



**RUTGERS**  
School of Nursing

# Division of Advanced Nursing Practice **Student Handbook**

- Master of Science in Nursing Programs
- Post-Master's (Graduate) Certificate Programs
- Doctor of Nursing Practice Programs

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## Greetings from the Dean

A hearty welcome to the students of the Advanced Practice Division, Rutgers School of Nursing! Congratulations and best wishes as you continue your education. You are our future leaders in expert nursing practice, and we are very proud of you.



We are so glad that you have chosen Rutgers School of Nursing. As part of a comprehensive academic health center, the students and faculty of Rutgers School of Nursing enjoy access to interdisciplinary collaboration and a host of clinical practice opportunities. Not surprisingly, U.S News & World Report has again ranked the Master's and DNP programs of Rutgers School of Nursing as among the top best programs in the country. Our faculty, staff, and administrators strive every day to maintain our reputation as academic and clinical excellence in action.

Time passes quickly, and before you know it, you will be ready for graduation. Remember, that Rutgers School of Nursing has a very active Alumni Association! Once part of the Rutgers family...always part of the Rutgers family.

This Handbook contains valuable information regarding our specialty programs, policies, and structure. Please take time to review it; I am sure that you will find it helpful. Again, welcome to the Rutgers School of Nursing!

Sincerely,

A handwritten signature in black ink that reads "Linda Flynn". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Linda Flynn, PhD, RN, FAAN  
Dean & Professor  
Rutgers School of Nursing  
lflynn@sn.rutgers.edu

## Division Welcome

Welcome to the Division of Advanced Nursing Practice. Our exemplary nurse educators and leaders, skilled clinicians and advanced practice nurses, and outstanding scholars immersed in community, state, and national health care delivery and policy are here to help you meet your academic and professional goals. Our rigorous curricula incorporate innovative classroom, clinical, and a range of acute to community care experiences to prepare students to promote, maintain, and restore the health of populations into the 22nd century.

This handbook was developed as a student resource and replaces all previously published handbooks. It provides access to University, School of Nursing, Division-specific policies/processes, and highlights areas in which students often have questions and/or are looking for a resource. Admittedly, not every possible question or scenario is outlined within this document so if you have a question or do not see a particular situation/circumstance addressed, please reach out to your Specialty/Program Director or one of the Divisional Deans for clarification. We keep a running list of needed updates so if you notice something missing or confusing, please let us know so we can make any necessary updates/clarifications in the future.

Our division strives for “Excellence in Action” and as such, we are always looking for ways to do and be better. We hold ourselves and each student in high regard and strive to ensure academic excellence and clinical competency to improve health and provide inclusive and equitable health care to diverse populations.



## 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

#### Phone Numbers

**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  
[registrar@sn.rutgers.edu](mailto:registrar@sn.rutgers.edu)

### School of Nursing Administrative Structure

#### Dean



**Linda Flynn, PhD, RN, FAAN**  
*Professor*

#### Executive Vice Dean



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

#### Senior Vice Dean



**Kyle D. Warren, PhD, MAE**

## Division of Advanced Nursing Practice Administrative Structure

### Divisional Deans

**Caroline Dorsen, PhD, APN, FNP-BC**

*Associate Dean of Advanced Practice and Clinical Partnerships  
Clinical Associate Professor*

**Nadine Aktan, PhD, FNP-BC**

*Assistant Dean  
Professor*

**Sharon Anderson, DNP, APN, NNP-BC, AGN-BC, CNE**

*Assistant Dean  
Associate Professor*

### Administrative Staff

**Maureen Thomas**

*Program Coordinator*

**Dani Scarmozzino, BS-BA, MS-HEA**

*Administrative Academic Support Services*

**Sandra Romero**

*Program Assistant, Nurse Anesthesia Program*

### Program/Specialty Directors

**Sharon Anderson, DNP, APN, NNP-BC, AGN-BC, CNE**

*Interim Specialty Director, Women's Health Nurse Practitioner Program*

**Amita Avadhani, PhD, DNP, DCC, CNE, ACNP-BC, NP-BC, CCRN, FAANP, FCCM**

*Specialty Director, Post Masters DNP-Practice (Executive Model) Program  
Interim Specialty Director, Adult-Gerontology Acute Care Nurse Practitioner Program*

**Mary DiGiulio, DNP, APN, FAANP**

*Specialty Director, Adult-Gerontology Primary Care Nurse Practitioner Program  
Interim Specialty Director, Family Nurse Practitioner Program*

**Melinda L. Jenkins, PhD, APN, FNP**

*Specialty Director, Informatics Program*

**Mary Kamienski, PhD, APN, CEN, FAEN, FAAN**

*Specialty Director, Family Nurse Practitioner-Emergency Care Program*



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

**Laura A. Mularz, DNP, MSN, RN, APN, ACNS-BC, NE-BC, CRRN**  
*Specialty Director, Nursing Leadership Programs*

**Margaret Quinn, DNP, APN, CPNP**  
*Specialty Director, Pediatric Nurse Practitioner Programs*

**Mamilda Robinson, DNP, APN, PMHNP-BC**  
*Specialty Director, Psychiatric Mental Health Nurse Practitioner Program*

**Robyn Schafer, MSN, EdM, CNM, IBCLC, CNE, FACNM**  
*Interim Program Director, Nurse Midwifery and Dual Women's Health/Nurse Midwifery Programs*

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

## Academic Programs (Fall 2021)

| <b>Master of Science in Nursing</b>                            |                 |                     |
|--|-----------------|---------------------|
| Nursing Informatics  | 37 credits      | 225 clinical hours  |
| Nursing Leadership   | 42 credits      | 500 clinical hours  |
| <b>Post-Master's Certificate</b>                               |                 |                     |
| Adult-Gerontology Acute Care Nurse Practitioner                | 30 credits      | 720 clinical hours  |
| Adult-Gerontology Primary Care Nurse Practitioner              | 24 credits      | 630 clinical hours  |
| Family Nurse Practitioner                                      | 30 credits      | 810 clinical hours  |
| Family Nurse Practitioner in Emergency Care                    | 36 credits      | 945 clinical hours  |
| Nursing Informatics  | 25 credits      | 225 clinical hours  |
| Nurse-Midwifery  | 30 credits      | 675 clinical hours  |
| Pediatric Acute Care Nurse Practitioner                        | 22 credits      | 540 clinical hours  |
| Pediatric Primary Care Nurse Practitioner                      | 32 credits      | 585 clinical hours  |
| <b>Baccalaureate to Doctor of Nursing Practice</b>             |                 |                     |
| Adult-Gerontology Acute Care Nurse Practitioner                | 75 credits      | 720 clinical hours  |
| Adult-Gerontology Primary Care Nurse Practitioner              | 69 credits      | 630 clinical hours  |
| Family Nurse Practitioner                                      | 75 credits      | 810 clinical hours  |
| Family Nurse Practitioner in Emergency Care                    | 81 credits      | 945 clinical hours  |
| Nursing Leadership   | 60 credits      | 680 clinical hours  |
| Nurse Anesthesia   | 85 credits      | 2500 clinical hours |
| Nurse-Midwifery  | 81 credits      | 810 clinical hours  |
| Pediatric Primary Care Nurse Practitioner                      | 72 (74) credits | 585 clinical hours  |
| Dual Pediatric Primary/Acute Care Pediatric Nurse Practitioner | 85 credits      | 900 clinical hours  |
| Psychiatric/Mental Health Nurse Practitioner                   | 78 credits      | 720 clinical hours  |

|  |            |                    |
|--|------------|--------------------|
| Women's Health Nurse Practitioner  | 72 credits | 630 clinical hours |
| Dual Women's Health/Nurse-Midwifery  | 82 credits | 855 clinical hours |
| <i>The minimum number of combined clinical practicum and DNP project experience hours is 1,000. Students, however, may be required to complete more than 1,000 hours to meet minimum competency requirements for graduation and certification (when applicable).</i> |            |                    |
| <b>Post-Master's Doctor of Nursing Practice</b>  |            |                    |
| Practice (Executive Weekend Model)   | 39 credits | See below          |
| Leadership   | 42 credits | See below          |
| <i>The minimum number of combined clinical practicum and DNP project experience hours is 1,000. Students, however, may be required to complete more than 1,000 hours to meet minimum competency requirements for graduation and certification (when applicable).</i> |            |                    |

## 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

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 policies governing graduate work at Rutgers University, School of Nursing. Students are expected to refer to the online Rutgers University and School of Nursing Catalogs 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 Division of Advanced Nursing Practice and/or Office of Student Services.

The **Rutgers School of Nursing Catalog** is available here (to access the catalog, please cut and paste the hyperlink):

<http://nursing.rutgers.edu/catalog/>

## University Code of Conduct

Rutgers, The State University of New Jersey, is dedicated to teaching that meets the highest standards of excellence; conducting research that breaks new ground; and 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 here:

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

The ***Rutgers School of Nursing Student Standards of Conduct Policy*** is available here:

<https://nursing.rutgers.edu/students/conduct/>

### 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*** is available here:

<http://nursing.rutgers.edu/civility/index.html>

### 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 students to:

- Properly acknowledge and cite all use of the ideas, results, and words of others or oneself (self-plagiarism).
- Properly acknowledge all contributors to a given piece of work.
- Ensure all work submitted is their 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 their interpretation or conclusions.
- Ethically treat all other students, 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 they

are preparing.

Adherence to these principles ensures that:

- Everyone is given proper credit for their ideas, words, results, and other scholarly accomplishments.
- All student work is evaluated fairly, 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 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, providing effective educational programs that create an understanding of and commitment to academic integrity, and establishing equitable and effective procedures to deal with allegations of violations of academic integrity.

Faculty shares with 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, per diem faculty, 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 specific requirements regarding academic integrity within individual courses, make efforts to minimize academic dishonesty and 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 bring all alleged violations of academic integrity they encounter to the attention of the appropriate authorities.

The complete ***Academic Integrity Policy*** is available here:

<http://academicintegrity.rutgers.edu/>

### Levels of Violations and Sanctions

Any violation of academic integrity is a serious offense and therefore, subject to an appropriate sanction or penalty. Violations of academic integrity are generally divided into three categories:

- Level 1 violations may occur as a result of inexperience or lack of malicious intent by the person committing the violation.
- Level 2 violations include misconduct of a more serious character or misconduct that

affects a major, significant, or essential portion of work done to meet course requirements. These violations demonstrate premeditation or may have posed harm to others. The student alleged to have committed the violation may have one or more previous violations.

- Level 3 violations represent the most serious breaches of conduct. They may involve a serious violation of a professional code of conduct; may include extreme cases of dishonesty and maliciousness or violations of law; and/or are likely to cause direct harm to others.

Examples of violations along with a list of potential sanctions are available in the University Catalog (section titled ***Academic Integrity Violations - Levels of Violations and Sanctions***).

## Academic Suspension

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

## Office of the Registrar (School of Nursing)

The School of Nursing Office of the Registrar is responsible for official academic records for current and former nursing students which includes the creation, maintenance, preservation, and transmission of student academic records and course-related data and information. It maintains updated and secure student data files and makes this information available as appropriate and in compliance with FERPA and School and University policy. Its priority is record security and privacy.

It is the goal of the Office of the Registrar to serve the needs of School of Nursing students and alumni by providing quality service and timely response to requests for information. The Office of the Registrar strives to support academic excellence by providing an effective method of course registration; maintaining updated and complete course files (course catalog); managing the use of the classrooms for instruction; providing official transcripts, verifications, and other student and course-based reports as required; and performing other academic administration responsibilities.

Some of the services provided include:

- Coordination of course enrollment and student registration
- Enrollment verifications
- Degree conferral and issuing diplomas
- Preserving student academic records and releasing transcripts
- Diploma orders
- Posting of final grades/change of grade
- Registration and re-enrollment
- Veteran's Affairs Certification

**Graduate Program Forms** are available here:

<https://nursing.rutgers.edu/students/forms/graduate/>

The Office of the Registrar is located in the Stanley S Bergen Jr. Building, 65 Bergen Street, Room 623, Newark, NJ 07107 and can be reached at: [registrar@sn.rutgers.edu](mailto:registrar@sn.rutgers.edu) (preferred) or (973) 972- 5531.

| <b>Office of the Registrar-School of Nursing</b>   |   |
|--|---|
| <b>Yvonne McClendon</b><br><i>Registrar</i><br><i>Manager of Clinical Clearance</i>  | <b>Genesie Burgos</b><br><i>Assistant Registrar</i> |
| <b>Tiana Perez</b><br><i>Registration Coordinator</i>  | <b>Alyssa Cross</b><br><i>Office Assistant</i>      |
| <b>Helpful Links:</b><br>RBHS Billing and Collections: <a href="mailto:billingandcollections@sa.rutgers.edu">billingandcollections@sa.rutgers.edu</a><br>RBHS Newark Financial Aid: <a href="mailto:rbhs_nwk@ofa.rutgers.edu">rbhs_nwk@ofa.rutgers.edu</a> |   |

## Office of Student Services

The Office of Student Services at Rutgers School of Nursing is available to serve both prospective and enrolled students. The goal of the Office of Student Services is to support student recruitment, admission, progression, and graduation, as well as function as a resource for faculty and students with university-related student issues. Student Services staff is available to ensure each student’s academic journey is both educationally enriching and personally rewarding.

The Office of Student Services is located in the Stanley S. Bergen, Jr. Building, 65 Bergen Street, Room 624, Newark NJ 07107 and open from 8:30 am to 4:30 pm, Monday through Friday. Students are seen by appointment but are welcomed on a walk-in basis as well. Students with an emergency may request an appointment with the Assistant Director for Graduate Student Engagement or Assistant Dean for Student Engagement.

### Office of Student Services

#### **Main Contact Information**

Phone: 973.353.1178

[Contact Student Services](#)

### Assistant Dean for Student Engagement and Planning

#### **Mehtap Ferrazzano, MSW**

Ackerson Hall, Student Services Suite

Email: [Mehtap.Ferrazzano@rutgers.edu](mailto:Mehtap.Ferrazzano@rutgers.edu)

Phone: 973.353.3689

## Assistant Director for Graduate Student Engagement

The role of the Assistant Director for Graduate Student Engagement is to plan and implement new student orientations, execute graduate nursing-specific programming, and assist individual students as they navigate programs. In addition, the Assistant Director for Graduate Student Engagement can assist students with accessing academic support and student wellness resources and serves as a resource for students who are unsure how or to whom to address an academic or personal concern.

### **Delores Sarfo-Darko, EdD, MSW**

Stanley S. Bergen Building, Room 624

Email: [delores.sarfodarko@rutgers.edu](mailto:delores.sarfodarko@rutgers.edu)

Phone: 973.972.9569

**Academic Support Resources** through the Office of Student Services are available here:

<https://nursing.rutgers.edu/students/success/>

<https://sites.rutgers.edu/sn-oas/>

**Personal Counseling and Health Services** available to graduate students and information regarding **Student Wellness** is available here:

<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 here:

<https://uec.rutgers.edu/programs/title-ix/coordinators/>

## 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 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 review the information provided on the website hyperlinks listed below.

**Accommodation Request/Resources** are available here:

School of Nursing website: <http://nursing.rutgers.edu/students/disability.html>

Rutgers University website: <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 their religion. Religious accommodation can only be provided to students with formal documentation.

The **Religious Accommodation Request Form** is available here:

<https://rutgersnursing.wufoo.com/forms/rw0lwmi0byt3c1/>

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

<https://nursing.rutgers.edu/wp-content/uploads/2019/06/SON-Classroom-and-Clinical-Attendance.pdf>

## Financial Aid

**Financial Aid** information is available here:

<http://nursing.rutgers.edu/students/financial-aid.html>

## Scholarship Information

**School of Nursing Scholarship** information is available here:

<http://nursing.rutgers.edu/scholarships/index.html>

## Policy Prohibiting Discrimination and Harassment

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.

The **Rutgers University Policy Prohibiting Discrimination and Harassment Policy** is available here:

[http://catalogs.rutgers.edu/generated/spaa\\_current/pg84.html](http://catalogs.rutgers.edu/generated/spaa_current/pg84.html)

## School of Nursing Anti-Racist and Anti-Bias Commitment

Rutgers School of Nursing is committed to diversity and inclusion and dedicated to maintaining its history as an anti-racist and anti-bias organization. To that end, School of Nursing leadership openly invites members of the community to discuss concerns without fear of retribution. When they do occur, racist and bias incidences can be difficult to report and/or some may prefer anonymous means. As such, any School of Nursing community member can anonymously submit concerns through the below form.



The ***Racism and Bias Reporting Electronic Hotline*** is available here:

<https://nursing.rutgers.edu/anti-racism-bias-hotline/>

This form requires no personal identifying information, nor will an IP address be tracked. Submissions will be sent directly to School of Nursing Dean, Dr. Linda Flynn. It is the sincere hope that through open dialogue and understanding, we can continue to grow in tolerance and understanding of one another and the many valuable differences that make us a strong community.

## Information Technology (IT)

### Student Computing and Computing Overview

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

<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. Students will need access to a personally-owned computing device to complete course and programmatic requirements.

***BYOD Information*** and recommended device types are available here:

<http://nursing.rutgers.edu/technology/bring-your-own-device.html>

### Student Toolbox

The Student Toolbox is a central starting point for students to access various resources such as interdepartmental information, schedules, and calendars, Typhon, Canvas, etc.

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

<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.

All students enrolled in Nurse Practitioner, Nurse-Midwifery, or Nurse Anesthesia programs are required to purchase and install this product on their desktop/laptop computer for use in all clinical courses.

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

<http://nursing.rutgers.edu/students/typhon.html>

## Admissions and Registration

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

### Part-time/Full-time Status

Students enrolled in 9 or more credits per semester are full-time, whereas students enrolled in less than 9 credits are considered part-time.

### Continuous Registration

Students are expected to be continuously registered every semester (Fall, Spring, Summer) from the date of matriculation. If a student needs/decides to take a semester off, the student must file for maintaining matriculation (see Maintaining Matriculation).

For semesters in which a student is not taking classes, they must pay any associated fees for maintaining matriculation (see below). Continuous registration applies to all students, regardless of whether they are attending in-person, remote, hybrid, or online classes. In other words, there are no formal student “leaves of absences” 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.

Students with any type of hold (financial, registrar, compliance, and/or student health) will not be permitted to register for classes until the hold is resolved.

### Maintaining Matriculation

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

The **Maintaining Matriculation** form is available here:

<https://rutgersnursing.wufoo.com/forms/w1bhik5k0fm7e6f/>

**Maintaining Matriculation (Matriculation Continued) Tuition/Fees** is available on the RBHS Billing and Collections Office website:

<https://studentabc.rutgers.edu/tuition-fees/tuition-fees-rates>

This category of registration is available only to students not using faculty time or university/research facilities. Students may apply for maintaining matriculation a maximum of two consecutive semesters at any one time during their tenure as a graduate student. Permission to register for maintaining matriculation for additional semesters (beyond 2 consecutive semesters) may be requested for extenuating circumstances and will be reviewed on a case-by-case basis by the Divisional Dean. In the absence of this waiver, the student must reapply to the program (and readmission is not guaranteed).

## Administrative Withdrawal from the School of Nursing

Inactive students (not registered for a course or Maintaining Matriculation) will be administratively withdrawn **ONE WEEK AFTER THE END OF THE ADD DROP PERIOD** and notified by the Office of the Registrar. Students who are administratively withdrawn will need to reapply to the program.

## Change of Registration and Withdrawals

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

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

- Students must refer to the Add/Drop and Withdrawal Schedule for specific dates. The **Add/Drop and Withdrawal Schedule** is available here: <http://nursing.rutgers.edu/policies/withdrawal.html>
- Students enrolled in Executive Model courses are asked to adhere to the above schedule. Exceptions may be made for extenuating circumstances for Executive Model students given the varied course start and completion dates.
- Any courses dropped after the last day of the Add/Drop period will receive a grade of "W" 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".
- A student who drops a course without notifying the registrar automatically receives a course grade of "F".
- All course withdrawals must be reviewed and approved by the student's Specialty Director/Program Director/Academic Advisor before processing by the Office of the

- Registrar.
- Students receiving financial aid who are considering withdrawal should contact the Financial Aid Office to learn of any impact course withdrawal may have on their ability to receive financial aid.

The School of Nursing **Add/Drop Form** is available here:

<https://nursing.rutgers.edu/wp-content/uploads/2019/05/ADD-DROP.pdf>

The School of Nursing **Course Withdrawal Form** is available here:

<https://rutgersnursing.wufoo.com/forms/zygkg5u0mdbkk1/>

## Withdrawal from the School of Nursing

Students may withdraw from the school and withdrawal will be processed according to the Add/Drop and Withdrawal Schedules. Students who withdraw from the School of Nursing but wish to return at a later date must reapply and readmission is not guaranteed.

A student who withdraws from the School of Nursing without notifying the Office of the Registrar automatically receives a grade of “F” in all courses. No program 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 with their Specialty/Program Directors and/or course faculty to discuss alternative options and obtain appropriate advisement.

The School of Nursing **Program Withdrawal Form** is available here:

<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 to admissions. Change of major is not guaranteed. 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 Major requests for graduate students are reviewed twice a year and students have until the below deadlines to submit the required request form. Decision notifications will be communicated by email shortly after the corresponding deadline date.

- Fall: **April 15th**
- Spring: **October 15<sup>th</sup>**

The **Change of Major Form** is available here:

<https://nursing.rutgers.edu/students/forms/graduate/>

## 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, BS to DNP to Post Master's Certificate) 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/>) or Graduate Admission (<http://gradstudy.rutgers.edu/>) websites. Students should be mindful of program application deadlines.

## Transfer Credit

### Transfer of Credit Upon Admission to the School of Nursing

Request for transfer of credits for graduate courses completed at another accredited institution will only be reviewed upon admission (before the start of the first semester) to the School of Nursing. 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 before the transfer request. Please note, **advanced pathophysiology**, **advanced pharmacology**, and **advanced health assessment** must have been completed less than 5 years before admission.
- The maximum number of credits that can be transferred is 12 credits
- Credits transferred for a course will not exceed the number of credits for the course offered at Rutgers School of Nursing.
- Credits transferred for the course will not exceed the number of credits granted by the outside school.
- Clinical theory and practicum courses are not transferrable.
- The student is considered admitted if currently enrolled in one of the Master's, Post-Master's Certificate, DNP, or PhD programs.

The Request for Transfer Credit form, official transcript(s) with final grade posted, and supporting documents (syllabus including course description/objectives and content outline) must be submitted to the student's Specialty/Program Director for review before admission.

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

[https://nursing.rutgers.edu/wp-content/uploads/2019/05/transfer\\_credit\\_request.pdf](https://nursing.rutgers.edu/wp-content/uploads/2019/05/transfer_credit_request.pdf)

### Transfer of Elective Course After Admission

In the rare instance when a student identifies a specialty/project-relevant ELECTIVE course they would like to take at an outside institution after matriculation, this must be discussed with their Specialty/Program Director **before** course enrollment and written approval must be received from the Specialty/Program Director and Divisional Dean. There is no guarantee external or

internal courses submitted for transfer/waiver/substitution will be accepted.

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

[https://nursing.rutgers.edu/wp-content/uploads/2019/05/transfer\\_credit\\_request.pdf](https://nursing.rutgers.edu/wp-content/uploads/2019/05/transfer_credit_request.pdf)

### Course Waiver and Substitution (Internal Transfer of Credit)

Students applying credits previously earned at Rutgers University/the School of Nursing must meet with their Specialty/Program Director to review which courses may be applied to their program of study. This is not a “transfer of credit” per se, but a process to apply for credits previously earned at Rutgers to replace or substitute required courses in the student’s plan of study.

The form to be completed and submitted by the student to the Specialty/Program Director is entitled **Course Waiver and Substitution Form**. If upon review, the Specialty/Program Director deems the course is deemed equivalent or acceptable for transfer (see criteria for transfer of credit above), the Specialty/Program Director will submit the completed form to the Divisional Dean for review and final review/authorization/approval. When a course substitution/waiver is granted and approved, the Office of the Registrar will record/note the application of credit(s) on the student’s transcript/in the student file.

The **Course Waiver and Substitution Form** is available here:

<https://nursing.rutgers.edu/wp-content/uploads/2019/05/Course-Waiver-and-Substitution.pdf>

### Academic Advisement

Specialty/Program Directors serve as the student’s faculty advisor and provide 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 academic and professional goals.

The student and advisor should meet at least once each term to review the student’s 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, 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 and/or successful program completion.

## Clinical Clearance and Placement Information

Advanced Nursing Practice students who have classroom or clinical responsibilities/coursework must be compliant with all immunization and health requirements. Students with any type of hold (financial, registrar, compliance, and/or student health) will not be permitted to register for classes.

If you are uncertain about the requirements, **School of Nursing Program-Specific Clinical Compliance Information** is available here:

[http://njms.rutgers.edu/departments/family\\_medicine/shs/immun son.cfm](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 here:  
<http://nursing.rutgers.edu/clinical/clinical-clearance-requirements.html>
- **Clinical Placement/Graduate Program Clinical Process Information** including tips for successful placement and site etiquette are available here:  
<http://nursing.rutgers.edu/clinical/index.html>
- The **Clinical Placement Form** is available here:  
<http://nursing.rutgers.edu/forms/clinicalplacement.html>

## Grades, Grading, and 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 faculty. Grades are reported to the university registrar at the end of each semester using the following symbols:

| Grade | Definition             | Numerical Equivalent |
|-------|------------------------|----------------------|
| A     | Outstanding            | 4.0                  |
| B+    | Very Good              | 3.5                  |
| B     | Good                   | 3.0                  |
| C+    | Less than Satisfactory | 2.5                  |
| C     | Failure                | 2.0                  |
| D     | Failure                | 1.0                  |
| F     | Failure                | 0.0                  |

#### Grade Conversions

The School of Nursing employs the same grading system as other schools in the university. The faculty has approved the use of the following grade conversions:

| Grade | Percentage Equivalent |
|-------|-----------------------|
| A     | 89.5-100              |

|    |            |
|----|------------|
| B+ | 84.5-89.49 |
| B  | 79.5-84.49 |
| C+ | 74.5-79.49 |
| C  | 69.5-74.49 |
| D  | 59.5-69.49 |
| F  | 0-59.49    |

## Other Grade Symbols

**I (Incomplete).** A grade of “I” may be assigned only when a student is unable to finish a **non-DNP Project course** 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 members are urged to reach an agreement as soon as possible outlining how the course will be completed. The “I” will have no immediate effect on a student's GPA. If the incomplete grade is not resolved by the end of the Add/Drop period of the next semester, the “I” will convert to the grade earned in the absence of the completed work (which may be an “F”), and GPA is recalculated. Please see additional information about “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** a time-limited opportunity to complete DNP Project course requirements (e.g., awaiting DNP proposal approval from their chair/faculty, IRB approval, or delays with project implementation, data collection, analysis, or dissemination). The student and faculty members are urged to reach an agreement as soon as possible regarding how and when the course will be completed. Please see additional information about “IP” grades under Incomplete and In-Progress grades.

**IN (Terminal Incomplete).** A non-numerical grade of “IN” is assigned to a **DNP Project course** when a student has failed to complete outstanding coursework within the 12 months permitted to resolve an In-progress (“IP”) grade. The “IN” grade will not affect a student's GPA. Students who earn an “IN” and wish to continue to the program must request permission from the Divisional Dean to repeat the course for which the grade was earned. Please note, an “IN” grade can be awarded for the same course only once. ??? A terminal incomplete (IN) can only be awarded for a project course once. If for some unforeseen reason a student is unsuccessful with the course a second time, the grade earned will be an “F” and result in program dismissal.

**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 deliverables in the Project Continuation Agreement Form. Degree credit is given for a grade of Satisfactory. Neither “SA” nor “US” grades are included in the grade point average.

**NG (Not graded).** A non-numerical grade submitted for Maintaining Matriculation.

**W (Withdrawn without evaluation).** A non-numerical grade of “W” may be used when a student has withdrawn from an individual course or the School of Nursing. In no case shall the assignment of “W” be allowed when withdrawal from the School of Nursing 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.

## 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 academic probation or dismissal.

The **School of Nursing Graduate Academic Progression Policy** is available here:

<https://nursing.rutgers.edu/wp-content/uploads/2019/06/SON-Graduate-Academic-Progression.pdf>

**Please note:** Students earning a less than satisfactory grade for corequisite theory or practicum courses are required to repeat (and pay tuition for) both/all courses together.

## Incomplete and In-Progress Grades

Incomplete grades are used for non-DNP Project courses whereas In-Progress grades are used for DNP Project courses only. These two grades have been differentiated 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, late-semester event a time-limited opportunity to complete their coursework and earn a grade for a specific course.

To qualify for an “I” grade:

- The student must have a documented/verifiable/legitimate reason for incomplete or missing coursework during the regular semester and,
- The faculty must agree and approve 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 the signed contract to the Administrative Staff of the Division of Advanced Nursing Practice for processing (review by the Divisional Dean and electronic filing).
- 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. Enrollment in maintaining matriculation is not required if the student is enrolled in other courses during which they complete the work to resolve the “I” grade.
- 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 is unable to complete the required coursework within the established timeframe, the student will be awarded the grade earned in the absence of the completed work (which may be an “F”).
- The Incomplete Grade Policy supersedes the absence of ***an Incomplete Grade, Course Completion Agreement***. Under those circumstances, the earned grade (which may be an “F”) will be posted after the Add/Drop period of the next semester (see below).

“I” course grades are awarded to allow students to complete outstanding work within a brief timeframe. “I” grades must be resolved by the end of the Add/Drop period of the next semester. A more specific semester-to-semester course completion timeline is outlined below.

- Fall semester “I” grades must be completed by the end of the Add/Drop of the summer semester.
- Spring semester “I” grades must be completed by the end of the Add/Drop of the fall semester.
- Summer semester “I” grades must be completed by the end of the Add/Drop of the spring semester.

The ***Incomplete Grade, Course Completion Agreement*** to be completed and submitted will be provided by the course faculty. The date for completion of course work may be adjusted on a case-by-case basis by the Divisional Dean depending upon extraordinary circumstances.

## 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. Untimely submissions of clinical sites, lack of clinical clearance, changes in employment impacting ability to complete clinical hours, or other similar circumstances are unacceptable reasons for “I” grades.

If there are internal/external scheduling conflicts that suggest the clinical hours are unable to be completed within the expected time frame, it is the student’s responsibility to withdraw

from the course(s) before 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 must agree and approve an “I” grade is appropriate.
- The student must have completed 75% of the course/clinical hours/assignments before the time of the request.
- Any student with less than 45% of the required clinical hours completed at midterm will be unable to receive an “I” grade.

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 applied to DNP Project Courses. This allows currently enrolled DNP students an extended, but time-limited, opportunity to complete DNP course/project requirements. Examples for which an “IP” grade is 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 who need extra time for completion. Courses with “IP” grades must 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. Requests for extensions beyond the 12-month timeframe will be reviewed and approved/denied by the Divisional Dean in collaboration with the DNP Project Chair and Specialty Director for DNP Projects. Students not granted an extension for a project course will earn a terminal incomplete (IN) and with permission from the Divisional Dean, must repeat the course for which the “IN” grade was earned. All programs must be completed within the required timeline (five [5] years of admission for MSN to DNP programs and six [6] years for BSN-DNP programs).

To qualify for an “IP” grade:

- The student must have a documented/verifiable/legitimate reason for not completing outstanding coursework and the faculty agrees an In-Progress grade should be offered.
- The course faculty will collaborate with the DNP Project Chair and agree/approve an “IP” 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 (forwarding to Specialty Director for DNP Projects and electronic filing).
- Students for whom the form is received will be bulk registered for Project Continuation

- by the Office of the Registrar as per the Specialty Director for DNP Projects.
- The student is unable to 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).
  - Any student still working on any part of their DNP Project must be enrolled in the appropriate DNP Project/Project Continuation 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 Add/Drop period of the next summer semester.
    - A summer course must be completed by the end of the Add/Drop period of the next fall semester.
    - A fall course must be completed by the end of the Add/Drop period of the next spring semester.
  - Although a student has 3 consecutive semesters during which they can enroll in Project Continuation to resolve an “IP” grade for a DNP Project course, students should carefully review their plan of study and course offerings to avoid missing the next offering of a DNP Project Course which may delay progression and graduation.
  - The Project Continuation (1 credit) course is graded as 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” grade.
  - A student may earn up to one “US” for Project Continuation which will result in academic probation. The “US” will, however, remain on the student transcript. Earning two (2) “US” grades for the same course will result in program dismissal. Please note, upon program dismissal, the grade for any Project course with an outstanding “IP” grade will convert to an “F”.
  - Of note, each semester the student is enrolled in Project Continuation will require a current **DNP Project Continuation Course Agreement**. The course faculty and/or DNP Project Chair, however, must communicate this information with the Specialty Director for DNP Projects to facilitate student registration for Project Continuation.
  - 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 be/is registered, the student must request Maintaining Matriculation (see information about Maintaining Matriculation under Admissions and Registration). Students who register for Maintaining Matriculation, however, will receive no faculty/DNP Chair support during the semester and this time is included in the 12-month time limit within which all course requirements must be completed.
  - Of note, if a signed **DNP Project Continuation Course Agreement** between the course faculty and student is not submitted by the end of the Add/Drop period, the student will be dropped from the course and enrolled in Maintaining Matriculation (and charged the associated fee). While enrolled in maintaining matriculation, students are unable to receive faculty support or have any project materials reviewed or presented during the semester.

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.
- DNP Project Courses are offered during designated semesters so the student may complete coursework and be required to enroll in Maintaining Matriculation until the next course is offered. 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 are unable to complete the required coursework within the established 12-month timeframe but have demonstrated consistent and ongoing effort to complete the work but have been presented with unexpected challenges, may be offered an extension to complete the work. Requests and decisions surrounding extensions to complete “IP” grades are individual and will be approved/denied by the Divisional Dean in collaboration with information provided from the student, DNP Chair, and Specialty Director for DNP Projects. If approved, a revised course completion/***DNP Project Continuation Agreement Form*** and curriculum plan must be reviewed and approved to assure course completion within five (5) years of admission for BS to DNP programs and six (6) years for BS to DNP programs. Students not granted an extension for a project course will earn a terminal incomplete (IN) and with permission from the Divisional Dean, must repeat the course for which the “IN” grade was earned. Lacking sufficient time to complete the DNP Project and associated course work will result in a dismissal from the program.

The ***DNP Project Continuation Agreement Form*** to be completed and submitted will be provided by either the course faculty, DNP Project Chair, or Specialty Director for DNP Projects.

## Midterm/Mid-semester Warnings

At course mid-semester, students in jeopardy of unsatisfactory performance in a nursing course may receive 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 advisor.

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(s).

More information regarding the **School of Nursing Graduate Academic Progression Policy** is available here:

<https://nursing.rutgers.edu/wp-content/uploads/2019/06/SON-Graduate-Academic-Progression.pdf>

## Course Withdrawal

All students, regardless of program, are required to speak with their Course Faculty and Specialty/Program Director/Faculty Advisor before course withdrawal to ensure 1) there is complete understanding regarding its possible effect on their academic plan of study and 2) a new plan of study is developed. For graduate students, prerequisite courses will not be waived in the absence of an established plan developed in collaboration with the Specialty/Program Director before course withdrawal. Because all courses are not offered every semester, a student may have to wait more than one semester to re-enroll in a course. For some students, this may delay academic progression and anticipated program completion. 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 student's program of study.

Below please find some considerations regarding course withdrawal:

- Students may only withdraw from the same course one time. Second withdrawal from the same course results in Academic Probation unless documentation of extenuating circumstances is provided to, and accepted by, the Specialty/Program Director and Divisional Dean.
- With appropriate documentation and approval from the Specialty/Program Director and Divisional Dean, individual consideration may be provided to students forced to withdraw from several courses in one semester for an unplanned extenuating circumstance/event, documentation of which may be requested.
- Regardless of course withdrawal, students must complete their respective programs within the program-specific time frames.
- 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 and processed by the Office of the Registrar.
- Billing adjustments will not be made for students who do not attend class.
- Students receiving financial aid who are considering withdrawal should contact the Financial Aid Office so they understand any impact course withdrawal may have 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.
- Earning one unsatisfactory (“US”) grade for Project Continuation.
- Second withdrawal from the same course (unless documentation of extenuating circumstances is provided).

## Academic Dismissal

Students meeting any of the following conditions are 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 for Project Continuation.
- Unsatisfactory (F), unsafe, or unethical clinical practice.
- Failure to complete degree requirements within allowable time limits.
- Violation of School or University policies such as the Academic Integrity Policy, University Code of Student Conduct, or School of Nursing Standards of Conduct (violations are specified in the policies).

## Academic Dismissal Appeal

A student may appeal academic dismissal. These appeals go directly to the Dean of the School of Nursing. Anyone wishing to appeal a dismissal must submit a letter in writing within 10 school days (days on which the university is open for business) of receipt of the decision for dismissal. The appeal letter must state the basis for the appeal and must be consistent with the following grounds: (1) technical error, (2) new information, or (3) extenuating circumstances. The Dean, whose decision is final, shall render a decision within 10 school days of receiving the appeal. During the dismissal appeal process, the student may maintain active within the university to ensure access to email and other resources pending dismissal. All letters of appeal should be forwarded to Ms. Doris Salinas-Parker, Assistant to the Dean ([dsparker@sn.rutgers.edu](mailto: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 for readmission are reviewed by the Admissions Committee and Divisional Dean. Readmission is not guaranteed.

Students who were academically dismissed and 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 and the timeline for program completion.

## Grade Grievance and 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. A grade appeal is unnecessary when a mathematical error occurs but should instead be brought to the attention of the faculty.

Information about the **School of Nursing Grade Grievance Policy** is available here:

[SON-Grade-Grievance-Policy.pdf \(rutgers.edu\)](#)

In the case of a successful grievance, the committee will make recommendations as to appropriate student and faculty measures to be taken for resolution.

## Degree Completion and Graduation Requirements

### Time Limit

The time limit for completion of degree requirements from the initial date of matriculation (including periods during which a student has applied for Maintaining Matriculation) are as follows:

- BS to MSN programs must be completed within 5 years.
- MSN to DNP programs must be completed within 5 years.
- BS to DNP programs must be completed within 6 years.
- Post-Master's Certificate programs must be completed within 4 years.

### Graduation

When entering the final semester, students 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, and
- Submit an **Application for Graduation** (January, May, and October).

The **Application for Graduation** is available here:

<https://rutgersnursing.wufoo.com/forms/zdlm8571h5zlh/>

The degree will only be conferred as scheduled (January, May, and October). Graduation will be delayed if an Application for Graduation is submitted after the deadline. If a student fails



to complete degree requirements by the graduation date, a new graduation application must be submitted for the next available graduation.