



RUTGERS HEALTH
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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**Part 1: Welcome to Rutgers School of
Nursing, Graduate Studies**

WE ARE YOU

Greetings from the Dean

A hearty welcome to the students of the Advanced Nursing 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,

Angela Starkweather

Angela Starkweather, PhD, ACNP-BC, FAANP, FAAN
Dean and Professor
Rutgers School of Nursing
angela.starkweather@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 and faculty 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 and faculty 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.

Special notes to Anesthesia and Nurse-Midwifery Students: Please note that students in our Anesthesia Program should also review the [Nurse Anesthesia Policies](#). Students in the Nurse-Midwifery or the Dual Women’s Health/Nurse-Midwifery program should refer to the [Midwifery Student Guide](#).

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.



School of Nursing Contact Information

Division of Advanced Nursing Practice Contact Information

Rutgers School of Nursing
Division of Advanced Nursing Practice
Stanley S. Bergen, Jr. Building
65 Bergen Street, 14th Floor Administrative Suite
Newark, NJ 07107

Phone Numbers

Division of Advanced Nursing Practice

973.972.1227

Office of the Registrar

973.972.5531

registrar@sn.rutgers.edu

School of Nursing Administrative Structure

Dean



**Angela Starkweather, PhD,
ACNP-BC, FAANP, FAAN
Professor**

Executive Vice Dean



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

Senior Vice Dean Associate Vice Chancellor



Kyle D. Warren, PhD, MAE

Administrative Structure, Divisional Deans



Persephone Vargas, DNP, APN, ANP-BC, FNP-BC

Associate Dean
Associate Professor



Tracy R. Vitale, DNP, RNC-OB, C-EFM, NE-BC

Associate Dean of Clinical Partnerships
Professor

Administrative Staff



Alicia Boone, BS-BM

Graduate Clinical Coordinator

Alexa Laselva, BS

Program Assistant, Nurse Anesthesia Program



Dani Scarmozzino, MS-HEA, BS-BA

Manager, Academic Administration

Giselle Silvagnoli, BS-BA

Sr. Support Coordinator

Specialty/Program Directors



Julie Blumenfeld, DNP, CNM, FACNM, FAAN
Program Director, Nurse-Midwifery and Dual
Women's Health/Nurse-Midwifery Programs



Hollie Gentry, DNP, RN, WHNP-BC, CNE
Specialty Director, Women's Health/
Gender-Related Nurse Practitioner
Program



**Linda Herrmann, PhD, AGACNP-BC, GNP-BC,
ACHPN, FAANP**
Specialty Director, Adult-Gerontology
Acute Care Nurse Practitioner Programs



Melinda Jenkins, PhD, FNP-BC
Specialty Director, Nursing Informatics
Program



**Jeffrey Kwong, DNP, MPH, AGPCNP-BC, FAANP,
FAAN**
Interim Specialty Director, Family Nurse
Practitioner Programs



**Laura A. Mularz, DNP, MSN, RN, APN,
ACNS-BC, NE-BC, CRRN**
Specialty Director, Nursing Leadership
Programs and Post-Master's DNP-Practice
Program



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



Kimberly Prado, DNP, APN, AGPCNP-BC
Specialty Director, Adult Gerontology
Primary Care Nurse Practitioner Programs



Margaret Quinn, DNP, APRN, CPNP-BC, CNE
Specialty Director, Pediatric Nurse
Practitioner Programs



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



Karen Schill, DNP, FNP-BC, MSN, CEN, CFRN
Specialty Director, Family Nurse Practitioner
in Emergency Care Programs



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

Academic Programs

Master of Science in Nursing		
Nursing Informatics	37 credits	225 clinical hours
Nursing Leadership	42 credits	510 clinical hours
Nurse-Midwifery	50 credits	945 clinical hours
Post Master's Certificate		
Adult-Gerontology Acute Care Nurse Practitioner	30 credits	752 clinical hours
Adult-Gerontology Primary Care Nurse Practitioner	24 credits	750 clinical hours
Family Nurse Practitioner	30 credits	870 clinical hours
Family Nurse Practitioner in Emergency Care	36 credits	945 clinical hours
Nurse Midwifery	32 credits	945 clinical hours
Pediatric Acute Care Nurse Practitioner	22 credits	540 clinical hours
Pediatric Primary Care Nurse Practitioner	32 credits	765 clinical hours
Baccalaureate to Doctor of Nursing Practice		
Adult-Gerontology Acute Care Nurse Practitioner	75 credits	752 clinical hours
Adult-Gerontology Primary Care Nurse Practitioner	69 credits	750 clinical hours
Family Nurse Practitioner	75 credits	870 clinical hours
Family Nurse Practitioner in Emergency Care	81 credits	945 clinical hours
Nursing Leadership	60 credits	680 clinical hours
Nurse Anesthesia	85 credits	2800 clinical hours
Nurse Midwifery	77 credits	945 clinical hours
Pediatric Primary Care Nurse Practitioner	74 credits	765 clinical hours
Dual Pediatric Primary/Acute Care Pediatric Nurse Practitioner	85 credits	945 clinical hours
Psychiatric/Mental Health Nurse Practitioner	78 credits	752 clinical hours
Women's Health/Gender-Related Nurse Practitioner	72 credits	755 clinical hours
Dual Women's Health/Nurse Midwifery	80 credits	1080 clinical hours
<i>Doctor of Nursing Practice Students: 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>		
Post Master's Doctor of Nursing Practice		
Practice (Weekend Model)	36 credits	See below
Leadership	42 credits	See below
<i>Doctor of Nursing Practice Students: 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.

Part 2: School Resources

WORK TOWARDS
INCLUSION

TRACKING PROGRESS

R | RUTGERS UNIVERSITY
University Equity and Inclusion

Academic Advisement

Specialty/Program Directors serve as faculty advisors and provide academic and professional guidance throughout your course of study. The advisor assists you, as a student, to identify strengths and weaknesses and establish short- and long-range academic and professional goals.

You and your advisor should meet at least once each term to review your progress and discuss goals. At the time of initial registration, you and your Specialty/Program Director should review your plan of study. You should feel assured that you can meet all program and degree requirements. Your plan of study should reflect your course selections for each term of enrollment and outline the course sequence for completion of degree requirements. Modifications in the program plan may be made, if necessary, in collaboration with your Specialty/Program Director.

It is your 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. Should you deviate from your program plan without consulting your Specialty/Program Director, you may jeopardize your 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.

If you have any type of hold (financial, registrar, compliance, and/or student health) you will not be permitted to register for classes.

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:
<https://nursing.rutgers.edu/students/clinical/graduate/>
- The **Clinical Placement Form** can be found here (must select appropriate semester):
<https://nursing.rutgers.edu/students/clinical/graduate/>

Admissions and Registration

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

Continuous Registration

You must be continuously registered each semester (Fall, Spring, Summer) from the date of matriculation. The time limit from date of matriculation to 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
- Post-Master’s Certificate programs must be completed within 4 years

If you need to take a semester off, you must first file for maintaining matriculation (see Maintaining Matriculation).

Even if you are not taking any classes, you must still pay any associated fees for maintaining matriculation (see below). Continuous registration applies to all students, regardless of whether you are attending in-person, remote, hybrid, or on-line classes. In other words, while we recognize there are times when you may need to take a semester off, there are no formal student “leaves of absences” once matriculated. If you are receiving financial aid, you should also 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 may impact your timeline for program completion.

Types of Holds

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. Please, make sure you have released all holds (if it is a financial hold, determining a payment plan will suffice) so course registration is not delayed. Please see table below for additional information on hold codes and how to resolve them.

Hold Type	Hold Description	Contact
AR	Accounts Receivable	http://www.studentabc.rutgers.edu/payment-instructions-rbhs-students Rutgers Health Billing and Collections

		billingandcollections@sa.rutgers.edu
FA	Financial Aid	If you have a Financial Aid hold, please contact Rutgers Health Newark Financial Aid rbhs_nwk@ofa.rutgers.edu
NA	NOT ANYMORE Training	Title IX training: "Do R Part: Understanding and Responding to Interpersonal Violence", https://oasa.rbhs.rutgers.edu/title-ix/training/
RA/RG/RH	Registrar	If you have a Registrar's hold, please email registrar@sn.rutgers.edu
SH	Health and Immunization	Any questions about Health/Immunization, Flu Vaccination, and/or COVID immunization requirements please contact Student Health Services , via secure message through the Patient Immunization Portal at https://patient-rbhs.medicatconnect.com/ (login using your Rutgers NETID and password).

Office of the Registrar (School of Nursing)

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

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 administrative responsibilities.

Some of the services provided include:

- Coordination of course enrollment and student registration
- Enrollment verifications
- Degree conferral and diploma issuance
- 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 (preferred) or (973) 972- 5531.

Office of the Registrar-School of Nursing	
<p>Yvonne McClendon Registrar <i>Director of Student Affairs Operations</i></p>	<p>Genesie Burgos Associate Registrar</p>
<p>Tiana Perez Assistant Registrar</p>	<p>Sofia Myers Administrative Coordinator</p>
<p>Additional Resources: Rutgers Health Billing and Collections: billingandcollections@sa.rutgers.edu https://finservices.rutgers.edu/otb</p> <p>Tuition and Fees: https://finance.rutgers.edu/student-abc/tuition-fees</p> <p>Rutgers Health Newark Financial Aid: rbhs_nwk@ofa.rutgers.edu https://scarlethub.rutgers.edu/financial-services/information-for/rbhs-students</p>	

Financial Aid

Financial Aid information is available here:

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

Student Time Status (Part-time/Full-time/Less Than Part Time/Three Quarter Time)

Students enrolled in 9 or more credits per semester are considered full-time. Students enrolled in less than 9 credits should refer to the table below:

<i>Time Status</i>	<i>Minimum Credits</i>	<i>Maximum Credits</i>
Full Time	9 credits	99.9 credits
Three Quarter Time	6.75 credits	8.99 credits
Half Time	4.0 credits	6.74 credits
Less Than Half Time	1.0 credit	3.99 credits

Scholarship Information

School of Nursing Scholarship information is available here:

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

Office of Student Engagement and Wellbeing

The Office of Student Engagement and Wellbeing at Rutgers School of Nursing is available to serve both prospective and enrolled students. The goal of the Office of Student Engagement and Wellbeing 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. Staff are available to ensure each student's academic journey is both educationally enriching and personally rewarding.

The Office of Student Engagement and Wellbeing, which serves the Division of Advanced Nursing Practice, 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, either remotely or in-person. Students are seen by appointment but are welcomed on a walk-in basis as well.

If you have an emergency, consider requesting an appointment with the Senior Student Program Coordinator or the Assistant Dean for Student Engagement and Wellbeing.

Office of Student Services

Main Contact Information

Phone: 973.353.1178

[Contact Student Engagement and Wellbeing](#)

Assistant Dean for Student Engagement and Wellbeing

Michael Varano, MBA

New Brunswick Campus

Email: mv372@sn.rutgers.edu

Senior Student Program Coordinator

The role of the Senior Student Program Coordinator is to plan and implement new student orientations, execute graduate nursing-specific programming, and assist individual students as they navigate programs. In addition, they assist students with accessing academic support and

student wellness resources and serve as a resource for students who are unsure how or to whom to address an academic or personal concern.

The contact information for our Senior Student Program Coordinator is as follows:

Stanley S. Bergen Building, Room 624

Phone: 973.972.9569

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

<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 on **Sexual Assault: When You Are The Victim** and **Title IX** including how to report an incident, and confidential and non-confidential resources are available here:

<https://uec.rutgers.edu/programs-2/title-ix/coordinators/>

The contact information for Rutgers Health Students' **Title IX Coordinator** is as follows:

Susan Hamilton

Stanley S. Bergen Building, Room 1459

Email: susan.hamilton@rutgers.edu

Phone: (973) 972-9794

Services for Students with Disabilities

Rutgers Health provides students with confidential advising and accommodation services to allow students with documented physical, mental, and learning disabilities to study at Rutgers School of Nursing. The school provides confidential documentation and verification of student accommodations and communicates with faculty and staff regarding disabilities and accommodations. Should you be seeking accommodation services, review the information provided on the website hyperlinks listed below.

Accommodation Request/Resources are available here:

School of Nursing website:

<https://oasa.rbhs.rutgers.edu/office-of-disability-services/student-accommodations/>

Rutgers University website:

<https://ods.rutgers.edu/>

Department of Telecommunications, Networking, & Educational Technology (DoTNET)

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>

As a student, you are expected to have basic skills in the **Microsoft Suite** (particularly Word, PowerPoint, Excel, and Outlook). You may **download Microsoft Suite free of charge** here (NetID login required):

<https://it.rutgers.edu/software-portal/>

You may email support@sn.rutgers.edu with **general questions**. You will find **additional IT contact and support methods** here: <https://nursing.rutgers.edu/technology/contact-it/>

Bring Your Own Device (BYOD)

Bring your own device (BYOD) is a policy whereby School of Nursing students bring their 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. You will need access to your own 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 Resource Page

The Student Resource Page is a central starting point to access various resources such as interdepartmental information, schedules and calendars, Exxat/Typhon, Canvas, etc.

Frequently used links can be found on the **Student Resource Page** on the School of Nursing Website:

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

Exxat and Typhon Student Tracking Systems

Exxat PRISM (nurse practitioner, midwifery, and other clinical tracks) and Typhon NAST™ (nurse anesthesia) are education management systems that track clinical hours and patient encounters during clinical rotations and facilitate student, faculty, and preceptor assessments.

Additional features of Exxat will be integrated during the upcoming years, including clinical site requests, preceptor verification, DNP project experience hours, and advisement.

Both HIPAA and FERPA-compliant web-based systems allow you to enter patient encounter information quickly and easily, including demographics, clinical information, diagnosis and procedure codes, medications, and clinical notes. This information will be tracked by faculty, discussed during clinical practicum courses, and may be requested by future employers during the hiring, onboarding, and the credentialing process. We encourage you to download your clinical experience logs and robust Exxat profiles at the end of your program.

If you are enrolled in a Nurse Practitioner, Nurse-Midwifery, or Nurse Anesthesia program, you are required to purchase the education management system used by your program and install it on a tablet, desktop, or laptop computer for use in designated courses. There is a one-time fee for the use of Exxat or Typhon.

Additional instructions regarding **Exxat** will be discussed by faculty and can be found here: https://exxat.com/solutions/prism/?goto=clinical_edu_anchor

Additional instructions regarding **Typhon** will be discussed by faculty and can be found here: <http://nursing.rutgers.edu/students/typhon.html>

Part 3: School Policies



Student Responsibility

This handbook provides a summary of the key policies governing graduate work at Rutgers School of Nursing. Part 3 includes the key School policies and Part 4 includes key University policies. Please refer to the online Rutgers University and School of Nursing Catalogs and familiarize yourself with the principal rules and regulations contained within them. All academic and other regulations established by the Rutgers School of Nursing and the 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 via email through the Division of Advanced Nursing Practice and/or the Office of the Registrar.

The **Rutgers School of Nursing Catalog** is available here:
https://catalogs.rutgers.edu/generated/nursing_current/

Civility/Incivility at Rutgers School of Nursing

Any form of incivility is unacceptable at 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, patient, or fellow students.

The complete **Incivility Policy and Reporting Form** are available here:
<https://nursing.rutgers.edu/students/conduct/civility-incivility/>

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 to 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/rw0lwjmj0byt3c1/>

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

<https://nursing.rutgers.edu/wp-content/uploads/2024/10/1-Classroom-and-Clinical-Attendance-9-19-2024.pdf>

School of Nursing Anti-Racist and Anti-Bias Commitment

Rutgers School of Nursing is committed to diversity and inclusion and is 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 **Anonymous Racism and Bias Reporting Electronic Hotline** is available here:

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

Submissions will be sent directly to the School of Nursing Dean. It is our 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 and vibrant community.

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 (prior to the start of/during 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.
- You 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. Please note, ***advanced pathophysiology, advanced pharmacology, and advanced health assessment*** must have been completed less than 5 years prior to admission.
- The maximum number of transferrable credits is 12.
- Credits transferred for a course cannot exceed the number of credits for the course offered at Rutgers School of Nursing.
- Credits transferred for the course cannot exceed the number of credits granted by the outside school.
- Clinical theory and practicum courses are not transferrable.

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

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

https://nursing.rutgers.edu/wp-content/uploads/2019/05/transfer_credit_request.pdf

Transfer of Elective Course After Admission

Should you identify a specialty/project-relevant elective course you would like to take at an outside institution after matriculation, discuss this first with your Specialty/Program Director prior to course enrollment. If you want credit transferred in to count towards your Rutgers degree program, you must obtain written approval from the Specialty/Program Director and Divisional Dean. There is no guarantee that 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

Course Waiver and Substitution (Internal Transfer of Credit)

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

The form to be completed and submitted to the Specialty/Program Director is entitled Course Waiver and Substitution Form. If upon review, the Specialty/Program Director deems the course is 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 the application of credit(s) on your transcript/in your file.

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

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

Maintaining Matriculation

Rutgers and the School of Nursing understand that sometimes life happens, and you might need to interrupt your studies. If you have to take off a semester or longer, you – with your Specialty/Program Director and Divisional Dean approval -- may register for Maintaining

Matriculation. This category of registration is only available to students not enrolled in a course and not using faculty time or university resources/facilities. You may request this option for up to two consecutive semesters. A third/subsequent semester(s) 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, if matriculation lapses, you will be administratively withdrawn and must reapply to the program (and readmission is not guaranteed).

Should you need to interrupt your studies, you must discuss maintaining matriculation with your Specialty/Program Director. The Specialty/Program Director will explain how interrupting the plan of study may influence academic progression and program completion.

The **Maintaining Matriculation Request Form** is available here:

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

Maintaining Matriculation (Matriculation Continued) Tuition/Fees are available on the Rutgers Health Billing and Collections Office website:

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

Change of Major (Specialty)

Should you wish to change your program specialty (major) within Rutgers School of Nursing, you should first seek advisement from your current Specialty/Program Director. After advisement, you must complete and submit a Change of Major form to the School of Nursing – Office of Admissions & Recruitment by email at snadmissions@sn.rutgers.edu. Acceptance is not guaranteed.

Applicants requesting a change of major are reviewed against current student program capacities along with the new student applicant pool for the corresponding entry term. During the review process, you must remain in good academic standing in your current program. Additionally, an interview may be requested with the new Specialty/Program Director to review goals and objectives. Should you request a change of major, you will be held to your original program completion timeline. In other words, time to program completion is from initial admission to the School of Nursing, not the date of transfer to the new program.

Should you change majors, the School of Nursing does its best to keep you on an equivalent plan of study (based on the original admission date). In rare cases, however, this may not be possible. Deviations from this plan will be discussed between yourself, Specialty/Program Director, and Divisional Dean so all parties are aware of any changes. You, your Specialty/Program Director, and Divisional Dean will develop and sign a gap analysis and revised plan of study; this revised plan of study will be placed in your student file. All attempts will be made to support your progress through the transition period.

Change of Major requests for graduate students are reviewed twice a year. You will 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 15th

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

<https://rutgersnursing.wufoo.com/forms/m1w3et6k0kbp3/>

Change of Program

Should you who wish to change your pursued degree/program level within Rutgers School of Nursing or the Graduate School-Newark (for example, DNP to PhD, MSN to BS to DNP, BS to DNP to Post-Master's Certificate, BS to DNP to MSN) must apply using the new student application (not the Change of Major form). Students are then reviewed within the new student applicant pool for the corresponding entry term. Acceptance is not guaranteed. Students should be mindful of program application deadlines.

Grading

Grades and Grading, Grade Symbols

This grading scale is specific to the Division of Advanced Nursing Practice. Grades represent the quality of your performance measured against standards of knowledge, skill, and understanding as evaluated by faculty. Grades are reported to the School of Nursing registrar at the end of each semester using the following symbols:

<i>Grade</i>	<i>Definition</i>	<i>Numerical Equivalent</i>
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. Faculty have approved the following grade conversions:

<i>Grade</i>	<i>Percentage Equivalent</i>
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

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-month time period permitted to resolve an In-progress (“IP”) grade. The “IN” grade will have no effect on your GPA. If you earn an “IN” and wish to continue in the program, you must repeat the course for which the grade was earned. Please note, an “IN” grade can only be awarded for the same course once.

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). Degree credit is earned for a grade of Pass. Neither Pass nor Fail grades are included in the grade point average.

SA/US (Satisfactory/Unsatisfactory). A grade of “SA” (equivalent to grades of A, B+, B, C+) or “US” (equivalent to grades of C, D and F) is assigned if you are registered for the Project Continuation course based on the extent to which you have 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 if you have withdrawn from an individual course or from 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. Only when the Divisional Dean authorizes documented extenuating circumstances may a “W” be assigned for a course withdrawal outside the published course withdrawal schedule. You are allowed to withdraw from the Program/University up until the last Reading Day before final exams begin.

Grading and Academic Progression

Advanced Nursing Practice Academic Progression Policy

This policy describes the academic conditions considered unsatisfactory and that 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/2024/10/7-ANP-Graduate-Progression-Policy-8-20-2024.pdf>

Please Note:

Students earning a less than satisfactory grade for a corequisite theory or practicum course are required to repeat and pay tuition/fees 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 additional time to complete work associated with the DNP courses if needed.

Incomplete Grade (Non-clinical, Non-DNP Project Courses)

A grade of "I" may be assigned only if you are 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. You and the faculty member who gave you the "I" grade 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 your GPA. The "I" will convert to the grade earned in the absence of the completed work (which may be an "F") and GPA recalculated (see course completion timeline below). Please see additional information about "I" grades under Incomplete and In-Progress grades. Incomplete grades may impact student/course progression.

<i>"I" Grade Received</i>	<i>Must Be Resolved By (essentially one semester)</i>
Fall semester	End of the Add/Drop period of the Summer Semester
Spring semester	End of the Add/Drop period of the Fall Semester
Summer semester	End of the Add/Drop period of the Spring Semester

To qualify for an "I" grade:

- You 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:

- You and the 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 you have no other courses within which to enroll during the semester the “I” will be completed, you must enroll in Maintaining Matriculation for the semester. Enrollment in maintaining matriculation is not required if you are enrolled in other courses during which you 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 you, the student, may progress as per school policy.
- If you are unable to complete the required coursework within the established timeframe, you 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 (one semester). “I” grades must be resolved by the end of the Add/Drop period of the subsequent semester. A more specific semester-to-semester course completion timeline is outlined below.

The Incomplete Grade, Course Completion Agreement is to be provided by the course faculty and then must be completed by you, the student. The date for completion of course work may be adjusted on a case-by-case basis in collaboration with the Divisional Dean and based on 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 site/preceptor requests, lack of clinical clearance, changes in employment impacting ability to complete clinical hours, or other similar circumstances do not meet these criteria.

If there are internal/external scheduling conflicts that suggest the clinical hours are unable to be completed within the expected time frame, it is your responsibility to withdraw from the clinical and any corequisite course(s) before the end of the withdrawal period.

To qualify for an “I” grade for a clinical course:

- You 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.
- You must have completed 75% of the course/clinical hours/assignments prior to the time of the request.
- If you have completed less than 45% of the required clinical hours at midterm, you will be ineligible to receive an “I” grade.

An “I” grade for a clinical course must be resolved before you may progress to the next clinical course.

In-Progress Grades

IP (In-Progress). If you are currently enrolled in a DNP Project course and require a time-limited opportunity to complete a DNP Project course requirement, a grade of “IP” grade may be assigned . You and the faculty member are urged to reach an agreement as soon as possible regarding how and when the course will be completed. The “IP” will have no immediate effect on your GPA (see course completion timeline below).

“IP” Grade Received	Must Be Resolved By (essentially one year)
Fall semester	You will have the Spring, Summer, and Fall semesters to complete the outstanding coursework. The grade must be resolved by the end of the Add/Drop period of the following Spring Semester.
Spring semester	You will have the Summer, Fall, and Spring semesters to complete the outstanding coursework. The grade must be resolved by the end of the Add/Drop period of the following Summer Semester.
Summer semester	You will have the Fall, Spring, and Summer semesters to complete the outstanding coursework. The grade must be resolved by the end of the Add/Drop period of the following Fall Semester.

Examples for which an “IP” grade are appropriate are as follows: (1) a student is awaiting approval of their initial proposal by faculty or IRB or (2) a student is in the data collection, analysis, or dissemination phase of the project and needs extra time for completion. Courses

with “IP” grades must be completed within 12 months whether you are 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 (including course failure). Requests for extensions beyond the 12-month timeframe will be reviewed and approved/denied by the Divisional Dean in collaboration with the DNP Project Course Faculty/Project Advisor and Specialty Director for DNP Projects. Students who have not been 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:

- You must have a documented/verifiable/legitimate reason for not completing outstanding coursework and the faculty must agree an In-Progress grade should be offered.
- The course faculty will collaborate with the DNP Project Course Faculty/Project Advisor and agree/approve an “IP” grade should be offered.

If an “IP” grade is agreed upon,

- You and the 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).
- You will then be bulk registered for Project Continuation by the Office of the Registrar as per the Specialty Director for DNP Projects.
- You will be unable to progress to the next course for which the course with an “IP” is a prerequisite.
- To complete the pending work, you will be enrolled in Project Continuation (1 credit course).
- IF you are still working on any part of your DNP Project, you must be enrolled in the appropriate DNP Project/Project Continuation course.
- You 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 you have 3 consecutive semesters during which you can enroll in Project Continuation to resolve an “IP” grade for a DNP Project course, you should carefully review your plan of study and course offerings to avoid missing the next offering of a DNP Project Course which may further 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.

- You may earn up to one “US” for Project Continuation, which will result in academic probation. The “US” will, however, remain on your transcript. Earning two (2) “US” grades 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 you are enrolled in Project Continuation will require a current **DNP Project Continuation Course Agreement**. The DNP Project Course Faculty/Project Advisor, however, must communicate this information with the Specialty Director for DNP Projects to facilitate registration for Project Continuation.
- If you are unable to work on the project during the upcoming semester and there are no other courses for which you can be/are registered, you must request Maintaining Matriculation (see information about Maintaining Matriculation under Admissions and Registration). If you register for Maintaining Matriculation, however, you will receive no DNP Project Course Faculty/Project Advisor or faculty 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 yourself and the course faculty is not submitted by the end of the Add/Drop period, you will be dropped from the course and enrolled in Maintaining Matriculation (and charged the associated fee). While enrolled in maintaining matriculation, you are unable to receive faculty support or have any project materials reviewed or presented during the semester.

If you 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 it is possible that you 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 MSN to DNP programs and six (6) years for BSN-DNP programs.

Should you be unable to complete the required coursework within the established 12-month timeframe due to unexpected challenges; despite demonstrating consistent and ongoing effort to do so, you may be offered an extension. Requests and decisions surrounding extensions to complete “IP” grades are individual and will be approved/denied by the Divisional Dean in collaboration, DNP Project Course Faculty, 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 MSN to DNP programs and six (6) years for BS to DNP programs. Should you not be granted an extension for a project course, you 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 Course Faculty, or Specialty Director for DNP Projects.

Midterm/Mid-Semester Warnings

At course mid-semester, if you are in jeopardy of unsatisfactory performance in any course, you 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 your responsibility, as 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.

You are responsible for monitoring your own progress in the course to ensure you are performing at a satisfactory level. Absence of a mid-semester warning does not guarantee that you 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/2024/10/7-ANP-Graduate-Progression-Policy-8-20-2024.pdf>

Change of Registration and Withdrawals

You are required to speak with your course faculty and Specialty/Program Director/Faculty Advisor prior to course withdrawal to ensure there is complete understanding regarding its effect on your academic plan of study. At this time, a new plan of study should be developed. Prerequisite courses will not be waived in the absence of an established plan developed in collaboration with the Specialty/Program Director prior to course withdrawal. Because some courses are not offered every semester, you may have to wait more than one semester to reenroll in the course. This may delay academic progression and anticipated program completion.

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

- 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>

- Any courses dropped after the last day of the Add/Drop period will receive a grade of “W” on the official transcript depending on your academic standing at the time of course withdrawal.
- Any courses dropped after the posted “Last day to withdraw” date will receive a grade of “F”.
- All course withdrawals must be reviewed and approved by your Specialty/Program Director/Faculty Advisor prior to processing by the Office of the Registrar.
- If you are receiving financial aid and considering withdrawal, contact the Financial Aid Office to learn of any impact course withdrawal may have on your financial aid.

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

<https://rutgersnursing.wufoo.com/forms/m1vrlmi91csnmh8/>

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

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

Course Withdrawal

Because some courses are not offered every semester, it is possible a student will have to wait more than one semester to re-enroll in a course. For some, this may delay academic progression and anticipated program completion. If no courses are available, you must apply for maintaining matriculation. All coursework/clinical hours must be completed within the specified time limit for your program of study. If you withdraw from a course with a co-requisite, you must withdraw from both courses (e.g., Specialty Theory and Practicum).

Below please find some considerations regarding course withdrawal:

- You may only withdraw from the same course one time without repercussion. A 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. A third withdrawal from the same course results in Academic Dismissal.
- 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, you must complete your respective program within the program-specific time frame.
- Withdrawal from all courses using the web registration system is NOT accepted. You must submit and have an approved withdrawal form signed by your Specialty/Program Director and processed by the Office of the Registrar.
- Billing adjustments will not be made for students who do not attend class.

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

The **School of Nursing Withdrawal Schedule** is available here:

<https://nursing.rutgers.edu/withdrawal-schedule/>

Administrative Withdrawal from the School of Nursing

Should you be inactive (not registered for a course or Maintaining Matriculation), you will be administratively withdrawn **ONE WEEK AFTER THE END OF THE ADD DROP PERIOD** and notified by the Office of the Registrar. You may submit a **Program Reinstatement Form** within the appropriate timeframe as indicated on the notification of Administrative Withdrawal. If you do not submit a Program Reinstatement Form within the allocated timeframe, you must reapply to the program.

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

<https://rutgersnursing.wufoo.com/forms/z1mkyfuv1gd2ql6/>

Withdrawal from the School of Nursing (Program Withdrawal)

You may withdraw from the school and the withdrawal will be processed according to the Add/Drop and Withdrawal Schedules. Should you withdraw from the School of Nursing but wish to return later, you must reapply (and readmission is not guaranteed).

Please note, a student who withdraws from the School of Nursing without submitting a Program Withdrawal Form to their Specialty/Program Director for review, approval, and subsequent processing by the Office of the Registrar automatically receives a grade of "F" in all courses for which the student was enrolled. Students are allowed to withdraw from the Program/University until the last Reading Day before final exams begin. You are encouraged to speak with your Specialty/Program Director and 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/>

Academic Probation

Should you meet any of the following conditions, you will be placed on academic probation and will receive written notice of your 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 (with a grade of C) once.
- NOTE: Repeating a course does not expunge the original grade, which remains on the student record as one grade below a B.
- Earning one unsatisfactory (“US”) grade for Project Continuation.
- 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, University Code of Student Conduct, or School of Nursing Standards of Conduct may result in disciplinary suspension or expulsion from the university (violations are specified in the policies).

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%) (this includes earning one grade of C+ and one Unsatisfactory (“US”) grade for Project Continuation).
- Earning a D or below (69.5%).
- Earning two Unsatisfactory (“US”) grades for Project Continuation.
- Unsatisfactory (F), unsafe, or unethical clinical practice.
- Third withdrawal from the same course (unless documentation of extenuating circumstances is provided).
- Failure to complete degree requirements within the 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

Students 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 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 cannot attend classes but may remain active within the

university to ensure access to email and other resources pending dismissal. All letters of appeal should be forwarded to Ms. Rosario Reyes-Urbina, Senior Executive Assistant to the Dean (rosario.reyesurbina@rutgers.edu).

Reinstatement Following Successful Academic Dismissal Appeal

Students who are reinstated must seek advisement from their Specialty/Program Director. After consulting with the Specialty/Program Director, a gap analysis and/or revised plan of study, inclusive of any courses that must be repeated, will be developed and signed by the student, Specialty/Program Director, and Divisional Dean and placed in the student file. The gap analysis will include a review of the student's prior academic records.

Please note, when a student is readmitted to the School/Program, the maximum time frame for degree completion does not reset. Readmitted students must work closely with their respective Specialty/Program Director and Divisional Dean to create a readmission plan that adheres to the original timeline for program completion and graduation requirements. See "Degree Completion and Graduation Requirements" section for details.

Readmission

Students who were academically dismissed or voluntarily withdrew from the School may apply for readmission during the admission cycle. Applications for readmission are reviewed by the Admissions Committee and Divisional Dean. Readmission is not guaranteed. If a student is readmitted, they will follow the program's current curriculum.

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. This assessment will include a review of prior student progression notices, time limits, and graduation requirements. Of note, if there are courses the Specialty/Program Director deems imperative for the student to repeat to be successful, these courses will be included in the individualized readmission plan of study.

When a student is readmitted to the School/Program, the timeframe for degree completion resets. However, the individualized plan of study will include a modified timeline for degree completion and graduation requirements since students will likely be applying courses already successfully completed prior to readmission.

Furthermore, a student offered readmission after dismissal will reenter the program on Academic Probation and any subsequent grade below a B, or "US" for Project Continuation will result in program dismissal as per the Graduate Progression Policy.

Grade Grievance and Appeal

You have the right to know the components of your final grade; this should be included in each course syllabi. If you feel that your final course grade was based on anything other than academic performance, an appeal may be filed.

While you 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:

<https://nursing.rutgers.edu/wp-content/uploads/2024/10/6-Grade-Grievance-Policy-10-3-2024.pdf>

If the grievance is successful, the committee will make recommendations regarding appropriate student and/or faculty measures to facilitate resolution.

Degree Completion and Graduation Requirements

Graduation

Degrees will only be conferred as scheduled (January, May, and October) As you enter your final semester and anticipate faculty recommendation for conferral of a degree, you 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
- Apply for Graduation.

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

<https://rutgersnursing.wufoo.com/forms/zdlm8571h5zhl/>

Graduation will be delayed if an Application for Graduation is submitted after the deadline. If you fail to complete degree requirements by the graduation date, a new application for graduation must be submitted for the next available graduation.

Part 4: University Policies



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 to 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 accommodations can only be provided to students with formal documentation.

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

<https://rutgersnursing.wufoo.com/forms/rw0lwjmj0byt3c1>

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

<https://nursing.rutgers.edu/wp-content/uploads/2024/10/1-Classroom-and-Clinical-Attendance-9-19-2024.pdf>

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, you 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.

The complete **Student Code of Conduct Policy** is available here:

<https://policies.rutgers.edu/B.aspx?BookId=11912&PageId=459229>

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

<https://nursing.rutgers.edu/wp-content/uploads/2024/10/4-Student-Standards-of-Conduct-10-4-2024.pdf>

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 you, as a student, as you prepare assignments, take examinations, and perform the work necessary to complete your degree requirements.

The principles of academic integrity require you 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 as your 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 your interpretation or conclusions.
- Treat all students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that you 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 you are preparing.

Adherence to these principles ensures:

- Everyone is given proper credit for their ideas, words, results, and other scholarly accomplishments.
- That your work is evaluated fairly, and no student has an inappropriate advantage over others.
- that your academic and ethical development 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 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.

You are encouraged to help educate fellow students about academic integrity and bring all alleged violations of academic integrity that you encounter to the attention of the appropriate authorities.

See the complete **Rutgers University Academic Integrity Policy** for a listing of the types of academic integrity violations, levels of violations, and sanctions.

The **Rutgers University Academic Integrity Policy** is available here:

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

Policy Prohibiting Discrimination and Harassment

Rutgers University 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:

<https://policies.rutgers.edu/B.aspx?BookId=12087&PageId=459442&Search=discrimination>

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.