



# Entry to Baccalaureate Practice Division Student Handbook

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## **Part 1: Welcome to the Rutgers School of Nursing**

**WE ARE YOU**

## Greetings from the Dean

Welcome! We are so glad that you have chosen Rutgers School of Nursing. As part of a comprehensive academic health center, Rutgers School of Nursing students and faculty enjoy access to world-class learning facilities, interdisciplinary collaboration, and a host of clinical practice opportunities. Not surprisingly, U.S News & World Report has again ranked 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.



This Handbook contains valuable information about our programs, policies, and structure. Please take time to review it. I am sure that you will find it helpful.

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

Again, welcome to the Rutgers School of Nursing!

Angela Starkweather, PhD, ACNP-BC, FAANP, FAAN  
Dean & Professor  
Rutgers School of Nursing  
[angela.starkweather@rutgers.edu](mailto:angela.starkweather@rutgers.edu)

## Division Welcome

Welcome to the Entry into Practice Division of Rutgers School of Nursing. Our rigorous curricula incorporate innovative classroom, clinical, and simulated lab 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 Rutgers University, School of Nursing, and Entry into Practice Division-specific policies/processes and highlights areas where students often have questions or are looking for a resource.

We strive 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.



## Would you like to know a bit more about your professors?

The School of Nursing website has a ton of information, including a [directory](#) of all faculty and staff that includes bios for most faculty. Why google your professor when you can get the official lowdown on the school website?

## About Rutgers School of Nursing

Rutgers School of Nursing is one of the nation's largest, most comprehensive nursing schools. The school sits within Rutgers Health, which is comprised of eight schools, four centers and institutes, and the largest behavioral health network in the State. This provides tremendous opportunities for interprofessional education and practice. Our mission and vision reflect our commitment to leading transformational change and advancing excellence in science, education and practice to optimize health and health equity. Our vision captures our commitment to being leaders in improving quality of life and health outcomes.

**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.

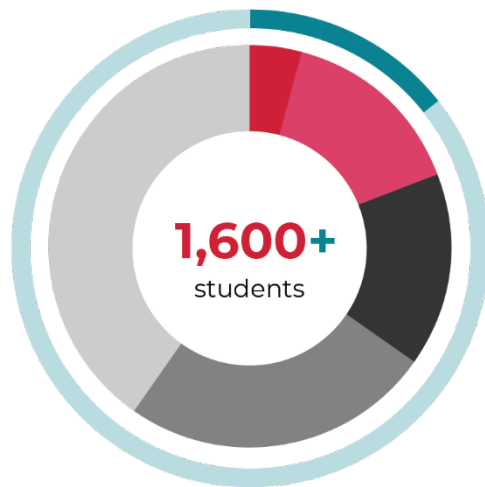
**School of Nursing Philosophy:** The faculty has a set of beliefs regarding the metaparadigm concepts of the discipline: humans, the environment, health, and nursing. These beliefs, as well as those regarding education and care quality, provide the foundation for the organizing framework for the undergraduate and graduate curricula and underpin our graduates' reputation as resilient, skilled practitioners and researchers who contribute to high-quality, safe, equitable, holistic, and person-centered care. The philosophy of Rutgers School of Nursing reflects the principles of the faculty and gives direction to the curricula of the baccalaureate, the master's, and the doctoral nursing programs, as well as to the continuing education and educational opportunity fund programs. The school philosophy and goals are consistent with its mission statement and available on the [website](#).

Rutgers School of Nursing offers baccalaureate, master's, post-master's certificate, doctorate, and PhD nursing studies.



# ENROLLMENT

EMBRACING DIVERSITY



16%	Male Population
30%	Caucasian
26%	Asian/Pacific Islander
24%	Hispanic
16%	African American
4%	Multi-Racial

**BIG**



95+  
full-time faculty



14,600  
alumni



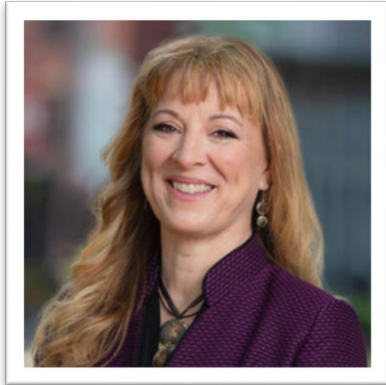
200+  
clinical sites

## School of Nursing Contact Information:

Nadine M. Aktan, PhD, FNP-BC, Associate Dean, Entry to Baccalaureate Practice, and Professor  
Division of Entry to Baccalaureate Nursing  
Ackerson Hall, Office 338  
180 University Avenue  
Newark, NJ 07102  
[nmaktan@sn.rutgers.edu](mailto:nmaktan@sn.rutgers.edu)  
ACK 338  
(973) 353-3854

## School of Nursing Administrative Structure

### Dean



Angela Starkweather, PhD, ACNP-BC, FAANP, FAAN  
Professor  
[angela.starkweather@rutgers.edu](mailto:angela.starkweather@rutgers.edu)

### Executive Vice Dean



Susan W. Salmond, EdD, RN ANEF, FAAN  
Professor  
[Salmonsu@sn.rutgers.edu](mailto:Salmonsu@sn.rutgers.edu)

### Senior Vice Dean



Kyle D. Warren, PhD, MAE  
[Kyle.warren@rutgers.edu](mailto:Kyle.warren@rutgers.edu)

## Division of Entry to Baccalaureate Practice Administrative Structure

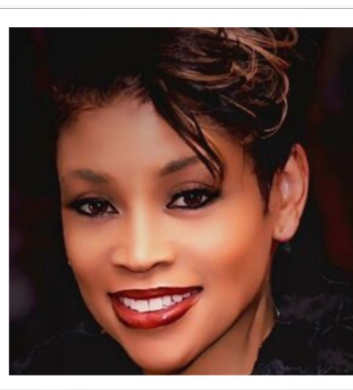
The Division of Entry to Baccalaureate Practice administers all of the School of Nursing's undergraduate programs. Our programs include a Traditional 4-year, 2 + 2 BS in Nursing, Second-Degree BS in Nursing, and an RN to BS in Nursing program. In addition, we also have a post-baccalaureate School Nurse Certificate program.

### Associate Dean



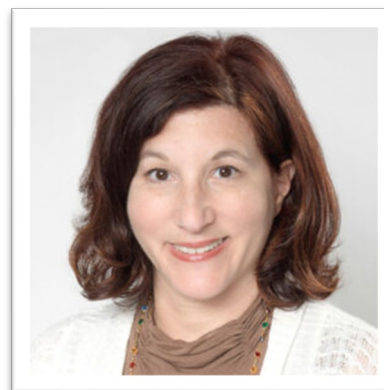
Nadine Aktan, PhD, FNP-BC  
Professor  
nmaktan@sn.rutgers.edu

### Assistant Dean Program Director, RN to BS in Nursing Program



Shelby Pitts, DNP, APN, RN,  
WHNP-BC  
Assistant Professor  
smp36@sn.rutgers.edu

### Assistant Dean Blackwood Campus



Amy B. Sweeney, Ed.D., MSN,  
RN, CNE, CHSE  
Assistant Professor  
as2296@sn.rutgers.edu

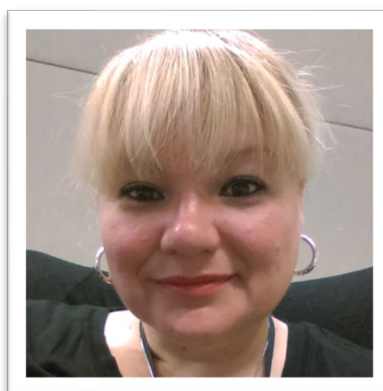
## Division of Entry to Baccalaureate Practice Administrative Staff

### Senior Administrative Assistant



Denise Santangelo  
santange@rutgers.edu

### Program Support Specialist



Miriam Mendez, BA  
mm122@sn.rutgers.edu

### Program Assistant



Ginny Gazzale, BS  
virginia.blanco@rutgers.edu

## Division of Entry to Baccalaureate Practice Directors/Managers

### **Interim Program Director Newark Traditional and Second-Degree Programs**



Joset Brown, EdD, MSN, RN  
Associate Professor  
[brown.je@rutgers.edu](mailto:brown.je@rutgers.edu)

### **Program Director New Brunswick Campus**



Barbara Sinacori, PhD, RN, CNRN, CNE  
Assistant Professor  
[bcs125@sn.rutgers.edu](mailto:bcs125@sn.rutgers.edu)

### **Director of Baccalaureate Academic & Clinical Administration**



Yana Bolshem, DNP, MBA, RN  
[Yana.Bolshem@rutgers.edu](mailto:Yana.Bolshem@rutgers.edu)

### **Interim Director of the School Nurse Program**



Cathy Grano, PhD, RNC-OB, CSN-NJ  
Clinical Instructor  
[cgrano@sn.rutgers.edu](mailto:cgrano@sn.rutgers.edu)

## Division of Simulation & Clinical Learning

The Division of Simulation and Clinical Learning (DSCL) provides students with realistic patient care experiences that develop clinical reasoning, critical decision-making, team-building, and technical skills using state-of-the-art equipment.

The labs are designed to replicate patient care environments to provide hands-on clinical practice in safe and controlled settings with the goal of being ready for clinical practice. High-fidelity manikins and standardized patient actors play the role of patients. Current healthcare technology, such as patient monitors, medication dispensing units, and simulated electronic health records, contribute to the realism of lab experiences.

The undergraduate simulation centers are located at:

- Ackerson Hall, basement, on the Newark Campus
- 120 Albany Street (Tower 2 Floors 3 & 4) on the New Brunswick Campus
- Halpern Hall (Rooms 303, 304, and 305, on the third floor), Polk Hall (the sim lab does not have a room number), and Jefferson Hall (Room 110)

## Division of Simulation & Clinical Learning

### Associate Dean



Christine Repsha, PhD, RN, FNP-BC, CHSE  
Assistant Professor  
Christine.Repsa@rutgers.edu

Should any concerns arise during or pertaining to simulation lab, contact Dr. Repsha, who has offices at:

- Ackerson Hall, Office 370
- 120 Albany Street, Office 304
- Phone: 973-353-5744

## About the Baccalaureate Programs at Rutgers School of Nursing

Rutgers School of Nursing has three baccalaureate-level, pre-licensure programs, including the traditional baccalaureate program on the Newark and New Brunswick campuses, a second-degree program on the Newark campus, and a 2 + 2 program in Blackwood. The school also has an RN to BS in Nursing program for registered nurses who wish to further their education by earning a Baccalaureate in Nursing.

### Academic Programs and Credit Requirements

Entry to Baccalaureate Practice Program	Credit Requirement*
Traditional 4-year	122 Credits
2 + 2 BS in Nursing For students who have completed a science-based associate's degree.	68 Credits**
Second-Degree BS in Nursing For students who have completed a baccalaureate degree in another discipline.	63 Credits**
RN to BS in Nursing Students may transfer credit from their previous institutions.	121 Credits
*As outlined in the <a href="#">curriculum</a> . **Note that students are required to complete these 68 (for the 2+2 BS in Nursing) or 63 (for the Second-Degree BS in Nursing) credits at Rutgers. These 68 or 63 credits do not include transfer credits. Transfer credits + credit requirements = the total number of credits required to graduate.	

**Please note:** All of our baccalaureate programs confer a BS with a major in nursing, not a BSN.

## Is the nursing program accredited?

Yes! Rutgers University is accredited by the [Middle States Commission on Higher Education](#). The Baccalaureate program at the School of Nursing is accredited by both:

- The New Jersey Board of Nursing, and
- The Commission on Collegiate Nursing Education (CCNE)

For more information, see the school's [webpage](#).

## Part 2: School Resources

**WORK TOWARDS**  
**INCLUSION**

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**TRACKING PROGRESS**

**R** | RUTGERS UNIVERSITY  
University Equity and Inclusion



## Student Affairs

The Student Affairs Division serves prospective and enrolled students throughout the duration of their academic journey, spanning from recruitment, orientation, progression, and graduation. The Student Affairs Division functions as a resource for faculty and students with university-related student concerns.

The Division of Student Affairs can be divided into three areas, each comprised of different departments:

- **Student Affairs Operations:** Includes the Office of Admissions and Recruitment; the School of Nursing Registrar's Office; and Student Clinical Clearance - as a function of student clinical clearance, this office manages affiliation agreements on behalf of the School of Nursing.
- **Student Engagement and Wellbeing:** Oversees new student orientation, Students of Concern (students in crisis), peer mentoring, counseling, career development, leadership development, School of Nursing clubs and organization advisement, scholarships, campus-wide programming, graduation activities, and convocation. The Office of Student Engagement and Wellbeing also serves as a liaison to university-wide resources, including financial aid, disability services, student life, etc.
- **Academic Support:** Includes the Educational Opportunity Fund (EOF), Office of Academic Success, and the Academic Advisement Center.

Explore the website to find out more about Student Affairs: [School of Nursing Student Resources - Rutgers Nursing](#)

**Main Contact Information:** Phone: 973-353-1178

### Staff Contacts:

- Laura Stone, Undergraduate Traditional/RN to BS – New Brunswick Campus, ls706@sn.rutgers.edu
- Mitchell Marcus, Undergraduate Blackwood Campus, mitchell.marcus@rutgers.edu
- Valeria Montoya, Undergraduate Traditional/Second-Degree – Newark, Ackerson Hall, valeria.montoya@rutgers.edu

## Office of Academic Success

The Office of Academic Success (OAS) provides one-on-one and group tutoring and academic coaching for undergraduate nursing students. The Office is committed to enhancing student retention and success by assisting you through high-quality, innovative academic support services.

OAS's team of faculty-nominated peer tutors, accomplished alumni tutors, and experienced academic coaches are here to assist you in achieving your academic goals. Whether through one-on-one tutoring, group tutoring sessions, or academic coaching, your success is our



priority, and we are here to assist you every step of the way. In addition to individual tutoring and coaching sessions for nursing courses, OAS supports small-group tutoring for anatomy and physiology, microbiology, and chemistry—key subjects integral to the School of Nursing curriculum. This additional tutoring support complements the resources provided through the campus's main learning centers.

**Learning Resources.** OAS offers dynamic **Student Success Workshops**, available both in-person and remotely, covering a wide range of topics essential to your academic journey. They also provide **Self-Guided Resources**, which provide strategies for diverse topics including time management, study skills, note-taking, and test-taking. Explore the OAS self-guided resources on the “Office of Academic Success” Canvas site. If you don’t know how to access this Canvas site, reach out to Jane at [jaf449@sn.rutgers.edu](mailto:jaf449@sn.rutgers.edu). These resources were tailor-made to help you tackle academic challenges with evidence-based strategies.

Success is a journey, and OAS is here to support you every step of the way as you become a Rutgers nurse.

### Tutors

- **Faculty Nominated Peer Tutors.** Peer tutors support fellow students in one-to-one meetings to complete the nursing program by, for example, responding to questions about course content or reviewing homework for any class. Peer tutors do not re-teach course content.
  - If you feel you need someone to re-teach course material, then a peer tutor isn’t going to meet your learning needs. Instead, discuss your needs with your course professor or OAS staff.
  - Peer tutors are available by appointment, typically between 8:00 AM and 8:00 PM, Monday through Friday, based on availability.
  - All peer tutoring is conducted via individual appointments or small-group sessions.
- **Alumni tutors** recently completed their undergraduate degree at the Rutgers School of Nursing, are high achieving students with a 3.5 or higher GPA, have taken the NCLEX, and are working as nurses or are enrolled in a School of Nursing Graduate program. Alumni tutors can tutor all undergraduate nursing classes and apply their experience as nurses when helping students understand nursing concepts.

### Tutoring

- **Individual Tutoring Sessions.** You can request one peer or alumni tutoring appointment per week (7-day period). All appointments are for one hour.
- **Drop-In Tutoring** is facilitated by the OAS alumni tutors on the Office of Academic Success Canvas Page under the Big Blue Button tab. Drop-in tutoring hours will also host scheduled group tutoring sessions for our most requested nursing courses. You should plan to arrive at the start of drop-in hours to see the active conference.
- **Alumni Drop-in Hours** host dosage calculations group tutoring sessions during the first several weeks of each semester. You can find these sessions in the same location as normal drop-in tutoring sessions on the Office of Academic Success Canvas Page.

**An Academic Coach** is a full-time or part-time professional OAS staff member who provides comprehensive learning assistance. Common academic coaching topics include:

- Advancing time management skills
- Improving notetaking and study skills
- Evaluating and improving test-taking approaches
- Reducing test-anxiety

**How to access OAS's services.** Many of OAS's tutoring services (including drop-in tutoring) are available without an appointment. If you prefer to request a coaching or tutoring appointment, complete the [OneForm](#). You may request one coaching or tutoring appointment per week. All appointments are for one hour. OAS responds to all requests within 48 business hours. For questions regarding support options or technical issues, please email [academic.success@sn.rutgers.edu](mailto:academic.success@sn.rutgers.edu).

**Rutgers Learning Centers.** You can access the full complement of learning resources on your campus:

- New Brunswick
  - [Rutgers New Brunswick Learning Center](#)
  - [Writing coach \(through the New Brunswick Rutgers Learning Center\)](#)
  - [Writing Center \(For Students Enrolled in NB Writing program Classes\)](#)
- Newark
  - [Rutgers Newark Learning Center](#)
  - [Rutgers Newark Writing Center](#)
- Blackwood
  - [Rutgers New Brunswick Learning Center](#)
  - [Writing coach \(through the New Brunswick Rutgers Learning Center, Blackwood students can access this program remotely\)](#)
  - [Writing Center \(For Students Enrolled in NB Writing program Classes\)](#)
  - You can also schedule an appointment with the Blackwood academic coach by emailing them directly.

### **Key Program Staff**

Jane Ferrick, OAS Director  
120 Albany Room 357  
New Brunswick, NJ 08901  
(848)932-0424  
[jaf449@sn.rutgers.edu](mailto:jaf449@sn.rutgers.edu)

[The Office of Academic Success \(rutgers.edu\)](https://rutgers.edu)

## Peer Mentors

Every new student is assigned to a peer mentor. The number of mentors varies based on each campus, though generally, no more than 10 incoming students will be assigned to one peer mentor. Peer mentors will contact their assigned mentees by e-mail prior to the start of their first semester. Once the students arrive on campus for the start of their first semester, the peer mentor groups will host a meet and greet or other type of welcome program alongside their campus advisor.

In addition to having peer mentors, every campus site has one Campus Coordinator who serves as the lead mentor. This individual has elevated responsibilities such as analyzing the monthly mentor evaluation forms and leading campus peer mentor programming.

### What's the difference between a peer mentor and a peer tutor?

Unlike peer tutors, peer mentors do not provide tutoring or build on material learned in the classroom. Instead, peer mentors may offer tips around study strategies or time management, assist mentees with navigating their curricular responsibilities alongside any other competing priorities, or offer wellness tips to avoid burnout.

- At the Blackwood campus, only seniors are peer mentors, and one student is the Campus Coordinator. In Blackwood, this group mentors the juniors.
- On the New Brunswick and Newark campuses, peer mentors are sophomores, juniors, or seniors. Only a junior or senior may also serve as the Campus Coordinator on these campuses.
- There is currently no peer mentor program for the RN-BS program.
- The Second-Degree Program offers a peer mentor program that is similar to the traditional program's but varies in terms of responsibilities.

You can find out more about the peer mentor program on our [website](#).

## A bit more about writing support...

- **Newark.** The Writing Center at Rutgers University–Newark provides writing tutoring and writing workshops to all undergraduate students currently enrolled in classes at Rutgers University–Newark. The [Writing Center at Rutgers University-Newark](#) is located in:  
Conklin Hall Room 126  
175 University Avenue  
Newark, NJ 07102  
(973) 353-5847  
[nwc@andromeda.rutgers.edu](mailto:nwc@andromeda.rutgers.edu)

Marne Benson, Rutgers Health & Newark Writing Center Manager  
marneb@rutgers.edu  
Newark

(973) 353-5849  
Conklin Hall Room 123

- **New Brunswick.** The New Brunswick Campus has three writing centers providing tutoring to **all undergraduate students currently enrolled in classes at Rutgers University – New Brunswick**. The writing center will support you to strengthen your reading, thinking, and writing skills with help from trained tutors in weekly tutoring sessions and a drop-in tutoring program. Rather than “fixing” or editing papers, Writing Center tutors support each writer’s unique revision process, as they work on essays for writing-intensive courses.
  - Douglass/Cook Writing Center, located at 135 George Street (848) 932-8856
  - Livingston Writing Center, located in the B-wing of Lucy Stone Hall (848) 445-4048
  - Plangere Writing Center, located on the third floor of Murray Hall (848) 932-1149
- **Blackwood.** Blackwood students can email the academic coach for support with writing

## Rutgers University Libraries

The Rutgers University library system is ranked among the nation’s top research libraries with 11 locations across all campuses. Rutgers University Libraries offer free access to more than six million print and digital resources and provide welcoming, inspiring, and creative spaces for research, study, teaching, and collaboration. The library locations are listed [here](#).

Or, you can visit the libraries virtually. When you go to the Rutgers University Libraries home [page](#), click on the “Health Sciences” tab (the School of Nursing is part of Rutgers Health, formerly referred to as RBHS or Rutgers Biomedical and Health Sciences) to get to the Rutgers Health landing page. Use the search bar to search for your topic of interest.

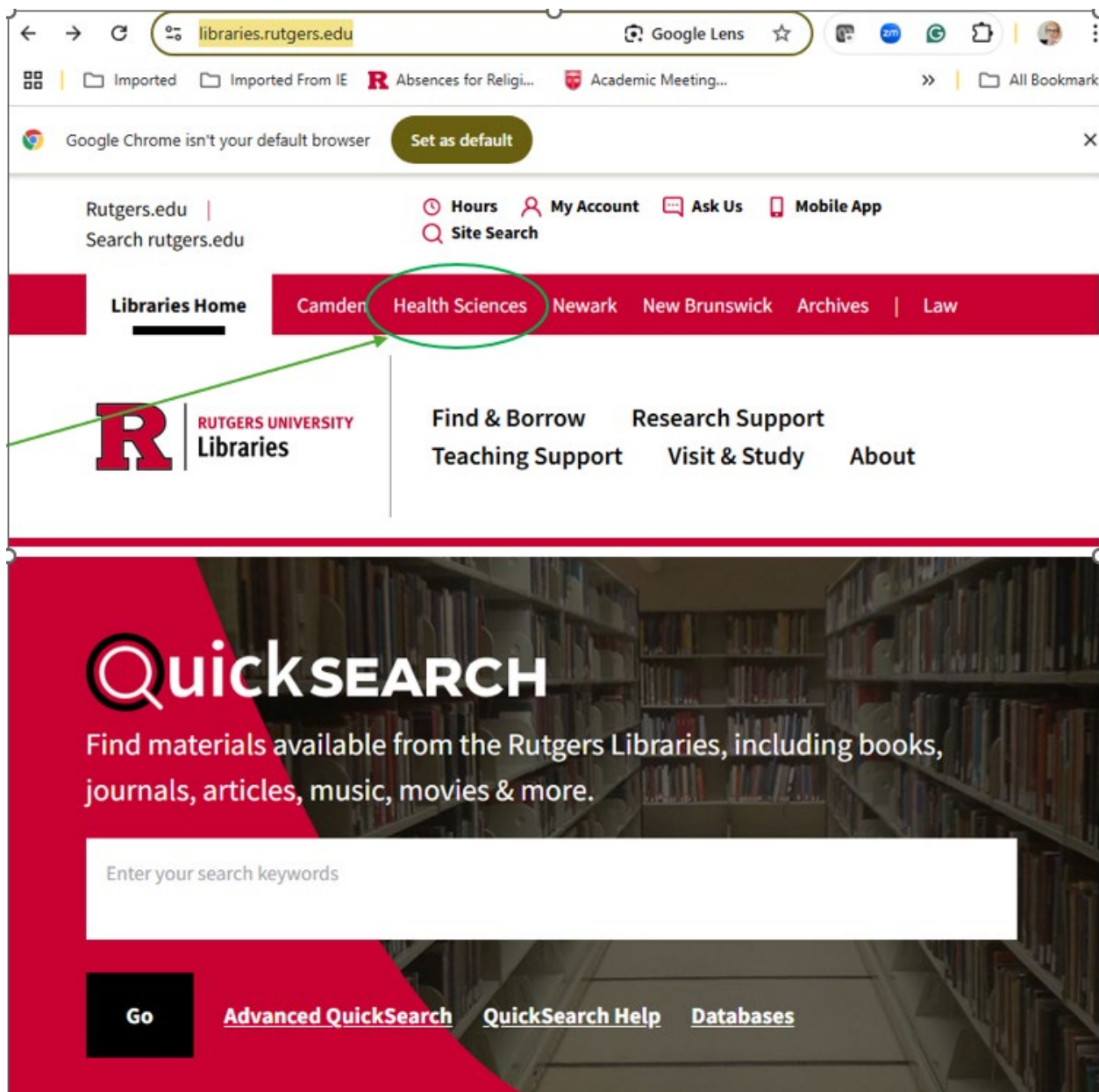
Click [here](#) for assistance with using Quicksearch.

To go directly to nursing-related library databases (CINAHL, PubMed, MEDLINE, Cochrane Library, JBI EBP Database, and APA PsycINFO), click [here](#).

For tutorials in Health Sciences Research, click [here](#).

For additional help with library resources, please feel free to contact either of the nursing library liaisons:

- [Pam Hargwood](mailto:hargwood@rutgers.edu) (hargwood@rutgers.edu)
- Naomi Gold (neg61@libraries.rutgers.edu)



## Exam-taking Guidelines

School of Nursing Exam/Test guidelines can be found on the school's [website](#). In addition to these general guidelines, some professors will have additional expectations for their classrooms, which will be spelled out in the course syllabus. Such rules might include, for example, how or where to store your cell phone during an exam and if there are any restrictions on clothing (e.g., hats or hoodies) that can be worn during exams. Take the time to read both the course syllabus and the school's Exam/Test guidelines before your first exam to avoid any surprises.

## Services for Students with Disabilities

Rutgers University provides 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.

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

- [School of Nursing website](#)
- [Rutgers University website](#)

## Information Technology (IT)

**Student Computing Information**, including information about computer labs, printing, and computing technology, is available [here](#)

- You can download Microsoft Suite (particularly Word, PowerPoint, Excel, and Outlook), free of charge (NetID login required) by going to the [University Software Portal](#).
- If you have general questions for the School of Nursing IT Department, please email them to [son\\_it-admins@sn.rutgers.edu](mailto:son_it-admins@sn.rutgers.edu).
- Additional IT support is available [here](#).

**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. As such, you will need access to your own device to complete course and programmatic requirements.

Your faculty will provide information about specific software or programs needed for your nursing courses.

BYOD Information and recommended device types are available [here](#).

You can use a PC or Apple computer but note that past students have had difficulty with iPads, as the iPad is incompatible with some of the exam software.

## Email: Use Rutgers Connect (not ScarletMail)

When you start matriculating at Rutgers, in addition to your ScarletMail email address, as a nursing student, you will also be assigned a [sn.rutgers.edu](mailto:sn.rutgers.edu) email address. It is important that all email correspondences with professors, including clinical instructors and Rutgers staff, take place using your [sn.rutgers.edu](mailto:sn.rutgers.edu) email address, not ScarletMail.

If you would like, you may use ScarletMail for personal email but do not use it for school-related correspondences, as ScarletMail does not have the same level of security as your sn.rutgers.edu account. Your sn.rutgers.edu account will be deactivated when you graduate, are on a leave of absence, or are waiting to repeat a course. Your sn.rutgers.edu address will be reactivated when/if you return to the university. You will always be able to keep your ScarletMail account. You can access ScarletMail and other ScarletApps [here](#).

## Academic Advisement

You advisor assists you to identify strengths and weaknesses and establish short- and long-range academic and professional goals. You should meet with your advisor at least once each term to review your progress and discuss goals and upcoming course requirements. It is your responsibility to register for courses based on the agreed plan of study.

Who to go to for what, depends on the program in which you are enrolled:

**Traditional Program.** The School of Nursing's Advising Center provides academic advisement for freshman and sophomore students. The Advising Center serves as a pillar of support to guide you through your academic journey. Through partnerships with your adviser, you will learn the skills to navigate the complexities of a rigorous nursing program. The Advising Center assists you to successfully progress through the general education and prerequisite courses. Advising is an integral part of the student experience and helps you advance in the nursing major.

During the junior and senior years, the academic program directors provide academic advisement to assist you in progressing through the nursing program and reaching your individual career goals.

**Educational Opportunity Fund (EOF).** If you are in the EOF program, you will receive tailored academic counseling from your assigned EOF counselors throughout your journey at the School of Nursing. These counselors closely collaborate with the Advising Center, ensuring that their guidance aligns with the nursing curriculum, thereby maintaining consistency and coherence in the advisement process. Additionally, junior and senior EOF students are encouraged to seek additional advisement and support from their program directors and academic deans.

**Blackwood 2 + 2 Program.** The assistant dean at the Blackwood Campus provides students with academic advisement to successfully progress through the nursing major and direction to reach their individual career goals.

**Second Degree Program.** The Second-Degree program director provides students with academic advisement to successfully progress through the nursing major and direction to reach their individual career goals.











**R.N. to B.S. in Nursing Program.** The director for the R.N. to B.S. program serves as the academic adviser. Students should contact their academic adviser prior to course registration for any academic questions or guidance to ensure successful program completion.

**Postbaccalaureate Certificate Program: School Nurse Certificate.** The director of the School Nurse Program serves as the academic adviser for enrolled students. Students should contact the program director for any academic questions or guidance to ensure successful program completion.

The Academic Advisement policy can be found [online](#).



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## Clinical Clearance and Placement Information

Nursing clinicals or rotations provide you with an opportunity to apply the skills you learned in the classroom and in the laboratory setting. Nursing clinicals occur in clinical environments – including hospitals, clinics, and community-based settings – and provide a better understanding of complex patient needs, the disease process, and treatment plans. However, you must comply with the clinical clearance process before entering the clinical setting. See also:

- [Clinical Clearance Overview](#)
- [Clinical Clearance Requirements](#)
- The [Clinical Placement Form](#)

Please note, in addition to clinical requirements, if you have any type of hold (financial, registrar, compliance, and/or student health) you will not be permitted to register for classes.

## Proof of Vaccination for Clinical Clearance

As part of the clinical clearance process, when you're ready to upload proof of vaccination, you can do so as follows:

- Blackwood, Second Degree, Traditional juniors and seniors, RN to BS students: Upload proof of vaccination to your RBHS Student Health Portal; click [here](#) and log in with your Rutgers NetID. Then click on "Immunizations". You can also view your previously uploaded documents by clicking on "Uploads".
- Traditional Program freshmen and sophomores should go to [this link](#).



For vaccine exemption requests, go to this [website](#). Please note that exemption requests are evaluated case-by-case and are not automatically granted.

## Register for Classes

Register for classes by going to the [WebReg Login page](#). Click on the link in the left navigation that says “WebReg login for Rutgers students”.

**RUTGERS Web Registration System**

### WebReg Login Options

[WebReg login for Rutgers students](#)

Alternatively, Rutgers students may [log into WebReg using RUID and PAC](#).

Visiting Summer/Winter Session applicants with a valid [RUID](#) and [PAC](#) may use [WebReg login for Visiting students](#)

Did you know you have access to helpful [how-to videos](#) for using systems like Degree Navigator, WebReg, the course scheduling tool, and much more?

### Hours of Operation

Monday—Sunday 12:00 AM - 1:59 AM, 6:00 AM - 11:59 PM

Registration schedules for: [Camden](#), [Newark](#) and [New Brunswick](#)

### WebReg Support

For all questions regarding course and schedule information, please contact the appropriate Help Desk: [Camden Help Desk](#), [Newark Help Desk](#), [New Brunswick/Piscataway Help Desk](#).

### Course Schedule Planner (CSP)

Rutgers students may use [Course Schedule Planner \(CSP\)](#) to build, compare, review, and register schedules for available semesters.

Long term planning, course catalog search, automated schedule generation, improved calendar view, advanced filtering, wish list and WebReg integration are just a few features that will make planning a schedule easier and faster than ever.

### Related Links

- [University Registrar](#)
- [University Schedule of Classes](#)
- [Course Schedule Planner \(CSP\)](#)
- [Degree Navigator \(Undergraduate\)](#)
- [Student Instructional Rating Survey](#)
- [Financial Aid Home Page](#)
- [Online Bill Payment](#)

## Admissions

The nursing journey and pathway to a fulfilling and thriving nursing career starts in the Admissions Office. When it comes to pursuing nursing education, you have options. Whether looking to earn a bachelor's, master's, DNP, or PhD — go to school full-time or part-time, exclusively in the classroom or partially online — our admissions team serves as a first point of contact for aspiring students. Some of the primary operations within the office include:

- Student recruitment
- Admissions counseling
- Admissions processing
- New student enrollment

## Office of the Registrar (School of Nursing)

In collaboration with the School of Nursing - Office of the Registrar, undergraduate students are supported by their designated campus Registrar's Office:

- [Office of the Registrar, New Brunswick](#)
- [Office of the Registrar, Newark](#)

The School of Nursing - Office of the Registrar collaborates with the campus registrars to assist in managing the official academic records of current and former nursing students, including the creation, maintenance, preservation, and transmission of student academic records and course-related data and information.

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 responses to requests for information. In collaboration with the Newark and New Brunswick Registrar's Offices, the School of Nursing - Office of the Registrar strives to support academic excellence by providing an effective method of course registration; and maintaining updated and complete course files (catalog), verifications, and other student and course-based reports.

Some of the services provided include:

- Registration and re-enrollment
- Enrollment verifications
- Educational verifications for licensure
- Degree conferral review
- Review of final grades/change of grade
- Liaison to the Rutgers Veterans Affairs Office

**Undergraduate program forms** are available [here](#).

**Undergraduate students may contact the School of Nursing Assistant Registrar at:**

[sonugreg@sn.rutgers.edu](mailto:sonugreg@sn.rutgers.edu)

<b>Office of the Registrar-School of Nursing</b>	
<b>Yvonne McClendon</b> <i>Registrar</i> <i>Director of Student Affairs Operations</i>	<b>Yaritsa Villegas</b> <i>Assistant Registrar (Undergraduate Focus)</i>
<b>Genesie Burgos</b> <i>Associate Registrar</i>	<b>Tiana Perez</b> <i>Assistant Registrar (Graduate Focus)</i>
<p style="text-align: center;"><b>Additional Resources:</b></p> <p style="text-align: center;"><b>Newark</b></p> <p style="text-align: center;"><a href="#"><u>myRUN One Stop Center at Blumenthal Hall</u></a> is the home to Financial Aid, Registrar, Student Accounts, &amp; ID Cards at Rutgers University Newark</p> <ul style="list-style-type: none"> <li>• <a href="#"><u>Newark - Scarlet Hub</u></a></li> </ul> <p style="text-align: center;"><b>New Brunswick</b></p> <p style="text-align: center;"><b>One Stop Student Services Center (New Brunswick)</b></p> <p style="text-align: center;"><a href="https://success.rutgers.edu/resource/one-stop-student-services-center-new-brunswick"><u>https://success.rutgers.edu/resource/one-stop-student-services-center-new-brunswick</u></a></p> <ul style="list-style-type: none"> <li>• <a href="#"><u>One Stop New Brunswick</u></a></li> </ul>	

## Graduation

Let's face it...graduation is what it's all about. Rutgers School of Nursing students celebrate their accomplishments in two ways:

- **School of Nursing [Convocation](#):** Convocation typically occurs on the second or third Wednesday in May at the New Jersey Performing Arts Center, 1 Center Street, Newark. Convocation is a (relatively) small event in that it includes only nursing graduates, all students are called up to the stage individually to accept the dean's congratulations. This is the event that you definitely can't miss, as it's an opportunity to celebrate with your peers.
- **Rutgers University [Commencement](#):** Commencement usually takes place on the second or third Sunday in May (the Sunday before convocation) at the SHI Stadium in Piscataway. The university president presides over this event, which features nationally and internationally renowned speakers. All Rutgers University-New Brunswick and Rutgers Health graduates (the School of Nursing is part of Rutgers Health) are invited to attend this event.

A lot of planning goes into graduation as evidenced by the Senior [Checklist](#), so be sure to read your emails daily as you start your last semester at the School of Nursing and fill in the required forms and applications in plenty of time.

## Financial Aid

Financial Aid information is available [here](#).

## Scholarship Information

School of Nursing Scholarship information is available [here](#).

## Honors Program

The Rutgers School of Nursing undergraduate honors program is available for traditional undergraduate students (Newark and New Brunswick Campus). The honors program is designed to encourage and prepare future nurse scientists and practice scholars. Our honors program is a competitive, invitation-only program that immerses high-achieving undergraduate nursing students in cutting-edge scholarship. Once accepted, students will be paired with a faculty member currently engaged in research or scholarly activities, working together until they graduate. The program consists of five semesters (beginning the spring semester of the sophomore year), culminating with a senior year project, which will be presented at the Senior Honors Research Symposium. More information is available [here](#).

## Student Health and Wellness

The Rutgers Student Health Centers provide general medicine; counseling services; sexual health (including STI testing and treatment); gender-affirming care; immunizations and allergy shots; care for injuries, strains, and sprains, as well as lab services. Student Health Centers are located at:

- Piscataway: Busch Livingston Health Center, 110 Hospital Road, Piscataway. 848-932-7402
- New Brunswick: Hurtado Health Center, 11 Bishop Place, New Brunswick. 848-932-7402
- New Brunswick: Cook Douglass Health Center, 61 Dudley Road, Suite 150, New Brunswick. 848-932-7402
- Blackwood: Blackwood students should access the New Brunswick-based health and wellness resources listed above.

All of Rutgers Student Health Centers offer telehealth services.

All facilities offer telehealth services. More on hours and locations can be found on the Student Health [webpage](#). For more information on student health services, visit their [website](#).

## Rutgers Student Affairs and the School of Nursing Student Affairs

Rutgers Student Affairs facilitates interactions among students, faculty, and staff to promote students' academic success, personal growth, and professional development. There are Student Affairs Offices on each of the campuses:

- [New Brunswick](#): Located in the Student Center, 4<sup>th</sup> Floor, 126 College Avenue, New Brunswick. 848 932 8576
- [Rutgers Health](#): Located in the Stanley S. Bergen Building, 65 Bergen Street, Suite 1441, Newark. 973 972 5374

The School of Nursing has its own Office of Student Affairs. The Office is involved with student recruitment, admission, progression, and graduation. For more information, go to their [webpage](#).

## Student Legal Services

Rutgers Student Affairs can provide assistance or referrals for legal matters.

- [Rutgers-New Brunswick](#): All Rutgers-New Brunswick students can make an appointment for a legal consultation, free of charge, with one of the in-house attorneys. All consultations are confidential. It is strongly recommended that you make an appointment, but they do their best to accommodate emergency situations.
- [Rutgers Law School](#): at their Newark and Camden campuses, Rutgers Law School provides legal support to individuals, businesses, and communities facing legal challenges.

## Food Pantry

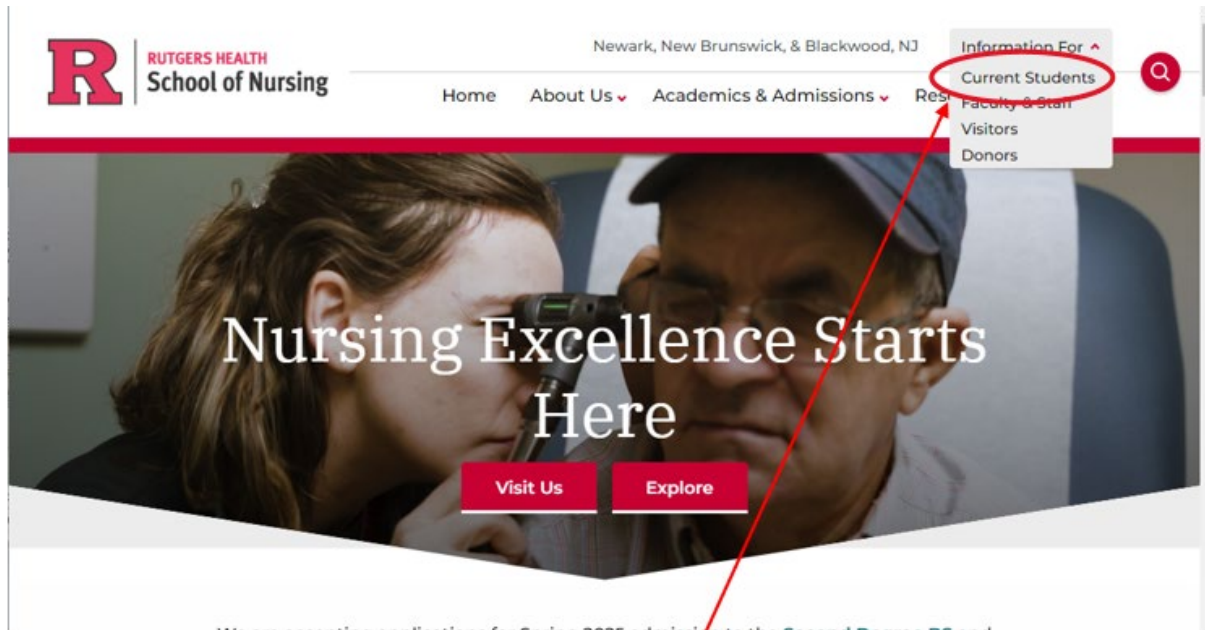
There are food pantries on the Newark, New Brunswick and Camden campuses:

- [Rutgers Health](#): Stanley S. Bergen Building (SSB), Room GB-01, 65 Bergen Street in Newark.
- [Rutgers-Newark](#): Paul Robeson Campus Center, Room 226
- [Rutgers-New Brunswick](#): 126 College Avenue, Room 115
- [Rutgers-Camden](#): The Scarlet Raptor's Nest, 215 North Third Street, Room 119
- Blackwood Campus: Blackwood students may use the resources for the Rutgers-New Brunswick campus (see above). However, if you discuss food insecurity issues with the Office of Student Engagement and Wellbeing, they can work with you to identify local resources available to support these needs.
- All of the pantries have online ordering systems and specific hours of operation; some also have drop-in services (but some don't), so be sure to visit their websites before going.

For more information on assistance with food, housing, clothing, childcare, mental health, financial resources, and transportation, see the Rutgers [Basic Needs webpage](#).

## Student Resource Page

The [Student Resource Page](#) is a central starting point for you to access resources such as where do I go for school forms? School policies? Information about graduation? Academic advising? You can also reach the Student Resource Page from the school's [home page](#) and then click on the "Current Students" option in the "Information For" drop-down menu on the upper right side.



## Rutgers University Website

The Rutgers University [website](#) is a valuable resource. Use the search function to quickly and easily find what you're looking for. As a student, you can use it to look up specific website content or people who work or study at Rutgers. Just click on the magnifying glass icon in the upper right corner.



## Part 3: School Policies





## Student Responsibility

The School of Nursing [website](#) and the [Rutgers School of Nursing Catalog](#) both list the important School of Nursing policies. The important university policies live in the [Rutgers University Policy Library](#). This handbook provides a summary of some of the more important policies that guide interactions and decision-making at Rutgers School of Nursing. This section, Part 3, includes the important School of Nursing policies, and Part 4 includes key university policies.

Do keep in mind that both the school's and the university's policies are subject to change. The revised policies are posted to the website and any significant changes made after the publication of this handbook will be circulated to registered students.

**Just a note about our catalog:** When you go to the [website](#), you'll notice that we list catalogs from as far back as 2004. This is because your program of study is guided by the program of study in effect the year you were accepted. For example, if you were accepted in 2023, but in 2024 the curriculum changed, requiring students to take 3 more credits than students accepted in 2023, you would not be required to complete those three additional credits. But the students accepted the year after you would have to take those additional credits. The catalog valid for your program of study is the one in effect the year you were accepted into the School of Nursing. **Please note** that if there is an interruption in the normal progression through the curriculum (leave of absence or the need to repeat a course), you will follow the curriculum in effect at the time of your return.

## Student Standards of Conduct

The School of Nursing has a [Student Standards of Conduct policy](#) and the university has a [Code of Student Conduct Policy](#). Both are, of course, important. Not only do these policies articulate what is expected of you, but they also outline what you can expect from others. As stated in the preamble to the university policy:

*The University Code of Student Conduct was created to ensure the safety and security of the Rutgers community. This document is intended to ensure students and organizations are aware of their rights and responsibilities within the conduct process, and to uphold the integrity and values of Rutgers, The State University of New Jersey. When students choose to enroll at Rutgers University, they are encouraged to respect its values.*

*The Code of Student Conduct is more than a collection of University regulations to be abided by – it seeks to promote the University's values and educate. The Code of Student Conduct encourages students to be their authentic selves as they find their place on campus, while also encouraging students to embrace inclusion*



*through discovery, dialogue, and development as they celebrate diverse backgrounds.*

The **Rutgers School of Nursing Student Standards of Conduct Policy** is further discussed on our [Standards of Conduct webpage](#).

## 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 student. The **Incivility Reporting Form** is available [here](#).

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

**The importance of diversity at Rutgers School of Nursing.** We are proud of the many dimensions of diversity represented at the Rutgers School of Nursing. The School boasts a diverse racial/ethnic student body. Students of color are the majority in our school: More than 80% of Traditional Program students in Newark, nearly 60% of Traditional Program students in New Brunswick, almost 70% of Second-Degree students, and more than 40% of Blackwood 2+2 students consider themselves people of color. Language diversity is also a strength of our students. As part of an identity exercise within the social determinants of health and culture course a couple of years ago, we found that our students speak 18 languages

Although men are still underrepresented in nursing, Rutgers School of Nursing is proud of the fact that we have received the annual American Association for Men in Nursing Best Schools for Men in Nursing Award six years in a row (2018 – 2023). Fourteen percent of RSON's students are male, slightly higher than the 12% national average.

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 Form** is available [here](#).

## Interprofessional Education

Interprofessional education or IPE, prepares you to work in collaborative teams with other healthcare professionals to improve patient care. IPE involves students from multiple professions learning from each other to develop skills such as communication, teamwork, and conflict resolution.

To complete your IPE requirement, you will need to:

- Complete the Interprofessional Education Orientation during your level one nursing curriculum.
- Participate in a minimum of two IPE events during your junior and/or senior years. The Division of Simulation and Clinical Learning manages and tracks participation in IPE activities. You will be added to a Canvas site that contains dates and descriptions for all IPE events. You will also be able to sign up for and submit completion documents for IPE events through this site.

The full IPE policy can be found [here](#).

## Academic/Clinical Warnings

### Academic Warning

A midsemester academic warning is assigned to any undergraduate student for reasons including, but not limited to, an average nursing course grade of less than C+ (75 percent), unsatisfactory performance, and/or poor attendance.

Following a midsemester academic warning, it is your responsibility 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 will be notified and review the action plan. Educational Opportunity Fund (EOF) students must also contact their EOF adviser.

Absence of a midsemester warning does not guarantee that you will pass a course. You are responsible for monitoring your own progress in the course to ensure you are performing at a satisfactory level.

### Clinical Warning

Clinical warnings are given during off-campus or on-campus clinical courses for reasons that include (but are not limited to) unsafe practice, unethical, unkind, or unprofessional behaviors, and/or poor attendance in the clinical setting. Faculty giving a clinical warning will meet with you to discuss their concerns and determine corrective actions so that you can successfully meet the course learning outcomes.

A clinical warning may require you to complete remediation with the OAS or the Division of Simulation and Clinical Learning. If a professor submits a remediation referral on your behalf, you must ensure that the remediation is completed with the appropriate team.

If you have concerns regarding your progress in any clinical course:

- Please discuss your concerns with your clinical faculty as soon as possible.
- You are invited to attend open labs in any of the simulation centers to practice clinical skills.

Here are a couple of things that probably go without saying (but, we're going to say them anyhow):

- The absence of a clinical warning does not guarantee that you will pass a clinical course.
- An egregious incident of unethical behavior may warrant immediate removal from the clinical course and course failure.

## Grades, Grading, and Academic Progression

### Grade Symbols and Requirements: Non-Nursing Courses

- Non-nursing courses (pre-requisites) and English requirement: Grades of C or higher required for progression
- General Education/General Electives: Grades of D or higher; however, it is strongly recommended that you retake the course for a passing grade to avoid issues with Satisfactory Academic Progress (SAP), academic progression and/or grade point average (GPA) restrictions.

Grade	Definition	Numerical Equivalent	Percentage Equivalent
A	Outstanding	4.0	89.5-100
B+		3.5	84.5-89.49
B	Good	3.0	79.5-84.49
C+		2.5	74.5-79.49
C	Satisfactory	2.0	69.5-74.49
D	Poor	1.0	59.5-69.49
F	Failing	0.0	0-59.49

**Grade Symbols and Requirements: Nursing Courses.** Undergraduate nursing students are required to receive a grade of C+ or better in all nursing courses ("705" courses).

Grade	Definition	Numerical Equivalent	Percentage Equivalent
A	Outstanding	4.0	89.5-100
B+	Very Good	3.5	84.5-89.49
B	Good	3.0	79.5-84.49
C+	Satisfactory	2.5	74.5-79.49

C	Failure	2.0	69.5-74.49
D	Failure	1.0	59.5-69.49
F	Failure	0.0	0-59.49

The full Grades and Records policy, including an explanation of undergraduate grade symbols can be found [here](#).

#### Grades, Course Withdrawal, Academic Probation, and Dismissal:

Course Type	Failing Grade	Course Withdrawal
Non-Nursing pre-requisite course (Traditional Program and RN to BS in Nursing Program only)	<ul style="list-style-type: none"> <li>1 failure = academic probation</li> <li>2 failures = academic dismissal</li> </ul>	<ul style="list-style-type: none"> <li>One (1) course withdrawal in a required non-nursing course = academic warning.</li> <li>2 withdrawals in the same course = academic probation</li> <li>Third withdrawal in the same course = academic dismissal</li> </ul>
Nursing (all programs)	<ul style="list-style-type: none"> <li>1 failure = academic probation</li> <li>2 failures = academic dismissal</li> </ul>	<ul style="list-style-type: none"> <li>2 withdrawals in any course at any time = academic probation</li> <li>Third withdrawal in any course at any time = academic dismissals</li> </ul> <p>*Withdrawal from all nursing courses (junior/senior level) in a given semester is considered a single withdrawal</p>

Academic warning, probation and dismissal are discussed in detail in the Entry to Baccalaureate Practice Division, Undergraduate Program Academic Progression Policy. There are five Academic Progression Policies, one for each of the undergraduate programs: Traditional Program, Second-Degree Program, 2+2 Blackwood Nursing Program, RN to BS in Nursing Program, and the School Nurse Certificate Program.

## Progressing from one Level to the Next

You must:

- Complete all courses in level 1 to progress to Level 2, and
- All courses in Level 2 to progress to Level 3, and
- All courses in Level 3 to progress to Level 4

In other words, you must successfully complete all courses in a level to progress to the next level.

## Course Withdrawal

You are required to speak with your advisor/director prior to course withdrawal to ensure there is complete understanding regarding its effect on your academic plan of study and so that a new plan can be developed. Because some courses are not offered every semester, it is possible that you will have to wait more than one semester to re-enroll in a course. If no courses are available, or a seat is not available in a required course, your progression in the program and/or graduation date may be delayed. The Add/Drop and Withdrawal schedule can be found at: [Undergraduate Add/Drop & Withdrawal dates - Rutgers Nursing](#).

Below are some considerations regarding course withdrawal:

- You 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 director and divisional dean.
- With appropriate documentation and approval from the director and divisional dean, individual consideration may be provided if you are forced to withdraw from several courses in one semester for an unplanned extenuating circumstance/event, documentation of which may be requested.
- All course withdrawals must be reviewed and approved by your advisor/director prior to processing by the Office of the Registrar.
- Backdating course withdrawals is not allowed.
- Regardless of course withdrawal, you must complete your program within the program-specific time frames.
- Withdrawal from all courses using the web registration system is NOT accepted. You must file and have an approved withdrawal form signed by your director and processed by the Office of the Registrar.
- Billing adjustments will not be made for students who do not attend class.
- If you are receiving financial aid and are considering withdrawal, contact the Financial Aid Office about the impact of course withdrawal on your financial aid.
- 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" will receive a grade of "F".
- Courses dropped without notifying the registrar automatically receive a course grade of "F".

Withdrawal from all courses using the web registration system is NOT accepted. You must file and have an approved withdrawal form signed by your director and processed by the Office of the Registrar.

Related resources:

- The School of Nursing **Add/Drop Form** is available [here](#).
- The School of Nursing **Course Withdrawal Form** is available [here](#).
- The School of Nursing Progression Policies can be found [here](#). Note that there are five progression policies, one for the traditional program, another for the Second-degree,

another for the 2+2 Blackwood, another for the RN-to-BS, and a fifth one for the School Nurse Certificate Program. Be sure to click on the progression policy for your program.

## Academic Probation

Should you meet any of the following conditions, you will be placed on academic probation and receive written notice of your status:

- Earning one grade of C. In this case, the course in which the C grade was earned must be repeated and a grade of C+ or higher must be earned to progress. You may only repeat a course once. Repeating a course does not expunge the original grade, which remains on your record.
- Second withdrawal from the same course (unless documentation of extenuating circumstances is accepted).

## Retaking a Course

Should you have to retake a course, you will be required to pay the full tuition and the full cost of course fees. Unfortunately, course fees and tuition cannot be waived or discounted even though you paid the course fees and tuition the first time you took the course.

It's important to note that should you be placed on probation for failing a pre-requisite or nursing course, repeating and passing the course does not remove probation. You remain on probation until you graduate.

## Academic Dismissal

Should you meet any of the following conditions, you will be subject to academic dismissal and will receive written notice of your status:

- Earning any two or more grades below a C+ (74.5) in a nursing course.
- Earning a D or below (69.5%) in a pre-requisite course.
- 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).

## Readmission Following Academic Dismissal

If you have been dismissed, you have two options:

- You may appeal a failing grade that resulted in the dismissal if you believe your grade was based on factors other than your academic performance (see “Grade Grievance” section below).
- You may appeal your dismissal. If your appeal is granted, you must repeat the failed course(s) before progressing to the next level (see Academic/Scholastic Standing policy)
- If you were dismissed, you may elect to reapply. Readmission is not guaranteed. See the [policy](#) for more information.

Additional information on academic dismissal can be found in:

- The Undergraduate Academic Progression Policies, which are on the school’s [policy webpage](#), and
- The [Academic/Scholastic Standing policy](#)

Please note that readmission after dismissal for reasons *other than academic performance* depends on the seriousness of the infraction committed. Please refer to the appropriate policy. For example, if a student was dismissed for cheating on an exam, guidance on their readmission can be found in the [Academic Integrity policy](#).

## Grade Grievance

You have the right to know the components of your final grade, which is included in each course syllabus. If you perceive 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 that may have affected academic performance are not grounds for a grade appeal.
- Mathematical errors do not require a grade appeal but should be brought to the attention of the faculty.
- Rutgers University's policy pertaining to discrimination and harassment may be found: [Policy Prohibiting Discrimination and Harassment](#).

Should you decide to appeal your grade, the appeal should start with a discussion with the faculty member who issued the grade that led to the course failure and subsequent dismissal/probation. The discussion can take place via email, phone, zoom, or face-to-face, but it needs to take place within three days of the posting of the grade. Following an unsuccessful resolution with the professor, you have three academic days to meet with the Senior Vice Dean – Administration and Student Affairs (or their designee) to discuss the nature of the appeal and for the initiation of the formal grade appeal process if necessary. You will be guided through the process and submit all required material, including the grade appeal form and all documentation, to the Office of Student Affairs within five academic days. Documentation should include:

- Course syllabus,
- Any course material related to the appeal,

- Email correspondence between yourself and the professor
- Your statement explaining why you feel the appeal meets the criteria for a grievance.

The Grievance Committee then reviews the grievance; should you disagree with the findings of the Grievance Committee you may appeal the process, in which case the grievance is reviewed by a Full Hearing. The decision of the full hearing board may be appealed to the associate dean. If you are facing dismissal as a result of the grade being grieved, the decision of the associate dean may be appealed to the dean. The final decision remains with the Dean of the School of Nursing.

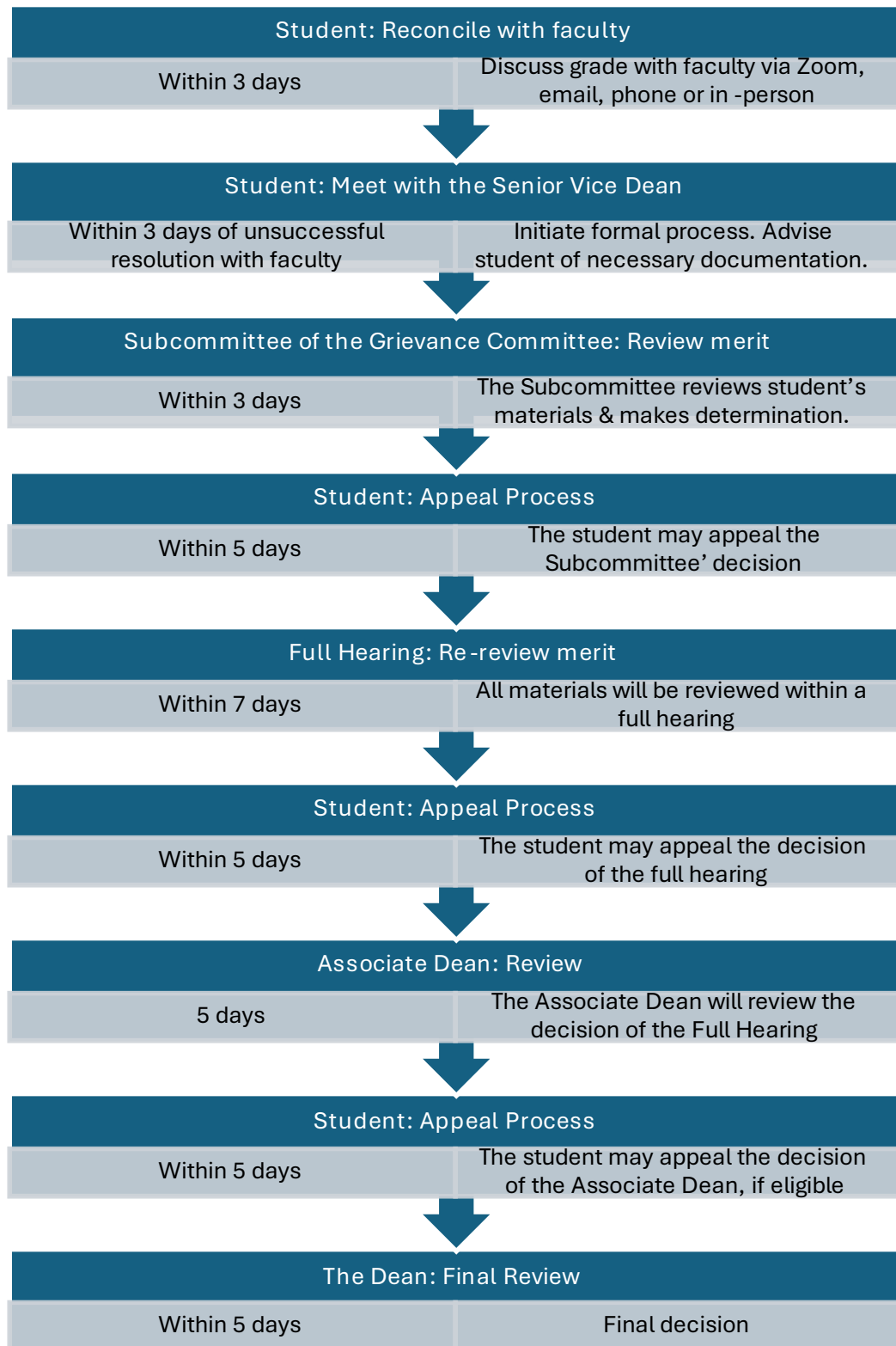
In the case of a successful grievance, the grade does not automatically change; rather, the committee makes recommendations on the appropriate student/faculty measures to be taken.

**Progression.** If the final grade is a failing grade, and that course is a prerequisite for the following courses, you may not progress to the next courses. Should you be scheduled to start a course before the grievance process is completed, you may request special permission from the appropriate associate dean to continue coursework until the appeal is resolved. You will be advised that if the grade is upheld on appeal, you will be required to withdraw from the class.

The full Grade Grievance Policy can be found [here](#). Figure 1 summarizes this process.



**Figure 1. Summary of Grievance Process**



## Degree Completion and Graduation Requirements

You should be meeting with your advisor at least once each term to review your progress and to ensure that all academic and clinical requirements are being completed as scheduled so that you can graduate on time. When entering your final semester, you are required to also:

- Make certain related fees and any outstanding debts to the university are paid, and
- Submit an Application for Graduation.

The Application for Graduation is available [here](#).

Rutgers University and Rutgers School of Nursing have one graduation ceremony a year. Whether you graduate in January, May or October, you will be invited to participate in the ceremony that is held in May. Your 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.

## Religious Accommodation

Rutgers University is committed to fostering a community that supports students, faculty and staff of all faiths. It is the policy of the university not to cancel classes on religious holidays.

Requests for religious accommodation should be made as early in the semester as possible.

**Absence Due to Religious Observance:** It is the policy of the university to excuse without penalty students who are absent because of religious observances and to allow the makeup of work missed because of such absences. Absences for reasons of religious obligation will not be counted for reporting purposes. Alternatives will be provided to students who are not able to attend a class, examination, clinical, laboratory, or other required activity due to religious observance.

**Religious Accommodation:** Religious observance is one of the recognized grounds for an excused absence at the Rutgers School of Nursing (see [Rutgers listing of religious observances](#)). A religious accommodation is any adjustment to the work and/or academic environment that allows you to practice your religion. Religious accommodation must be approved in advance; you are advised to provide your professors with timely notification of any necessary absences for religious observances.

**Request for religious accommodation** can be made using the School of Nursing [Religious Accommodation Request Form](#).

**Makeup:** If you are absent from an examination because of required religious observance, you will be given an opportunity to make up the examination without penalty. You are responsible

for making up the work or exams missed due to an accommodation according to a schedule agreed between yourself and the faculty member who teaches the course.

## 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.

## Other Policies

It isn't possible to summarize all of the school's policies in this handbook, nor is it necessary. In addition to the policies listed above, the website also includes the following policies:

- [Classroom and Clinical Attendance](#)
- [Communicable Disease Policy](#)
- [Grade Grievance Policy](#)
- [Religious Accommodation](#)
- [Scholastic Standing](#)
- [Student Essential Functions](#)
- [Student Technical Standards Policy for Admission and Matriculation](#)
- [Time Limit for Degrees](#)
- [Undergraduate and Graduate Student Recruitment and Admission Process](#) Policy
- [Undergraduate Academic Advisement](#)
- [Undergraduate Academic Progression](#): this link will take you to the policy landing page; from there, you will see five academic progression policies, one for each undergraduate program.
- [Undergraduate Exam Policy](#)
- [Undergraduate Testing Guidelines](#)
- [Undergraduate IPE Requirements](#)
- [Undergraduate Grades and Records](#)
- [Undergraduate Transfer Credit](#)

## Part 4: University Policies



## Policy Library

The Rutgers University website includes a [Rutgers University Policy Library](#). The Policy Library is designed to empower you with knowledge, support your academic and administrative endeavors, and ensure that our collective efforts align with the core values of Rutgers University. It includes not only student policies but faculty and staff policies as well. The Policy Library must include, quite literally, hundreds of policies including a Policy on Policies. It's not possible or necessary to list them here. Below are a couple of important policies that should provide you with insight into your rights and responsibilities as a student.

## 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 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 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.
- 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 they are preparing.

Adherence to these principles ensures:

- Everyone is properly credited 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 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 your fellow students about academic integrity and bring all alleged violations of academic integrity you encounter to the attention of the appropriate authorities.

See the complete [Academic Integrity Policy](#) for a listing of the types of academic integrity violations, levels of violations, and sanctions.

## 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](#).

## Laws that you should know about

- Title IX, including sexual discrimination and harassment:
  - The [policy](#)
  - More information on the Rutgers University Ethics and Compliance [website](#)
- FERPA is the Family Educational Rights and Privacy Act of 1974. It is a federal law designed to protect the privacy of a student's educational record.
  - More information on FERPA on the Rutgers University Ethics and Compliance [website](#)
  - [Information for students](#)

## Part 5: Mental Health and Suicide Prevention Resources

Suicide Prevention Resources on the [Rutgers Website](#)



## Violence Prevention and Victim Assistance

Information on dealing with a sexual assault, including how to report an incident, and confidential and non-confidential resources are available here:

- [Office for Violence Prevention and Victim Assistance](#), Victims and Survivors
- [Rutgers University Ethics and Compliance, Title IX Policies](#)
  - Reporting a Title IX incident on the New Brunswick Campus: [Home | Compliance & Title IX - Division of Student Affairs | Rutgers University-New Brunswick](#)
  - Contact information for the Title IX Coordinators: [Title IX Coordinators | University Ethics and Compliance | Rutgers University](#)

Rutgers is committed to ending sexual violence, dating/domestic violence, and stalking on campus. The **We R Here** campaign is the response to campus violence that impacts our community by letting students know **We R Here** to provide resources on each campus (Newark, New Brunswick, and Camden) and work towards greater involvement from students in ending this violence and supporting survivors.

**We R Here**  
Support Services for Victims of Violence

Source: <https://vpva.rutgers.edu/>

## Mental Health Services for the New Brunswick and Blackwood Campuses

**Counseling, Alcohol & Other Drug Assistance Program & Psychiatric Services (CAPS):** is located at 17 Senior Street, New Brunswick. (848) 932-7884

If the situation is urgent, indicate to the receptionist that the situation is urgent and request an on-call counselor who will assess the situation and provide specific directions about what to do. If it is not urgent, allow the student to make an intake appointment.

If CAPS is closed, and a student is experiencing a mental health emergency, use the following resources:

1. ProtoCall, a phone-based service for students in crisis when CAPS is closed. Call the main CAPS number, 848-932-7884, and follow the prompts.
2. Acute Psychiatric Service (APS): 855-515-5700, a 24-hour emergency service for local residents. If you live outside of Middlesex County you should contact the nearest hospital emergency department.
3. 988 Suicide and Crisis Lifeline: Call or text to 988.
4. NJ Hope Line (Suicide Prevention): 855-654-6735
5. National Crisis Text Line: Text HELLO to 741741.



6. Additional resources can be found at: <https://health.rutgers.edu/medical-and-counseling-services/counseling-services>

- **For emergency medical care, contact one of the local hospitals. If there is an emergency in need of immediate attention, call 911.**

**Do Something Form (New Brunswick only).** To share an urgent concern about a student if you are not with them, you can fill out the Do Something Form <https://health.rutgers.edu/do-something-to-help>. The New Brunswick dean of students will initiate a well-being check (note: this is a university, not a School of Nursing, service).

**School of Nursing Contact, New Brunswick.** The School of Nursing Student Engagement and Wellbeing Point Person for New Brunswick is Laura Stone (Associate Director) – [ls706@sn.rutgers.edu](mailto:ls706@sn.rutgers.edu)

**Urgent on-campus need (Blackwood only).** The Camden division of the Rutgers Police Department is located at 409 North 5th Street. Website: <https://www.rutgers.edu/about/campus-safety>

- For emergencies, call 911.
- For non-emergencies, call 856-225-6111.

**School of Nursing Contact, Blackwood.** The School of Nursing Student Engagement and Wellbeing Point Person for the Blackwood Campus Mitchell Marcus (Assistant Director) – [mcm287@sn.rutgers.edu](mailto:mcm287@sn.rutgers.edu).

- Should you require external support (not affiliated with the university), the Office for Student Engagement & Wellbeing can provide referrals to local providers.

## Mental Health Services for the Newark Campus

- **Counseling Center** is located at: 249 University Avenue, Blumenthal Hall, Room 101, Newark. (973) 353-5805. Email the Counseling Center at [counseling@newark.rutgers.edu](mailto:counseling@newark.rutgers.edu) to schedule an appointment.
- **Rutgers University, Newark CARE Team**. To share an urgent concern about a student, complete the CARE Team Concern Form or call them at: (973) 353-5063. You can reach them by email ([careteam@rutgers.edu](mailto:careteam@rutgers.edu)) for follow up questions.

## Additional Mental Health Resources

- WeChat Confidential, peer-supported text line available daily via text to: (973) 339-0734
- NJ Suicide Prevention Hopeline: (855) 654-6735
- National Suicide Prevention Hotline: (800) 273-8255
- Crisis Text Line: Text HELLO to 741741; if you would like to speak directly with a counselor of color you can text STEVE to 741741

## University Public Safety

- **If it is an emergency, dial 911**

- **Non-Emergency Numbers and Addresses**

- Rutgers University–New Brunswick: 732-932-7211  
55 Paul Robeson Boulevard, New Brunswick, NJ
- Rutgers University–Newark: 973-353-5111  
200 University Avenue, Newark
- Rutgers Health at Newark: 973-972-4491  
5 Bruce Street, Newark
- Office of Violence Prevention and Victim Assistance: 848-932-1811  
Access trained response team members for domestic violence and sexual assault  
24 hours a day or night.
- Camden County College, Blackwood Campus:
  - Emergency: (856) 374-5089
  - Public Safety: (856) 227-7200, ext. 4288

**School of Nursing Contact.** The School of Nursing Student Engagement and Wellbeing Point Person for Newark Undergraduate students is Valeria Montoya (Senior Student Program Coordinator) - [vm274@sn.rutgers.edu](mailto:vm274@sn.rutgers.edu).

## Statewide and National Services

- New Jersey Hopeline: 1-855-NJ-HOPELINE (654-6735)
- 988: Suicide and Crisis Lifeline (available 24 hours. Languages: English, Spanish)
- National Suicide Prevention Lifeline: 1-800-273-8255 (TALK)
- Additional resources are available at: <https://www.speakingofsuicide.com/resources>.

## All Campus Services

**UWill free mental health teletherapy.** Students are matched with a counselor virtually at any time. For more information: <https://health.rutgers.edu/uwill>

**Student Wellness information is available here:** <https://ubhc.rutgers.edu/swp/index.html>

## Mental Health and Suicide Prevention

It is not unusual to be approached by another student, a friend, or even a stranger who is depressed or in need of mental health support. If you ever witness someone threatening suicide, take the threat seriously, even if mentioned casually or in passing. Provide a listening ear (do not try to cheer them up and do not encourage them to look on the bright side) and refer this individual for help. You might want to say something like “It sounds like life is really overwhelming for you right now”. If the situation is conducive, and you feel like you are able to triage, then ask “Are you thinking about killing yourself?” You will not trigger suicidal thinking just by asking about it.

**\*\*\*If it's an emergency, call 9-1-1.\*\*\***

If it is not an immediate emergency and the query comes during business hours, then call Student Affairs, they can assist with finding an immediate referral.

**Examples of Concerning Behavior.** If you see any of the behaviors listed in the box below\* in a friend or acquaintance, consider letting this person know that you are worried about them and taking or referring them for assistance.

- |   |   |
|---|---|
| • Missing classes or irregular attendance                           | • Very anxious                                      |
| • Significant change in behavior                                    | • Concerning writing or art                         |
| • Comments that are inappropriate or irrelevant to class discussion | • Extreme change in weight                          |
| • Unable to control emotions  | • Extreme change in appearance                      |
| • Poor hygiene  | • Unusual bruising or other injuries                |
| • Appears intoxicated or smells of alcohol                          | • Interrupting class discussions                    |
| • Appears high or smells of marijuana                               | • Interfering with other students' ability to learn |
| • Appears tired or is constantly falling asleep in class            | • Making threats or threatening behavior            |
|   | • Talking or writing about suicide                  |

\*This list is not comprehensive and may not encompass concerning behavior that you are seeing. No two situations are the same.

Similarly, don't forget to take care of yourself. Seek help for yourself if you feel you are exhibiting any of the following signs.

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Noticeable mood changes (like prolonged feelings of sadness or intense anxiety, apathy, anger, distress) or excessive worry</li><li>• Loss of interest in social activities (isolation)</li><li>• Loss of pleasure in things that were once enjoyed</li><li>• Difficulty meeting responsibilities (attending class, completing assignments, personal hygiene, self care)</li></ul> | <ul style="list-style-type: none"><li>• Fatigue or lack of energy not related to physical health conditions</li><li>• Changes in sleeping or eating patterns (too much or too little)</li><li>• Substance use</li><li>• Self-injurious behaviors, thoughts of dying</li><li>• Concerns that are long lasting or interfere with quality of life</li></ul> |
|--|--|

Source: Manda Gatto, Presentation on Rutgers Student Health Counseling, Alcohol and Other Drug Assistance Program & Psychiatric Services (CAPS)

## Worried about Someone Else? Share A Concern

Rutgers is a community that cares. When you click on any one of the links below you will find a form or additional contact information where you can share your concern.

- Click [here](#) to share a concern regarding any of the following
  1. A student who may be using dangerous drugs (heroin, prescription drugs)
  2. A student representing a threat to themselves or others
  3. A student's emotional state and well-being
  4. Disruptive or aggressive behaviors in a classroom or on campus
- Click [here](#) to share a concern regarding a bias incident
- Click [here](#) to share a concern regarding SEXUAL ASSAULT, DATING VIOLENCE, STALKING OR SEXUAL HARASSMENT
- Click [here](#) to share a concern regarding a violation of the Code of Student Conduct

(Source: <https://health.rutgers.edu/do-something-to-help>)

## A final thought....

This nursing Student Handbook serves as a comprehensive reference guide for undergraduate nursing students at Rutgers School of Nursing, providing detailed information (and links to additional information) about the policies, procedures, academic expectations, and important guidelines students need to follow throughout their nursing program, ensuring that they are aware of their rights and responsibilities within the school and all clinical settings. Supplemental information about clinical nursing courses can be found in the Clinical Resource Guide, which can be found in Appendix 1. Overall, this handbook aims to equip you, as a nursing student at Rutgers School of Nursing, with the necessary knowledge to navigate your academic journey successfully and prepare you for professional practice as a baccalaureate-prepared registered nurse. It is an expectation that all students review and understand what has been provided in this document.

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### What do you think of this Handbook?

If you have any suggestions on how this Student Handbook can be improved, suggestions on things that should be included (but aren't yet), or corrections, ***let us know!***

Please email Virginia Allread, Executive Assistant, at [allreavi@sn.rutgers.edu](mailto:allreavi@sn.rutgers.edu).

# Appendices

## Appendix 1. Clinical Resource Guide



# Entry to Baccalaureate Practice Division Clinical Resource Guide

Effective Date: Spring 2025  
Reviewed Dates: 2/21/2025

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## Introduction

This Clinical Resource Guide aims to help you succeed in your clinical nursing courses at Rutgers School of Nursing. This guide supplements our policies, catalog, and Baccalaureate Student Handbook. As always, faculty, staff, and administration are here to help you should you have any questions or concerns during your journey toward becoming a Rutgers School of Nursing nurse. We share your excitement and passion as you work towards joining us in the most trusted profession.



--Your Rutgers School of Nursing Faculty

## Expectations in the Clinical and Lab Setting

Nursing clinicals are both exciting and challenging. It's a pivotal point in your education where you transition from classroom learning to real-world patient care. Clinical experiences aren't just about learning the skills required to be a professional nurse, but it is also about assuming the role of a nurse. This includes following the [Nursing Code of Ethics](#), which provides a moral compass and framework for ethical decision-making in your professional life, ensuring patient safety and well-being, and showing respect for the rights of patients and colleagues.



## 1. Contractual

Clinical agencies sign a contract that guides your clinical experience. It states that “The Facility shall provide clinical instruction and supervision of the students by personnel qualified in Nursing who meet the standards of recognized professional accrediting agencies or state agencies and the stated objectives of the University.” The instruction provided by the clinical faculty is guided by your didactic instructor and faculty course leaders and follows your syllabus.

**General expectations.** As in any professional environment, your conduct and demeanor must be professional and safe (“safe” refers to your own safety as well as that of your patients and colleagues). The clinical agency has the right to dismiss any student who is not following the rules and regulations of the facility. This will, in turn, warrant an immediate course failure.

**Hours and breaks.** You might be wondering if you’re going to get a break during your clinical rotations. Student nurses are expected to comply with agency rules regarding breaks for employed nurses. The industry standard is as follows:

- Students who work a 6–7-hour clinical shift will receive a 15-minute break. If you work a 6–7-hour shift, you will **not** be given a break for lunch.
- Students who work an 8–10-hour clinical shift will receive a 30-minute break.
- Students who work a 12-hour clinical shift will receive a 30-minute meal and a 15-minute break.

## 2. Responsibilities Before and During Clinicals

To get the most out of your experience, be sure to:

- Prepare for your clinical: review your syllabus, the course materials, and your notes. Study for your clinicals as you would for an exam!
- Never attempt something without adequate orientation, theoretical preparation, or appropriate assistance/supervision.
- When you document client care, your notes should be comprehensive yet brief; ensure accuracy in the preparation, administration, and documentation of medications and other nursing procedures. If you’re not certain, ask for assistance.
- When communicating with your instructors, do your best to be succinct yet accurate and thorough.
- Should you witness a questionable nursing practice that affects client welfare, report it to your instructor.
- And, of course, always be honest.

### 3. Ethical

Even as a student, you are expected to practice according to the American Nurses Association (ANA) [Nursing Code of Ethics](#), the ANA [Scope and Standards of Practice](#), and the New Jersey [Nursing Rules and Regulations](#). Examples of unethical or unsafe performance might include any of the following:

- Refusing an assignment based on client's race, culture, diagnosis, gender, disability, sexual, or religious preference.
- Making clinical decisions based on stereotypical judgments.
- Behaving inappropriately in clinical practice, such as falsifying documents, signatures, or assignments.
- Discussing personal and/or professional information in public places.
- Ignoring a clinical error.
- Ignoring the unethical behaviors of other healthcare workers, particularly if that behavior threatens a client's welfare.

**Phone use.** Avoid using your phone unless there is an emergency. Never take photos at the clinical site unless it is of another healthcare worker or student and you have their permission. Posting a patient photo – or any other patient-identifiable information – on social media is a serious violation of patient privacy and confidentiality and can result in severe consequences, including legal action.

### 4. Take Responsibility for Yourself and Your Actions

- Should you make a clinical error, including omission of appropriate care, you are obligated to report it to your instructor immediately and to take necessary measures to ensure subsequent patient safety.
- Should you witness the abuse of a client, whether it is physical, mental, or emotional abuse, notify the agency and/or clinical instructor immediately.
- Communicate nonjudgmentally and clearly. Ensure that your interpersonal relationships with agency staff, co-workers, peers, and faculty do not result in miscommunication or a disruption of client care and/or functioning.
- Take care of yourself!
  - Never ever report for clinical under the influence of drugs and/or alcohol.
  - Should you need treatment for a mental/emotional or physical issue that might affect the safety/well-being of others, seek help immediately.
  - If you've been given a referral to treat a mental/emotional or physical issue, follow through immediately. Putting the safety or well-being of others at risk will end your nursing career before it has begun!
  - Get enough sleep! According to Patient Safety and Quality: An Evidence-Based Handbook for Nurses (Hughes RG, Editor, Agency for Healthcare Research and Quality, 2008): "The evidence is overwhelming that nurses who work longer than 12 consecutive hours or work when they have not obtained sufficient sleep are putting their patients' health at

risk; risk damaging their own health; and if they drive home when they are drowsy, also put the health of the general public at risk.”

## 5. HIPAA

Patient privacy is outlined in the [Health Insurance Portability and Accountability Act](#) (HIPAA). HIPAA is a federal law that protects patients' health information. HIPAA gives patients the right to see and obtain copies of their health records and regulates how healthcare providers and agencies use and disclose patient information. HIPAA forbids any agency employee or anyone affiliated with that agency (including students) from discussing patients or their care unless medically necessary for that person's care. On a personal level, it means that you cannot talk about your patients using their names or any identifying information with friends, family, or even other healthcare workers (unless you need to for the sake of their care). You certainly cannot post videos or photos of any patient or patient identifiers on social media.

Always:

- Ensure the confidentiality of any interaction during which you are talking about a client
- Ensure the confidentiality of patient records
- Ensure you follow the agency's rules and protocols to ensure safe practice.

## Clinical Clearance

For your own safety as well as that of patients, there are a number of requirements that must be completed before going to your first clinical. These requirements protect students, promote patient safety, decrease institutional liability, and demonstrate compliance with our clinical affiliation agreements.

[Clinical clearance requirements](#) include the following:

- **Background Check & Student Disclosure Form.** Students are required to comply with the University's policies on "[Criminal Background Checks for Accepted Applicants for Admission to RBHS Schools and Educational Programs and for Currently Enrolled Students](#)." Instructions to help you be fully compliant with the Rutgers Health policy can be found on the School of Nursing [website](#).
- **Drug Testing**
- **Immunizations/Vaccines.** You are required to comply with the Rutgers Health policy on "[Student Immunizations and Health Requirements](#)".
- **CPR (Basic Life Support).** You are required to have a current valid American Heart Association "Basic Life Support for Health Care Providers" CPR certification. These certifications can be completed at a variety of training centers and are valid for two (2) years from the day that you pass the course.
- **[Student Notification of Program Requirements Form](#).** This form can be found in Canvas.

**A note about timing:** Some clinical clearance tasks can take months to complete, so start early! Undergraduate students must have their clinical compliance completed no later than June 1<sup>st</sup> (Fall clinical), November 1<sup>st</sup> (Spring clinical), and April 1<sup>st</sup> (Summer clinical):

		Deadline for Submission	Processing Deadline	Semester Start Date 2024-2025	Level
Second Degree	Fall	June 1st	August 1st	First day of classes	Level 2, 3
	Spring	November 1st	December 1st	First day of classes	Level 1, 3, 4
	Summer	April 1st	May 1st	First day of classes	Level 1, 2, 4
Traditional and 2+2	Fall	June 1st	August 1st	First day of classes	Level 1, 3
	Spring	November 1st	December 1st	First day of classes	Level 2, 4

If you do not complete your requirements on time, you will not be eligible to participate in the clinical practicum experience, including simulation and skills lab. You will also receive a clinical warning at the time of a second missed clinical day, and a third absence will result in a clinical failure.

## A/B Clinical Model

The School of Nursing has implemented the A/B Clinical Model in all courses. You will find a description of the A/B model in your course syllabus. Under the A/B model, students will have 3 types of clinical placements: off-campus, on-campus, & community. This means that students will rotate through 3 sites following a set schedule.

- **On-campus clinicals** consist of simulated clinical experiences designed to meet course objectives. Simulated clinical experiences allow students to expand their clinical reasoning skills in a safe and controlled environment with the support of faculty and peers.
- **Community clinicals** include placements in community-based organizations, such as soup kitchens, schools, outpatient clinics, etc.
- **Off-campus clinicals** generally occur in a hospital or other inpatient care facility.

Each of these clinical experiences is facilitated by a faculty member, meaning you will likely have 3 clinical faculty members per clinical course.

The on-campus, off-campus, and community coordinators have similar responsibilities but in their respective settings. However, the Community Clinical Instructor role is somewhat different from that of the On-campus and Off-campus Instructor because they are responsible for students at multiple sites, so do not spend the entire day with any one group. Specifically, the Community Clinical Instructor is responsible for:

- Educating students on community site requirements and assignments.
- Reviewing the clinical schedule for any conflicts and confirming the schedule with the community coordinator.

- Making visits or accompanying students to community sites when required.
- Confirming students' attendance at community sites and notifying the course leader of any missed days.
- Planning a remote or in-person pre- or post-conference to determine attendance and that clinical objectives met.
- Ensuring that any additional requirements for community clinical experiences, such as assigned reading, training, and journals, are completed.
- Grading assignments for community clinical days.

Similarly, your responsibilities as a student will be similar in the on-campus, off-campus, and community settings. Your responsibilities in the community setting are listed, in part, below.

#### **Student Responsibilities in the Community Setting**

- Attend all community sites assigned, including windshield survey days.
- Notify the clinical instructor and community coordinator when absent from a community site.
- Complete all mandatory orientation training for any community site assigned.
- If required, sign up for community sites in a timely manner (within 1 week of open sign-up forms.)
- Should you need accommodations for community clinical, communicate this need to the course leader and community coordinator within the first week of the semester.
- Monitor the community schedule for any changes.
- Communicate with the community coordinator for any questions related to the community site.
- Complete all assignments related to the community site (journals, readings, etc.)

## **Dedicated Education Units**

- A Dedicated Education Unit (DEU) is a nursing unit developed into an optimal teaching/learning environment through the collaborative efforts of nurses, management, students, and faculty.
- All Level 4 students will be placed on a DEU for their clinical assignment in the Transition to Practice Course.
- In contrast to a traditional off-campus clinical model where faculty work with students in the provision of care, in a DEU, students are integrated into the work environment on a nursing unit whereby select staff nurses serve as preceptors to work directly with students to provide patient care.
- Rutgers School of Nursing faculty work closely with staff nurse preceptors to provide feedback and evaluate your nursing knowledge and skill development.
- You will receive weekly feedback from staff nurse preceptors. You will also undergo a mid-term and final clinical evaluation by RUSON faculty.

## Dosage Calculation

- A dosage calculation quiz will be administered in all clinical/lab courses with the exception of Health Assessment and Nursing Care of Individuals/Populations with Acute and Chronic Mental Health Conditions. You will have 30 minutes for 10 questions and 60 minutes for 20 questions to complete the quiz.
- Students cannot administer medications in the clinical setting until they pass the dosage calculation quiz.
- A score of 90% is needed on the Dosage Calculation quiz in the current course to administer medications in the clinical environment. More about this and the consequences of failing a Dosage Calculation exam can be found in the syllabus.
- Dosage calculations will be incorporated into all simulations.

## Evaluation of Clinical Experiences

- To pass any course with a clinical/lab component, you must pass both didactic and clinical/lab components to receive a passing course grade.
- To successfully pass the clinical/lab component of the course, you must demonstrate satisfactory achievement of the clinical/lab course objectives.
- Your performance in the clinical/lab setting will be evaluated weekly by the clinical instructor using the School of Nursing's clinical evaluation tool.
- The clinical instructor will review your evaluation with you at mid-semester and at the end of the clinical rotation.
- Satisfactory performance requires the demonstration of behavior that reflects the achievement of the stated competency.
- Any student deemed unsatisfactory in more than 2 competencies at the final (formative) evaluation will not pass the clinical component and thus will not pass the course.

### Clinical Warning

- A clinical warning consists of a written document informing the student of deficient performance with a detailed plan for improvement.
- Any behavior deemed unsafe or unprofessional by the clinical/lab instructor may result in the issuance of a clinical warning.
- Failure to satisfactorily demonstrate a nursing competency/skill consistently may result in a clinical warning.
- More on academic warnings can be found in the School's Progression [policies](#) as well as the [Academic/Scholastic Standing policy](#).

### Remediation

- Should you fail a skill test out in Nursing Care of Healthy Populations or Health Assessment or

demonstrate difficulty in skills taught during lab, you will be referred to the Division for Simulation and Clinical Learning (DSCL) for remediation.

- Should you have any difficulty demonstrating skills in the clinical setting, you may be remediated by the clinical faculty or referred to the DSCL for remediation.

## Logistics

- **Transportation.** You are responsible for your own transportation to and from your assigned clinical sites. Where possible, carpool with other students.
- **Parking.** Your clinical instructors will provide you with information about parking. Always follow the clinical agency's parking policy and practices.

## Safety

- Leave valuables at home
- Be alert when walking from the parking deck/lot to the clinical site
- Do not share last names or personal information with patients
- Promptly report any safety concerns to your clinical instructor; instructors will report incidents the appropriate safety and security officers (i.e. hospital security, RU PD)

## Rutgers School of Nursing Policies Relevant to Clinicals

### 1. Clinical Absence Policy

You are required to be present for all clinical experiences; you are expected to be present for the entire experience, beginning to end. You must personally notify the clinical faculty/preceptor and/or clinical site if absence from a clinical day is necessary. Your clinical faculty should have provided specifics on this notification process. More than one unexcused clinical absence may result in a clinical failure.

**Exceptions:** Even though students are expected to be present for all clinical experiences, they may not attend clinical if sick, including but not limited to fever, respiratory illness, and/or gastrointestinal illness. If your absence is excused, you must provide proof.

**Make-up:** *All* clinical absences must be made up regardless of the reason for the absence. Please work with your course lead, who will work with you to find a make-up clinical assignment at the same agency, if possible, or with another organization, if necessary.

**Punctuality is essential;** if you are **tardy** for your clinical – i.e., arriving within 15 minutes of the start time, it may result in a clinical warning. If you arrive at your clinical more than 15 minutes late, you are considered absent (an unexcused absence) and will be dismissed from the clinical site.

More information can be found in the [Classroom and Clinical Attendance Policy](#).

### 2. Academic Progression Policy

The academic progression policies provide an overview of the midterm warning, course withdrawal, academic probation, academic suspension, academic dismissal, and the academic dismissal appeals processes for both didactic and clinical courses. If you have any questions on any of these topics, go to the School's [policy page](#), scroll down to "Undergraduate Policies," and you will see a total of five progression policies, one for each of our undergraduate programs.

### 3. Policies and Services to Support Students with Disabilities.

Rutgers University welcomes students with disabilities into all of the University's educational programs, including clinical programs such as nursing. To receive consideration for reasonable accommodations in the clinical or classroom setting, you must contact the appropriate disability service office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation. For more about applying for services, go to the School's [website](#).



See also the School's [Student Technical Standards Policy For Admission And Matriculation](#).

#### **4. Religious Accommodation.**

Should you require a religious accommodation to comply with your clinical expectations (e.g., should your clinical coincide with a religious holiday) please see the School's [Religious Accommodation](#) policy for guidance.

#### **5. Academic Advisement**

More on our academic advisement process for both the clinical and didactic context can be found in our [Academic Advisement policy](#).

#### **6. Dress Code**

The School of Nursing will defer to the dress code policies at the clinical sites. The official uniform consists of black scrub tops with the official embroidered school logo and student name (first name, last initial), black scrub pants, and the regulation uniform lab coat (also embroidered).

- Black long-sleeved t-shirts under the scrub top are permitted. Additional layered clothing is not to be worn with the uniform.
- Uniforms should fit comfortably without undergarments being visible.
- Uniforms should be kept clean and neat.
- **Socks.** Black or neutral-colored socks must be worn.
- **Shoes.** When the uniform is worn, black leather closed shoes or impervious sneakers must be worn.

##### **Additional information about the uniform:**

- The uniform, including lab coat, must be purchased as a complete set from the School of Nursing vendor.
- Uniforms are to be worn in clinical areas or at designated community events, such as health fairs. The uniform must be worn to all designated clinical experiences unless otherwise specified.
- **Community/Psychiatric Nursing Practice Settings.** For community health and community-based psychiatric settings, students may be asked to wear alternative clothing such as business or professional attire, including solid or dark pants, a white or colored top, and no open-toe shoes. Jeans are not permitted at a community or psychiatric clinical site.
- **Bring a stethoscope and a pen light!** Students are required to bring a stethoscope and pen light to clinical. Clinical faculty may ask students to come to clinical with other items in addition to the stethoscope and pen light.

**Other guidelines related to dress and appearance:**

The School of Nursing will defer to guidelines or policies related to dress and appearance at the clinical sites.

- **Jewelry.** Jewelry must be minimal (i.e., a wedding band, small post earrings, and a watch with a secondhand).
- **Body Jewelry/Tattoos.** Body jewelry and tattoos should comply with agency policy.
- **Cosmetics.** Perfumes, perfumed lotions, and aftershaves are prohibited because of potential allergic reactions or respiratory difficulties in patients.
- **Personal cleanliness and hygiene.** Personal cleanliness and hygiene, including oral hygiene, must always be maintained.
- **Hair and Nails.** Hair must be neat and clean. Men must be clean-shaven or have a neatly trimmed beard and/or mustache. Fingernails should be kept short. For cultural or religious purposes, hair may be covered with a solid-color scarf to match the color of the uniform.

**Uniform Exceptions, for Religious or other reasons**

- Exemptions to the uniform based on religious observation or other reasons should be discussed with the Program Director. For example, the black pants may be swapped for a black skirt. Other necessary modifications can be made where requested.
- Clothing worn in addition to the uniform as part of religious or customary dress, such as a turban, hijab, or other head covering, should be solid black to match the uniform.

**7. Other Policies**

See the [website](#), Student Handbook and course syllabus for information about other policies and expectations related to clinicals.