Division of Advanced Nursing Practice Handbook

- Master of Science in Nursing Programs
- Doctor of Nursing Practice Programs
- Post Master’s Certificates Programs
- Specialization Programs

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General Information

School of Nursing Contact Information

Mailing Address
  Rutgers School of Nursing
  Division of Advanced Nursing Practice
  Stanley S. Bergen, Jr. Building
  65 Bergen Street, Suite 1126
  Newark, NJ 07107

Main Number (with prompts to reach various Departments within the School)
  973.972.4309

Division of Advanced Nursing Practice
  973.972.7448

Office of the Registrar
  973.972.5531
Administrative Structure

**Dean**

William L. Holzemer, PhD, RN, FAAN  
*Distinguished Professor*

**Executive Vice Dean**

Susan W. Salmond, EdD, RN, ANEF, FAAN  
*Professor*

**Vice Dean-Administration and Student Services**

Kyle D. Warren, MA Ed

**Deans, Division of Advanced Nursing Practice**

Sharon Anderson, DNP, APN, NNP-BC, AGN-BC  
*Interim Associate Dean and Associate Professor*

**Administrative Staff, Division of Advanced Nursing Practice**

Maureen Thomas, Program Support Specialist  
Matilda Joyce, Staff Assistant  
Sandra Romero, Program Assistant, Nurse Anesthesia Program
Advanced Nursing Practice Division Program/Specialty Directors

Amita Avadhani, DNP, DCC, ACNP, ANP, APN, CCRN, FAANP  
Specialty Director, Post Masters DNP-Practice (Executive Model) Program  
Interim Specialty Director, Adult Gerontology Acute Care Nurse Practitioner Program

Edna Cadmus, PhD, RN, NEA-BC, FAAN  
Specialty Director, Nursing Leadership Programs

Barbara Caldwell, PhD, APN  
Specialty Director, Psychiatric Mental Health Nurse Practitioner Program

Mary DiGiulio, DNP, APN, FAANP  
Specialty Director, Adult Gerontology Primary Care Nurse Practitioner Program

Kathy T. Gunkel, DNP, APN, WHNP-C  
Specialty Director, Women’s Health Nurse Practitioner Program

Ginette Lange, PhD, APN, CNM, FNP  
Interim Program Director, Nurse Midwifery and Dual Women’s Health/Nurse Midwifery Programs

Melinda L. Jenkins, PhD, APN, FNP  
Specialty Director, Informatics Program

Mary Kamienski, PhD, APN, FAEN, FAAN, CEN  
Specialty Director, Family Nurse Practitioner-Emergency Care Program

Michael McLaughlin, DNP, APN, CRNA  
Assistant Program Director, Nurse Anesthesia Program

Cara Padovano, DNP, FNP-BC  
Specialty Director, Family Nurse Practitioner Program

Thomas J. Pallaria, DNP, APN, CRNA  
Program Director, Nurse Anesthesia Program

Margaret Quinn, DNP, APN, CPNP  
Specialty Director, Pediatric Nurse Practitioner Program

Darcel Reyes, PhD, ANP-BC  
Specialty Director, HIV Specialization Program

Mary Stachowiak, DNP, RN, CNL  
Specialty Director, Clinical Nurse Leadership Program

Tracy R. Vitale, DNP, RNC-OB, C-EFM, NE-BC  
Specialty Director, Doctor of Nursing Practice Project/Project Courses
Greetings from the Dean

Welcome to the Rutgers School of Nursing. The school was established on July 1, 2014 as the result of the New Jersey Medical and Health Sciences Education Restructuring Act. The heritage of Rutgers College of Nursing, founded nearly 60 years ago in 1956, and the legacy of the former UMDNJ School of Nursing, founded in 1972, bring together the best in nursing education, research, and service previously offered by both institutions.

We salute those whose efforts have positioned us for this moment in time; moving us toward our vision of becoming a local, national, and global leader, providing innovative inter-professional collaboration to advance nursing research and scholarship.

Our website provides an overview of our integrated school, academic programs, student and faculty demographics, briefings on our Centers of Excellence in Research and Evidence-Based Practice, nurse-managed Community Health Centers and respective projects, functional school organization, and campus locations.

Please peruse each section to learn more about our school. If you have any questions, or would like to offer any feedback, please e-mail my office at schoolofnursing@rutgers.edu.

Sincerely,

[Signature]

W. L. Stoffman
School of Nursing Mission
To educate students; advance the discipline of nursing through research, scholarship and practice; provide service responsive to the health care needs of diverse populations; and demonstrate local, national and international leadership.

School of Nursing Vision
The Rutgers School of Nursing will be a national and global leader in nursing education, research and scholarship, and clinical care contributing to the improvement of health.
Student Responsibility

This handbook provides a summary of the rules governing graduate work at the university. Students are expected to refer to the online catalog (http://nursing.rutgers.edu/catalog/) and familiarize themselves with the principal rules and regulations contained within it. All academic and other regulations established by Rutgers School of Nursing and Board of Governors of the university are subject to amendment at any time. Any significant changes made after the publication of this handbook will be circulated to registered students through the graduate program office.

In general, students should address School of Nursing questions to their graduate Specialty/Program Directors and/or Academic Division Deans.

Academic Integrity Policy

As an academic community dedicated to the creation, dissemination, and application of knowledge, Rutgers 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 of academic integrity 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 principles of academic integrity require that a student:

- Properly acknowledge and cite all use of the ideas, results, or words of others.
- Properly acknowledge all contributors to a given piece of work.
- Make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of unsanctioned materials or unsanctioned collaboration.
- Obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- Treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress.
- Uphold the canons of the ethical or professional code of the profession for which he or she is preparing.

Adherence to these principles is necessary in order to ensure:

- Everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments.
- All student work is fairly evaluated and no student has an inappropriate advantage over others.
- The academic and ethical development of all students is fostered.
- The reputation of the university for its integrity in teaching, research, and scholarship is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the university and the value of the degrees awarded to its students. Every member of the university community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld. 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 deal with allegations of violations of academic integrity. The faculty shares with the administration the responsibility for educating students about the importance and principles of academic integrity. Faculty members (for purposes of the Academic Integrity Policy, the term faculty member includes not only tenured, tenure-track, and non-tenure track faculty members, but also part-time lecturers, coadjutants, TAs, staff members, and administrators who are serving as the instructor of record in a course; i.e., the instructor responsible for assigning final course grades) 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. 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.

Rutgers University Academic Integrity Resources for Students are available at:
http://academicintegrity.rutgers.edu/resources-for-students/

The complete Academic Integrity Policy is available at:
http://academicintegrity.rutgers.edu/

Levels of Violations and Sanctions
Any violation of academic integrity is a serious offense and is therefore subject to an appropriate sanction or penalty. Academic integrity violations at Rutgers University are classified into two levels called nonseparable and separable. Nonseparable violations are less severe violations for which the possible sanctions do not include suspension or expulsion from the University; separable violations are more severe violations for which the possible sanctions include suspension or expulsion. Whether a given violation is classified as nonseparable or separable depends on a number of factors including: the nature and importance of the academic exercise; the degree of premeditation or planning; the extent of dishonest or malicious intent; the academic experience of the student; and whether the violation is a first-time or repeat offense.

Various examples of separable and nonseparable violations along with a list of potential violations is available at:
http://academicintegrity.rutgers.edu/academic-integrity-policy/levels-of-violations-and-sanctions/
University Code of Conduct
Rutgers, The State University of New Jersey, is dedicated to teaching that meets the highest standards of excellence; to conducting research that breaks new ground; and to turning knowledge into solutions for local, national, and global communities. As it was at our founding in 1766, the heart of our mission is preparing students to become productive members of society and good citizens of the world. When students choose to accept admission to Rutgers, they accept the rights and responsibilities of membership in the university's academic and social community. As members of the university community, students are expected to uphold our stated values by maintaining a high standard of conduct. Because the university establishes high standards for membership, its standards of conduct may exceed federal, state, or local requirements.

The primary purpose of the student conduct process should be to foster the personal, educational, and social development of students. The process should also serve as deterrence to misconduct to enhance the safety and security of the community. Students are expected to take responsibility for their conduct. Disciplinary consequences therefore serve both educational and deterrence objectives.

The complete **Student Code of Conduct Policy** is available at: [http://studentconduct.rutgers.edu/disciplinary-processes/university-code-of-student-conduct/](http://studentconduct.rutgers.edu/disciplinary-processes/university-code-of-student-conduct/)

The **Rutgers School of Nursing Student Standards of Conduct Policy** is available at: [http://nursing.rutgers.edu/policies/SON-Student-Standards-of-Conduct.pdf](http://nursing.rutgers.edu/policies/SON-Student-Standards-of-Conduct.pdf)

Civility/Incivility at Rutgers School of Nursing
Any form of incivility is unacceptable at the Rutgers School of Nursing. Incivility is defined as disruptive, ill-mannered or offensive behavior contrary to the well-being of the classroom community. This includes any and all forms of disrespect or disregard for instruction, the instructor or a fellow-student.

The complete **Incivility Policy and Reporting Form** can be found at: [http://nursing.rutgers.edu/civility/index.html](http://nursing.rutgers.edu/civility/index.html)
Student Services

The Rutgers School of Nursing’s Office of Student Services is here to serve both prospective and enrolled students. The Office is involved with student recruitment, admission, progression and graduation, and functions as a resource for faculty and students with University-related student issues. Our dedicated staff members are here to ensure your academic journey is both educationally stimulating and personally rewarding.

The Office of Student Services is staffed from 8:30 a.m. to 4:30 p.m., Monday through Friday. Students are seen by appointment but are welcomed on a walk-in basis as well. Students with an emergency may see the Assistant Dean for Student Engagement or Assistant Director for Graduate Student Engagement at any time. The role of the Assistant Director for Graduate Student Engagement is to plan and implement new student orientations, plan graduate nursing-specific programming, and provide assistance to individual students as they navigate the programs.

Office of Student Services, Assistant Dean for Student Engagement
Ackerson Hall
Phone: 973.353.1178
Contact Student Services

Assistant Director for Graduate Student Engagement
Delores Sarfo-Darko, EdD, MSW
Email: delores.sarfodarko@rutgers.edu
Phone: 973.972.9569
Stanley Bergen Building, Room 624
Ackerson Hall, Student Services Suite (Tuesdays)

Academic Support Resources through the Office of Student Services are available at:
http://nursing.rutgers.edu/students/support.html

Personal Counseling and Health Services available to graduate students are as follows:
Information regarding Student Wellness is available at:
https://ubhc.rutgers.edu/swp/index.html

Information regarding Sexual Assault: When You Are The Victim and Title IX including how to report an incident, confidential and non-confidential resources are available at:
https://uec.rutgers.edu/programs/title-ix/coordinators/

RBHS Writing Center
At the RBHS Writing Center, professional tutors offer individual writing support to students, either in person or online. The service is offered to all students on the Scotch Plains and Newark RBHS campuses.

The Writing Center staff offers support for the following:

- Citation analysis and attribution
- Writing Personal Statements
- ESL support
- Note taking and time management
• Outlining and organizing

Information about the RBHS Writing Center can be accessed here:
https://www.libraries.rutgers.edu/smith/services/RBHS_writing_center

Services for Students with Disabilities
The School of Nursing provides students with confidential advising and accommodation services to allow students with documented physical, mental, and learning disabilities to successfully complete their course of study at Rutgers School of Nursing. The school provides for confidential documentation and verification of student accommodations and communicates with faculty and staff regarding disabilities and accommodations. Students seeking accommodation services should contact the Coordinator of Disability Services or review the information provided on the websites listed below.

Coordinator of Disability Services
Valerie Smith Stephens, EdD, LCSW
Email: vstephen@rutgers.edu
Phone: (973) 353-1091
Fax: (973) 353-1495
Ackerson Hall, suite 109-C

Additional information is available at:
School of Nursing website at: http://nursing.rutgers.edu/students/disability.html
Rutgers University website at: https://ods.rutgers.edu/

Religious Accommodation
Rutgers University respects the religious diversity of its students, faculty, and staff. The University prohibits discrimination based on religion and will provide reasonable accommodations for students to enable them to exercise their sincerely-held religious beliefs, unless the accommodation imposes an undue hardship on the university.

A reasonable religious accommodation is any adjustment to the work and/or academic environment that will allow the individual to practice his/her religion. Religious accommodation can only be provided to students with formal documentation.

The Religious Accommodation Request Form is available at:
https://rutgersnursing.wufoo.com/forms/rw0lwmj0byt3c1/

Additional information regarding the School of Nursing Classroom and Clinical Attendance Policy is available at:

Financial Aid
Financial Aid information is available at:
http://nursing.rutgers.edu/students/financial-aid.html
Scholarship Information

*School of Nursing Scholarship* information is available at:

[http://nursing.rutgers.edu/scholarships/index.html](http://nursing.rutgers.edu/scholarships/index.html)

Policy Prohibiting Discrimination and Harassment

[http://policies.rutgers.edu/60112-currentpdf](http://policies.rutgers.edu/60112-currentpdf)

Rutgers, The State University of New Jersey prohibits discrimination and harassment based upon race, religion, color, national origin, ancestry, age, sex, sexual orientation, pregnancy, gender identity and expression, disability, genetic information, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, veteran status, and any other category protected by law. Discrimination and harassment compromise the integrity of the university and unfairly interfere with the opportunity for all persons to fully participate in the academic, work, and living environment of the university.
Information Services and Technology (IST)
Student Computing and Computing Overview

*Student Computing Information* including information about computer labs, printing and computing technology is available at:

[http://nursing.rutgers.edu/technology/student-computing.html](http://nursing.rutgers.edu/technology/student-computing.html)

Bring Your Own Device (BYOD)

Bring your own device (BYOD) is a policy that requires School of Nursing students to bring personally owned computing and mobile devices onto the campus to access Rutgers University and School of Nursing resources such as email, file servers and databases as well as their personal applications and data.

Information about what is required for *BYOD Information* and recommended types of devices is available at:

[http://nursing.rutgers.edu/technology/bring-your-own-device.html](http://nursing.rutgers.edu/technology/bring-your-own-device.html)

Student Toolbox

Frequently used links can be found in the *Student Toolbox* on the School of Nursing Website:

[http://nursing.rutgers.edu/students/toolbox.html](http://nursing.rutgers.edu/students/toolbox.html)

Typhon Student Tracking System

The Typhon NPST™ (Nurse Practitioner Student Tracking) and NAST™ (Nurse Anesthesia Student Tracking) systems function as a complete electronic student tracking system and will provide a comprehensive collection of each student patient encounter during 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. As a student enrolled in the Nurse Practitioner or Nurse Midwifery program, you are required to purchase and install this product on your desktop/laptop computer for use in all clinical courses. FYI, the word "Typhon" is pronounced “TY-fun” like the word “hyphen.”

Additional information regarding *Typhon* and how to purchase, establish an account, and easily access it through the School of Nursing website is available at:

[http://nursing.rutgers.edu/students/typhon.html](http://nursing.rutgers.edu/students/typhon.html)
Admissions & Registration

Part-time/Full-time Status
Part-time status is less than 9 credits. Full-time status is 9 credits or more.

Continuous Registration
Students are expected to be continuously registered every semester (Fall, Spring, Summer) from the date of matriculation. The time limit for degree completion is as follows:

- BS to MSN degree must be completed within 5 years
- MSN to DNP degree must be completed within 5 years
- BS to DNP degree must be completed within 6 years

If a student decides to take a semester off, they must file for maintaining matriculation. If the student needs to take off more than two semesters, they will need to reapply to the program.

For semesters in which a student is not taking classes, they must still pay any associated fees for maintaining matriculation (see below). Continuous registration applies whether the student is on campus or not. There are no leaves absence once matriculated. Students receiving financial aid should be aware of any implications of not taking any classes for a semester. Please consult with the financial aid office for additional information.

Maintaining Matriculation
Students who are obliged to interrupt their studies may, with approval from their Specialty/Program Director and the Divisional Dean, register for Maintaining Matriculation.

Maintaining Matriculation (Matriculation Continued) Tuition/Fees can be found on the RBHS Billing and Collections Office website:
https://studentabc.rutgers.edu/sites/default/files/SON%20Graduate%20rr%2011302017%202.pdf

This category of registration is available only to students not present on campus and not using faculty time and university research facilities. Students may apply for maintaining matriculation a maximum of two consecutive semesters during their tenure as a graduate student. Permission for registration for additional semesters may be requested in extreme circumstances and will be reviewed on a case by case basis.

The Maintaining Matriculation form is available at:
https://rutgersnursing.wufoo.com/forms/w1bhik5k0fm7e6f/

Change of Registration and Withdrawals
All students, regardless of program, are required to speak with their Course Faculty and Faculty Advisor/Specialty Director prior to course withdrawal to ensure there is complete understanding regarding its effect on their academic plan of study and a new plan can be developed. For graduate students, prerequisite courses will not be waived. Because all courses are not offered every semester, it
is possible a student will have to wait more than one semester to reenroll in the course. For some this may delay academic progression and anticipated program completion.

The schedule for any change of registration and of withdrawals without academic penalty is as follows:

- Students must refer to the Add/Drop Withdrawal Schedule for specific dates.
- The Add/Drop Withdrawal schedule can be found at: http://nursing.rutgers.edu/policies/withdrawal.html
- Any courses dropped after the last day of the Add/Drop period will receive a grade of “W”, “WP”, or “WF” on the official transcript depending on the academic standing of the student at the time of course withdrawal. Any courses dropped after the posted “Last day to withdraw” date will receive a grade of “F”.
- All withdrawals from courses must be reviewed and approved by the student’s Specialty Director/Program Director/Academic Advisor prior to processing by the Registrar’s Office.
- Students receiving financial aid who are considering withdrawal should be aware of any impact on course withdrawal on their ability to receive financial aid.

Withdrawal from the School of Nursing

Students may withdraw from the school based on the withdrawal schedule as long as they have signed permission to do so from the Associate/Assistant Dean, Division of Advanced Nursing Practice. Students who withdraw from the School but wish to return at a later date will need to re-apply and re-admission is not guaranteed. All withdrawals will be processed according to the Add/Drop Withdrawal Schedule.

A student who drops a course without notifying the registrar automatically receives a grade of F in that course. A student who withdraws from the School of Nursing without notifying the registrar automatically receives a grade of F in all courses. No withdrawals of any kind are permitted during the last two weeks of classes. Students who leave the university during this period are still considered officially enrolled and receive final grades for the semester. Students are encouraged to speak to their Specialty/Program Directors and/or course faculty to discuss alternative options and obtain appropriate advisement.

The School of Nursing Course Withdrawal Form is available at: https://rutgersnursing.wufoo.com/forms/zykg5u0mdbkk1/

The School of Nursing Program Withdrawal Form is available at: https://rutgersnursing.wufoo.com/forms/z1o4sk5c01xmaua/

Change of Major (Specialty)

Students who wish to change their program specialty (major) within Rutgers School of Nursing should seek advisement from their Specialty/Program Director. After consulting with the Specialty/Program Director, students must complete and submit a Change of Major form. The Change of Major Form can be accessed on the School of Nursing website.

Change of Major requests for graduate students are reviewed twice a year and students have until the below deadlines to submit the required request form. ALL decision notifications will be communicated by email shortly after the corresponding deadline date.

- Fall: April 15th
- **Spring: October 15th**

Of note, current student applicants will be reviewed with new applicants and program specialty change will be granted or declined based on the applicant pool.

**Change of Program**

Students who wish to change their field of study within Rutgers School of Nursing or the Graduate School-Newark (DNP to PhD, MSN to BS to DNP) must apply to the graduate program in which they intend to pursue their degree. This should be done through the respective Rutgers School of Nursing ([http://nursing.rutgers.edu/](http://nursing.rutgers.edu/)) or Graduate Admission ([http://gradstudy.rutgers.edu/](http://gradstudy.rutgers.edu/)) websites. Students should be mindful of the program application deadlines.

**Transfer Credit**

Rutgers School of Nursing will accept transfer credits for graduate courses completed at accredited institutions prior to enrolling in the School of Nursing for matriculated students with a grade of B or better. The school will consider applications for transfer credit based on the following criteria:

- Course documents support comparable graduate or doctoral level coursework at an accredited college or university.
- The student earned a B or better in the course(s) being transferred.
- The course(s) was/were not taken more than 7 years prior to request for transfer.
- If requesting transfer of advanced pathophysiology, advanced pharmacology, or advanced health assessment, the course(s) must have been completed less than 5 years prior.
- The maximum number of credits that can be transferred is 12 credits.
- Clinical courses and clinical work are not transferrable.
- The student is matriculated student currently enrolled in the master's, DNP, or PhD programs.
- Credits transferred for a course will not exceed the number of credits for the course offered at Rutgers School of Nursing.
- Credits transferred for the course will not exceed the number of credits granted by the outside school.

When applying for transfer credit(s), the student must obtain and submit:
- the official transcript(s) with final grades posted
- course description(s)
- course syllabi and/or documentation of content covered in the course(s)

The Request for Transfer Credit form, official transcript(s), and additional documentation must be submitted to the student's Specialty/Program Director for approval during the first semester the student is enrolled in the School of Nursing.

**Transfer of Credits to REPLACE or SUBSTITUTE for REQUIRED courses in the student’s plan of study:**

For courses serving as substitutions or waivers for required courses in the student’s plan of study, all documentation [transcript(s), course description(s), course syllabi, and other supporting material] must be submitted to the student’s Specialty/Program Director before matriculation. All materials will be evaluated by the faculty who teach the equivalent course(s) at Rutgers to assess for equivalency. If deemed equivalent or acceptable for transfer, the Specialty/Program Director will submit all materials to
the Divisional Dean for review and final authorization. When transfer credits are approved, the Office of the Registrar will record the transfer credit(s) on the student’s transcript.

*Transfer of Credits for ELECTIVES*

In some specialty programs, students are required to complete electives as part of the program of study. Students who wish to complete an elective course at an outside institution must submit all course materials [transcript(s), course description(s), syllabi, other supporting documentation] for review by the Specialty/Program Director. If deemed appropriate for transfer, the Specialty/Program Director will submit all materials to the Divisional Dean for review and final authorization. When transfer credits are approved, the Office of the Registrar will record the transfer credit(s) on the student’s transcript.

Students wishing to complete an elective course at an outside institution after matriculation should discuss with their Specialty/Program Director prior to enrolling.

There is no guarantee that courses submitted for transfer will be accepted.

The *Request for Transfer of Credit* form is available at:

[http://nursing.rutgers.edu/students/forms/sn/transfer_credit_request.pdf](http://nursing.rutgers.edu/students/forms/sn/transfer_credit_request.pdf)
Academic Advisement

Specialty/Program Directors serve as the faculty advisor who provides academic and professional guidance throughout a student’s course of study. The advisor assists students to identify strengths and weaknesses and establish short- and long-range goals.

The student and advisor should meet at least once each term, to review progress and discuss goals. At the time of initial registration, the Specialty/Program Director and the student review the plan of study which assures the student can meet all program and degree requirements. This plan reflects the student’s course selections for each term of enrollment and outlines the course sequence for completion of degree requirements. Modifications in the program plan may be made if necessary and in collaboration with the Specialty/Program Director.

It is the student’s responsibility to register for courses based upon the agreed plan of study. In the case of unforeseen circumstances, changes to program plans will be considered. Any questions regarding the course of study should be discussed with the Specialty/Program Director. Students who deviate from their program plan without consulting their Specialty/Program Director may jeopardize their graduation date.
Clinical Clearance & Placement Information

All Advanced Nursing Practice students who have classroom or clinical components must be compliant with their immunization and health requirements. Students with immunization holds will not be permitted to register for classes.

If you are uncertain about your requirements, School of Nursing Program-Specific Clinical Compliance Information is available at:

http://njms.rutgers.edu/departments/family_medicine/shs//immun_son.cfm

Other valuable resources for students enrolled in clinical programs are outlined below.

- **Clinical Clearance Requirements** are available at:
  
  http://nursing.rutgers.edu/clinical/clinical-clearance-requirements.html

- **Clinical Placement Information** including tips for successful placement and site etiquette are available at:
  
  http://nursing.rutgers.edu/clinical/index.html

- The **Clinical Placement Form** is available at:
  
  http://nursing.rutgers.edu/forms/clinicalplacement.html
Grades, Grading, & Academic Progression

Grades and Grading

Grade Symbols
Grades represent the quality of the student’s performance, measured against standards of knowledge, skill, and understanding as evaluated by the faculty member. Grades are reported to the university registrar at the end of each semester using the following symbols:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>Very Good</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>Less than Satisfactory</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>Failure</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Failure</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Grade Conversions
The School of Nursing employs the grading system currently in force within the university. The faculty has approved the use of the following grade conversions:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>89.5-100</td>
</tr>
<tr>
<td>B+</td>
<td>84.5-89.49</td>
</tr>
<tr>
<td>B</td>
<td>79.5-84.49</td>
</tr>
<tr>
<td>C+</td>
<td>74.5-79.49</td>
</tr>
<tr>
<td>C</td>
<td>69.5-74.49</td>
</tr>
<tr>
<td>D</td>
<td>59.5-69.49</td>
</tr>
<tr>
<td>F</td>
<td>0-59.49</td>
</tr>
</tbody>
</table>

Other Grade Symbols

**XF (Disciplinary Failure).** A grade of “XF” may be assigned to a student found responsible for a serious violation of academic integrity as part of the sanction for the violation.

**I (Incomplete).** A grade of “I” may be assigned only when a student is unable to finish coursework due to an unanticipated event. It is at the discretion of the course faculty member whether the request will be granted. The student and faculty member are urged to reach an agreement as soon as possible as to how the course can be completed. The “I” will have no immediate effect on a student's GPA. However, if the situation is not resolved by the end of the following semester, the “I” will convert to the grade earned in the absence of the completed work (which may be an “F”). Please see additional information on “I” grades under Incomplete and In-Progress grades.
**IP (In-Progress).** A grade of “IP” grade may be assigned to allow a student currently enrolled in a DNP Project course to provide the student a time-limited opportunity to complete the requirements for their DNP Project (e.g. awaiting approval of their initial proposal by faculty or IRB or during data collection, analysis, or dissemination phase). The student and faculty member are urged to reach an agreement as soon as possible regarding how the course will be completed. The “IP” will have no immediate effect on a student’s GPA. If the situation is not resolved within a 12-month period (regardless of enrollment status) the “IP” converts to the grade earned in the absence of the completed work (which may be an “F”) and the GPA is recalculated accordingly.

**P/F (Pass/Fail).** A non-numerical grade of “P” (equivalent to grades of A, B+, B, C+) or “F” (equivalent to grades of C, D and F) is assigned to any student registered for a clinical course in the Nurse Anesthesia Program. Degree credit is given for a grade of Pass. Neither Pass nor Fail grades are included in the grade point average.

**SA/US (Satisfactory/Unsatisfactory).** A non-numerical grade of “SA” (equivalent to grades of A, B+, B, C+) or “US” (equivalent to grades of C, D and F) is assigned to any student registered for the Project Continuation course based on the extent to which the student has met course deliverables. Degree credit is given for a grade of Satisfactory. Neither “SA” nor “US” grades are included in the grade point average.

**NG (Not graded).** Grade submitted for Maintaining Matriculation.

**W (Withdrawn without evaluation).** May be used when a student has withdrawn from college or when a student has dropped an individual course.

**WP (Withdrawn Passing)**

**WF (Withdrawn Failing)**

In no case shall the assignment of “W”, “WP” or “WF” be allowed when the withdrawal from college is dated in the last two full weeks of instruction in any term. A “W” may be assigned for a course dropped after the course Withdrawal Schedule deadlines only when there are documented extenuating circumstances and authorized by the Divisional Dean or designee.

**Graduate Academic Progression Policy**

This policy describes the academic conditions which are considered unsatisfactory and jeopardize a student’s scholastic standing at Rutgers School of Nursing. Unsatisfactory academic performance may result in probation or dismissal.

The *[School of Nursing Graduate Academic Progression Policy]* is available at:

[http://nursing.rutgers.edu/policies/SON-Graduate-Academic-Progression.pdf](http://nursing.rutgers.edu/policies/SON-Graduate-Academic-Progression.pdf)
Midterm Warnings
At course mid-semester, students in jeopardy of unsatisfactory performance in a nursing course may receive a written or electronic notification from the course faculty or course leader/coordinator.

A mid-semester academic warning is assigned to any student for reasons including, but not limited to, an average nursing course grade less than “B”; unsatisfactory, unsafe, unethical clinical performance; and/or poor attendance. Following a mid-semester academic warning, it is the responsibility of the student to contact the faculty who issued the warning and develop an action plan. In the event the warning is for unsatisfactory clinical performance, the course leader/coordinator and Specialty/Program Director will be notified to develop and review the remediation/action plan. Educational Opportunity Fund (EOF) students must also contact their EOF adviser.

Students are responsible for monitoring their own progress in the course to ensure they are performing at a satisfactory level. Absence of a mid-semester warning does not guarantee a student will pass the clinical and/or didactic portion of a course.

For more information regarding this policy, please refer to the School of Nursing Graduate Academic Progression Policy:
http://nursing.rutgers.edu/policies/SON-GP.pdf

Course Withdrawal
All students, regardless of program, are required to speak with their Course Faculty and Faculty Advisor/or Specialty Director prior to course withdrawal to ensure there is complete understanding regarding its effect on their academic plan of study and a new plan can be developed. For graduate students, prerequisite courses will not be waived in the absence of an established plan developed in collaboration with the Specialty Director prior to course withdrawal. Because all courses are not offered every semester, it is possible a student will have to wait more than one semester to re-enroll in the course. For some students this may delay academic progression and anticipated program completion. If no courses are available for the student, an application for maintaining matriculation must be submitted by the student. All course work/clinical hours must be completed within the specified time limit for the students program of study.

Below please find some considerations regarding course withdrawal:
- Students may withdraw from a course only once.
- Second withdrawal from the same course results in Academic Probation unless documentation of extenuating circumstances is provided to the Specialty/Program Director and Assistant/Associate Dean.
- With appropriate documentation and approval from the Specialty/Program Director and Assistant/Associate Dean, individual consideration will be provided to students forced to withdrawal from several courses in one semester for an unplanned leave of absence.
- Regardless of the withdrawal from courses, students must complete their respective programs within the time-period specified by the program.
- Withdrawal from all courses using the web registration system is NOT accepted. The student must file and have an approved withdrawal form signed by their Specialty/Program Director. The form will then be processed by the Registrar’s Office.
- Failure to attend class is not a withdrawal and students will not receive adjustment of charges if they do not attend class.
• Students receiving financial aid who are considering withdrawal should be aware of any impact on course withdrawal on their ability to receive financial aid.

Additional information and hyperlinks to the School of Nursing Withdrawal Schedule and Course Withdrawal Form are available under Admissions and Registration.

Academic Probation
Students meeting any of the following conditions will be placed on academic probation and will receive written notice of their status:
• Earning one grade of C+,
• Earning one grade of C. In this case the course in which the C grade was earned must be repeated and a grade of B or higher must be earned to progress. Students may only repeat a course once. Repeating a course does not expunge the original grade, which remains on the student record as one grade below B, and/or
• Second withdrawal from the same course (unless documentation of extenuating circumstances is provided).

Academic Suspension
Violation of School or University policies such as the Academic Integrity Policy, the University Code of Student Conduct, or the School of Nursing Standards of Conduct (violations are specified in the policies) may result in suspension.

Academic Dismissal
Students meeting any of the following conditions will be subject to academic dismissal and will receive written notice of their status:
• Earning any two or more grades below B (79.5%),
• Earning a D or below (69.5%),
• Earning two Unsatisfactory ("US") grades in Project Continuation
• Unsatisfactory, unsafe or unethical clinical practice,
• Failure to complete degree requirements within allowable time limits, and/or
• Violation of School or University policies such as the Academic Integrity Policy, the University Code of Student Conduct, or the School of Nursing Standards of Conduct (violations are specified in the policies).

Academic Dismissal Appeal
A student may appeal a dismissal to the Dean of the School of Nursing. Anyone wishing to appeal a dismissal must submit that appeal in writing within 10 school days (days on which the university is open for business) of receipt of the decision for dismissal. The appeal letter must state the basis for the appeal and the basis must be consistent with the following grounds: (1) technical error, (2) new information, or (3) extenuating circumstances. The Dean, whose decision is final, shall render a decision within 10 school days of receiving the appeal. During the dismissal appeal process, the student shall maintain active within university technical systems to ensure access to email and other necessary university technical systems. All letters of appeal should be forwarded to Ms. Doris Salinas-Parker, assistant to the dean (dsparker@sn.rutgers.edu).
Readmission Following Academic Dismissal
Students who are academically dismissed or who voluntarily withdraw from the School may apply for readmission during the open application period. Applications are reviewed by the Admissions Committee and Divisional Deans. Readmission is not guaranteed.

Students who were academically dismissed and are offered readmission will undergo an individual assessment by the Specialty/Program Director in collaboration with the Divisional Dean to determine the conditions of readmission including courses to be taken and/or repeated.

Grade Grievance & Appeal
Students have the right to know the components of their final grade included in each course syllabi. If a student perceives their final course grade was based on anything other than academic performance, an appeal may be filed.

While students have the right to file an appeal, dissatisfaction with a grade or failure to notify the faculty of personal circumstances which may have affected academic performance are not grounds for a grade appeal. Mathematical errors do not require a grade appeal but should be brought to the attention of the faculty. In the case of a successful grievance, the grade does not automatically change, rather the committee makes recommendations as to appropriate student/faculty measures to be taken.

For more information on this *School of Nursing Grade Grievance Policy* please visit: http://nursing.rutgers.edu/policies/SON-Grade-Grievance-Policy.pdf

Incomplete and In-Progress Grades
Incomplete grades are used for non-DNP Project courses whereas In-Progress grades are used only for DNP Project courses. These two grades have been differentiated in order to allow students additional time to complete work associated with the DNP courses if needed.

Incomplete Grade (Non-clinical, Non-DNP Project Courses)
The purpose of an incomplete (“I”) grade is to allow students who may have experienced an unanticipated event a time-limited opportunity to complete their course work and earn a grade for a specific course.

To qualify for an “I” grade:
- The student must have a documented/verifiable/legitimate reason for not completing the course work during the regular semester and,
- The faculty must approve and agree an “I” grade is appropriate.

If an “I” grade is agreed upon:
- The student and faculty member develop and sign the *Incomplete Grade, Course Completion Agreement* and submit it to the Administrative Staff of the Division of Nursing Practice for processing (including review by the Divisional Dean and electronic filing).
- The student cannot progress to the next course for which the course with an “I” is a prerequisite.
• If the student has no other courses within which to enroll during the semester the “I” will be completed, the student must enroll in Maintaining Matriculation for the semester.
• Students able to enroll in other courses during which they complete the work to resolve the “I” grade do not need to enroll in Maintaining Matriculation.
• When the coursework is completed within the timeframe outlined in the Incomplete Grade, Course Completion Agreement, the course faculty will submit a change of grade form to replace the “I” with the grade earned and the student may progress as per school policy.
• If the student does not complete the required coursework within the established time frame, the student will be awarded the grade earned in the absence of the completed work (which may be an “F”).
• Absence of an Incomplete Grade, Course Completion Agreement does not supersede this policy. Under those circumstances, the earned grade (which may be an “F”) will be posted after the add/drop period of the subsequent semester (see below).

“I” grades must be resolved prior to the end of next semester. “I” course grades must, however, be completed within a brief time-frame and can be no longer than the following:
• Fall semester “I” grades must be completed by the end spring semester.
• Spring semester “I” grades must be completed by the end of the summer semester.
• Summer semester “I” grades must be completed by the end of the fall semester.

The date for completion of course work may be adjusted on a case by case basis, depending upon extreme life circumstances.

The Incomplete Grade, Course Completion Agreement to be completed and submitted will be provided by the course faculty or DNP Project Chair.

Incomplete Grade for Clinical Courses

Incomplete grades for clinical courses are only offered to students due to unexpected, last minute (end of the semester) student/preceptor/site emergencies. “I” grades for clinical courses are not awarded to students who have not submitted clinical sites for approval in a timely manner, are not clinically cleared, change jobs that do not accommodate hours to complete clinical as agreed upon, or similar circumstances.

If there are internal/external scheduling conflicts that suggest the clinical hours will not be completed within the expected time frame, it is the student’s responsibility to withdraw from the course(s) prior to the end of the withdrawal period.

To qualify for an “I” grade for a clinical course:
• The student must have a documented/verifiable/legitimate reason for not completing the clinical course work during the regular semester.
• The faculty in collaboration with the Divisional Dean must approve and agree that an “I” grade is appropriate.
• The student must have completed 75% of the course/clinical hours/assignments prior to the time of the request.
• If a student has not completed at least 45% of the required clinical hours at midterm, an “I” grade will not be awarded.

The process for awarding an incomplete grade and Incomplete Grade, Course Completion Agreement is outlined above (Incomplete Grade).
In-Progress Grades

In-Progress or (“IP”) grades may only be used for DNP Project Courses. This allows currently enrolled DNP students a time-limited opportunity to complete the requirements for their DNP Project. Examples for which an “IP” grade are appropriate are as follows: 1) students awaiting approval of their initial proposal by faculty or IRB or 2) students in the data collection, analysis, or dissemination phase of the project. It is strongly encouraged that In-Progress courses be completed within 12 months whether the student is enrolled in Project Continuation or Maintaining Matriculation. Any prolongation beyond 12 months may result in an update or change to the project resulting in delayed program progression. All courses must be completed within five (5) years of admission for BSN to MSN and MSN to DNP programs and six (6) years for BSN-DNP programs.

To qualify for an “IP” grade:
- The student has a documented/verifiable/legitimate reason for not completing the required coursework and the faculty agrees an In-Progress grade should be offered.

If an “IP” grade is agreed upon,
- The student and faculty member complete, sign, and submit the DNP Project Continuation Course Agreement to the Administrative Staff, Division of Advanced Nursing Practice for processing (including review and signature by the Divisonal Dean and electronic filing).
- Students for whom the form is received will be bulk registered for Project Continuation by the registrar as per the DNP Projects Specialty Director and/or Divisional Dean.
- Of note, the student cannot progress to the next course for which the course with an “IP” is a prerequisite.
- To complete the pending work, the student will be enrolled in Project Continuation (1 credit course).
- The student can enroll in Project Continuation a maximum of 3 times per course not to exceed 12 months in duration per course. For example:
  - A spring course must be completed by the end of the spring semester the following year.
  - A summer course must be completed by the end of the summer semester the following year.
  - A fall course must be completed by the end of the fall semester the following year.
- The Project Continuation (1 credit) course is Satisfactory (SA)/Unsatisfactory (US).
- Failure to complete the agreed-upon deliverables outlined in the DNP Project Continuation Course Completion Agreement will result in a “US”.
- A student may earn up to one “US” for Project Continuation without program dismissal. The “US” will, however, remain on the student transcript.
- If a second “US” is earned for Project Continuation, the student will be dismissed from the program.
- Of note, each semester the student is enrolled in Project Continuation will require a current DNP Project Continuation, Course Completion Agreement. This does not, however, mean a new contract must be reinitiated each semester. For example, if a student has outlined course completion over 2 semesters and the student remains on that timeline, the original course completion agreement may be applied for registration for Project Continuation for the upcoming semester. The course faculty and/or Chair must communicate this information with the DNP Projects Specialty Director and/or Divisional Dean to facilitate student Project Continuation registration for the second semester.
• If the student is unable to work on the project during the upcoming semester and there are no other courses for which the student can/is registered, the student must request Maintaining Matriculation (see information about Maintaining Matriculation under Admissions & Registration).
• Students who register for Maintaining Matriculation, however, will receive no faculty/chair support during the semester and this time is included in the 12-month time limit within which all course requirements should be completed.
• Of note, absence of a signed agreement between the course faculty and student by the end of the add/drop period of the next semester (spring-summer, summer-fall, fall-spring), the student will be awarded the grade earned in the absence of the completed work (which may be an “F”).

For students who complete the required work within the established timeframe:
• The course faculty will submit a change of grade form to replace the “IP” with the grade earned and the student may progress as per school policy.
• Not all DNP Project Courses, however, are offered every semester so it is possible the student may complete the required coursework and be required to enroll in Maintaining Matriculation until the course is offered again. All course work must be completed within five (5) years of admission for BSN to MSN and MSN to DNP programs and six (6) years for BSN-DNP programs.

For students who do NOT complete the required coursework within the established 12-month timeframe:
• A curriculum plan must be approved by the DNP coordinator to assure course completion within five (5) years of admission for BSN to MSN and MSN to DNP programs and six (6) years for BSN-DNP programs. Lacking sufficient time to complete course work will result in a dismissal from the program.

The DNP Project Continuation Course Agreement to be completed and submitted will be provided by the course faculty or DNP Project Chair.
Degree Completion & Graduation Requirements

Time Limit

The time limit for completion of degree requirements from the initial date of matriculation and includes periods in which a student has applied for Maintaining Matriculation and are as follows:

- BS to MSN degree must be completed within 5 years
- MSN to DNP degree must be completed within 5 years
- BS to DNP degree must be completed within 6 years

If a student does not enroll in classes during a semester, they need to file for Maintaining Matriculation. Students may enroll for this option for up to two consecutive semesters. Permission for registration for additional semesters may be requested in extreme circumstances and will be reviewed on a case by case basis. Additional time to complete the degree may only be added with permission from the Divisional Academic Dean and Advanced Nursing Practice Committee.

Additional information can be found under Maintaining Matriculation.

Graduation

When entering their final semester, candidates who anticipate faculty recommendation for conferral of the degree are required to follow the procedures listed below.

- Ensure all academic and clinical requirements have been or will be completed.
- Make certain related fees and any outstanding debts to the university are paid.
- Submit an application.

The Application for Graduation can be accessed at: https://rutgersnursing.wufoo.com/forms/zdlm8571h5zlhl/

The degree cannot be conferred as scheduled and graduation will be delayed if this application is submitted after the deadline. If you fail to complete degree requirements by the graduation date, you must submit a new application for graduation for the new graduation date.