



RUTGERS

School of Nursing | Camden

Student Handbook

2019-2021

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

The Student Handbook serves as a resource for any student enrolled in a 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 professional nurses. You are responsible for understanding and following the policies included in this Handbook and in the Rutgers–Camden Undergraduate Catalog Academic Policies and Procedures (<http://catalogs.rutgers.edu>). Our faculty look forward to working with you.

The Rutgers School of Nursing–Camden is fully accredited by the Commission on Collegiate Nursing Education and is approved by the State Board of Nursing of the State of New Jersey.

Commission on Collegiate Nursing Education
Nursing Education (CCNE)
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Washington, D.C. 20036
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<http://www.aacn.nche.edu>

State of New Jersey
Board of Nursing
P.O. Box 45010
Newark, NJ 07010
202-887-6791
<http://www.state.nj.us/lps/ca/nursing>

The Rutgers School of Nursing–Camden Student Handbook is applicable to all programs; specific sections of the handbook outline expectations for undergraduate, graduate, and professional programs.

Disclaimer:

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

Acknowledgement of Receipt of Student Handbook

All students will acknowledge receipt of the Rutgers School of Nursing–Camden Student Handbook via an electronic sign-off. Each student is responsible for reading and abiding by the information contained within the Student Handbook and the Rutgers University Camden Catalog, both of which contain important information needed during student experiences at Rutgers University. Students will be provided with a link in Raptor Connect to complete this acknowledgement.

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Claudia Beckman, PhD, MN, MA, BSN

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 – to name a few <https://nursing.camden.rutgers.edu/faculty> .

Part Time Lecturers (PTLs)

A number of well-qualified professionals—our part-time lecturers (PTLs)—supplement the full-time nursing faculty. PTLs 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 “to prepare professional nurses who are knowledgeable, competent and innovative providers of care in the areas of health promotion, disease prevention, and care of sick and dying patients across the life span locally, nationally, and globally.”

About Rutgers School of Nursing–Camden

Mission

We educate clinically excellent nurses who become strong, interprofessional team members; visionary advocates and leaders; and engaged citizens who build healthy communities 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.

Belief Statement

Our Philosophy of Nursing and Nursing Education was originally crafted by faculty leader Carol Germain, Ed.D., RN, FAAN in 2010. It reflects enduring beliefs that guide our mission, vision, and core values.

Nursing is a discipline and a profession that blends its own knowledge base with the knowledge of other disciplines. Because humans are holistic beings, nursing knowledge for professional practice involves—but is not limited to—the synthesis of empirics (science), aesthetics, ethics, and understanding of the self and others. In recognition of this human totality, professional nursing integrates arts and humanities with the findings of nursing research into the more highly developed, evidence-based practice required in a multicultural and global society.

In a free society, access to care—and decision-making regarding one’s care—are rights, not privileges. Nurses, as professional leaders and advocates, have the individual and disciplinary responsibility to increase access to adequate care across the continuum of health promotion, disease prevention, sickness, recovery, rehabilitation, and end of life, especially for diverse, multicultural and underserved populations. Each individual, regardless of economic or social status, has dignity and worth. Each must be recognized as an active participant in his or her health care decisions.

In addition to collaborating with care recipients, nurses—as autonomous professionals—collaborate with professionals from other disciplines to promote optimal health and wellness among individuals, families, groups, communities, and larger societies. Education for professional nursing is best accomplished in an academic setting that encourages inquiry, discovery, creative thinking, and interaction with students and faculty from other disciplines. Within such a setting, the nurse can gain understanding and awareness of nursing roles and functions in society and become a contributing member through the development of individual potential.

Learning is the acquisition of knowledge and skills that results in behavior change and which nurtures intellectual curiosity. Early in the nursing student’s education, courses in the humanities and in the natural and social sciences are integrated with the study of nursing in order to promote the appreciation of individuals as physical, psychological, socio-cultural and spiritual beings.

As co-learners, faculty and students should mutually respect each other in their designated roles. As role models for clinical practice and professional character, faculty members are responsible for creating a climate that encourages students to think critically, to communicate clearly, and to become increasingly self-directed learners. The faculty facilitates learning for students who possess a wide range of abilities and experiences and guides them in identifying and meeting their learning objectives, in applying what they have learned, and in becoming excellent nurses.

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.

Academic Calendar

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

SECTION II: BACCALAUREATE PROGRAMS

Section II A: Program Details and Admission

Student Learning Outcomes

The goals of the faculty are to educate graduates who will

- Integrate clinical reasoning when providing care for individuals, families, and communities.
- Embody characteristics of the competent professional nurse through provisions of care, delegation, leadership and plans for lifelong learning.
- Employ scientific evidence, professional standards of care, process of quality improvement, and patient/client input in the delivery of safe patient care.
- Model effective communication collaboration, advocacy and mentoring behaviors to deliver high quality inter-professional care.
- Design plans of health promotion and disease prevention that improve outcomes for diverse populations.
- Exemplify a holistic, spiritual, and culturally competent approach that meets the unique care needs of the individual, family and community

4-Year Pre-Licensure (Traditional) BS Program

The 4-year program is designed for students who enroll as freshmen and complete all degree requirements at Rutgers-Camden. Nursing courses start in the first year, with science, arts, and humanities courses integrated throughout the curriculum. Transfer students, upon admission, will be considered individually, and a proposed course of study will be discussed and developed.

Accelerated Pre-Licensure BS Program (ABS)

The ABS program is designed for students who have attained a previous bachelor's degree and satisfy prerequisite courses prior to enrolling. Students progress through the nursing courses in four semesters, which includes summer session. Currently, students are admitted into either fall (fall, spring, summer, and fall) or spring (spring, summer, and fall, spring) cohorts. Prerequisite course requirements can be found on the School of Nursing–Camden website.

RN/BS Program

The Rutgers School of Nursing–Camden RN to Bachelor of Science (BS) in Nursing program is for licensed registered nurses (RNs) who want to leverage their work experience and grow as professionals. Students can achieve their career goals quickly – admission is on a rolling basis, and our program can be completed in as little as one year with full-time attendance. Choose between two convenient options: our [online](#) program or on-campus program offered in partnership with local academic institutions. In addition, both programs are [fully accredited](#) by the Commission on Collegiate Nursing Education (CCNE). Please refer to Section III.

Transfer Credits

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

Section II B: Compliance

Compliances (also see Appendix A)

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

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

Malpractice Liability Insurance

Malpractice/liability insurance is carried by the university and covers students in the program. If students prefer additional coverage, they may purchase their own malpractice insurance. School Nurse and WOCNEP students must carry personal malpractice/liability insurance.

Technical Standards and Office of Disabilities 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 he/she is officially enrolled, participate in an intake interview, and provide documentation: <https://ods.rutgers.edu/students/documentation-guidelines>. If the documentation

supports your request for reasonable accommodations, your campus disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the [Registration form](https://ods.rutgers.edu/contact-ods/rutgers-university-camden): <https://ods.rutgers.edu/contact-ods/rutgers-university-camden>. Please refer to Appendix H 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 adopted a [Protection of Minors Policy](#).

Student Policy on Sexual Harassment, Violence and Misconduct

Disclosures from a student in which sexual assault, sexual misconduct, domestic violence, relationship violence, stalking, sexual exploitation, hostile environment or gender-based discrimination has occurred prior to when the student was enrolled is not mandatory but is highly encouraged. In many instances, our students disclose because they are seeking and in need of support and it is only through a report or referral to our office that we are able to connect the student to services. Our campus climate survey found that 49% of our students experienced some form of trauma prior to enrolling at Rutgers, so our hope is that we can provide a safe and supportive environment for student academic success. We can only provide opportunities when we all work together. For further information, please visit:

<https://policies.rutgers.edu/sites/policies/files/10.3.12-current.pdf> and <https://respect.camden.rutgers.edu/>

Section II C: Clinical Placement and Expectations

Clinical Laboratory Experiences

For traditional, ABS, and RN students, clinical labs and/or clinical settings are selected to offer experiences congruent with theoretical course content. A variety of agencies—including day care centers, nursing homes, hospitals, clinics, and public health entities—are used throughout the program to provide students with a range of experiences and exposure to a variety of professional nursing roles.

Students have the opportunity to register for a clinical day during the registration period. Students will be notified of their clinical site and time at a later date, before the start of the semester/session. Approximately 4-6 weeks prior to the semester/session start, clinical registration will close. After that time, clinical assignments cannot be changed.

The SNC CARES (Center for Academic Resources, Engagement, and Services) office will make the scheduled clinical sites available to students prior to the start of each semester so that pre-clinical agency

requirements can be completed. Students who wish to drop or withdraw from a clinical section should make an appointment with the SNC CARES office.

Please note that registration holds may be placed on the accounts of students non-compliant with their health, criminal background, and agency requirements. Additionally, students must remain **100% compliant** with these requirements at all times throughout the program, in order to participate in any clinical/lab experiences (See Health and Background Requirements). Students can access pre-clinical agency requirements through the SNC CARES Student Portal located on the Rutgers School of Nursing–Camden website.

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

Undergraduate students may submit special lab/clinical requests, including military and accommodation requests, to the SNC CARES office as directed **prior** to registration for consideration. Special requests will be reviewed and honored based on the nature of the request. Not all special requests can be honored. A work schedule does not qualify as a special request. After registration has opened, changes cannot be made.

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

Professional Behavior in Clinical Settings

Rutgers–Camden Nursing students will demonstrate professional behavior during all lab/clinical placements, 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.

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/administrative review for dismissal from the nursing program.

1. **Contractual:** The student must practice within the contractual agreements between Rutgers and the affiliating agency and 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. DNP students must dress according to the standards of the practice setting.

Examples of substandard performance include but are not limited to the following:

- a. failure to notify the agency and clinical instructor of non-attendance or lateness at a scheduled clinical experience as outlined in the course syllabi
- b. lack of adherence to clinical procedures as required by the agency
- c. behavior which does not promote student compliance with policies

2. **Accountability:** The student must demonstrate responsibility in preparing for, implementing and documenting comprehensive client care.

Excellent performance includes but is not limited to the following:

- a. adequate preparation for clinical practice
- b. adequate written and verbal communication
- c. adherence to procedures in preparation, administration, and documentation of medications and other nursing procedures
- d. reporting to instructor any questionable nursing practice that affects client welfare
- e. performance after receiving adequate orientation or theoretical preparation or appropriate assistance/supervision
- f. compliance with punctuality and attendance
- g. compliance with health, criminal background, or agency requirements
- h. follows through on suggested referrals or interventions to correct any deficient areas identified through a Clinical Warning or Clinical Enhancement Tool
- i. adherence to Code of Ethics
- j. adherence to agency policies (i.e. regarding smoking, e-cigarettes/vaping, dress code)

Nursing Code of Ethics

The student practices according to the NSNA Code of Ethics for Nursing Students (2015) (<https://www.nсна.org/nsna-code-of-ethics.html>) and the ANA Code of Ethics for Nurses (ANA House of Delegates, 2015; <https://www.nursingworld.org/coe-view-only>), and actively promotes the values and ethics of the nursing profession. Acting under ethical principles ensures that the provided care does not jeopardize the Client's basic rights or endanger professional relationships.

Clinical Expectations

A. Clinical Uniform and Appearance

As representatives of the Rutgers School of Nursing–Camden, your appearance in uniform signals to the community that you are professional students. Undergraduate nursing students are expected to portray professionalism by being well-groomed and dressed appropriately for the clinical agency being used. Unless the instructor specifies otherwise, students are required to wear a red scrub top and black scrub pants when uniforms are required in the clinical area. The scrub top must have the “Rutgers School of Nursing | Camden” embroidered logo. Students are not permitted to wear T-shirts, turtlenecks or sweaters under the scrub top that extends past the sleeve of the scrub top.

Only the official red embroidered lab “warm up jacket” may be worn over the scrub top. Students will be able to purchase the scrub tops and jackets at the University Bookstore (the black scrub pants may be purchased at the retailer of the student’s choice). Solid color white or black *leather* shoes or sneakers are required and may be purchased at the retailer of the student’s choice. Student name pins should also be purchased at the University Bookstore. DNP students are required to wear name tags identifying themselves as Nurse Practitioner students from Rutgers School of Nursing–Camden.

Hair must be kept in a neat and clean manner without extreme fads, styles or color (e.g., pink, green or any color not naturally found on humans). Caps, sweatbands or hair ornaments are inappropriate in the clinical area. Hair that extends past chin length must be tied back or fastened. The wearing of wigs, hairpieces, etc. is permissible if consistent with the description above.

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

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

Cultural or religious reasons may be considered for altering these clinical expectations. Please correspond directly with your clinical instructor and clinical agency.

B. 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 clinical assignment. A note from the healthcare provider indicating safety of participation in clinical activities may be required. For their safety, pregnant students must not enter areas where radioisotopes or x-ray therapy is being administered. 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.

C. Injury and Exposure to Hazardous Material in the Clinical Setting

Students who sustain injuries at the clinical site should immediately notify clinical faculty and follow injury reporting procedures for both the clinical agency and the Rutgers School of Nursing–Camden. All students must have and maintain current health insurance and show verification of coverage as required. Rutgers-Camden and the clinical agencies that provide lab/clinical experiences for our students are not responsible for providing medical follow-up. When injury occurs, the student should assume full

responsibility for initiating medical care and subsequent follow-up, using their current health insurance. The student must report the injury to the SNC CARES office within 24 hours.

In the event of exposure to infectious or hazardous materials, blood, and/or body fluids, the student should follow infection control procedures of the clinical agency, immediately notify clinical faculty, and follow exposure reporting procedures for both the clinical agency and Rutgers School of Nursing–Camden. All students must have and maintain current health insurance and show verification of coverage as required. Neither Rutgers School of Nursing–Camden nor the clinical site is responsible for providing medical follow-up. When exposure occurs, the student should assume full responsibility for initiating medical care and subsequent follow-up, using their current health insurance. The student must report any exposure to infectious organisms to the SNC CARES office within 24 hours. It is also recommended that the student follow-up with notification to Rutgers-Camden Student Health Services within 24 hours.

Clinical Enhancement Process

The Clinical Enhancement Process identifies students who are not meeting objectives in clinical courses and provide them with a clear plan to improve their skills in a non-threatening environment.

Any student who has an identified deficiency in the clinical setting will be counseled by the clinical instructor as soon as the deficiency is noted.

If the clinical instructor determines that a student needs practice on a skill in addition to what he/she can receive at the clinical site, the instructor will give the student a written Clinical Enhancement Tool (CET; **Appendix B**) form within two days of the counseling session. On the tool, the instructor will identify the objective that is not being met and provide a clear description of skills or behaviors needing enhancement. If required, the student will make an appointment for lab remediation, which may include skills practice or simulation experiences, within 48 hours of receiving the CET. The clinical instructor is responsible for monitoring and approving the student’s clinical enhancement plan and its success.

After the enhancement session in the lab has been completed, the laboratory instructor assisting the student will provide the student with written feedback on the CET, clearly indicating success or lack thereof. The student will be provided a copy of the CET to return to their clinical instructor. The CET will be attached to the student’s clinical evaluation and placed in his or her file.

The CET policy does not replace the Clinical Warning Policy. Early in the semester, clinical instructors should identify objectives that students are not meeting in order for students to have sufficient time to meet those objectives, either in the lab or in the clinical setting.

Clinical Warning Form

The Clinical Warning Policy applies to all nursing courses that contain a clinical component. The primary objectives of the policy are: (1) to provide the student with information based on the clinical

instructor's observation that he/she did not follow established guidelines, policies or protocols, or that patient, staff or student safety was placed in jeopardy; (2) a student is not meeting one or more clinical objectives; and (3) to provide guidance and direction for student learning.

The Clinical Instructor may use the Clinical Warning Form (**found in Appendix C**) for the following situations:

1. The student is not meeting one or more of the clinical objectives of the course
2. Student performance or behavior is deemed unsafe
3. The student does not come prepared to care for the clients assigned to his/her care
4. The student does not follow basic safety standards when caring for clients
5. The student acts in any manner that may be considered uncivil, disrespectful or violent
6. The student does not adhere to the Professional Behaviors in the NSNS Code of Ethics
7. The student does not adhere to a policy found in the Nursing Student handbook
8. Any other situation identified by the Clinical Instructor that may warrant a Clinical Warning (e.g. not following the clinical agency's policies or guidelines)

If the clinical instructor deems a clinical warning is necessary, he/she will discuss the situation with the student and the Course Coordinator on the day the situation occurs, and give the student a copy of the Clinical Warning form within 48 hours of the occurrence (printed copy or email) which will describe the specific behavior(s) the student was/was not demonstrating, its relationship to clinical course objectives and plan of action. How the clinical faculty should proceed with a plan of action or whether the occurrence requires the notification of the Divisional Chair for Baccalaureate Programs will be at the Course Coordinator and Program Director's discretion.

The clinical faculty has the right to dismiss the student from the clinical experience the day of the occurrence. Students will be required to make up the clinical time. Failure of the student to successfully meet the plan of action will result in a clinical non-pass.

Section II D: Academic Policies and Procedures

Student Conduct

Student conduct is outlined in the University Code of Student Conduct:

<http://studentconduct.rutgers.edu/disciplinary-processes/university-code-of-student-conduct/>.

In the event of academic, clinical, or interpersonal misconduct, an academic improvement plan may be developed by the clinical or theory faculty, Course Coordinator, Director and/or the Divisional Chair. A formal complaint for violation of the University's Code of Student Conduct may be placed:

<http://studentconduct.rutgers.edu/disciplinary-processes/university-code-of-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 of academic integrity.

Rutgers University takes academic dishonesty very seriously. By enrolling in any course, you assume responsibility for familiarizing yourself 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. Please review the Academic Integrity Policy at <https://deanofstudents.camden.rutgers.edu/sites/deanofstudents/files/Academic%20Integrity%20Policy.pdf>.

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

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

Academic Policies

Scholastic Standing is determined at the conclusion of each semester (DNP students see section IV of this handbook)

A. Poor Academic Standing policy

Poor academic standing: **Students who do not earn a C+ or better in nursing courses and a C or better in required non-nursing courses are considered to be in poor academic standing.** To register for clinical courses, students must be in good academic standing. Students in poor academic standing are required to meet with SNC CARES staff to develop a remediation plan for improving academic standing. Remediation 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 2.00 are also defined as having poor academic standing and can be placed into four different scholastic standing categories: academic warning, academic probation, continued probation or dismissal.

B. Academic Warning Policy

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

C. Withdrawal Policy for Nursing Courses

All nursing students, regardless of program, are required to contact their Course Faculty and their Advisor 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 reenroll in the course. This delay may affect academic progression and/or anticipated program completion.

A student's extenuating circumstances may also necessitate a complete withdrawal from all courses. Meeting with an Advisor and with the Dean of Students will be required in order that students understand the financial, academic and progression implications of withdrawal. When a student returns from a complete withdrawal, a meeting with an Advisor must occur to revise and implement the academic progression plan to create the least amount of delay in program completion. If a student does not register for more than two semesters after withdrawal, a re-enrollment process will be required. A student with a complete withdrawal from all courses in one

semester and then subsequent individual withdrawals from the same courses would be considered for dismissal from the program.

Students are permitted only two attempts to successfully complete a nursing course; a withdrawal counts as an attempt. This policy will go into effect Fall semester of AY 19-20. Course withdrawals that have occurred prior to the implementation of this policy will not be considered in this policy.

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

A student who withdraws from a nursing course being repeated due to a previous withdrawal or for earning a grade less than C+, will be considered for dismissal from the nursing program.

A student withdrawing from two or more different nursing courses in the same semester will not be dismissed from the program; however, the withdrawal will count as an attempt to successfully complete a nursing course (approved by Faculty Organization on 4/9/19).

For policy on Re-Application to the School of Nursing–Camden (SNC) after a Leave of Absence (LOA) see **Appendix F**

For School of Nursing–Camden Remediation Policy for Nursing Courses see **Appendix G Attendance Policy**

D. Course Grade Grievance Policy

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

***Definition:** A grade grievance results from a student's perception that his/her final grade in a course was based on something other than academic performance or assigned arbitrarily by the faculty member. While students have the right to grieve grades, being dissatisfied with one's earned grade or failure to notify the faculty of personal circumstances which may have affected academic performance are not grounds for a grade grievance.*

Arbitrary grades are defined as those:

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

Of note:

- If the student feels that an error has been made in calculating the final course grade, he/she should bring this to the attention of the faculty member teaching the course.

- Receiving a grade that is “close” to the passing grade but does not quantify as passing (*e.g., passing grade is 75 and student scores 74.34*) is not grounds for filing a grade grievance.

If filing a grade grievance, the student can go to this link:

(https://cm.maxient.com/reportingform.php?RutgersUniv&layout_id=59) and complete the document for filing a grade grievance (please review Process below for timeline).

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

Process: The student shall attempt to reconcile the conflict or grade in question by directly communicating with the faculty member teaching the course. This must be done within **three (3) business days** from the day grades are posted by the professor. In the event that the faculty member is unable to meet in person, the faculty member can communicate with the student via email.

1. If the student is not satisfied with the resolution of the grade after meeting with the faculty member, the student has **three (3) business days after the meeting to submit a written grievance to the Director of the Program**. The student may ask for guidance from the SNC CARES with writing the grievance letter. Additional documentation should include, but is not limited to, course syllabus, any course material related to the grievance, email correspondence between the student and the faculty member, and a written statement explaining why the student believes a grade grievance is warranted. A written grievance submitted after this three day timeframe will not be accepted. All of this information should be uploaded into the Grievance Portal.
2. Once the Director reviews the grievance, an appointment will be made to meet in person with the student within **three (3) business days**. If the grievance is denied by the Program Director, the student has the option of meeting with the Divisional Chair of the Baccalaureate or Graduate Programs. The student will need to make an appointment to meet with the Divisional Chair within **three (3) business days**. The Divisional Chair will make the final decision if the grievance is justified or not justified.
3. If it is determined that the grievance is not justified, the Chair will notify the student and faculty in writing within **two (2) business days** with a letter sent via email. If it is determined that the grievance is justified, the Chair will meet with the faculty member to discuss how the grade can be rectified. (Approved Faculty Organization 4/9/19)

E. Academic Probation Policy

Probation “Non-Nursing” Courses

- Probation First Term or Full Academic Term (Non-Nursing Courses)
- (Freshman, Sophomore and First Semester Transfers)

A student will be placed on academic probation for the subsequent semester/term (Fall, Spring, Summer) for having one of the following academic deficiencies in “**Non-Nursing**” Courses:

1. One grade lower than a C in any of the following courses: Anatomy & Physiology I & II, Statistics, Bio-Chemistry and lab, Microbiology and lab.
2. Two course grades lower than a C in any science course during a student’s initial semester.
3. A term/semester or cumulative GPA less than a 2.0
4. Two withdrawals or a withdrawal and a grade lower than a C in science courses.

Note: Students on academic probation must raise their term/semester or cumulative GPA to a 2.0 (C) by the end of their third semester (Fall semester of a student’s sophomore term).

Probation Nursing Courses

Traditional:

Students earning less than a C+ in one nursing course will be identified as “at risk” and placed on academic probation. Students will be formally notified by the *Student Success and Retention Specialist*. Students must meet with the Student Success Specialist to discuss specific requirements and/or conditions of the probation (such as meeting with the specialist on a regular basis and tutoring arrangements) and to complete a revised student academic success plan.

Note: Students earning less than a C+ in two nursing courses will be dismissed from the nursing program.

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

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

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

F. Dismissal Policy

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

- A. Not meeting the conditions of the student success plan and/or the conditions of the probationary period (refer to the Academic Probation Policy - above).
- B. Earning less than a C+ in two or more required nursing course. (Earning less than a C+ in the same required nursing course twice.)
- C. Previously withdrawing from a 57-nursing course and repeating the course with a grade earned less than a C+
- D. Earning a grade less than a C+ and then withdrawing from the course upon a second attempt.
- E. Withdrawing twice from the same 57-nursing course will be considered two unsuccessful attempts.
- F. Graduate students who do not maintain a B in two Graduate 58- courses will be considered for dismissal.

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

Attendance Policies related to Nursing Courses University Policy, 10.2.7 Course Attendance

- 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 him or her 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:

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

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/family events.

In extraordinary circumstances, an absence may be excused at the discretion of the theory instructor and clinical instructor collaboratively. The request may be reviewed by the Program Director and/or Divisional Chair as necessary. This policy is designed for special circumstances and it should not be considered a guarantee that a student will be granted the permission.

Students should note that any absence from a clinical experience or clinical lab may place the student in jeopardy of not satisfying the minimum course requirements. If a student must miss time due to illness or personal emergency, the student is responsible for calling the clinical instructor/preceptor as well as the assigned unit/clinical site prior to the start of the clinical experience. Proper documentation will be required for any absence to be considered excused (Health Provider note, etc.). A student will receive a clinical warning for the following:

- not receiving prior authorization for an absence (non-excused)
- two clinical absences (excused or unexcused), which place the student in serious jeopardy of being unable to complete clinical objectives.

All clinical absences, whether excused or unexcused, will require a make-up assignment. The theory instructor, in consultation with the Course Coordinator, will determine the nature of the clinical make-up experience. Decisions regarding clinical make-up assignments are based on the student's progress in meeting course objectives as determined by the clinical instructor. The student is responsible for

following up with the clinical instructor regarding make-up assignments.

Section II E: Program Progression

Progression in the Pre-Licensure Nursing Program

Nursing Courses

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

Likewise, failure of a nursing laboratory course will result in the assignment of no credit for the co-requisite nursing theory course. Both courses must be repeated if the student remains eligible for progression in the program. Students who fail the nursing laboratory course for documented unsafe practice are subject to administrative/faculty review for dismissal from the nursing program.

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

Grading Format for Nursing Courses

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

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

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

Non-Nursing Courses

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

exception of transcultural courses and general education requirements (civilization and heritage requirement, literature fine arts requirement and free electives).

Test Time Allotment

The majority of scheduled tests in the pre-licensure programs in the Rutgers School of Nursing–Camden will be timed (i.e. a certain amount of time will be allotted per question on the test). The faculty reserves the right to allow a minimum of 60 seconds and a maximum of 75 seconds per question on any given test. Faculty may add time considering the type of questions asked and answers required. Additional time may not be assigned to individual students unless they have documented accommodations through the Office of Disability Services. Timed tests are necessary in order to prepare pre-licensure nursing students to take the National Council Licensure Exam-RN (NCLEX-RN), which is a timed test. Students must follow university policies to receive this accommodation and are referred to the Office of Disability Services <http://learn.camden.rutgers.edu/disability-services>.

Medication Calculation Testing Policy

The ability to accurately calculate medication dosages and administration rates is one of many important skills for the nursing student to master for safe patient care. Pre-licensure students must demonstrate competency in medication calculation skills throughout the program.

1. Med math will be added to all simulation experiences during medication administration.
2. One textbook will be selected by the faculty for all med math preparation.
3. The Foundations course will be the only course mandated to have a med math test.
4. Med math will to be incorporated into every course during exams, clinical experiences, and case studies.

Nursing Curriculum Plans

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

Independent Study (see Appendix D)

What is an Independent Study?

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

Who is eligible?

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

Are there other restrictions related to taking an Independent Study?

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

What is the faculty role?

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

What is necessary to put forward a proposal?

Following are four recommended steps to take the student from an idea through the proposal and to enrollment in an Independent Study.

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

STEP #1. The student submits (1) a completed application form, (2) an unofficial transcript, and (3) the proposal (following guidelines above) to a full-time faculty member. The faculty member may agree to the proposal, suggest further discussion and possibly revisions, or decline involvement. NOTE: The application should be submitted to the faculty member during the time of pre-registration for the semester in which the work will occur.

STEP #2. If the student and faculty member reach agreement on the Independent Study, documentation of their agreement is sent to the Divisional Chair who may request additional information for clarification or simply initial the application and, if desired, retain documentation in a central file for later reference.

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

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

Completion: The student provides deliverables according to the descriptions and deadlines put forth in the final, approved proposal. High quality work is expected. Simply completing the work is no guarantee of an A grade. When the student and the faculty mentor agree that the work is

complete, the faculty member assigns a grade and submits that to the registrar for posting to the student's record. To allow for any needed discussions at this point in the process, it is wise to schedule completion of the planned work a week or more before the standard grade submissions for that semester.

A proposal for Research with a Faculty Member:

- a. Specify a **research question**, a clear statement of the specific issues you plan to investigate and why this is interesting and important. The question should have both practical and theoretical significance.
- b. Provide **background** to this question in a brief summary of previous related research. Include a reference list from both academic journals.
- c. Explain the **methodology** you plan to use in your investigation of the topic (i.e. surveys, readings, interviews, etc.). The more detail you can provide, the better.
- d. Provide a clear **timeline** that shows responsibility for deliverables on specific dates throughout the time of the project. These might include deadlines for written work or presentations, or scheduled progress meetings at which to review specific portions of the work and receive feedback.
- e. Describe the anticipated benefits of the project—the expected outcomes for your own learning and its fit in your educational program, as well as the potential contribution of resulting information for other researchers and business people.

(For this type of project, you would seek out a faculty member who does related research)

A proposal to study specific information for which no class is currently offered:

- a. Describe the **body of knowledge** you want to study, including why this is important to your overall program of study. This should include an overview of available courses that you have investigated and verified they do not cover what you are seeking.
- b. List proposed **sources for information** you want to study. This could include books, articles in professional journals, academic research articles, and others. Include full bibliographic information along with your reasoning for use of each source.
- c. Specify the **final product of** your work and intended audience (written paper or chapter on the topic, oral presentation to a class, related business proposal, etc.).
- d. Provide a clear **timeline** that shows responsibility for deliverables on specific dates throughout the time of the project. These might include deadlines for written work or presentations, or scheduled progress meetings at which to review specific portions of the work and receive feedback.
- e. Describe the anticipated **benefits** of the project—the expected outcomes for your own learning and its fit in both your education program (as referenced in item a), and your career after graduation.

(For this type of project, you would seek out the faculty member whose area of teaching and research is most closely related to your topic area)

Section II F: Computing, Technology and Social Media Conduct

Raptor Connect

Rutgers University-Camden's Student Success Management System, [Raptor Connect](#), 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 that help students to formulate and advance toward educational goals, including advising, tutoring, counseling, progress tracking, and academic early alerts. The platform documents educational plans, improves data analysis, offers self-service resources that reduce advisor workloads, and triggers interventions based on student behavior or faculty input.

All students have access to the Raptor Connect, a software solution that connects you with a network of advisors and other support services that can help your academic success. You may access Raptor Connect by using your NetID. Once you log in, the platform will allow you to

- Make appointments with academic and other student support staff
- Communicate with your advisors
- Keep track of classes and any appointments booked through the system on a printable calendar page
- Receive reminders for important tasks from your advisor
- Receive reminders about 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. Students are responsible for ensuring that they have required software for every course in which they are enrolled and are able to easily access required sites. Students are required to take computerized exams in class on their own laptop/tablet computers. For further information on compatibility and hardware and software operating systems used by the school please visit <https://nursing.camden.rutgers.edu/laptop-requirements>. If you have any questions, please email support@camden.rutgers.edu.

Social Media Policy

Students who participate in social networking are expected to abide by a common sense of respect for all persons and 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; video sharing sites like YouTube, Instagram, Vine, Keek, Tumblr; 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 Twitter and similar forms of information sharing.*

Code of Conduct Regarding Social Media:

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

Guidelines for Social Media Use:

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

Other available resources include:

Rutgers University Social Media Guidelines: See “Conduct on Personal Social Media Accounts”
<https://communications.rutgers.edu/resources/social-media-guidelines>

Rutgers University–Camden Social Media Behavior and Cyberbullying
<https://deanofstudents.camden.rutgers.edu/social-media-behavior-and-cyberbullying>

Section II G: Student Services and Resources

Student Activities

Sigma International, Eta Mu Chapter, the Honor Society for Nursing

Sigma is the International Honor Society of Nursing which recognizes the outstanding achievement, leadership, and creativity of its members. Sigma International, Eta Mu Chapter was chartered in 1984 at Rutgers- Camden.

Undergraduate Membership for Sigma-requires that students

- have completed half of the nursing curriculum (second semester junior or level 3 or 4 in the ABS program)
- Rank in the top 35% of the student population
- Meet the leadership and ethical requirements of the organization
- Have a minimum cumulative GPA of 3.0

Please note: All students in the undergraduate programs will be ranked according to GPA and requirements, and only those in the top 35% of this list who have a minimum GPA of 3.0 will be invited for membership.

DNP students who have completed one third of the DNP curriculum and have a GPA > 3.5 are eligible for induction into Sigma Theta Tau International (STTI). The program sends a list of eligible students to STTI and the organization contacts students directly with invitations to join. Students who wish to join must return the acceptance form with the appropriate fees. STTI headquarters will provide information regarding fee structures and payment deadlines. For more information visit the website: <http://www.nursingsociety.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. They are also encouraged to volunteer for committee service in the SNC.

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

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

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

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 SNA shall participate in the committee discussions but shall have no vote. Representatives are expected to bring to the committees the opinions and stated needs of the students they represent and to report back to the SNA regarding the proceedings of the faculty committees.

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

Graduation Policies Credit Requirements

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

Graduation with Honors

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

<https://nursing.camden.rutgers.edu/graduation-information#honors-grads>

Representative Nursing Program Awards and Scholarships

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

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

faculty may be asked for letters of recommendation. Non-nursing faculty may provide letters of support for general scholarships.

SECTION III: RN TO BSN PROGRAM

Section III A: Program Description and Admission

RN to BS Nursing Program (for Registered Nurses)

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

Transfer Credits

The following limits are set on the maximum number of degree credits transferable into the School of Nursing–Camden: No more than 60 credits from two-year institutions, no more than 90 credits from four-year institutions and no more than 12 of the last 42 credits earned for the degree may be transfer credits. A maximum of 90 credits may be transferred from any combination of two- and four-year institutions. Students, who have completed nursing course credits elsewhere, are evaluated on an individual basis. There is no guarantee that nursing courses taken elsewhere will transfer into the program. Matriculated students at Rutgers School of Nursing–Camden (SNC) are required to complete all coursework at Rutgers Camden, unless they receive permission in advance to take a course at another institution.

Section III B: Academic Advisement

Academic Advisement- RN to BS

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

Rutgers at Atlantic Cape Community College, Mays Landing, NJ

Contact: Manager of Academic Programs

Phone: 609-837-2900 x 2912

Email: Rutgers-accc@dceo.rutgers.edu

Rutgers at Mercer County Community College Campus, West Windsor, NJ.

Contact: Manager of Academic Programs Phone:

609-570-3490 or 609-570-3419

Email: Rutgers-mccc@dceo.rutgers.edu

Fully online program-

Contact: Melanie Palm, Rutgers-School of Nursing –Camden

Assistant Dean, SNC CARES

Phone: 856-225-6865

Email: melanie.palm@rutgers.edu

All changes in a students' curriculum plan (Drop/Add) must be approved by the RN to BS Campus Manager of Academic Programs Program, RN to BS Director, or Director of the SNC CARES office. Students who do not seek advisement risk not being able to progress or graduate on time due to insufficient coursework, credits, and completion of requirements.

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

Section III C: Compliance and Document Tracking

Compliances

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

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

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

RN students will coordinate clinical dates and times with their preceptors directly, and are required to complete the clinical hours as noted for each clinical course. If a student has to miss a planned clinical day,

he or she must notify their preceptor prior to the start of the clinical day and work with that preceptor to make up any missed hours.

Document Tracking

Students are required to submit immunization records, medical records, background information, and healthcare certifications directly 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 accessing the Castle Branch tracking system, go to <https://portal.castlebranch.com/RU21>

1. Click on the Package Selection tab.
2. Select “Camden” for the RN to BS program
3. Review the package summary and payment information. Check the box acknowledging that you have “Read this Information,” then “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 of \$200 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 (if applicable).

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

SECTION IV: GRADUATE CERTIFICATE PROGRAMS

Section IV A: Graduate Certificate Program Descriptions

Please see applicable topics on Grading, Attendance, Course Registration, etc. in sections I-II of this student handbook.

School Nurse Certification Program (<https://nursing.camden.rutgers.edu/school-nurse>)

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 accelerated program offers two tracks: a School Nurse certificate and a School Nurse certificate with a pathway to a Master of Nursing with Specialty in School Health Services.

The goals of the faculty are to educate School Nurse Certification graduates who will:

1. Be prepared to handle the challenges of school nursing.
2. Play a pivotal role of making students healthy, fit, and ready to learn.
3. Learn the laws and policies that govern school nursing practice.
4. Develop the skills and knowledge they need to assess student health.
5. Develop plans for care management of student populations.
6. Serve as first responders.
7. Engage in the public health functions of disease surveillance and health promotion.

Certificate Track

Sample coursework:

- 58:705:557 School Nurses as Population Health Leaders (4)
- 58:705:556 Issues and Trends in Health Education (3)
- 58:705:555 Care Coordination in the School Health Office (3)
- 58:705:558 School Nurse Practicum (1)
- 58:705:559 School Nurse Practicum Seminar (3)

Certificate Track with Master of Nursing Pathway

Sample coursework:

- Same coursework as the School Nurse Certificate track, plus:
- 58:705:525 Advanced Pharmacology (3)
- 58:705:516 Advanced Pathophysiology (4)
- 58:705:521 Advanced Physical Assessment (3)
- 58:705:557 Population Health (3)
- 58:705:517 Evidence-Based Practice (3)

The Wound, Ostomy, Continence Nursing Education 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 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.

The Rutgers–Camden WOCNEP graduate will be able to

- 1) Demonstrate theory-based knowledge in the area of wound, ostomy, and continence nursing to promote the health of patient systems.
- 2) Evaluate patient systems via the evidence-based nursing process when promoting optimal patient health.
- 3) Critically analyze wound ostomy continence research and clinical findings to strengthen the scientific evidence base of practice.
- 4) Use the process and techniques of scientific inquiry for the achievement of safe, effective wound ostomy continence nursing.
- 5) Incorporate quality improvement and safety initiatives into WOC Nursing delivery process.
- 6) Implement strategic care interventions to improve the health state of patient systems.
- 7) Practice wound ostomy continence nursing in the context of evolving health information systems and technology.
- 8) Value continuing professional development including WOC board certification.

Required courses for Wound, Ostomy, Continence Program

58:705:551 Wound, Ostomy, Continence Nursing I (5)

58:705:552 Wound, Ostomy, Continence Nursing II (5)

58:705:553 Wound, Ostomy, Continence Nursing Clinical Practicum III (160 hours plus classroom time)

Formats

On-Campus

- Provides three graduate nursing courses totaling 13 credits.
- Combines exceptional classroom instruction with clinical experience.

- Two (5)-credit didactic courses are taught during fall and spring semesters in a once weekly, late afternoon-early evening format.

Experienced faculty, distinguished WOC nurses, and interprofessional colleagues present on topics including wound care, urinary and fecal diversions (ostomy), and urinary/fecal incontinence. 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.

Online

- Provides three graduate nursing courses totaling 13 credits.
- Consists of an online synchronous meeting once a week plus asynchronous activities.
- Two (5)-credit didactic theory courses are taught entirely online during fall and spring semesters.

The (3)-credit clinical practicum requires a two day visit to campus, a 160-hour clinical practicum with a credentialed preceptor, and periodic online synchronous meetings during summer sessions.

Section IV B: Compliance and Liability

Compliances (also see Appendix A)

Adherence to the health requirements for all students at Rutgers School of Nursing– Camden is required. Prior to enrollment, immunization and health testing information is needed to meet New Jersey law and University requirements, and to assist in maintaining your health and the health of others you come in contact with while on campus. These forms should be submitted as directed in your admissions materials.

The School of Nursing–Camden also requires additional health, background and other compliances as set forth by affiliate clinical agencies. Students must remain 100% compliant with these requirements in order to participate in clinical rotations/hours. Non-compliance may result in delayed completion, or the inability to complete clinical rotations/hours. Additionally, registration holds may be placed on the accounts of non-compliant students.

Malpractice Liability Insurance

School Nurse and WOCNEP students must carry personal malpractice liability insurance.

SECTION V: GRADUATE DOCTOR OF NURSING PRACTICE (DNP) PROGRAM

Section V A: Program Description, Mission and Vision

Doctor of Nursing Practice (DNP) Program

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 Vision

The program focuses on improving care for individuals and populations. The program seeks to prepare providers in either a direct or indirect role. Direct care providers function in the nurse practitioner role. These practitioners provide primary care to selected populations such as adult-gerontology or families across the lifespan. Graduates may also function in an indirect role and provide leadership to improve the quality of care within healthcare systems or for aggregate populations. The program provides advanced nursing education that

1. Responds to recommendations by the Institute of Medicine (IOM) to double the nation's doctorally prepared nursing workforce by 2020.
2. Prepares nurses to practice to the full extent of their education and training.
3. Provides for the seamless academic transition of nurses from the baccalaureate degree to the DNP.
4. Prepares nurses for certification, licensure, and practice as DNPs with a clinical focus in care of one of two population foci: adult-gerontology and individual/family across the lifespan.
5. Provides nurses with the skills needed to translate research into clinical practice and participate in scholarship that leads to practice improvement.
6. Fosters the design, examination, implementation, evaluation and dissemination of best practice models of advanced practice nursing care.
7. Increases the number of advanced practice nurses with expertise in specialty practice (end of life care, palliative care, oncology care, wound care, women's health care, mental health care, and care of the frail older adult).
8. Promulgates the University's statements of vision, mission, goals, and commitment to excellence.

DNP Program and Student Learning Outcomes

The DNP program prepares the graduate to

1. Demonstrate advanced levels of clinical judgment informed by an integrated knowledge of the basic sciences, nursing science, ethics, law, and other relevant scientific sources of knowledge.
2. Develop leadership and management skills that contribute to systems change associated with improved healthcare outcomes.

3. Engage in evidence-based scholarship that contributes to improved healthcare outcomes.
4. Use information and technology to improve quality outcomes at the individual and systems level.
5. Apply knowledge of local, national and global health policy in support of effective care as well as advocacy for patient and population needs.
6. Collaborate with professionals within and across disciplines to improve healthcare outcomes.
7. Apply evidence-based health promotion and protection strategies to improve health outcomes for patients and populations.
8. Synthesize knowledge of the DNP essentials in a manner that develops excellence in autonomous clinical practice and achieves improved health outcomes for patients and healthcare systems.

Section V B: Program Details and Admission

DNP Program Description

Family Nurse Practitioner and Adult Gerontology Primary Care Doctor of Nursing Practice.

The Doctor of Nursing Practice Program has a direct care focus and prepares 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 family/individual across the lifespan. Graduates are prepared to assume responsibility and accountability for care and 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 student project as well as analyzing, synthesizing and disseminating the results of this work.

Doctor of Nursing Practice-Masters in Business Administration (DNP/MBA) Dual Degree

The DNP-MBA program in health care administration is designed for nurses aspiring to become CNOs/CNEs, COOs, CEOs, or other executive leadership positions. Through innovative leadership development, graduates are prepared to shape the future of health care at a systems level in promoting and sustaining best practices in quality, safety, and healthcare outcomes. Students gain experience in healthcare finance, accounting, budgeting, transformational leadership and management, and evidence-based organizational practices in health care.

DNP Scholarship

The program prepares students to engage in the scholarship of practice as defined by the American Association of Colleges of Nursing (AACN). <http://www.aacn.nche.edu/publications/position/defining-scholarship>

Definition of Nursing Scholarship:

Scholarship in nursing can be defined as those activities that systematically advance the teaching, research, and practice of nursing through rigorous inquiry that 1) is significant to the profession,

2) is creative, 3) can be documented, 4) can be replicated or elaborated, and 5) can be peer-reviewed through various methods. This definition is applied in the following standards that describe scholarship in nursing.

Description of the Scholarship of Practice:

The focus is on the scholarship generated through practice. Practice is conducted through the application of nursing and related knowledge to the assessment and validation of patient/health care outcomes, the measurement of quality of life indicators, the development and refinement of practice protocols/strategies, the evaluation of systems of care, and the development and analysis of innovative health care delivery models.

DNP APRN Courses

APRN core courses: (Students must successfully complete Advanced Pathophysiology and Advanced Health Assessment prior to starting the first clinical course. They may take Advanced Pharmacology concurrently with the first clinical course).

- Advanced Pathophysiology
- Advanced Pharmacology
- Advanced Health/Physical Assessment

Clinical courses that support the nurse practitioner role within a population focus

Adult-Gerontology and Individual/Family Across the Lifespan

- Principles of Adult-Gerontology Primary Care
- Adult-Gerontology Primary Care Residency I
- APRN Role Transition

Adult-Gerontology only

- Principles of Adult-Gerontology Complex Care
- Adult-Gerontology Complex Care Residency II
- Adult-Gerontology Specialty Residency 3
- Adult-Gerontology Specialty Residency 4

Individual/Family Across the Lifespan only

- Family Health Theory and Residency Complex Care
- Family Health Theory and Residency: Women's Health and Perinatal
- Family Health Theory and Residency: Pediatrics
- Family Health Practicum

Project Courses

- DNP Project Planning Seminar (3 cr.)
- DNP Project Implementation Seminar (3 cr.)

- DNP Project Evaluation and Dissemination Seminar (3 cr.)

Non-Clinical Courses that Support the DNP Role

(Students must successfully complete Foundations of Nursing Science and Evidence-Based Prevention, Promotion & Practice prior to taking the first clinical course).

- Foundations of Nursing Science
- Evidence-based Prevention, Promotion & Practice
- Epidemiology & Biostatistics
- Interdisciplinary Ethics for Advanced Practice
- Health Information Systems & Technology
- National & Global Health Policy
- Financial Management in Healthcare
- Leading Interprofessional Teams in Health Care Organizations
- Best Educational Practices

DNP-MBA dual degree program Courses

Core Courses:

- Best Educational Practices
- National & Global Health Policy
- Accounting for Managerial Decisions
- Financial Management
- Business Analytics
- Marketing Management
- Operations Management
- Financial Statement Analysis
- International Business Environment
- Strategic Management
- Financial Management in Healthcare
- Health Information Systems & Technology
- Leading Interprofessional Teams in Health Care Organizations
- Best Educational Practices

Executive leadership practicum courses:

- Clinical Practicum I, Health Care Quality
- Clinical Practicum II, Health Care Environment
- Clinical Practicum III, Improving Health Care Outcomes

Project courses:

- DNP Project Planning Seminar (3 cr.)
- DNP Project Implementation Seminar (3 cr.)

- DNP Project Evaluation and Dissemination Seminar (3 cr.)

Foundation Courses

Students must successfully complete Foundations of Nursing Science and Evidence- Based Prevention, Promotion & Practice prior to taking the first clinical course

- Foundations of Nursing Science
- Evidence-Based Prevention, Promotion & Practice
- Accounting for Financial Reporting
- Managerial Economics
- Epidemiology & Biostatistics (Quantitative Skills)

Electives

- Business Elective I
- Business Elective II

Undergraduate Student Course Work in the DNP program

4 Credit Role Courses: (Advanced Pathophysiology, Advanced Health Assessment)

Students may elect to take special 4 credit advanced practice nurse (APN) role courses (Advanced Health Assessment and Advanced Pathophysiology) while they are still enrolled in the undergraduate program. These courses are offered to traditional, advanced accelerated program and RN to BS students. Upon successful completion of one or more of these courses, the student receives credit that can be counted toward both the undergraduate and the DNP program course requirements. Students must achieve a grade of B or higher in order to obtain graduate credit.

Doctor of Nursing Practice (DNP) Program Entry Options

Early Entry Options

Students in the Traditional, Accelerated Second Degree Nursing Program (ABS) and the RN to BS program may apply to the DNP program in the last semester of their undergraduate studies. Acceptance ensures a continuous progression from the undergraduate into the DNP program. It also allows those students who take the 4 credit APN role courses to apply credits from these courses in the DNP program. Students should apply according to the normal process for the DNP program. For details see the DNP webpage on the Rutgers School of Nursing–Camden website: <https://nursing.camden.rutgers.edu/DNP>. Early entry students in the Traditional and Accelerated Second Degree Program (ABS) must pass the NCLEX and obtain RN licensure in the state of New Jersey prior to taking the first clinical course (58:705:660, Primary Care Theory).

Post Baccalaureate Option

This option is designed for the registered nurses who have completed a baccalaureate degree in nursing from an accredited nursing program. *Post Baccalaureate* students can obtain transfer credit for up to four graduate nursing courses (i.e., Advanced Physiology/Pathophysiology, and Advanced Health/Physical Assessment and one elective course). Faculty who teach the equivalent course in our program will review the syllabus and indicate whether the requested transfer course meets the program requirements.

All DNP students are strongly encouraged to attend the DNP program full-time, including summers, and complete all requirements in two years. Full-time students are strongly encouraged to consider their academic studies as their primary responsibility. Full-time employment can create challenges that are difficult for a full-time student to successfully manage.

Post Master's Option

Students who have a master's degree in nursing as well as a certification as an advanced practice nurse may enroll as post-master's students. These students will take the nonclinical courses that support the DNP role as well as the scholarly seminar courses that support the project.

Section V C: Academic Policies and Procedures

Advisement and Supervision of Student Work

Upon entering the program, students are advised by the track coordinators in consultation with the Divisional Chair of the graduate program. It is expected that students will actively communicate with these advisors regarding any non-course related questions or issues that arise in their course of study. Students should attempt to address any course-related issues with their course faculty directly. If the course-related issues cannot be resolved with the course leader or clinical faculty member, the student should make an appointment with the DNP Divisional Chair.

A faculty member will be designated as the DNP Chair. The DNP Chair in collaboration with faculty teaching in the scholarly seminar courses will guide in the development, implementation, evaluation and dissemination of the project. The student may request that a DNP Team Chair be assigned as soon as he/she is ready to begin to develop the project.

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 (residency) 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 advisor to review a revised plan of study.

Academic Probation Policy

Graduate:

Students earning less than a B in one Graduate 58-courses will be identified as “at risk” and placed on academic probation. Students will be formally notified by the Program Director for the graduate program and must meet the plan outlined by the Graduate Program Director and/or Graduate Advisor.

Note: Students earning less than a B in two Graduate 58-courses will be dismissed from the graduate program.

Probational Outcome: Students who fail to meet all of the conditions of their academic probation will be dismissed from the school.

Students who meet ALL of the conditions of their academic probation, will be removed from academic probation.

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

Clinical Rotations and Attendance

Clinical or residency hours associated with clinical courses will involve work with individual preceptors. Location of preceptors can be a coordinated effort between the DNP student, the CARES office, the Program Coordinator and faculty. Please follow all directions provided by email from all involved regarding preceptor placement. Once a preceptor is secured, students must fill out 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.

Attendance is mandatory for all in-person or synchronous on-line didactic components of the program. Course faculty should 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 unanticipated absence. In 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.

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, HIPAA compliant, and allows students to quickly and easily enter patient encounter information such as demographics, clinical information, diagnosis and procedure

codes, medications and brief clinical notes. Each student enrolled in the Nurse Practitioner program is required to purchase and install this product on their desktop/laptop computer for use in all clinical courses. Students are encouraged to record encounters on the day of their clinical experience.

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 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 his/her clinical performance. Students who receive a failing grade on the final clinical evaluation fail the clinical component of a course, which will result in a failure for the course and in the assignment of a grade of NC (no credit) for the co-requisite theory course.

Section V D: Compliance and Liability

Compliances (also see Appendix A)

Adherence to the health requirements for all students at Rutgers School of Nursing–Camden is required. Prior to enrollment, immunization and health testing information is needed to meet New Jersey law and University requirements, and to assist in maintaining your health and the health of others you come in contact with while on campus. Forms should be submitted as directed in your admissions materials.

The School of Nursing–Camden also requires additional health, background and other compliances as set forth by affiliate clinical agencies. Students must remain 100% compliant with these requirements in order to participate in clinical rotations/hours. Non-compliance may result in delayed completion, or the inability to complete clinical rotations/hours. Additionally, registration holds may be placed on the accounts of non-compliant students.

Malpractice Liability Insurance

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

Injury and Exposure to Hazardous Material in the Clinical Setting

Students in the DNP program who sustain injuries or potential exposure to blood-borne pathogens or hazardous material at a clinical site should follow injury or exposure policies and procedures of the hosting facility. A Rutgers School of Nursing–Camden Incident Report should be completed within 24 hours of the occurrence by contacting the CARES offices at 856-225-6358. Students carry their own medical insurance and should use their own discretion in seeking medical care.

Section V E: Program Requirements

Program GPA Requirements for Retention and Progression

DNP students must maintain a cumulative GPA of 3.0 or greater. If the cumulative GPA falls below 3.0 (B average) the student will be placed on probation. The student must raise their cumulative GPA to 3.0 or greater by the end of the semester in which they are placed on probation. Failure to correct probationary status after one semester will result in dismissal from the DNP Program and academic withdrawal from the University. Students must satisfactorily complete course prior to progressing. See catalog for pre-requisites.

Grading and GPA Measures

Grade	Percentage	Interpretation	Quality Points
A	90%-100%	Excellent	4.0
B+	85%-89%	Very Good	3.5
B	80%-84%	Good	3.0
C+	75%-79%	Satisfactory	2.5
C	70%-74%	Unsatisfactory	2.0
F	69% or less	Failure	0

Incomplete Grades

The School of Nursing-Camden expects students to complete coursework in a timely manner. Course faculty may choose to offer the student the option of taking an incomplete when the student has compelling reasons for needing more time to complete the requirements of the course. Students who take an incomplete in a pre-requisite course may not progress to subsequent courses that require the necessary pre-requisites. Students and faculty should develop a detailed plan for completion of the course requirements when an incomplete grade is granted. Students and faculty must fill out the incomplete grade request form: <http://registrar.camden.rutgers.edu/sites/registrar/files/IncompleteExtRevised2.pdf>

Student course evaluations

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 director of the graduate program makes program decisions based on the results of these data.

Requirements for Graduation

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. Clinical hours are associated with the residency courses for nurse practitioner students as well as certain non-clinical courses (see plan of study). Hours spent directly on the DNP scholarly project are counted as clinical hours.

Post BS/BS students

Completion of required number of credits in the post baccalaureate portion of the DNP program

66 credits for the Adult-Gerontology Track

70 credits for the Family Health Track

80 credits for the Dual Degree DNP-MBA program

Completion of a minimum of 1000 graduate clinical residency hours

Post MSN students

Post MSN students must complete a minimum of 440 clinical residency hours. A gap analysis will be conducted to determine the number of clinical hours required to total 1000 graduate clinical residency hours.

Section V F: Program Outcomes and Curricular Plans

Program Outcomes

Post-Master's students must complete the DNP program within 4 years after their initial enrollment. Post Baccalaureate students must complete the DNP program within 5 years after their initial enrollment and sit for a specialty certification upon completion of the program. The student may take certification exams offered either by the American Nurses Credentialing Center (ANCC) or the American Academy of Nurse Practitioners (AANP).

Students should consult faculty when choosing which exam to take. Adult-Gerontology track students must sit for the Adult-Gerontology Primary Care Nurse Practitioner exam and Family track students should take the Family Nurse Practitioner exam. In order to become licensed as a nurse practitioner, applicants must pass one of the two certification exams. Applicants who have taken advanced pharmacology more than 5 years prior to the application for licensure should review available options listed on the New Jersey State Board of Nursing website: www.njconsumeraffairs.gov/nursing/apncert.htm.

DNP Curricular Plans

Full time and part time options

The full-time plan of study allows all students to complete the program in 2 years. Although the program offers a part-time option, courses are only offered once a year, and many require pre-requisites. Students who are contemplating a part-time plan of study must meet with an advisor prior to beginning classes.

Early entry option

Undergraduate students who fully intend to apply for the DNP program may take Advanced Pathophysiology and Advanced Health Assessment. *Students must consult with undergraduate advisors AND the DNP track coordinators before taking these courses.*

Undergraduates may apply to the DNP program in the last semester of their senior year.

DNP Scholarly 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](#)

Three scholarly seminar courses in the curriculum support the project:

- DNP Project Planning Seminar is designed to support students in developing project plans. Students must submit and gain approval for project proposals upon the completion of DNP Project Planning Seminar.
- During DNP Project Implementation Seminar, students should implement projects and collect any project-related data.
- DNP Project Evaluation and Dissemination Seminar 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.

Before DNP Project Planning Seminar, students will be paired with doctorally-prepared Rutgers School of Nursing–Camden faculty who will serve as DNP Team Chairs. Students should work informally with faculty members of their own choosing and identify their DNP Team chair before going to Seminar I. The DNP Team Chair should have expertise in the student’s area of interest and ensure that the student is maintaining a steady pace and focus. Students must be proactive in seeking guidance and support in the planning, design and implementation of projects.

The student is also required to work collaboratively with a partner in the practice-service setting where the project is conducted, clearly communicating the goals and project plan in order to ensure proper support from the practice setting. This partner in the practice setting will serve in a consultative role to the DNP

project team. However, the final decision as to whether the student meets the terminal learning objectives of the project will lie solely with the DNP project team.

The DNP Team Chair must confirm that the project work has been successfully completed, and the student must work proactively with the DNP Team Chair to set dates for the presentation of the scholarly project and for the submission of the scholarly paper. Project presentation is an open event and the SNC faculty and student body are invited. This presentation is not a defense; it is the first step in disseminating the work.

All DNP candidates complete an application for admission to candidacy for degree form:

<http://graduateschool.camden.rutgers.edu/files/Application-for-Admission-to-Candidacyfor-Degree.pdf>

Prior to the DNP Team Chair and Program Director signing off on this form, the DNP Team Chair must sign off on the final iteration of the scholarly paper and the student must show evidence of submitting the paper to a scholarly journal (it does not need to be accepted for publication).

RN TO BS DNP Early Entry

Program of study will be individualized based on the student's pre-requisite courses and pre-licensure program courses already completed. Students may apply to the DNP program in the last year of study.

Appendices

Appendix A: 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.

Directions for accessing the Castle Branch tracking system are as follows: Go to

<https://portal.castlebranch.com/RU21>

1. Click on the Package Selection tab.
2. Select “Camden” for Accelerated, RN to BS, Traditional, School Nursing, 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 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 of approximately \$158.50 plus two additional co-pays of \$10 for PA Child Abuse Clearance and \$27.50 for Fingerprints (*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—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 (if applicable)—current.

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

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

Summary of Required Compliances

1. Physical exam, Immunizations, titers (follow-up for negative/equivocal titers required), 2 step PPD (7-30 days apart) OR QuantiFERON Gold (annual 1 step PPD OR QuantiFERON Gold), and seasonal influenza vaccine (annual seasonal influenza due between late-August -10/31) are required. Students can

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

2. CPR card –Must be American Heart Association (Health Care Providers/BLS Providers Course) and must include student signature. Students must take an in-person/hands-on course.
3. 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 Programs (DNP students), the Director of the RN to BS program (RN to BS students), the Director of the WOCNEP program (WOCNEP students), or the Director of the School Nursing Program (School Nursing students).
4. Proof of personal Health Insurance, with last name matching the name on the card. (If name does not match that of the primary card holder, further proof of coverage is required).
5. Copy of signed Student Handbook Acknowledgement form for the upcoming school year is required annually. The Handbook is updated each September.
6. Copy of RN license.
7. Malpractice/liability insurance: School Nurse and WOCNEP students must carry and provide documentation of personal malpractice/liability insurance.

Requirements are subject to change based on the needs of Rutgers School of Nursing- Camden and our 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/registered health professionals will be reported to the Professional Licensing Agency in the state(s) where they hold a license.

Immunizations

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

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

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

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

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

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

Tuberculosis (TB) Protocol Initial TB Protocol: A two Step TB Skin Test (PPD) 7-30 days apart OR a QuantiFERON Gold or T-Spot Blood Test is required to meet the Initial TB Protocol Requirement and to participate in lab/clinical activities.

If the result is negative, the renewal date for the Annual TB Protocol will be set for one year from the date of the testing initiation.

If the result is positive, please provide a chest x-ray (lab report required) and make an appointment with Rutgers–Camden Student Health Services to complete a TB Questionnaire. Documentation of clearance for clinical from Rutgers–Camden Student Health Services is required.

The renewal date for the Annual TB Protocol will be set for one year from the date of Rutgers– Camden Student Health Services Clearance for Clinical.

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

If the Initial TB Protocol results were negative, a one-step TB Skin Test (PPD) OR a QuantiFERON Gold or T-Spot Blood Test is required.

If the result is negative, the renewal date for the Annual TB Protocol will be set for one year from the date of testing.

If the result is positive, when it was previously negative, please follow the directions under "Initial TB Protocol Requirement" for a positive result. If the Initial TB Protocol results were positive, please make

an appointment with Rutgers–Camden Student Health Services to determine your future course of action. Documentation of clearance for clinical from Rutgers–Camden Student Health Services is required in order to continue participating in lab/clinical activities.

Medical Waiver

Medical contraindications may indicate a waiver of certain vaccinations which include: immune deficiency, pregnancy, or anaphylactic allergy to one of the vaccine components (Excludes Seasonal Influenza). Medical contraindication for Seasonal Influenza includes only severe anaphylactic allergy to one of the vaccine components.

A medical waiver form must be completed by a healthcare provider. The Medical Waiver must be reviewed and approved by Student Health Services. A copy of the Medical Waiver can be retrieved 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: <https://www.castlebranch.com/>. Results will be sent directly to the Rutgers School of Nursing–Camden, which must receive the report by the assigned due date. Clinical agencies use background checks and clearances on individual workers to help protect their clients/patients. Several accrediting bodies have established a mandate that agencies include nursing students in criminal background checks and clearances.

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

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

Mandatory Pre-Clinical Agency Requirements/On-Boarding

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:

<https://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 on-boarding process.

Appendix B: Clinical Enhancement Tool (CET)

Rutgers University School of Nursing–Camden

Student Name: _____ RUID: _____

Date CET Received: _____

Responsibilities:

Clinical Instructor: Please complete the CET and send a copy to the student and Course Coordinator within two days of your verbal counseling session. Complete one form for each objective not met.

Student: Once form is received, set up an appointment within the next 48 hours to meet with the Lab Coordinator.

Lab Coordinator: Schedule lab time with student, meet with student, and review CET. Work with student on individual remediation plan. Provide additional guidance and support as needed. Once the student has successfully completed the remediation plan, sign the form and have the student sign it. Make a copy to keep in Remediation Tool Book in lab and return a copy to the student to bring back to the Clinical Instructor.

Clinical Objective:

a) Description of deficiency:

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

Clinical Instructor /Date

Student/ Date

To Be Completed by Lab Coordinator:

Date(s) of lab session: _____ **Duration of lab session(s)** _____

_____ Student successful with plan outlined to improve skills

_____ Student requires additional enhancement to improve skills

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

Lab Coordinator/Date

Student/Date

Additional Comments:

Lab Coordinator or Clinical Instructor

Appendix C: Clinical Warning Form

Rutgers University – Camden School of Nursing

Student Name: _____ RUID: _____

Date of Occurrence: _____ Clinical Experience: _____

Reason for Clinical Warning:

1. Student is not meeting clinical objective(s).
2. Student's performance or behavior was unsafe.
3. Student was not prepared to care for the client(s) who was assigned to his/her care.
4. Student did not follow basic safety standards when caring for clients
5. Student acted in a way that was considered uncivil, disrespectful or violent
6. Student did not adhere to the Professional Behaviors in the Clinical Setting Policy
7. Student did not adhere to one of the policies that can be found in the Nursing Student Handbook:
8. Any other situation identified by the Clinical Instructor that may warrant a Clinical Warning:

Description of Occurrence/clinical objective:

Action Taken: _____

- _____ Student counseled regarding Clinical Warning including reason, action and plan
- _____ Student sent home from clinical experience
- _____ Clinical director notified of Clinical Warning
- _____ Theory professor notified of Clinical Warning
- _____ Program Director notified of Clinical Warning
- _____ Clinical Agency notified of occurrence (provide specifics)

Remediation Plan: Please include dates and specific outcomes.

Appendix D: Independent Study Application

Rutgers University – Camden School of Nursing

To be completed by the student at time of initial proposal

Student name: _____ Rutgers ID: _____

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

Proposed term for Independent Study:

Spring 20 _____ Summer 20 _____ Fall 20 _____

Student signature: _____ Date: _____

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

Title of Independent Study project: _____

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

Signature of Faculty Member: _____ Date: _____

Printed name of Faculty Member:

Signature of Divisional Chair: _____ Date: _____

Printed name of Divisional Chair

Signature of Associate Dean: _____ Date: _____

Printed name of Associate Dean:

Course # _____

Index # _____

Special Permission# _____

Appendix E:

Re-Application to the School of Nursing–Camden (SNC) After Student Dismissal Policy

I. Students who are academically or clinically dismissed from the SNC may reapply to the school during the fall or spring application period.

If the student has remained a student within Rutgers University-Camden, the student should use the school to school transfer application link (found on the SNC website) for readmission.

If the student has left Rutgers University (whether or not haven taken courses at other schools), the student should submit an application using the reenrollment link

<https://www.ugadmissions.rutgers.edu/reenrollment/>.

All updated transcripts must be submitted prior to consideration for readmission. Students must comply with application deadlines posted on the Office of Graduate and Undergraduate Admissions for fall and spring semester: <http://www.camden.rutgers.edu/admissions>.

II.

Students who are not successful in two nursing courses are ineligible for readmission to the School of Nursing| Camden.

If a student leaves the program with one course failure, they will be required to meet with the *Student Success and Retention Specialist* prior to reenter.

Student will be required to complete a Readmission Plan that will be posted on Qualtrics and linked to the Center for Academic, Resources, Engagement and Services (SNC-CARES). The “Readmission Plan” will focus on the following factors:

Academic reasons for not being successful in the previous attempt

Academic goals to help ensure or foster success upon readmission

Campus resources that the student plans to use to help meet goals and ensure academic success.

The readmission plan/goals will be posted on Raptor Connect to allow faculty to assist the student in meeting their goals.

All student (academic or non-academic reasons) wishing to return must reapply within 24-months from date of leaving the program. Upon readmission, the returning student must meet with the *Student Success and Retention Specialist* to lay out a student success plan upon readmission

All students readmitted must complete a student success plan by the designated date set forth by the *Student Success and Retention Specialist*.

All Nursing Program requirements (immunizations, CPR, insurance, etc.) must be current prior to returning to the Nursing Program.

III. Students who have finished a degree in another major and plan to apply to the Accelerated Bachelor of Science (ABS) Nursing Program post dismissal from the traditional nursing program should be aware of the following:

Acceptance into the ABS Program will follow current policies and procedures for student admission. Applicants will be considered along with the students in the current application pool.

Nursing courses in which the student earned a grade of C+ or higher may be transferred from the Rutgers traditional program to the ABS program pending approval of the SSRC.

If accepted, the student who was dismissed from the SNC traditional program must meet with an academic advisor to determine what courses, if any, can be transferred to the ABS program.

IV. Students interested in applying to the Traditional nursing program after dismissal from the ABS nursing program should be aware of the following:

Acceptance into the traditional nursing program will follow current policies and procedures for student admission. Applicants will be considered along with the students in the current applicant pool.

Nursing courses in which the student earned a grade of C+ or higher may be transferred from the ABS program to the traditional program pending approval of the SSRC.

If accepted, the student who was dismissed from the SNC ABS nursing program must meet with an academic advisor to determine the semester of the traditional nursing program they can enter (determined by previous courses taken).

V. Due to residency requirements, the last 30 credits of each nursing program must be taken in the Rutgers–Camden program.

VI. Readmitted students will be subject to dismissal upon earning a grade lower than C+ in ANY subsequent nursing course and will not be considered for readmission to a nursing pre-licensure program in the future.

Approved 2/2016

Revised 4/2017

Amended and Approved by Faculty Org 5/5/2020

Appendix F:

Re-Application to the School of Nursing–Camden (SNC) following a Leave of Absence Policy

- A. Students who take a leave of absence from the SNC must re-apply during the fall or spring application period using the reenrollment link <https://www.ugadmissions.rutgers.edu/reenrollment/>. Application Submission: Students must comply with Office of Graduate and Undergraduate Admissions application deadlines: <http://www.camden.rutgers.edu/admissions>.

- B. All students who have taken a personal, medical, or military leave of absence and are considering a request for readmission must seek advisement from the Center for Academic Resources, Engagement, and Services (CARES) as early as possible prior to the application dates. Students will be advised about the process. A remediation plan will be discussed with the student during this advisement session.

Approved 4/2017

Appendix G: Remediation Policy for Nursing Courses

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

While Enrolled in a Course:

The opportunity to remedy academic deficiencies begins with students reaching out to faculty teaching the course. Based upon an assessment of need, students may be directed to connect with the Course Assistant, SNC CARES or obtain additional tutoring from the RU-Camden Learning Center (RUCLC). Example of steps:

- Students to meet with Faculty/Course Assistant – tutoring or test reviews provided.
- Course faculty can direct students to the SNC CARES for an initial evaluation of problem areas (test taking skills, note taking, content mastery, etc.). A remediation plan will be provided to the student or a referral made to RUCLC.
- After faculty submit midterm warning notices, the SNC CARES academic advisors will, contact nursing students who have alerts issued on Raptor Connect and inform them of the need to meet with an academic advisor. All students who receive an academic warning in Raptor Connect must meet with an academic advisor as well as the course faculty within two weeks of the warning.
- If the student is in need of additional overall academic support in areas such as time management, organization, goal setting, note taking, test taking strategies and/or learning style assessment, they can contact RUCLC through Raptor Connect.
- Clinical faculty can direct students in need of clinical skills improvement to the lab coordinator for a remediation plan.

Following a Course:

If a student is not successful in a nursing course, they will need to complete a remediation plan. Faculty will direct students to the SNC CARES office to meet with an academic advisor for a remediation plan, which must be successfully completed by one week prior to the first day of the start of the repeated course. Prior to a student re-enrolling in the course, the remediation plan must be signed by the advisor. If the plan is not completed, the student will not be allowed to re-enroll in the course.

Following Dismissal from the Nursing Program:

Students who were not successful in the nursing program may reapply to the program (See the Reapplication Policy in the Student Handbook). Although the student is not guaranteed re-admittance, they

must meet with an academic advisor to develop a remediation plan prior to reapplication. The remediation plan must be complete before they can enroll in the program.

Tutoring and Writing Assistance (RCLC)

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

3/2017 - SRRC

8/2019 – SSRC revised

Appendix H: ATI Testing and Remediation Policy

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

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

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

1. ATI practice assessments:

- a. **Practice assessment (version A)** Student will take the practice assessment A initially with *rationales disabled*. **Students must not look up answers while taking the practice assessment, as it does not provide the student with an accurate assessment of their own knowledge deficits.**
 - i. The student will create a Focused review based on the *first attempt* and remediate using the focused review 2.0. The Focused review 2.0 highlights key missed concepts and generates recap quizzes if concept subscores are below 75%. The student must complete all remediation, including quizzes and additional remediation generated based on post-remediation quizzing scores.
 - ii. Students will remediate each missed topic in the focused review by studying the identified content, and reflecting on the most important points to know about that topic.
 - iii. The student will produce *evidence of remediation in one of the following formats for each missed topic (pick one that best meets your needs)*:
 - Summation of 3-critical points (see instructions posted on Canvas)
 - Concept mapping (see examples posted on Canvas for tab labeled concept mapping)
 - Use of the ATI Active Learning templates (Templates posted on Canvas)
 - *Any additional learning formats (MUST BE pre-approved by faculty)*
 - iv. Complete any recap quizzing that has been generated. After two weeks, the rationales will be re-enabled for students to retake assessment.
- b. **Practice version B** will be opened two (2) weeks before proctored assessment with rationales *enabled*. The student will create a focused review 2.0 as described above.
- c. Students are encouraged to study and take notes on the practice assessment rationales A & B.
- d. Students are encouraged to use other ATI resources, including Learning system (LS) 3.0 quizzing appropriate for the course topic prior to the Proctored assessment.

2. Remediation of ATI proctored assessments:

- a. Following the proctored exam, students must create a focused review 2.0 and remediate all missed topics.
- b. Students will remediate each missed topic in the focused review by studying the identified content, and reflecting on the most important points to know about that topic. The student will

produce *evidence of remediation in one of the following formats for each missed topic (pick one that best meets your needs)*:

- Summation of 3-critical points (see instructions posted on Canvas)
- Concept mapping (see examples posted on Canvas for tab labeled concept mapping)
- Use of the ATI Active Learning templates (Templates posted on Canvas)
- *Any additional learning formats (MUST BE pre-approved by faculty)*

3. ATI proctored grading based on level achieved: (Grade includes credit for remediation and proctored assessment). Professor has the right to hold points for ATI grade until remediation for all practice and proctored assessments are completed satisfactorily.

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

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

Level 1 (below benchmark) = ATI grade of **75%**.

Below level 1= ATI grade of **65%**.

[All students scoring Below level 1: student must meet with course professor. The student will be encouraged to complete a remediation plan, including ATI resources such as Learning systems (LS 3.0) questions to reinforce missed concepts to complete prior to the start of the next term.]

DEFINITIONS of LEVELS: PER ATI

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

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

LEVEL 1: Scores meeting the Proficiency Level 1 standard can be considered to meet the absolute minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as *likely to just meet* NCLEX-RN® standards in this content area. ATI advises *These students to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content.*

4. Remediation notebook: Student are instructed to maintain an electronic or hard copy notebook with separate files for each course or assessments. The remediation binder will include:

- Current student individual performance reports

- Remediation deliverables (e.g. 3 critical points for each missed topic in the assessments).

Approved by Faculty Org 12/19

Appendix I: Remote Testing Policy

In the SNC we value each and every one of you and expect our nursing students to present themselves in a professional manner at all times. Our primary evaluation method includes taking multiple choice exams which prepare you to take the NCLEX-RN post-graduation. Although you are taking exams remotely, it is of utmost importance that you behave/follow the instructions below as if you are taking the examination in the classroom.

The SNC utilizes a variety of testing and monitoring platforms, including Examplify with ExamID and ExamMonitor, Canvas quizzing with Respondus Monitor, and ATI proctored testing with Proctorio. Regardless of the testing and monitoring platform, students are required to follow the specific instructions required for the testing and monitoring platform.

This policy addresses the required student testing behaviors regardless of the platform that is used.

1. The student must have a computer that meets the **SNC laptop policy**, including a working webcam. (hyperlink to policy). It is the student's responsibility to investigate alternatives should they experience technical difficulties.
2. *Onboarding quiz*: Students will be asked via an email announcement at the beginning of the semester to set up an account profile by taking an ungraded "onboarding" quiz. This quiz is required to establish a baseline user profile and to identify any potential software problems and must be performed at least 48 hours before the first exam using a testing and monitoring platform.
3. *Identity verification*: Students must verify their identity using the procedure required by the testing and monitoring platform. Either a Rutgers ID or government ID (eg drivers license) is required for identification. The verification of the student identify is an important factor in the successful implementation of a fair remote learning environment for students. This verification is necessary to ensure we are assigning grades to the student who completed the work and removing temptations to collaborate.

TESTING INFORMATION

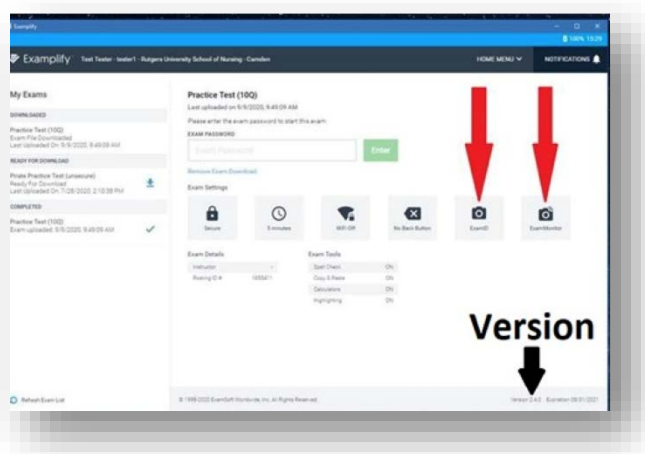
1. All students must take the exam in a **brightly lit room**.
2. **You are not allowed to have anything in the testing area** including notes, another computer, tablet, phone, earphones, ear buds, Apple watch, handheld calculator, or other electronic device. If a calculator is needed, it will be enabled on the exam software.
3. Upon start of the exam, (when question #1 appears), **perform a room scan**. Scan the room slowly so that all aspects of the room will be picked up **especially the area you are working on such as a desk or table and chair**. If your faculty member allows you to use scrap paper for medmath – please scan blank piece of paper (front and back) during initial scan. At the end of your exam show your medmath scrap paper (front and back) to the webcam before shutting down the computer.
4. You must have a **full-length mirror** placed behind your chair and angled so your computer screen can be seen (mirror should be placed about 1-2 feet behind your computer).
5. **No one should be in the room with you** when taking an exam. Animals should not be permitted in the testing area.
6. Please use the bathroom before you open the exam. **You are not to get up from your seat at any time while taking the exam**.
7. **Refrain from eating or drinking** during the exam.

8. **Avoid bringing your hands to your face** during testing.
9. **Do not read the questions or answers out loud.**
10. Your entire face must appear in the computer screen at all times during the examination.
11. **No baseball caps can be worn during testing.** Garments worn on the head for religious/ethnic/cultural reasons are permitted; however, students will need to notify the faculty member before the exam. Hair should be pulled back, so ears are visible. Please be mindful of what you are wearing, clothing should not be offensive. Foam ear plugs are permitted for noise abatement.
12. All exams are timed and should be started at the designated time. **Please be at your computer at least 5-10 minutes before the start of the exam. There will be a 5-minute grace period for you to get started.** Time to scan your environment is factored into your exam time. Please answer every question as it appears on the exam. You cannot back track to answer previous questions. Please wait for pictures/images to load.
13. Answer dosage calculation questions **with a number only**. Rounding instructions will be provided. Do not enter units of measurement. For example, enter 5 NOT 5 mL, enter 33.3, NOT 33.3 kg. All numbers should be expressed as decimals, for example enter 1.5, NOT 1 1/2.
14. You are expected to **abide by Rutgers, The State University of New Jersey's policies/procedures regarding Academic Integrity**. More information regarding Academic Integrity policies and procedures can be found at <http://academicintegrity.rutgers.edu>. In addition, you are also obligated to follow the Student Nurses' Code of Ethics.
15. **Students must complete the assessment as directed in this policy and as directed by the professor in preassessment instructions.** Failure to perform assessment as directed by this policy or by preassessment instructions is a violation of the SNC remote testing policy. Violations include but are *not limited to*: Failure to perform a complete and satisfactory room scan, failure to have or position a mirror as directed, failure to maintain the tester's face in the screen at all times, failure to engage the webcam for the entire examination, speaking aloud during an exam, or failure to begin the exam at the time specified.
16. **Academic integrity violations:** This category includes, but is not limited to: observed cheating, being in possession of unauthorized materials or aids during the exam, (including phone, Apple watch, notes, etc), disclosure of test questions/answers (sharing answers with another student), copying, selling, distributing, or creating plagiaristic works of the exam content, including information obtained during post exam review. Suspected academic integrity violations will be investigated.
17. **Your grade on any exam is conditional.** All exams taken through **remote proctoring software** must be reviewed by the faculty member (or ATITesting) when the proctoring reports become available. Faculty have the right to hold a student's grade (not post) if the faculty member suspects there might have been either a **failure to perform the assessment as directed** or a **violation of academic integrity**. Upon review of the exam video/audio file, the professor has the right to *deduct points or retract the grade completely* (replace grade with a zero), if a violation is detected. Violations include a) failure to perform the assessment as directed or b) Academic Integrity violations.

By starting any online exam, you are agreeing to abide by the terms outlined above as well as the Rutgers, The State University of New Jersey's Academic Integrity policies and procedures.

Examplify/Exam Monitor

1. You will need a web camera and a desktop or laptop computer and a full-length mirror. Mobile devices cannot be used. Please view the complete [technical requirements](#) as well as the [ExamID and Exam Monitor Troubleshooting Guide](#).
2. Detailed instructions on how to use **Examplify** are provided in the [How to User Guide](#).
3. Questions and requests for tech support should be addressed by calling **866-429-8889** or by going to www.examsoft.com/support
4. **Your instructor will email the password to you at your official Rutgers email address at the start time.** Please download and prepare your testing environment ahead of the start time. The exam will be available for download at least 15 minutes prior to start time.
5. Students must start the exam at the scheduled time designated by the course faculty. **If for some reason you do not see the ExamID or Exam Monitor tiles on the exam dashboard DO NOT**



START OR TAKE THE EXAM. CONTACT YOUR PROFESSOR IMMEDIATELY.

6. Only in cases where you are having difficulty with the software can you use your phone or email client to notify your proctor and support.
 - a. **FIRST - notify the test proctor to alert us that you are having a problem, then**
 - b. **SECOND - Contact Examsoft** directly by using the chat icon (recommended):
www.examsoft.com/support (Links to an external site.) or phone at **866-429-8889** (try chat first).
7. Please remember to **upload your answer file and video file** after completing the exam. This will happen automatically, but you should ensure both uploads are complete before shutting down computer. Keep your computer powered on and connected to the internet until your Examplify dashboard indicates that both the Video File and Answer file have uploaded.

Baccalaureate Curriculum 11.20

Faculty ORG 12.1.20

Appendix J: Technical Standards

The Rutgers School of Nursing-Camden (SNC) is rapidly emerging as an important leader in nursing education, research, and the expert delivery of health care across southern New Jersey, the Delaware Valley, and beyond. We became the fourth designated school at Rutgers University–Camden in 2011, but our tradition of excellence in nursing education extends to 1972 when the Rutgers University–Camden Department of Nursing was first established. For more than 45 years, Rutgers–Camden has prepared world-class nurses right here in the heart of southern New Jersey – educating health care providers, scholars, and leaders who will work to create healthy communities and make a difference. The curriculum focuses on preparing nurses to provide care across the continuum—from acute to primary care. We inspire students to disrupt nursing stereotypes – to understand the full scope of nursing practice and to pursue unlimited opportunities. Rutgers School of Nursing-Camden is committed to standards and policies that ensure that all persons shall have equal access to its programs, facilities and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status or sexual orientation.

As a program accredited by Commission on Collegiate Nursing Education, candidates must develop broad knowledge, skills, behaviors, and a commitment to ongoing self-directed learning that will enable them to serve as competent, ethical nursing practitioners and render a wide spectrum of patient care. In addition to the clearly defined academic standards specified in the School of Nursing-Camden (<https://nursing.camden.rutgers.edu/>) program and in the Student Handbook under Scholastic Standing Requirements, the School has identified a set of technical standards that specify the non-academic attributes, abilities, and skills candidates must demonstrate for admission, retention, progression and graduation in the School of Nursing-Camden.

Admission to the School of Nursing-Camden is conditional on the candidate's* ability to achieve and meet these technical standards in conjunction with the academic standards, with or without reasonable accommodation, and depends on a process that examines and values the pertinent skills, attitudes, and attributes of each candidate on a case-by-case basis. The School of Nursing adheres to the highest ethical and professional standards of the nursing profession. In doing so, the School of Nursing-Camden reserves the right to deny admission to candidates or to dismiss candidates who, upon completion of the interactive process, cannot meet these technical and/or academic standards or who would be deemed to pose a threat to patients and others in the educational and clinical environment. Under all circumstances, a candidate should be able to perform in an independent manner. The use of an intermediary in the clinical setting is ordinarily not permitted and may never be used as a substitute for a candidate's judgment or intellectual acumen. The use of an intermediary would be considered only when it does not alter an essential element or function of these technical and/or academic standards.

Technical Standards

A candidate for the School of Nursing-Camden degree must possess abilities and skills, which include those that are observational, communicational, dexterity/motor, intellectual-conceptual (integrative and quantitative), behavioral and social. The School of Nursing-Camden adheres to the following technical

* The term "candidate" refers to current nursing students who are enrolled and seek to progress and graduate.

standards which are required of all candidates for the undergraduate or graduate degrees in nursing for admission, progression, and graduation, with or without reasonable accommodation. The attainment of knowledge mandates that the candidate participates in course activities, laboratories and experiential rotations as defined by the School of Nursing-Camden policies. All courses in the curriculum must be successfully completed. In order to acquire the knowledge and skills to function in a variety of clinical situations and to render a wide spectrum of patient care, students for the undergraduate and graduate degrees in nursing must have abilities and skills in the following five areas:

1. Observation:

Observation requires the use of visual, auditory, olfaction, palpation, and somatic senses (or the functional equivalent) in a variety of areas related to contemporary nursing practice. Candidates must have the ability to observe and evaluate in classroom settings, small group teaching exercises, one-on-one evaluation, patient care settings, nursing practice, and clinic sites. Candidates must be able to observe demonstrations and participate in didactic courses and simulated learning opportunities. Candidates must be able to observe a patient accurately at a distance and close at hand, and to interpret technology of physiological phenomenon (such as EKGs) and particularly as related to disease state monitoring.

2. Communication:

A candidate should be able to communicate effectively and efficiently; observe patients in order to elicit information; describe or detect changes in mood, activity, and posture; perceive nonverbal communications; and establish a therapeutic relationship. A candidate must be able to respectfully communicate effectively, efficiently and sensitively (using English and/or a functional equivalent) in clinical and classroom settings with patients, their families, faculty, peers and all other members of the health care team in both immediate and recorded modes. Communication includes not only speech but reading and writing or the functional equivalent.

3. Dexterity/Motor:

Candidates should be able to perform nursing skills requiring the use of gross and fine motor skills. Candidates should have sufficient motor function to elicit information from patients by palpation, percussion, auscultation, and other basic diagnostic procedures or assessment techniques. Candidates must be able to execute motor movements reasonably required to provide nursing care and emergency response to patients, such as IV insertion, venous blood draw, urinary catheter insertion, airway management, cardiopulmonary resuscitation, and application of pressure to control bleeding. Candidates should also be able to assist and/or participate in various lifting activities. All actions included in this section require the coordination of gross and fine muscular movements, equilibrium, and use of the senses of touch and vision or the functional equivalent.

4. Intellectual, Conceptual, Integrative, and Quantitative Abilities:

Candidates are required to measure, calculate, reason, analyze, integrate, synthesize and retain complex information. In addition, candidates must be able to recall and apply information from course materials, lectures, current literature and journals, as well as real world nursing practice sites. Necessary abilities include critical thinking and reasoning, problem solving, measurement, and mathematical calculation in order to provide optimal nursing care. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

5. Behavioral-Social:

Candidates must act ethically with integrity, and demonstrate compassion and concern for others. Candidates are expected to exhibit professionalism, personal accountability, motivation and interpersonal skills, including accepting and applying feedback and respecting boundaries, and caring for all individuals in a respectful and effective manner regardless of sex, gender identity, age, race, sexual orientation, religion, disability, or any other protected status. Candidates must have appropriate hygiene and a professional appearance. Candidates must possess the emotional health required to fully utilize their intellectual abilities, exercise good judgment, work as effective members of a healthcare team, and function successfully under emotionally, intellectually, and physically demanding workloads within the classroom and clinical settings. This requires the ability to take responsibility for one's personal actions and emotional stability in stressful situations, with long hours and personal fatigue, dissatisfied patients, and tired colleagues. They must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical environment.

Candidates must be able to develop skills necessary to recognize when they may need the support or assistance of other health care professionals and seek help when needed. Candidates are expected to maintain the highest ethical standards in their behavior. Candidates are expected to meet the ethical standards set forth by the nursing profession. Candidates must be able to develop professional relationships with patients, patients' families and/or caregivers, and other healthcare providers to provide effective nursing care while maintaining patient confidentiality. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that are assessed during the admissions and educational process.

Candidates must pass criminal background checks and submit a drug screen during the program. Candidates must also have the required health certification documentation. Moreover, during the course of their matriculation, the candidates will be required to have additional immunizations and testing as required by the School of Nursing-Camden. In addition, candidates must adhere to and comply with all policies in the School of Nursing-Camden Student Handbook and the Rutgers University Code of Student Conduct <http://studentconduct.rutgers.edu/university-code-of-student-conduct>

6. Practice and Experiential Education

An integral part of the nursing education process is the completion of introductory, intermediate and advanced nursing practice experiences. Within the constraints established by law, in these experiences student-nurses are placed in healthcare practice settings and expected to function at the professional level of a student nurse with the highest ethical standards.

Candidates are expected to maintain a high standard of professional behavior including: attire, personal demeanor, and effective communication skills. Additionally, candidates are expected to adhere to HIPAA regulations, which include but are not limited to maintaining patient confidentiality, and the protection of access to patient records. Candidates are expected to take responsibility for their own learning and demonstrate a willingness to engage patients, ancillary personnel, health care providers, and others in the provision of patient-focused services and care.

A candidate, whose behavior or performance raises questions concerning his/her ability to fulfill the technical standards and essential functions, may be required to obtain an evaluation and/or testing by a health care provider. Students will be referred to the Student Wellness Center (<https://wellnesscenter.camden.rutgers.edu/>) on the Camden campus for an evaluation. The results of this evaluation will be provided to the Divisional Chair of Baccalaureate or Graduate Programs and shared with the appropriate leadership of the School to determine whether the student is fit to pursue the

educational and/or clinical program. If the candidate is deemed fit to pursue the program, the School reserves the right to require actions recommended by the health care provider, including but not limited to further testing, counseling, monitoring, and leaves of absence.

Candidates who cannot meet the technical standards with or without accommodations may be subject to review to determine the appropriate action, which can include dismissal from the program. Candidates must be proactive in addressing deficiencies in meeting the standards and follow appropriate University policies set forth in doing so.

The School of Nursing-Camden complies with all applicable laws concerning applicants and candidates with disabilities. For any eligible student, Rutgers University provides reasonable accommodations in order to ensure that all candidates have an equal opportunity to participate in all programs, services, and practical training activities. These technical standards are not intended to deter any candidate for whom reasonable accommodation would allow the fulfillment of the complete curriculum. The School of Nursing-Camden will provide reasonable accommodations, according to University policies and procedures, to otherwise qualified applicants and matriculated candidates with disabilities unless: (a) such accommodations impose undue hardship to the institution, (b) direct threats of substantial harm to the health and safety of others due to the disability cannot be eliminated by any reasonable accommodations available, or (c) such accommodations fundamentally alter the educational program or academic standards.

By submitting this document, the candidate certifies that they are able to meet, with or without accommodations, the technical standards enclosed in this document, which are required for admission, matriculation, and completion of the School of Nursing-Camden program. If the candidate requires any accommodation in order to perform these functions, the candidate agrees to request accommodation, if needed, by promptly following the established policies and procedures set forth by the University.

If you have any general questions about this form or its contents, please contact the Director of SNC CARES (nursing@camden.rutgers.edu). Candidates with questions regarding what types of accommodations may be considered to achieve these standards are encouraged to contact the Office of Disability Services-Camden at 856-225-6442 or email (disability-services@camden.rutgers.edu) immediately to begin discussions and register for services at <https://ods.rutgers.edu/students/applying-for-services>.

THE SCHOOL OF NURSING-CAMDEN AT
RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
TECHNICAL STANDARDS FOR ADMISSION, MATRICULATION, PROGRESSION AND
COMPLETION OF THE NURSING PROGRAM

By signing below, I _____ hereby certify that I have read and understand the Technical Standards for Admission, Matriculation, Progression and Program Completion at the School of Nursing-Camden at Rutgers University.

Additionally, I acknowledge that I have access to the information on the technical and essential standards required for admission, matriculation, progression and completion of the School of Nursing-Camden program. If I require any accommodations in order to perform these functions, I agree to request accommodations promptly and in writing. I understand that the University's Office of Disability Services in collaboration with the School of Nursing-Camden, will evaluate the reasonableness of the accommodation before acting on the request.

If my circumstances should change related to these technical standards, I will promptly notify the Divisional Chair of my nursing program at the School of Nursing-Camden and/or the Office of Disability Services if reasonable accommodations are required.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

Approved 8-2019