notifies the student and faculty in writing within two business days. The Associate Dean's decision is final.

Formal Student Complaints

Students who believe they have been treated in an arbitrary or punitive manner by their instructors in matters other than grades should review the matter with the faculty member; then, if not resolved, then with the Program Director, then with the Associate Dean of Graduate and Professional Programs; and finally with the Dean of Students, if necessary.

Test Time Allotment

The majority of scheduled tests in the graduate programs at Rutgers School of Nursing–Camden will be timed, with a certain amount of time allotted per question on the test. Faculty reserve the right to allow a minimum of 60

seconds and a maximum of 75 seconds per question on any given test. Faculty may add time considering the type of questions asked and the answers required.

Additional time may not be assigned to individual students unless they have documented accommodations officially authorized through the Office of Disability Services (ODS). No faculty member may grant, extend, or adjust test time on the basis of an accommodation that has not been formally authorized by ODS.

Accommodations are not applied automatically or on a blanket basis across a student's program. A student approved for testing accommodations must formally request those accommodations each semester, for each course in which the accommodation is to be used, in accordance with ODS procedures. It is the student's responsibility to initiate this request in a timely manner so that arrangements can be made before the scheduled test. Students must follow University policies to receive this accommodation and are referred to the Office of Disability Services at success.camden.rutgers.edu/disability-services.

Nursing Curriculum Plans

For specific nursing curriculum plans (DNP, MSN, School Nurse Certificate, WOCNEP, and the Post-Master's Nurse Educator Certification Program), refer to the School of Nursing–Camden website at nursing.camden.rutgers.edu. Students are governed by the plan of study in effect at the time of their matriculation.

Student Course Evaluation

Each semester, students receive a link via Rutgers email to the Student Instructional Rating Survey (SIRS) and are encouraged to provide feedback regarding the quality of their courses. The Program Director makes program decisions based on the results of these data.

SECTION IX: CLINICAL PLACEMENTS AND EXPECTATIONS

Clinical Rotations and Attendance

Clinical or residency hours associated with clinical courses involve work with individual preceptors. Location of preceptors can be a coordinated effort among the student, the CARES office, the Program Director, and faculty. Please follow all directions provided by email from all involved regarding preceptor placement. Once a preceptor is secured, students must complete the Graduate Clinical Placement Form provided by Rutgers–Camden. The information in this form is needed to gain final approval and to ensure that the proper agency affiliation agreements are in place. The student is responsible for arranging schedules with the preceptor and is expected to accept the clinical schedule that the preceptor offers.

Students are not permitted to complete clinical or practicum hours at the specific site where they are employed, in the role in which they are employed. Completing clinical hours at one's own place of employment blurs the line between functioning as a nurse and functioning as a student, which raises questions of role, supervision, and liability should a concern arise during the clinical experience. It also limits the diversity of the student's learning experience.

This restriction applies at the level of the individual site and role, not the employer or health system. A student may complete clinical hours at a different site operated by the same employer, provided the student does not hold a nursing position at that site.

Attendance is mandatory for all in-person or synchronous online didactic components of the program. Course faculty will communicate course-specific policies related to attendance. Students are responsible for asking about these policies at the beginning of the semester if they are not explicitly stated.

Attendance for residency courses is mandatory. The student is responsible for meeting the total number of clinical hours stipulated in the syllabus for the residency course. Students must establish a mutually agreeable plan for notifying the preceptor regarding an unanticipated absence. In the case of a missed site visit, the student must notify the site visitor and reschedule, negotiate make-up time with the preceptor, and notify course faculty at the next scheduled class meeting about any missed clinical time.

Typhon Student Tracking System

The Typhon NPST (Nurse Practitioner Student Tracking) system functions as a complete electronic student tracking system that facilitates the recording of each student's patient encounter logs during their clinical rotations. The system is web-based and HIPAA compliant, and allows students to enter patient encounter information such as demographics, clinical information, diagnosis and procedure codes, medications, and brief clinical notes. Each student enrolled in the DNP program is required to purchase and maintain a current Typhon account for use in all clinical courses. Students are encouraged to record encounters on the day of their clinical experience.

In addition to the entry of clinical hours in Typhon, students are responsible for the following:

1. **Initialed time logs:** The form indicating the number of clinical hours, with the initials of the preceptor, must be completed each day the student is in the clinical setting and signed by the preceptor. These forms must be submitted on the day of the mid-term evaluation and on the final day of class.

2. **Clinical Performance Evaluation:** It is the responsibility of the student to give the preceptor a copy of the course syllabus, the letter of introduction, and the clinical evaluation form on the first day of clinical. It is the responsibility of the student to complete the self-evaluation and to have the preceptor complete both a mid-course and a final clinical evaluation. Students should remind and provide the preceptor adequate time to complete these evaluations. Students who receive a failing grade on the final clinical evaluation fail the clinical component of the course, which results in a failure for the course.
3. **Typhon documentation:** Typhon is graded as a pass/fail requirement. Students are strongly advised to document clinical hours in Typhon within 72 hours of their clinical day; however, students are required to do so within five (5) business days. It is imperative that students record these hours in a timely fashion to ensure accuracy and completeness.

TYPHON DOCUMENTATION DEADLINES

Failure to record hours in Typhon within five (5) business days of the clinical day will result in a clinical warning.

One (1) late submission results in a clinical warning; two (2) clinical warnings will result in the student being disallowed from counting those clinical hours toward the clinical course requirement.

Students will not be allowed to register or progress to the next semester if clinical requirements have not been met.

Typhon entries must include:

- Proper semester, preceptor, course, and clinical site
- Patient demographics: age, race, gender and transgender status, insurance, and referral
- Clinical information:
 - Time with patient, in minutes
 - Consult time with preceptor, in minutes
 - Type of decision making (straightforward, low complexity, moderate complexity, high complexity)
 - Student participation (observation, less than shared, shared 50/50, primary greater than 50 percent)
 - Reason for visit (new consult, routine follow-up, etc.)
 - Chief complaint
 - Type of history and physical (problem focused, expanded problem focused, detailed, comprehensive)
 - Social problems addressed (housing, legal, substance use, etc.)
 - ICD-10 codes and CPT billing codes
- Medications:
 - Over-the-counter medications currently taken
 - Prescriptions currently prescribed
 - Types of new and refilled medications

A current Typhon account for clinical logs is required. *(Typhon Policy approved by Faculty Organization 3/2021)*

Clinical Performance Evaluation

Students are responsible for providing their preceptors with a copy of the course syllabus, a letter of introduction, and the clinical evaluation form on the first day of clinical, and for having their preceptors complete both a mid-course and a final clinical evaluation. Course faculty will make appropriate site visits to directly observe the student during the clinical rotation and, along with the preceptor, provide feedback for the student to improve their clinical performance. Students who receive a failing grade on the final clinical evaluation fail the clinical component of the course, which results in a failure for the course.

Clinical Warning Policy

The Clinical Warning Policy applies to all graduate nursing courses that contain a clinical practicum or residency component. The primary objectives of the policy are to advise the student that they did not meet or follow established guidelines, policies, or protocols as outlined in the RSNC student handbook or course syllabus, and to provide guidance and direction for student learning.

The clinical faculty may issue a clinical warning for the following reasons:

- The graduate student failed to schedule the required site visit or was not present when the clinical faculty arrived at the site.
- The graduate student failed to communicate effectively with clinical faculty as required, or to follow up on the previous plan of action.
- The graduate student did not document in Typhon within five days of their clinical day as required.
- The documentation in Typhon was incomplete, falsified, or not related to the current clinical site.
- Observation at the clinical site or consultation with the clinical preceptor revealed one or more of the following:
 - The student was not prepared to care for the client(s) assigned.
 - The student did not follow basic safety standards when caring for the client(s).
 - The student's performance at the clinical site was less than satisfactory with regard to current clinical standards and guidelines, or did not follow the clinical agency's policies or guidelines.
- Other issues.

If a clinical warning is deemed necessary by the clinical faculty, the faculty member will discuss the situation directly with the student as soon as possible. The student will receive a copy of the clinical warning from the clinical faculty (hard copy or by email) describing the specific reason for the warning. The clinical faculty are required to notify the Graduate Program Director regarding the issuance of the clinical warning. The faculty will devise a plan of action with the student, the Graduate Program Director, and the clinical preceptor (if applicable) within seven (7) business days of the incident. Failure of the student to successfully meet the plan of action will result in a clinical failure and failure to progress within the graduate program. *(Approved by Faculty Organization 3/1/2022)*

Professional Behavior in Clinical Settings

Rutgers School of Nursing–Camden graduate students will demonstrate professional behavior during all clinical preceptor experiences, following the legal and ethical codes of nursing. 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 the maintenance of a civil, non-threatening, and therapeutic environment.

UNSAFE BEHAVIOR

Student behavior considered unsafe, according to the professional judgment of the instructor or agency, is cause for immediate removal from the clinical site and faculty or administrative review for dismissal from the graduate program.

Contractual

The student must practice within the contractual agreements between Rutgers and the affiliating agency and within the objectives of the specific course. Students must be dressed and groomed according to school policy and wear Rutgers student identification. Conduct and demeanor must be professional at all times within the agency and surrounding areas. RSNC graduate students must dress according to the standards of the practice setting. Examples of substandard performance include, but are not limited to:

- failure to notify the agency and clinical preceptor of non-attendance or lateness at a scheduled clinical experience;
- lack of adherence to clinical procedures as required by the agency;
- behavior which does not promote student compliance with policies.

Accountability

The student must demonstrate responsibility in preparing for, implementing, and documenting comprehensive client care. Excellent performance includes, but is not limited to:

- adequate preparation for clinical practice;
- adequate written and verbal communication;
- adherence to procedures in the preparation, administration, and documentation of medications and other nursing procedures;
- reporting to the preceptor and clinical course faculty any questionable nursing practice that affects client welfare;
- performance after receiving adequate orientation, theoretical preparation, or appropriate assistance and supervision;
- compliance with punctuality and attendance;
- compliance with health, criminal background, and agency requirements;
- adherence to the Code of Ethics;
- adherence to agency policies (for example, regarding smoking, e-cigarettes and vaping, and dress code).

Nursing Code of Ethics

The student practices according to the NSNA Code of Ethics: Code of Academic and Clinical Conduct (National Student Nurses' Association) and the ANA Code of Ethics for Nurses with Interpretive Statements (American Nurses Association, 2025), and actively promotes the values and ethics of the nursing profession. Acting under

ethical principles ensures that the care provided does not jeopardize the client's basic rights or endanger professional relationships. The current codes are available at nsna.org and codeofethics.ana.org.

Clinical Expectations

Graduate Nursing Student Clinical Dress Code

It is expected that all graduate students will arrive at their clinical site and labs appropriately dressed and groomed in professional attire. If working with a preceptor, ask about the expected dress code for the clinical site and adhere to that policy if it is more conservative. Clothing worn should be representative only of Rutgers, not the student's place of employment. Jackets, scrubs, and similar items from the student's place of employment may not be worn to a graduate clinical site placement.

Professional attire consists of the following:

Jewelry

- Jewelry should be conservative. Small earrings are permissible but no more than two pairs; no other visible piercings or tongue jewelry. A wedding ring or a conservative ring is permitted. Bracelets are prohibited unless they are a medical alert bracelet.

Nails, Hair, and Skin

- Nails should be well trimmed and not extend beyond one-quarter inch from the end of the finger. No artificial nails are allowed. Nail polish, if worn, should be neutral and consistent with institutional policy. Extreme hair colors are not permitted.
- Tattoos should not be visible and must be covered at all times while in clinical.
- Perfume, fragrant lotions, cologne, and other strong scents are prohibited due to possible allergic reactions.
- Makeup should be subtle, natural, and not distracting or extreme.
- Facial hair must be kept neat and trimmed so it does not interfere with patient or provider safety. Each facility has different specifications about appropriate length.

Shoes

- Shoes should be appropriate for a day of standing. No high heels, open toes, or backless shoes. Sandals and flip-flops are never to be worn, even if other providers wear them.

Clothing

- Jeans, sweats, and yoga pants are not appropriate, even if the preceptor or other staff members wear them.
- Head coverings may not be worn unless for religious, cultural, infection-control, or safety reasons. Hair bands worn for securing or tying back one's hair should be a solid color.
- Students are expected to dress in business casual: dress slacks; shirts with collars; dresses or skirts no shorter than two inches above the knee; and no cleavage showing. Clothing should be clean, wrinkle-free, and fit appropriately. Scrubs should only be worn if directed to do so by the preceptor or site, and scrubs or lab jackets should not represent any other institution. Rutgers scrubs are permitted if approved by the preceptor and may be purchased from the bookstore.

Title VII of the Civil Rights Act of 1964 requires that exceptions to usual rules or preferences be made to permit applicants and employees to follow religious dress and grooming practices. Examples may include wearing religious clothing or articles (such as a Christian cross, a Muslim hijab, a Sikh turban, or a Sikh kirpan); observing a religious prohibition against wearing certain garments (such as the practice of wearing modest clothing); or adhering to shaving or hair-length observances (such as Sikh uncut hair and beard, Rastafarian dreadlocks, or Jewish peyes). Please notify the course faculty of any needs for dress practices at the start of each semester if applicable.

Lab Coats

A wrinkle-free and clean lab coat is expected unless the student is directed not to wear one by the preceptor. The lab coat must have the Rutgers University designation neatly affixed on the left side of the upper front of the coat. The Rutgers student badge must be worn at all times, and the student's name and picture should be visible to the patient and staff at all times. *(Dress Code Policy approved by Faculty Organization 12/5/2023)*

Pregnancy

A student who is pregnant may continue in clinical placement as long as her health status is satisfactory and she is able to complete the needed clinical hours. 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. Students who are pregnant 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.

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 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 clinical experiences for 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 within 24 hours.

In the event of exposure to infectious or hazardous materials, blood, or body fluids, the student should follow the 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. 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.

REPORTING AN INJURY OR EXPOSURE

Complete a Rutgers School of Nursing–Camden Incident Report within 24 hours of the occurrence by contacting the CARES office at 856-225-6358.

Students carry their own medical insurance and should use their own discretion in seeking medical care.

It is recommended that the student also notify Rutgers–Camden Student Health Services within 24 hours.

SECTION X: INDEPENDENT STUDY

What Is an Independent Study?

Independent Study is a course proposed and designed by a graduate student for an in-depth project on a unique topic or area of interest. The proposed topic must be one that is not currently covered by an existing course and should be decided upon after a meeting between the student and the professor. The Independent Study is considered equivalent to a seminar in workload and counts as an elective course toward degree requirements.

How Do Independent Studies Work?

The graduate student makes the initial proposal and approaches a Rutgers University–Camden School of Nursing faculty sponsor to serve as a guide, mentor, or facilitator. The faculty member and graduate student must work out the final design of the Independent Study Course Plan before the start of the semester. Ultimately, it is up to the graduate student to manage their own work within the designated timeframe agreed upon with the faculty sponsor.

Who Is Eligible?

Any Rutgers University–Camden School of Nursing graduate student may request an independent study during their graduate program. Students must have at least a 3.0 GPA to apply for the Independent Study option. Independent studies require a commitment of approximately six hours per week, assuming a 3-credit course. At the end of the semester, the professor submits a grade, as in a regular course. A student may take only one independent study course during their time in the DNP program.

Other Considerations

Faculty members are not required to accept any Independent Study proposal, and they receive no extra compensation for doing so. This one-to-one mentoring is a personal investment made by the faculty member, based on good faith that the graduate student will effectively manage the process and produce high-quality work. It is therefore extremely important for the graduate student to recognize and respect the level of trust placed in them and to make every effort to meet or exceed expectations.

How Do I Submit a Proposal?

It is the graduate student's responsibility to initiate the discussion with the prospective faculty sponsor. This must occur in the semester before the planned independent study, in advance of the registration period. Ideally, the graduate student will seek out a faculty member who has a related clinical specialty interest, related research, or teaching in a field closely related to the proposed Independent Study topic, and will discuss that faculty member's interest and willingness to serve as sponsor.

Submit the following to a full-time faculty member during the preregistration period for the semester:

- Completed application form
- Unofficial transcript
- Proposal outline, closely following the guidelines below

An outline including the following information must be given to the prospective faculty sponsor:

- Topic description
- Topic objectives
- Strategies for achieving objectives
- Criteria for evaluation

It is up to the faculty member to accept or decline a graduate student's Independent Study proposal. Faculty may suggest further discussion or revisions. The student and faculty member must reach agreement on the Independent Study and compile a syllabus that specifies the required reading and writing requirements as well as the meeting schedule. Documentation of their agreement is sent to the Associate Dean of Graduate and Professional Programs, who may accept the proposal or request additional information for clarification. The Associate Dean may retain documentation in a central file for later reference.

If the Independent Study topic and proposal are approved, the Independent Study Form is signed by the faculty member and by the Associate Dean of Graduate and Professional Programs. The faculty member will then provide the Special Permission Number (SPN) required for the student to enroll in a Special Topics in Advanced Nursing course.

After the Proposal Is Approved

Once enrollment in the course is complete, the student begins work on the Independent Study. It is solely the student's responsibility to set the necessary appointments with the faculty mentor and to adhere to the proposal timeline.

When the Work Is Finished

Upon completion, the student provides all deliverables to the faculty mentor in accordance with the descriptions and deadlines set forth in the final, approved proposal. Simply completing the work is no guarantee of an A grade; high-quality work is expected. When the graduate student and faculty mentor agree that the work is complete, the faculty member assigns a grade and submits it to the Registrar for posting to the student's record. To allow for any needed discussion at this point in the process, students are advised to schedule completion of the planned work a week or more before the standard grade submission date for that semester.

Record Retention

The Associate Dean of Graduate and Professional Programs maintains a file of Independent Study projects. This file should contain the original agreement document, a copy of the final written outcome of the project, and a copy of the student's signed permission to use the work as a guide for future projects.

Independent Study Proposal Outline Guidelines

- Specify a clinical or research question: a clear statement of the specific issue or issues you plan to examine, and what makes the question interesting and important. As a best practice, provide strong documentation of your own personal interest in the subject matter.
- Provide background to this question through a brief summary of previous related research.
- Explain the methodology you plan to use in implementing your proposed project. The more detail you provide, the better you will make the case for the importance of the project or study.
- Provide a clear timeline showing your deliverables on specific dates throughout the duration of the project, which serves as the criteria for evaluation. Deliverables may include any written work or

presentations. Be sure to schedule progress meetings where you can review portions of your work and receive feedback.

- Describe the anticipated benefits of the project. Benefits may include the potential contribution to other clinicians or researchers, and should also include your expected outcomes for your own learning and how the project fits within your degree program and your career goals after graduation.

See Appendix F for the Independent Study Agreement Form.

SECTION XI: UNIVERSITY AND SCHOOL CONDUCT POLICIES

Student Conduct

Student conduct is outlined in the University Code of Student Conduct at studentconduct.rutgers.edu/processes/university-code-student-conduct. In the event of academic, clinical, or interpersonal misconduct, an academic improvement plan may be developed by the clinical or theory faculty and/or the Program Director. A formal complaint for violation of the University's Code of Student Conduct may be filed at deanofstudents.camden.rutgers.edu/student-conduct. A violation of the University Code of Student Conduct could result in course failure or dismissal from the Rutgers School of Nursing–Camden nursing program.

Academic Integrity

As an academic community dedicated to the creation, dissemination, and application of knowledge, Rutgers University is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic integrity is essential to the success of the University's educational and research missions, and violations thereof constitute serious offenses against the entire academic community. This academic integrity policy is designed to guide students as they prepare assignments, take examinations, and perform the work necessary to complete their degree requirements.

The University administration is responsible for working with faculty and students to foster a strong institutional culture of academic integrity, for providing effective educational programs that create an understanding of and commitment to academic integrity, and for establishing equitable and effective procedures to address allegations of academic integrity violations. The faculty shares with the administration the responsibility for educating students about the importance and principles of academic integrity. Faculty members are expected to inform students of the particular requirements regarding academic integrity within their specific courses, to make reasonable efforts to minimize academic dishonesty, and to respond appropriately to violations.

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. As per the policy, all suspected violations will be reported to the Office of Community Standards.

Academic dishonesty includes, but is not limited to:

- Cheating
- Plagiarism
- Aiding others in committing a violation, or allowing others to use your 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

If in doubt, please consult the instructor. The Academic Integrity Policy is available at deanofstudents.camden.rutgers.edu. 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.

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 they encounter to the attention of the appropriate authorities.

Artificial Intelligence

Artificial intelligence is increasingly embedded in health care delivery, clinical decision support, documentation, and scholarship. Rutgers School of Nursing–Camden prepares graduates to engage with these technologies critically, ethically, and competently. Consistent with the National League for Nursing's vision for AI in nursing education and the American Nurses Association's position on the ethical use of AI in nursing practice, the School's position is that generative AI is a tool that supports, but never substitutes for, the student's own clinical judgment, critical thinking, and scholarly voice.

Course-level authority. Faculty determine the permitted use of generative AI (technology that creates new content, such as text, images, audio, video, or computer code, in response to user prompts. <https://it.rutgers.edu/ai/>) in each course and will state those expectations in the course syllabus. Requirements vary appropriately by course and assignment: an assignment designed to assess diagnostic reasoning may prohibit AI entirely, while a scholarly writing assignment may permit it for outlining or language refinement. Students who are uncertain whether a specific use is permitted must ask the course faculty before using the tool.

Student accountability. Students are fully responsible for the accuracy, integrity, and originality of everything they submit, regardless of whether AI was used in its preparation. Generative AI tools can fabricate citations, misrepresent sources, produce clinically inaccurate content, and reflect bias. Students must independently verify all facts, citations, clinical content, and sources before submission.

Protected health information. Students may not enter protected health information, patient data, clinical site information, or any confidential or proprietary information into any generative AI tool. This prohibition applies to all AI platforms, including those marketed as private or secure, and extends to information encountered in clinical rotations, Typhon documentation, and scholarly project work.

DNP scholarly work. The DNP scholarly project and associated written deliverables must represent the student's own analysis, synthesis, and scholarly voice. Students should discuss any intended use of generative AI in project work with their Faculty Chair in advance.

Evaluation of suspected misuse. Concerns about undisclosed AI use are addressed through the University's academic integrity process. Because AI detection software produces false positives at rates that make it unreliable as sole evidence, the output of an AI detection tool will not by itself establish a violation. Faculty may ask a student to discuss their writing process, provide drafts, notes, or source materials, and explain their reasoning.

Disclosure. When generative AI is used in the preparation of submitted work, students must disclose that use in a brief statement accompanying the assignment/paper, identifying the tool used, how it was used, and how the output was verified and edited. Undisclosed use of generative AI in work submitted as one's own constitutes a violation of the University's Academic Integrity Policy. (See below for form to accompany all assignments/papers).

ARTIFICIAL INTELLIGENCE USE DECLARATION

☐ I did not use generative AI in the preparation of this assignment.

☐ I used generative AI as described below.

Tool(s) used: _____

How it was used: _____

☐ The analysis, synthesis, clinical reasoning, and conclusions in this work are my own.

☐ I independently verified every source and citation. I confirmed that each source exists, that I accessed it, and that it says what I have represented it to say.

☐ I verified the accuracy of all clinical content against appropriate professional sources.

☐ I did not enter protected health information, patient data, clinical site information, or any confidential or proprietary information into any AI tool.

☐ I understand that I am fully responsible for the accuracy and integrity of this submission, whether or not AI was used in its preparation.

Name: _____ Date: _____

Attendance Policies Related to Nursing Courses (University Policy 10.2.7)

- A. Attendance at all regularly scheduled course meetings is expected. A student shall be permitted to make up assignments and examinations missed as a result of absences when these are authenticated. Each college or school shall designate an appropriate authority to authenticate the reason for absences from any regular part of a course, including final examinations.
- B. It is the policy of the University not to cancel classes on religious holidays. However, students should exercise their own judgment as to attendance in accordance with the dictates of specific school or program policies and requirements governing class attendance. Generally, no public ceremonies should be scheduled for these religious holidays. In any case, any ceremonies necessary on these days should be cleared through the Executive Vice President for Academic Affairs or the appropriate campus Chancellor. It is also the policy of the University, when consistent with specific school or program policies and requirements governing class attendance, to excuse without penalty students who are absent because of religious observances and to allow the makeup of work missed because of such absence. Except when related to clinical assignments, examinations and special required out-of-class activities shall ordinarily not be scheduled on those days

when religiously observant students refrain from participating in secular activities. Absences for reasons of religious obligation shall not be counted for purposes of reporting.

C. The President of the University, or an official appointed by the President, is authorized to cancel classes at the University or any part thereof in the event that weather conditions so dictate.

D. The recognized grounds for absences from class are:

- Illness requiring medical attention
- Curricular or extracurricular activities approved by the faculty
- Personal obligations claimed by the student and recognized as valid
- Recognized religious holidays
- Severe inclement weather causing dangerous traveling conditions

Technical Standards and Office of Disability Services Information

The School of Nursing–Camden faculty members are responsible for determining, at any point in a student's academic program, whether that student has demonstrated or is able to demonstrate appropriate levels of skills and abilities. 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 of the University's educational programs. In order to receive consideration for reasonable accommodations, a student 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 (ods.rutgers.edu/students/documentation-guidelines). If the documentation supports the request for reasonable accommodations, the campus disability services office will provide a Letter of Accommodations. Students should share this letter with their instructors and discuss the accommodations with them as early in their courses as possible. To begin this process, complete the registration form at ods.rutgers.edu/contact-ods/rutgers-university-camden. See Appendix D for Technical Standards.

Protection of Minors Policy

Rutgers University welcomes minors on campus for a variety of reasons that range from child-care and behavioral health services to a host of other academic and athletic programs during the summer and the academic year. Minors are regularly on campus as prospective students, as enrollees in University-sponsored programs or camps, as patients or interns, as volunteers in laboratories, and as participants in other community outreach and enrichment activities, some of which may meet off campus. In its continued commitment to ensure the well-being and safety of minors, the University has adopted a Protection of Minors Policy.

Student Policy on Sexual Harassment, Violence, and Misconduct

Disclosure by a student of sexual assault, sexual misconduct, domestic violence, relationship violence, stalking, sexual exploitation, hostile environment, or gender-based discrimination that occurred prior to the student's enrollment is not mandatory but is highly encouraged. In many instances, students disclose because they are seeking and in need of support, and it is only through a report or referral that the University is able to connect the student to services. The campus climate survey found that 49 percent of students experienced some form of trauma prior to enrolling at Rutgers, and the goal is to provide a safe and supportive environment for student academic success. For further information, please visit policies.rutgers.edu and respect.camden.rutgers.edu.

SECTION XII: COMPUTING, TECHNOLOGY, AND SOCIAL MEDIA CONDUCT

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

Computing and Technology

While the School of Nursing–Camden does not require the purchase of any specific computing hardware, students must acquire a computer that meets the standards set forth by the School. Students are responsible for ensuring that they have the 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 or tablet computers. For further information on compatibility and on the hardware and software operating systems used by the School, please visit nursing.camden.rutgers.edu/laptop-requirements. Questions may be directed to 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 Digg 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

- Clients' privacy and confidentiality must be maintained online. Students may not post or transmit any patient information.
- Clients should never be videotaped or photographed.
- Students should safeguard personal information by using privacy settings when available.
- 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.
- Students must observe and maintain boundaries with clients in accordance with ethical and professional guidelines.
- 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

Other available resources include the Rutgers University Social Media Guidelines (see "Conduct on Personal Social Media Accounts") at communications.rutgers.edu/resources/social-media-guidelines, and Rutgers University–Camden Social Media Behavior and Cyberbullying at deanofstudents.camden.rutgers.edu/social-media-behavior-and-cyberbullying.

SECTION XIII: STUDENT SERVICES AND RESOURCES

Sigma, Eta Mu Chapter: The Honor Society of Nursing

Sigma is the international honor society of nursing, which recognizes the outstanding achievement, leadership, and creativity of its members. Sigma's Eta Mu Chapter was chartered in 1984 at Rutgers–Camden.

Graduate students who have completed one third of their MSN or DNP curriculum and have a GPA greater than 3.5 are eligible for induction into Sigma. The program sends a list of eligible students to Sigma, and the organization contacts students directly with invitations to join. Students who wish to join must return the acceptance form with the appropriate fees. Sigma headquarters provides information regarding fee structures and payment deadlines. For more information, visit sigmanursing.org.

Student Organizations

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

Student Representation on School of Nursing Committees

According to the Faculty By-Laws, there is to be student representation on the Faculty Organization, Curriculum, and Educational Resources Committees. Each student representative, determined by the Student Nurses Association, shall participate in 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 Student Nurses Association regarding the proceedings of the faculty committees.

SECTION XIV: GRADUATION REQUIREMENTS

In addition to achieving a cumulative GPA of 3.0 or greater, graduation requirements include completion of a minimum number of course credits and a minimum number of clinical hours for the graduate and professional programs.

Clinical hours are associated with the residency courses for the DNP Program, WOCNEP, the School Nurse Certification and MSN programs, and the Post-Master's Nurse Educator Program, as well as certain non-clinical courses. See the applicable plan of study for details. For DNP students, hours spent directly on the DNP scholarly project are counted as clinical hours.

Students must also complete the application for admission to candidacy for degree and the diploma application in accordance with University deadlines. Students should consult their Program Director in the semester prior to their anticipated graduation to confirm that all degree requirements will be met.

Appendices

APPENDIX A: TRANSFER OF CREDIT GUIDELINES

This form is to be completed by the student and submitted, with an official transcript showing the courses for which credit is requested, to the Rutgers School of Nursing–Camden Graduate Program Director. After the Graduate Program Director endorses the application, the form and the transcript will be forwarded for review to the Associate Dean of Graduate and Professional Programs. When approved, one copy and the accompanying transcript are sent to the Office of the Registrar and another copy is returned to the Graduate Program Director.

Transfer Credit Guidelines

1. Students must be formally accepted into the program and currently matriculated in order to transfer credits.
2. Transfer of credit is allowed only for formal graduate-level courses related to the student's program of study, and in which grades of B or better were received. No credit may be transferred for thesis research work, independent study, or ungraded courses. P, R, or S grades are eligible for transfer if equivalent to a grade of B or better and accompanied by a letter from the instructor of the course attesting to that equivalence. Credit for clinical hours completed in other programs may not be accepted in transfer.
3. The course must have been taken at an accredited institution of higher education.
4. The syllabi from a course for which credit is requested will be reviewed by program faculty with expertise in the content area. Their recommendations will be factored into the final decision regarding acceptance of transfer credits for that course.
5. Credit is not normally transferred for courses taken more than six years prior to the application for transfer of credit. Appeals for waiver of this time limit may be made to the Graduate Program Director, in writing, with a statement verifying the current level of the student's knowledge on the subject or that the course material is still current.
6. No more than one third of the credits required for a master's degree may be transferred in. For doctoral programs, the number of credits transferred in is at the discretion of the Graduate Program Director and the Associate Dean.
7. Quarter credits will be converted to semester credits by reducing the total by one third (for example, 9 quarter credits equals 6 semester credits).

Transfer of Credit Form

Student Name: _____ Date: _____

Graduate Program: _____

RUID: _____ Telephone: _____

Email: _____

Credits Completed at Rutgers University–Camden: _____

Transfer of credit requested. Please include the following information:

INSTITUTION	COURSE TITLE & NUMBER	SEMESTER & YEAR	CREDITS	GRADE

Total Credits Recommended: _____

Recommendation of Graduate Program Director (sign and print): _____

Date: _____

Total Credits Approved: _____

Approval of Associate Dean of Graduate and Professional Programs (sign and print): _____

Date: _____

APPENDIX B: COURSE WAIVER AND SUBSTITUTION FORM

This form is to be completed by the student and submitted, with an official transcript showing the courses for which credit is requested, to the Rutgers School of Nursing–Camden Graduate Program Director. After the Graduate Program Director endorses the application, the form and the transcript will be forwarded for review to the Associate Dean of Graduate and Professional Programs. When approved, one copy and the accompanying transcript are sent to the Office of the Registrar and another copy is returned to the Graduate Program Director.

Student Name: _____ Date: _____

Graduate Program: _____

RUID: _____ Telephone: _____

Email: _____

Please identify the Rutgers or UMDNJ course number and title to be waived, and the substitution:

COURSE WAIVED (NUMBER / TITLE)	COURSE SUBSTITUTION (NUMBER / TITLE)

Comments / reason for change: _____

Total Credits Recommended: _____

Recommendation of Graduate Program Director (sign and print): _____

Date: _____

Total Credits Approved: _____

Approval of Associate Dean of Graduate and Professional Programs (sign and print): _____

Date: _____

APPENDIX C: COMPLIANCES, HEALTH, AND BACKGROUND REQUIREMENTS

Document Tracking

Students are required to submit immunization records, medical records, background information, and healthcare certifications directly to Castle Branch, a secure online tracking management system, rather than to the School of Nursing–Camden. To access the Castle Branch tracking system, go to portal.castlebranch.com/RU21 and follow these steps:

1. Click on the Package Selection tab.
2. Select "Camden" for School Nurse or WOCNEP, or select "Graduate Nursing" for DNP.
3. Select the package from the drop-down menu. If you have a question about which package to order, please contact the CARES office.
4. Review the package summary and payment information. Check the box acknowledging that you have "Read this Information," then click "Click to Continue."
5. Complete the requested information on the following pages.
6. Classification: follow the instructions provided in your Welcome Letter.
7. The Instruction Package will give a detailed outline with the package cost. Prices are subject to change.
8. Additional requirements include online E-Learning modules. Related work modules may not substitute for the E-Learning modules.
9. Students must keep all documents current, including annual TB requirements, biennial CPR, annual health insurance card, current nursing Student Handbook acknowledgement form, background checks, urine drug screen, and RN license (if applicable).

Students are responsible for uploading all required documents into the Castle Branch tracking system by the assigned due date.

Summary of Required Compliances

A physical exam, immunizations, and titers (with follow-up required for negative or equivocal titers) are required, along with a two-step PPD (7 to 30 days apart) or QuantiFERON Gold, and a seasonal influenza vaccine (due annually between late August and October 31). Students may go to a primary healthcare provider or to Rutgers–Camden Student Health Services for their physical exam and other related requirements. Even if a primary healthcare 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 requirements, forms, and labs are complete before they are uploaded to Castle Branch.

1. CPR card: must be American Heart Association (Health Care Provider / BLS Provider course) and must include the student signature. Students must take an in-person, hands-on course.
2. Background check items and urine drug screen: criminal background check, child abuse clearance, and fingerprinting are required. Should any problems be encountered with either background check items or urine drug screening results, students should immediately contact the Director of SNC CARES (undergraduate students), the Associate Dean for Graduate and Professional Programs, the Director of the DNP program (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 Nurse Program (School Nurse students).

3. Proof of personal health insurance, with last name matching the name on the card. If the name does not match that of the primary card holder, further proof of coverage is required.
4. A copy of the signed Student Handbook Acknowledgement form for the upcoming school year is required annually. The Handbook is updated each September.
5. A copy of the RN license.
6. Malpractice and liability insurance: BSN to DNP, School Nurse and WOCNEP students must carry and provide documentation of personal malpractice and liability insurance.

Requirements are subject to change based on the needs of Rutgers School of Nursing–Camden and its clinical affiliates. See Castle Branch for specific requirements for each program.

Drug Screening

Clinical agencies require urine drug screening of all nursing students. Students must use the vendor selected by the School of Nursing–Camden, accessed through Castle Branch, 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 or registered health professionals will be reported to the professional licensing agency in the state or states where they hold a license.

Immunizations

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.

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

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

Diphtheria, pertussis, and tetanus (Tdap): Documentation of a booster within the last 10 years.

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

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

Seasonal influenza: A current seasonal influenza vaccination is required for participation in lab and clinical activities. Annual renewal is required between late August and October 31.

Tuberculosis (TB) Protocol

Initial TB protocol: A two-step TB skin test (PPD) 7 to 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 and clinical activities.

- If the result is negative, the renewal date for the annual TB protocol will be set for one year from the date the testing was initiated.
- If the result is positive, 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 Student Health Services is required. The renewal date for the annual TB protocol will be set for one year from the date of that clearance.

Annual TB protocol: This compliance must be maintained in order to continue participating in lab and 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 will be set for one year from the date of testing.
- If the result is positive when it was previously negative, follow the directions under the initial TB protocol for a positive result.
- If the initial TB protocol results were positive, make an appointment with Rutgers–Camden Student Health Services to determine the future course of action. Documentation of clearance for clinical from Student Health Services is required in order to continue participating in lab and clinical activities.

Medical Waiver

Medical contraindications may indicate a waiver of certain vaccinations, including immune deficiency, pregnancy, or anaphylactic allergy to one of the vaccine components. This excludes seasonal influenza, for which medical contraindication includes only severe anaphylactic allergy to one of the vaccine components. A medical waiver form must be completed by a healthcare provider and must be reviewed and approved by Student Health Services. A copy of the medical waiver can be obtained by contacting the SNC CARES office.

Criminal Background Check, Child Abuse Clearance, and Fingerprint Background Check

Upon acceptance to the nursing program, students are required to have a criminal background check, child abuse clearance, and fingerprinting through the School's approved vendor, Castle Branch. Results will be sent directly to 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 and 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 provided expediently. The School will confidentially notify the clinical agency if the student has an event that requires reporting to the

agency, and the agency is solely responsible for determining whether the student is permitted to participate. Clinical agencies may require additional background and other clearances. Although the School of Nursing–Camden will work collaboratively with agencies to find a suitable 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 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 whether the applicant is eligible for licensure.

Mandatory Pre-Clinical Agency Requirements and Onboarding

Some clinical agencies may have additional mandatory pre-clinical requirements that must be completed before the start of the clinical experience. These requirements and instructions for completing them can be found by logging into the SNC CARES Student Portal at nursing.camden.rutgers.edu/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. The SNC CARES office will email students a questionnaire, which should be completed to further assist with the pre-clinical onboarding process.

APPENDIX D: 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 graduate nursing curricula.

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.

REQUESTING ACCOMMODATION

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 such as text, image, audio, and 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 think critically, 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 to 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.

CONCERNS REGARDING ABILITY TO MEET THE TECHNICAL STANDARDS

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.

Technical Standards Acknowledgement

Students acknowledge the Technical Standards annually through Castle Branch as part of the yearly compliance requirements. Students are responsible for reviewing the Technical Standards in effect for the current academic year and completing the acknowledgement by the assigned due date.

APPENDIX E: RE-APPLICATION AFTER DISMISSAL OR WITHDRAWAL

Students who are academically dismissed or who voluntarily withdraw from the School of Nursing–Camden may apply for readmission during the open application period. Applications for readmission are reviewed by the Graduate and Professional Programs (GPP) Committee.

Should a student choose to reapply to the Rutgers School of Nursing–Camden DNP Program, please be advised that in addition to completing a new application through the standard admissions process, the student will be required to submit a written statement to the GPP Committee. This statement must clearly articulate specific examples and concrete strategies that demonstrate how the student would approach the program differently and achieve academic success upon readmission. The GPP Committee reviews all reapplication packets, and readmission is not guaranteed.

If the student has left Rutgers University, whether or not they have taken courses at other schools, the student should submit an application using the reenrollment link at nursing.camden.rutgers.edu/element/reenrollment-application-requirements.

All updated transcripts must be submitted prior to consideration for readmission. Students must comply with application deadlines posted by the Office of Graduate and Undergraduate Admissions for the fall and spring semesters at admissions.rutgers.edu/apply/dates-deadlines.

Students who are academically dismissed and offered readmission will undergo an individual assessment by the Program Director, in collaboration with the Associate Dean, to determine the conditions of readmission, including courses to be taken or repeated and the timeline for program completion.

APPENDIX F: INDEPENDENT STUDY AGREEMENT FORM

Instructions

A graduate student wishing to enroll in an independent study should complete this form before registration for the term in which the course is to be taken. The independent study agreement must include an outline as described below and the signatures of the three responsible parties: the graduate student, the faculty sponsor, and the Program Director.

The completed form must be submitted to the Office of the Associate Dean of Graduate and Professional Programs for processing. The original agreement will be retained in the student's permanent record and the registration processed.

Student Name: _____ Phone: _____

Address: _____

Email: _____ Student RUID: _____

Previous credits taken in independent study: Yes _____ No _____

Semester: _____ Year: _____ Expected graduation date: _____

Number of credit hours for independent study already taken (if applicable): _____

Number of credit hours for this Independent Study: _____

Reason(s) for interest in taking this Independent Study. Select all that apply:

_____ Need to maintain credit load for financial aid, scholarships, or employer reimbursement

_____ No other additional courses within the student's plan of study are offered in the upcoming semester

_____ Other reason: _____

Reason(s) for interest in the topic: _____

An outline including the following information must be given to the prospective faculty sponsor:

1. Topic description
2. Topic objectives
3. Strategies for achieving objectives
4. Criteria for evaluation

Refer to the Independent Study Proposal Outline Guidelines in Section XI to guide the development of the proposed plan.

Student (name, signature, date): _____

Independent Study Faculty Sponsor (name, signature, date): _____

Program Director (name, signature, date): _____

APPENDIX G: 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

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.

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.

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:

- Unusual or aberrant behavior
- Physical symptoms indicative of being under the influence
- Patterns of abnormal or erratic behavior
- Inconsistent quality of work performance
- Conviction for drug-related offenses
- Being identified as the subject of a drug-related criminal investigation
- Credible information from independent sources
- Evidence of drug tampering or misappropriation
- Repeated discrepant daily drug counts in the clinical setting
- Accidents or illnesses caused by substance misuse
- Odor indicative of drug or alcohol usage
- Impairment or intoxication in the clinical and/or didactic setting
- Patterns of absenteeism and/or lateness
- Alterations in student clinical and/or didactic performance that may not be attributed to other causes
- Change in behavior following a work-related injury or illness
- 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.

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.

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.
6. Actions for Positive Drug Testing

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

7. 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.
8. Students will be allowed to continue in all theory courses not linked to a clinical course
9. Students will be removed from the lab and/or clinical setting and may be removed from the corresponding clinical course.
10. 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.

11. 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.
12. 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.
13. 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.

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.

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 SSR Committee, Review by General Counsel 3/2025