



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

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

Effective Date: Fall 2026  
Date: 7/6/2026

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

**WE ARE YOU**

## Greetings from the Dean

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



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

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

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

Sincerely,

A handwritten signature in cursive script that reads "Angela Starkweather".

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

## Division Welcome

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

This handbook was developed as a student and faculty resource and replaces all previously published handbooks. It provides access to the University, the School of Nursing, and Division-specific policies/processes, and highlights areas where students and faculty often have questions and/or are looking for resources. Admittedly, not every possible question or scenario is outlined within this document, so if you have a question or do not see a particular situation/circumstance addressed, please reach out to your Specialty/Program Director or the Divisional Dean for clarification.

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

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



## School of Nursing Contact Information

### Division of Advanced Nursing Practice Contact Information

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

### Phone Numbers

**Division of Advanced Nursing Practice**  
973.972.1227

**Office of the Registrar**  
973.972.5531  
[registrar@sn.rutgers.edu](mailto:registrar@sn.rutgers.edu)

## School of Nursing Administrative Structure

### Dean



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

### Senior Vice Dean Associate Vice Chancellor



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



## Administrative Faculty, Divisional Deans

**Associate Dean**



**Persephone Vargas, DNP, APN, ANP-BC,  
FNP-BC  
Associate Professor**

**Associate Dean of Clinical Affairs**



**Tracy R. Vitale, DNP, RNC-OB, C-EFM, NE-BC,  
CNE, FAAN  
Associate Professor**

## Administrative Staff

**Manager, Academic Administration**



**[Dani Scarmozzino, MS-HEA, BS-BA](#)**

**Graduate Clinical Program Manager**



**[Alicia Boone, EdM, BS-BM](#)**

**Department Administrator**

**[Giselle Silvagnoli, BS-BA](#)**

## Specialty/Program Directors



Adult-Gerontology Acute Care Nurse  
Practitioner

[Mark Karasin, DNP, APN, RN, AGACNP-BC,  
CNOR\(E\)](#)



Adult-Gerontology Primary Care Nurse  
Practitioner

[Persephone Vargas, DNP, APN, ANP-BC,  
FNP-BC](#)



Family Nurse Practitioner  
Family Nurse Practitioner in Emergency  
Care

[Karen \(Casey\) O'Connell Schill DNP, APN-  
C, FNP-BC, ENP-C, CEN, CFRN, NREMT-P](#)



Pediatric Primary Care Nurse Practitioner

[Margaret Quinn, DNP, APRN, CPNP-PC,  
CNE](#)



Psychiatric-Mental Health Nurse Practitioner

[Mamilda Robinson, DNP, APN, PMHNP-BC](#)



Nursing Leadership & Practice Focus

[Suzanne Crincoli, PhD, RN](#)



Women's Health/Gender-Related Nurse  
Practitioner  
[Hollie Gentry, DNP, RN, WHNP-BC, CNE](#)



Nurse-Midwifery  
Dual Women's Health/Nurse-Midwifery  
[Julie Blumenfeld, DNP, CNM, FACNM, FAAN](#)



Nurse Anesthesia  
[Thomas Pallaria, DNP, APN/CRNA](#)



Nurse Anesthesia  
[Michael McLaughlin, DNP, APN, CRNA](#)



Nurse Anesthesia  
[Maureen McCartney-Anderson, DNP, APN/CRNA, FAANA](#)



DNP Project/DNP Project Courses  
[Tracy R. Vitale, DNP, RNC-OB, C-EFM, NE-BC](#)



Nursing Informatics  
[Suzan Ahmad, PhD, MSN, RN, ACHIP](#)



Nursing Education Technology and Innovation  
Jeannette Manchester, DNP, MBA, RN

## Academic Programs

| <b>Master of Science in Nursing</b>                                       |            |                      |
|---------------------------------------------------------------------------|------------|----------------------|
| Adult-Gerontology Acute Care (enrollment begins Summer 2027)              | 52 credits | 840 clinical hours   |
| Family (enrollment begins Summer 2027)                                    | 52 credits | 840 clinical hours   |
| Family-Emergency Care (enrollment begins Summer 2027)                     | 60 credits | 1,020 clinical hours |
| Nurse-Midwifery                                                           | 50 credits | 945 clinical hours   |
| Nursing Education Technology and Innovation (enrollment begins Fall 2026) | 34 credits | 500 practicum hours  |
| Nursing Informatics                                                       | 37 credits | 500 practicum hours  |
| Nursing Leadership                                                        | 42 credits | 510 practicum hours  |
| Pediatric Acute Care (enrollment begins Summer 2027)                      | 52 credits | 780 clinical hours   |
| Pediatric Primary Care (enrollment begins Summer 2027)                    | 46 credits | 780 clinical hours   |
| Dual Pediatric Acute/Primary Care (enrollment begins Summer 2027)         | 63 credits | 1,200 clinical hours |
| Psychiatric-Mental Health (enrollment begins Summer 2027)                 | 52 credits | 780 clinical hours   |
| <b>Post Master's Certificate</b>                                          |            |                      |
| Adult-Gerontology Acute Care Nurse Practitioner                           | 30 credits | 752 clinical hours   |
| Adult-Gerontology Primary Care Nurse Practitioner*                        | 24 credits | 750 clinical hours   |
| Family Nurse Practitioner                                                 | 30 credits | 870 clinical hours   |
| Family Nurse Practitioner in Emergency Care                               | 36 credits | 945 clinical hours   |
| Nurse Midwifery                                                           | 32 credits | 945 clinical hours   |
| Nursing Education Technology and Innovation (enrollment begins Fall 2026) | 13 credits | 360 practicum hours  |
| Pediatric Acute Care Nurse Practitioner                                   | 22 credits | 540 clinical hours   |
| Pediatric Primary Care Nurse Practitioner                                 | 32 credits | 765 clinical hours   |
| Psychiatric-Mental Health (enrollment begins Summer 2027)                 |            |                      |
| <b>Baccalaureate to Doctor of Nursing Practice</b>                        |            |                      |
| Adult-Gerontology Acute Care Nurse Practitioner                           | 75 credits | 752 clinical hours   |
| Adult-Gerontology Primary Care Nurse Practitioner*                        | 69 credits | 750 clinical hours   |
| Family Nurse Practitioner                                                 | 75 credits | 870 clinical hours   |
| Family Nurse Practitioner in Emergency Care                               | 81 credits | 945 clinical hours   |

|                                                                                                                                                                                                                                                                                                              |            |                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------------|
| Nursing Leadership**                                                                                                                                                                                                                                                                                         | 60 credits | 680 practicum hours |
| Nurse Anesthesia                                                                                                                                                                                                                                                                                             | 85 credits | 2800 clinical hours |
| Nurse Midwifery                                                                                                                                                                                                                                                                                              | 77 credits | 945 clinical hours  |
| Pediatric Primary Care Nurse Practitioner                                                                                                                                                                                                                                                                    | 74 credits | 765 clinical hours  |
| Dual Pediatric Primary/Acute Care Pediatric Nurse Practitioner                                                                                                                                                                                                                                               | 85 credits | 945 clinical hours  |
| Psychiatric/Mental Health Nurse Practitioner                                                                                                                                                                                                                                                                 | 78 credits | 752 clinical hours  |
| Women's Health/Gender-Related Nurse Practitioner*                                                                                                                                                                                                                                                            | 72 credits | 755 clinical hours  |
| Dual Women's Health/Nurse Midwifery*                                                                                                                                                                                                                                                                         | 80 credits | 1080 clinical hours |
| <i>Doctor of Nursing Practice Students: The minimum number of combined clinical or practicum and DNP project experience hours is 1,000. Students, however, may be required to complete more than 1,000 hours to meet minimum competency requirements for graduation and certification (when applicable).</i> |            |                     |
| <b>Post Master's Doctor of Nursing Practice</b>                                                                                                                                                                                                                                                              |            |                     |
| Practice Focus (Weekend Model)                                                                                                                                                                                                                                                                               | 36 credits | See below           |
| Transformational Leadership                                                                                                                                                                                                                                                                                  | 42 credits | See below           |
| <i>Doctor of Nursing Practice Students: The minimum number of combined clinical or practicum and DNP project experience hours is 1,000. Students, however, may be required to complete more than 1,000 hours to meet minimum competency requirements for graduation and certification (when applicable).</i> |            |                     |
| <i>*Closed to new admissions.</i>                                                                                                                                                                                                                                                                            |            |                     |
| <i>**Admission paused for the Fall 2026 admit cycle.</i>                                                                                                                                                                                                                                                     |            |                     |

## School of Nursing Mission

Leading the advancement of nursing science, nursing education, health equity for diverse populations, and the translation of science into quality clinical and population-based healthcare.

## School of Nursing Vision

Rutgers School of Nursing is a global leader in nursing education, research, and scholarship and an innovator in advancing healthcare that contributes to improved quality of life, health outcomes, and health equity for all individuals, communities, and populations. We are recognized for our holistic approach to equitable, person-centered, and community-involved healthcare.

## School of Nursing Values: SCARLET

- Service – Commitment to helping others and making a difference.
- Collaboration – Working together to achieve shared goals.
- Accountability – Taking responsibility for actions and outcomes.
- Resilience – Overcoming challenges with determination and adaptability.
- Leadership – Inspiring and guiding others with integrity.
- Excellence – Striving for the highest standards in all endeavors.

- Transparency – Fostering trust through honesty and openness.

**School of Nursing Philosophy:** The faculty has a set of beliefs regarding the metaparadigm concepts of the discipline: nursing, humans, the environment, health, as well as education. These beliefs, as well as those regarding education and care quality, provide the foundation for the organizing framework for the Rutgers School of Nursing 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. This philosophy is consistent with our mission and vision statement. The full philosophy can be found on the [website](#).

## Part 2: School Resources





## Academic Advisement

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

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

It is your responsibility to register for courses based upon the agreed plan of study. In the case of unforeseen circumstances, changes to program plans will be considered. Any questions regarding the course of study should be discussed with the Specialty/Program Director. Should you deviate from your program plan without consulting your Specialty/Program Director, you may jeopardize your graduation date and/or successful program completion.

## Clinical Clearance and Placement Information

Advanced Nursing Practice students with classroom or clinical responsibilities/coursework must comply with all immunization and health requirements. Detailed information on clinical clearance requirements can be found [here](#).

Information about the graduate program clinical process, including the preceptor agreement and a link to the clinical placement information form, can be found [here](#).

You will need to use 3 portals for clinical clearance.

1. Upload to Exxat:

- Current AHA BLS for Professionals CPR Certification
- Current RN license

2. Upload to <https://patient-rbhs.medicatconnect.com>:

- Immunizations
- Annual Physical Exam Form
- Information on both of these requirements can be found [here](#).

3. DISA (formerly CastleBranch)



- Background check, due every 2 years. More information can be found [here](#).
- Drug screening (recommended). More information can be found [here](#).

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

## Admissions and Registration

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

### Continuous Registration

You must be continuously registered each semester (Fall, Spring, Summer) from the date of matriculation. The time limit from date of matriculation to degree completion is as follows:

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

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

Even if you are not taking any classes, you must still pay any associated fees for maintaining matriculation (see below). Continuous registration applies to all students, regardless of whether you are attending in-person, remote, hybrid, or online classes. In other words, while we recognize there are times when you may need to take a semester off, there are no formal student "leaves of absence" once matriculated. If you are receiving financial aid, you should also be aware of any implications of not taking any classes for a semester. Please consult with the financial aid office for additional information. Maintaining matriculation may impact your timeline for program completion.

### Types of Holds

Students with any type of hold (financial, registrar, compliance, and/or student health) will not be permitted to register for classes until the hold is resolved. Please make sure you have released all holds (if it is a financial hold, determining a payment plan will suffice) so that course registration is not delayed. Please see the table below for additional information on hold codes and how to resolve them.

| <i>Hold Type</i> | <i>Hold Description</i> | <i>Contact</i>                                                                                                                                                                                                                                                                                                                                                      |
|------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AR               | Accounts Receivable     | <a href="http://www.studentabc.rutgers.edu/payment-instructions-rbhs-students">http://www.studentabc.rutgers.edu/payment-instructions-rbhs-students</a><br>Rutgers Health Billing and Collections<br><a href="mailto:billingandcollections@sa.rutgers.edu">billingandcollections@sa.rutgers.edu</a>                                                                 |
| FA               | Financial Aid           | If you have a Financial Aid hold, please contact Rutgers Health Newark Financial Aid <a href="mailto:rbhs_nwk@ofa.rutgers.edu">rbhs_nwk@ofa.rutgers.edu</a>                                                                                                                                                                                                         |
| RA/RG/RH         | Registrar               | If you have a Registrar's hold, please email <a href="mailto:registrar@sn.rutgers.edu">registrar@sn.rutgers.edu</a>                                                                                                                                                                                                                                                 |
| SH               | Health and Immunization | Any questions about Health/Immunization, Flu Vaccination, and/or COVID immunization requirements, please contact <b>Student Health Services</b> via secure message through the <b>Patient Immunization Portal</b> at <a href="https://patient-rbhs.medicatconnect.com/">https://patient-rbhs.medicatconnect.com/</a> (login using your Rutgers NetID and password). |

## Office of the Registrar (School of Nursing)

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

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

Some of the services provided include:

- Coordination of course enrollment and student registration
- Enrollment verifications
- Degree conferral and diploma issuance
- Preserving student academic records and releasing transcripts

- Diploma orders
- Posting of final grades/change of grade
- Registration and re-enrollment
- Veteran's Affairs Certification

**Graduate Program Forms** are available [here](#).

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

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

## Financial Aid

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

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

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

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

## Scholarship Information

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

## Office of Student Engagement and Wellbeing

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

The Office of Student Engagement and Wellbeing, which serves the Division of Advanced Nursing Practice, is located in the Stanley S. Bergen, Jr. Building, 65 Bergen Street, Room 624, Newark NJ 07107, and open from 8:30 am to 4:30 pm, Monday through Friday, either remotely or in-person. Students are seen by appointment but are welcomed on a walk-in basis as well.

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

### Student Program Coordinator

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

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

Tannia Domínguez, MA, LPC, Senior Student Program Coordinator  
Stanley S. Bergen Building, Room 624  
Email: [tannia.dominguez@rutgers.edu](mailto:tannia.dominguez@rutgers.edu)  
Phone: (973) 972-9569

## Office of Student Affairs

### Main Contact Information

Phone: 973.353.1178

[Contact Student Affairs](#)

### Assistant Dean for Student Engagement and Wellbeing

Michael Varano, MBA

New Brunswick Campus

Email: [mv372@sn.rutgers.edu](mailto:mv372@sn.rutgers.edu)

**Academic Support Resources** through the Office of Academic Success are available [here](#).

**Personal Counseling and Health Services** are available to graduate students, and information regarding **Student Wellness** is available [here](#).

## 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 from:

- [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
  - Contact information for the [Title IX Coordinators](#)

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

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

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

## Title IX training: “Do R Part: Understanding and Responding to Interpersonal Violence”

We ask that you complete the **Do R Part** module as soon as possible after starting at Rutgers, ideally within 30 days of the start of your first term. For incoming summer students, invitations to the course will begin in June. For Fall incoming students, invitations to the course will be sent in Late August. You can find the modules [here](#).

Contact information for Rutgers Health Students’ Title IX Coordinator is as follows:

**Nick Geremia, Program Director, Student Affairs**

Stanley S. Bergen Jr. Building

65 Bergen Street, Suite 1441

Newark, NJ 07101

(973) 972-6259

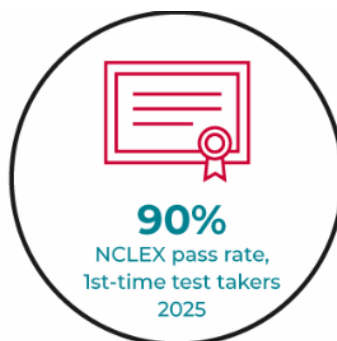
[nick.geremia@rutgers.edu](mailto:nick.geremia@rutgers.edu)

## Services for Students with Disabilities

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

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

- **School of Nursing** [website](#).
- **Rutgers Health** [website](#).



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

### Student Computing and Computing Overview

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

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

You may email [support@sn.rutgers.edu](mailto:support@sn.rutgers.edu) with **general questions**. You will find **additional IT contact and support methods** [here](#).

### Bring Your Own Device (BYOD)

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

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

### Student Resource Page

The Student Resource Page is a central starting point for accessing various resources, including interdepartmental information, schedules and calendars, Exxat/Typhon, Canvas, etc.

Frequently used links are available on the [Student Resource Webpage](#).

### Exxat and Typhon Student Tracking Systems

Exxat PRISM (nurse practitioner, midwifery, and other clinical tracks) and Typhon NAST™ (nurse anesthesia) are education management systems that track practicum hours and patient encounters during clinical rotations and facilitate student, faculty, and preceptor assessments. Additional features of Exxat will be integrated during the upcoming years, including clinical site requests, preceptor verification, DNP project experience hours, and advisement.

Both HIPAA and FERPA-compliant web-based systems allow you to enter patient encounter information quickly and easily, including demographics, clinical information, diagnosis and

procedure codes, medications, and clinical notes. This information will be tracked by faculty, discussed during clinical or practicum courses, and may be requested by future employers during the hiring, onboarding, and the credentialing process. We encourage you to download your clinical experience logs and robust Exxat profiles at the end of your program.

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

- Additional instructions regarding **Exxat** will be discussed by faculty and can be found [here](#).
- Additional instructions regarding **Typhon** will be discussed by faculty and can be found [here](#).

### Rutgers School of Nursing





## Part 3: School Policies



## Student Responsibility

This handbook provides a summary of the key policies governing graduate work at the Rutgers School of Nursing. Part 3 includes the key School policies, and Part 4 includes key University policies. Please refer to the online Rutgers University and School of Nursing Catalogs and familiarize yourself with the principal rules and regulations contained therein. All academic and other regulations established by the Rutgers School of Nursing and the Board of Governors of the university are subject to amendment at any time. Any significant changes made after the publication of this handbook will be circulated to registered students via email or Canvas by the Division of Advanced Nursing Practice and/or the Office of the Registrar.

The **Rutgers School of Nursing Catalog** is available [here](#).

**Just a note about our catalog:** When you go to the School's [website](#), you'll notice that we list catalogs from as far back as 2010. 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 curriculum for your program of study appears in the catalog that was in effect the year that you started studying at 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.

## Civility/Incivility at Rutgers School of Nursing

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

The complete **Incivility Policy and Reporting Form** are available [here](#).

## Religious and Other Accommodation

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

**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 notify your professors in a timely manner of any necessary absences for religious observances.

**Absence Due to Religious Observance:** It is the policy of the university to excuse students without penalty who are absent because of religious observances and to allow the makeup of work missed due to 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.

**Makeup:** If an exam will be given on a day when you will be absent because of a religious observance, work with your professor as soon as you submit the accommodation forms to agree on a plan to make up that exam. You will be given an opportunity to make up the examination without penalty, but you are responsible for making up the work or exams missed due to accommodation, according to a schedule agreed between yourself and the faculty member who teaches the course.

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

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

Should you need accommodation for other reasons, for example, because you are a reservist who has been called for training, follow the same process as that for religious accommodation.

Information regarding the **School of Nursing Classroom and Clinical Attendance Policy** is available [here](#).

## School of Nursing Community Building and Engagement

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% in New Brunswick, almost 70% of Second-Degree students, and more than 40% of Blackwood 2+2 students identify as people of color. Language diversity is also a strength of our students. As part of an identity exercise within the Sociocultural Dimensions of Health 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 to have received the annual American Association for Men in Nursing Best Schools for Men in Nursing

Award eight years in a row (2018 – 2025). Fourteen percent of RSON's students are male, slightly higher than the 12% national average.

See our Community Building and Engagement [webpage](#) for more information on our commitment to creating and cultivating an environment where community building and engagement are valued principles.

As part of our commitment to be actively anti-bias as an organization, the School of Nursing leadership openly invites members of the community to discuss concerns without fear of retribution. The **Anonymous Bias Reporting Form** is available [here](#).

Submissions will be sent directly to the School of Nursing Dean. It is our sincere hope that through open dialogue and understanding, we can continue to grow in tolerance and understanding of one another and the many valuable differences that make us a strong and vibrant community.

## Transfer Credit

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

Request for transfer of credits for graduate courses completed at another accredited institution will only be reviewed upon admission (prior to the start of/during the first semester) to the School of Nursing. The school will consider applications for transfer credit based on the following criteria:

- Course documents support comparable graduate or doctoral-level coursework at an accredited college or university.
- A grade of B or better in the course(s) being transferred.
- The course(s) was/were not taken more than 7 years prior to the request for transfer. Please note that ***advanced pathophysiology, advanced pharmacology, and advanced health assessment*** must have been completed less than 5 years prior to admission.
- The maximum number of transferable credits is 12.
- Credits transferred for a course cannot exceed the number of credits for the course offered at Rutgers School of Nursing.
- Credits transferred for the course cannot exceed the number of credits granted by the outside school.
- Clinical theory and practicum courses are not transferable.

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

The **Request for Transfer of Credit form** is available [here](#).

## Transfer of Elective Course After Admission

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

The **Request for Transfer of Credit form** is available [here](#).

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

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

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

The **Course Waiver and Substitution Form** is available [here](#).

## Maintaining Matriculation

Rutgers and the School of Nursing understand that sometimes life happens, and you might need to interrupt your studies. If you have to take off a semester or longer, you – with your Specialty/Program Director and Divisional Dean approval -- may register for Maintaining Matriculation. When you meet with your Specialty/Program Director, they will explain how interrupting your plan of study may influence academic progression and program completion. This registration category is available only to students who are not enrolled in a course and are not using faculty time or university resources/facilities. You may request this option for up to two consecutive semesters. A third/subsequent semester(s) may be requested for extenuating circumstances and will be reviewed on a case-by-case basis by the Divisional Dean. In the absence of this waiver, if matriculation lapses, you will be administratively withdrawn and must reapply to the program (and readmission is not guaranteed).

The **Maintaining Matriculation Request Form** is available [here](#).

**Maintaining Matriculation (Matriculation Continued) Tuition/Fees** are available on the Rutgers Health Billing and Collections Office [website](#).

## Change of Major (Specialty)

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

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

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

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

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

The **Change of Major Request Form** is available [here](#).

## Change of Program

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

## Grading

### Grades and Grading, Grade Symbols

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

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

### Grade Conversions

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

| <i><b>Grade</b></i> | <i><b>Percentage Equivalent</b></i> |
|---------------------|-------------------------------------|
| A                   | 89.5-100                            |
| B+                  | 84.5-89.49                          |
| B                   | 79.5-84.49                          |
| C+                  | 74.5-79.49                          |
| C                   | 69.5-74.49                          |
| D                   | 59.5-69.49                          |
| F                   | 0-59.49                             |

## Other Grade Symbols

**IN (Terminal Incomplete).** A non-numerical grade of “IN” is assigned to a DNP Project course when a student has failed to complete outstanding coursework within the 12-month time period permitted to resolve an In-progress (“IP”) grade. The “IN” grade will have no effect on your GPA. If you earn an “IN” and wish to continue in the program, you must repeat the course for which the grade was earned. Please note that an “IN” grade can only be awarded for the same course once.

**P/F (Pass/Fail).** A non-numerical grade of “P” (equivalent to grades of A, B+, B, C+) or “F” (equivalent to grades of C, D, and F). Degree credit is earned for a grade of Pass. Neither Pass nor Fail grades are included in the grade point average.

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

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

**W (Withdrawn without evaluation).** A non-numerical grade of “W” may be used if you have withdrawn from an individual course or from the School of Nursing. In no case shall the assignment of “W” be allowed when withdrawal from the School of Nursing is dated in the last two full weeks of instruction in any term. Only when the Divisional Dean authorizes documented extenuating circumstances may a “W” be assigned for a course withdrawal outside the published course withdrawal schedule. You are allowed to withdraw from the Program/University up until the last Reading Day before final exams begin.

## Grading and Academic Progression

### Advanced Nursing Practice Academic Progression Policy

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

The **School of Nursing Graduate Academic Progression Policy** is available [here](#).

#### **Please Note:**

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



## Incomplete and In-Progress Grades

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

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

A grade of “I” may be assigned only if you are unable to finish a non-DNP Project course due to an unanticipated event. It is at the discretion of the course faculty whether the request will be granted. You and the faculty member who gave you the “I” grade are urged to reach an agreement as soon as possible outlining how the course will be completed. The “I” will have no immediate effect on your GPA. The “I” will convert to the grade earned in the absence of the completed work (which may be an “F”) and GPA recalculated (see course completion timeline below). Please see additional information about “I” grades under Incomplete and In-Progress grades. Incomplete grades may impact student/course progression.

| <b>“I” Grade Received</b> | <b>Must Be Resolved By (essentially one semester)</b> |
|---------------------------|-------------------------------------------------------|
| Fall semester             | End of the Add/Drop period of the Summer Semester     |
| Spring semester           | End of the Add/Drop period of the Fall Semester       |
| Summer semester           | End of the Add/Drop period of the Spring Semester     |

To qualify for an “I” grade:

- You must have a documented/verifiable/legitimate reason for incomplete or missing coursework during the regular semester and,
- The faculty must agree and approve that an “I” grade is appropriate.

If an “I” grade is agreed upon:

- You and the faculty member develop and sign the ***Incomplete Grade, Course Completion Agreement***, and submit the signed contract to the Administrative Staff of the Division of Advanced Nursing Practice for processing (review by the Divisional Dean and electronic filing).
- If you have no other courses within which to enroll during the semester, the “I” will be completed, you must enroll in Maintaining Matriculation for the semester. Enrollment in maintaining matriculation is not required if you are enrolled in other courses during which you complete the work to resolve the “I” grade.
- When the coursework is completed within the timeframe outlined in the ***Incomplete Grade, Course Completion Agreement***, the course faculty will submit a change of grade form to replace the “I” with the grade earned, and you, the student, may progress as per school policy.

- If you are unable to complete the required coursework within the established timeframe, you will be awarded the grade earned in the absence of the completed work (which may be an “F”).
- The Incomplete Grade Policy supersedes the absence of an ***Incomplete Grade, Course Completion Agreement***. Under those circumstances, the earned grade (which may be an “F”) will be posted after the Add/Drop period of the next semester (see below).

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

You must complete the Incomplete Grade, Course Completion Agreement, which is provided by the course faculty. The date for completion of course work may be adjusted on a case-by-case basis in collaboration with the Divisional Dean and based on your circumstances.

### Incomplete Grade for Clinical Courses

Incomplete grades for clinical (or practicum) courses are only offered to students due to unexpected, last-minute (end-of-the-semester) student/preceptor/site emergencies. Untimely submissions of clinical site/preceptor requests, lack of clinical clearance, changes in employment impacting the ability to complete clinical hours, or other similar circumstances do not meet these criteria.

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

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

- You must have a documented/verifiable/legitimate reason for not completing the clinical coursework during the regular semester.
- The faculty must agree and approve that an “I” grade is appropriate.
- You must have completed 75% of the course/clinical hours/assignments prior to the time of the request.
- If you have completed less than 45% of the required clinical hours at midterm, you will be ineligible to receive an “I” grade.

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

## In-Progress Grades

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

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

Examples for which an “IP” grade is appropriate are as follows: (1) a student is awaiting approval of their initial proposal by faculty or IRB, or (2) a student is in the data collection, analysis, or dissemination phase of the project and needs extra time for completion. Courses with “IP” grades must be completed within 12 months, whether you are enrolled in Project Continuation or Maintaining Matriculation. Extensions exceeding 12 months may require an update or change to the project, delaying program progression (including course failure). Requests for extensions beyond the 12-month timeframe will be reviewed and approved/denied by the Divisional Dean in collaboration with the DNP Project Course Faculty/Project Advisor and Specialty Director for DNP Projects. Students who have not been granted an extension for a project course will earn a terminal incomplete (IN) and, with permission from the Divisional Dean, must repeat the course for which the “IN” grade was earned. All programs must be completed within the required timeline (within five [5] years of admission for MSN to DNP programs and six [6] years for BSN-DNP programs).

To qualify for an “IP” grade:

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

If an “IP” grade is agreed upon,

- You and the faculty member complete, sign, and submit the **DNP Project Continuation Course Agreement** to the Administrative Staff, Division of Advanced Nursing Practice for processing (forwarding to Specialty Director for DNP Projects and electronic filing).
- You will then be bulk registered for Project Continuation by the Office of the Registrar as per the Specialty Director for DNP Projects.
- You will be unable to progress to the next course for which the course with an “IP” is a prerequisite.
- To complete the pending work, you will be enrolled in Project Continuation (1 credit course).
- If you are still working on any part of your DNP Project, you must be enrolled in the appropriate DNP Project/Project Continuation course.
- You can enroll in Project Continuation for a maximum of 3 times per course, not to exceed 12 months in duration per course. For example:
  - A spring course must be completed by the end of the Add/Drop period of the next summer semester.
  - A summer course must be completed by the end of the Add/Drop period of the next fall semester.
  - A fall course must be completed by the end of the Add/Drop period of the next spring semester.
- Although you have 3 consecutive semesters during which you can enroll in Project Continuation to resolve an “IP” grade for a DNP Project course, you should carefully review your plan of study and course offerings to avoid missing the next offering of a DNP Project course, which may further delay progression and graduation.
- The Project Continuation (1 credit) course is graded as Satisfactory (SA)/Unsatisfactory (US). Failure to complete the agreed-upon deliverables outlined in the DNP Project Continuation Course Completion Agreement will result in a “US” grade.
- You may earn up to one “US” for Project Continuation, which will result in academic probation. The “US” will, however, remain on your transcript. Earning two (2) “US” grades will result in program dismissal. Please note, upon program dismissal, the grade for any Project course with an outstanding “IP” grade will convert to an “F”.
- Of note, each semester you are enrolled in Project Continuation will require a current **DNP Project Continuation Course Agreement**. The DNP Project Course Faculty/Project Advisor, however, must communicate this information with the Specialty Director for DNP Projects to facilitate registration for Project Continuation.
- If you are unable to work on the project during the upcoming semester and there are no other courses for which you can be/are registered, you must request Maintaining Matriculation (see [“Maintaining Matriculation,”](#) above). If you register for Maintaining Matriculation, however, you will receive no DNP Project Course Faculty/Project Advisor or faculty support during the semester, and this time is included in the 12-month time limit within which all course requirements must be completed.
- Of note, if a signed **DNP Project Continuation Course Agreement** between you and the course faculty is not submitted by the end of the Add/Drop period, you will be dropped from the course and enrolled in Maintaining Matriculation (and charged the associated fee).

While enrolled in maintaining matriculation, you are unable to receive faculty support or have any project materials reviewed or presented during the semester.

If you complete the required work within the established timeframe:

- The course faculty will submit a change of grade form to replace the “IP” with the grade earned, and the student may progress as per school policy.
- DNP Project Courses are offered during designated semesters so it is possible that you may complete coursework and be required to enroll in Maintaining Matriculation until the next course is offered. All coursework must be completed within five (5) years of admission for MSN-to-DNP programs and six (6) years for BSN-to-DNP programs.

Should you be unable to complete the required coursework within the established 12-month timeframe due to unexpected challenges, despite demonstrating consistent and ongoing effort to do so, you may be offered an extension. Requests and decisions surrounding extensions to complete “IP” grades are individual and will be approved/denied by the Divisional Dean in collaboration with the DNP Project Course Faculty and the Specialty Director for DNP Projects. If approved, you must submit to either the course faculty, DNP Project Course Faculty, or Specialty Director for DNP Projects:

- A revised course completion/DNP Project Continuation Agreement Form
- A revised curriculum plan to ensure course completion within five (5) years of admission for MSN-to-DNP programs and six (6) years for BS-to-DNP programs.

Should you not be granted an extension for a project course, you will earn a terminal incomplete (IN), and with permission from the Divisional Dean, you must repeat the course for which the “IN” grade was earned. Lacking sufficient time to complete the DNP Project and associated coursework will result in dismissal from the program.

### Midterm/Mid-Semester Warnings

At mid-semester, if you are in jeopardy of unsatisfactory performance in any course, you may receive written or electronic notification from the course faculty or course leader/coordinator. A mid-semester academic warning is assigned to any student for reasons including, but not limited to, an average nursing course grade less than “B”; unsatisfactory, unsafe, unethical clinical performance; and/or poor attendance. Following a mid-semester academic warning, it is your responsibility as the student to contact the faculty member who issued the warning and develop an action plan. In the event the warning is for unsatisfactory clinical performance, the course leader/coordinator and Specialty/Program Director will be notified to develop and review the remediation/action plan.

You are responsible for monitoring your own progress in the course to ensure you are performing at a satisfactory level. Absence of a mid-semester warning does not guarantee that you will pass the clinical and/or didactic portion of a course(s).

More information regarding the School of Nursing **Graduate Academic Progression Policy** is available [here](#).

## Change of Registration and Withdrawals

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

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

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

The **School of Nursing Add/Drop Form** is available [here](#).

The **School of Nursing Course Withdrawal Form** is available [here](#).

## Course Withdrawal

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

Below are some considerations regarding course withdrawal:

- You may only withdraw from the same course one time without repercussion. A second withdrawal from the same course results in Academic Probation unless documentation of

extenuating circumstances is provided to, and accepted by, the Specialty/Program Director and Divisional Dean. A third withdrawal from the same course results in Academic Dismissal.

- With appropriate documentation and approval from the Specialty/Program Director and Divisional Dean, individual consideration may be provided to students forced to withdraw from several courses in one semester for an unplanned extenuating circumstance/event, documentation of which may be requested.
- Regardless of course withdrawal, you must complete your respective program within the program-specific time frame.
- Withdrawal from all courses using the web registration system is NOT accepted. You must submit a withdrawal form, have it signed by your Specialty/Program Director, and have it processed by the Office of the Registrar.
- Billing adjustments will not be made for students who do not attend class.

Additional information and hyperlinks to the **School of Nursing Withdrawal Schedule** and **Course Withdrawal Form** are available in the section above, entitled “Change of Registration and Withdrawals”.

## Administrative Withdrawal from the School of Nursing

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

The **School of Nursing Program Reinstatement Form** is available [here](#).

## Withdrawal from the School of Nursing (Program Withdrawal)

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

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

The **School of Nursing Program Withdrawal Form** is available [here](#).

## Academic Probation

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

- Earning one grade of C+.
- Earning one grade of C.
  - In this case, the course in which the C grade was earned must be repeated and a grade of B or higher must be earned to progress.
  - Students may only repeat a course (with a grade of C) once.
  - NOTE: Repeating a course does not expunge the original grade, which remains on the student record as one grade below a B.
- Earning one unsatisfactory (“US”) grade for Project Continuation.
- Second withdrawal from the same course (unless documentation of extenuating circumstances is provided).

## Academic Suspension

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

## Academic Dismissal

Students meeting any of the following conditions are subject to academic dismissal and will receive written notice of their status:

- Earning any two or more grades below B (79.5%) (this includes earning one grade of C+ and one Unsatisfactory (“US”) grade for Project Continuation).
- Earning a D or below (69.5%).
- Earning two Unsatisfactory (“US”) grades for Project Continuation.
- Unsatisfactory (F), unsafe, or unethical clinical practice.
- Third withdrawal from the same course (unless documentation of extenuating circumstances is provided).
- Failure to complete degree requirements within the allowable time limits.
- Violation of School or University policies such as the Academic Integrity Policy, University Code of Student Conduct, or School of Nursing Standards of Conduct (violations are specified in the policies).



## Academic Dismissal Appeal

Students may appeal academic dismissal. These appeals go directly to the Dean of the School of Nursing. Anyone wishing to appeal a dismissal must submit a letter in writing within 10 days (on which the university is open for business) of receipt of the decision for dismissal. The appeal letter must state the basis for the appeal and must be consistent with the following grounds: (1) technical error, (2) new information, or (3) extenuating circumstances. The Dean, whose decision is final, shall render a decision within 10 school days of receiving the appeal. During the dismissal appeal process, the student cannot attend classes but may remain active within the university to ensure access to email and other resources pending dismissal. All letters of appeal should be forwarded to Ms. Rosario Reyes-Urbina, Senior Executive Assistant to the Dean ([rosario.reyesurbina@rutgers.edu](mailto:rosario.reyesurbina@rutgers.edu)).

## Reinstatement Following Successful Academic Dismissal Appeal

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

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

## Readmission

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

Students who were academically dismissed and offered readmission will undergo an individual assessment by the Specialty/Program Director in collaboration with the Divisional Dean to determine the conditions of readmission, including courses to be taken and/or repeated and the timeline for program completion. This assessment will include a review of prior student progression notices, time limits, and graduation requirements. Of note, if the Specialty/Program Director deems it imperative that the student repeat any courses to be successful, these courses will be included in the individualized readmission plan of study.

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

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

## Grade Grievance and Appeal

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

While you have the right to file an appeal, dissatisfaction with a grade or failure to notify the faculty of personal circumstances that may have affected academic performance are not grounds for a grade appeal. A grade appeal is unnecessary when a mathematical error occurs, but it should instead be brought to the attention of the faculty. Information about the **School of Nursing Grade Grievance Policy** is available [here](#).

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

## Degree Completion and Graduation Requirements

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

- Ensure all academic and clinical or practicum requirements have been or will be completed,
- Make certain related fees and any outstanding debts to the university are paid, and
- Apply for Graduation; the application is [here](#).

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.

## Other Policies

It isn't possible to summarize all of the school's policies in this handbook. However, we have listed the links to each policy here for quick reference. In addition to the policies listed above, the website also includes the following policies:

- [Classroom and Clinical Attendance](#)
- [Communicable Disease Policy](#)
- [Ethical Use of Artificial Intelligence in Nursing Education, Research, Scholarship, and Practice](#)
- [Grade Grievance Policy](#)
- [Research Studies and Projects Involving Rutgers School of Nursing Students or Employees as Participants](#)
- [Scholastic Standing](#)
- [Student Standards of Conduct](#)
- [Support of Student Participation in Dissemination of Research and Scholarly Academic Work](#)
- [Student Technical Standards Policy for Admission and Matriculation](#)
- [Time Limit for Degree Completion](#)
- [Undergraduate and Graduate Student Recruitment and Admission Process](#) Policy
- [Graduate Academic Advisement](#)
- [Graduate Academic Progression](#)
- [Graduate Grades and Records](#)
- [Graduate Transfer Credit](#)
- [Graduate Student Success Policy](#)
- [Nurse Anesthesia Program Policies](#)
- [Nurse-Midwifery Program Policies](#)

## Part 4: University Policies



## University Code of Conduct

Rutgers, The State University of New Jersey, is dedicated to teaching that meets the highest standards of excellence; conducting research that breaks new ground; and turning knowledge into solutions for local, national, and global communities. As it was at our founding in 1766, the heart of our mission is preparing students to become productive members of society and good citizens of the world. When students choose to accept admission to Rutgers, they accept the rights and responsibilities of membership in the university's academic and social community. As members of the university community, you are expected to uphold our stated values by maintaining a high standard of conduct. Because the university establishes high standards for membership, its standards of conduct may exceed federal, state, or local requirements.

The primary purpose of the student conduct process should be to foster the personal, educational, and social development of students. The process should also serve as deterrence to misconduct to enhance the safety and security of the community.

The complete **Student Code of Conduct Policy** is available [here](#).

The **Rutgers School of Nursing Student Standards of Conduct Policy** is available [here](#).

## Academic Integrity Policy

As an academic community dedicated to the creation, dissemination, and application of knowledge, Rutgers is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic integrity is essential to the success of the university's educational and research missions, and violations of academic integrity constitute serious offenses against the entire academic community. This academic integrity policy is designed to guide you, as a student, as you prepare assignments, take examinations, and perform the work necessary to complete your degree requirements.

The principles of academic integrity require you to:

- Make sure that all work submitted in a course, academic research, or other activity is the student's own and created without the aid of impermissible technologies, materials, or collaborations. This includes acknowledging the use of artificial intelligence (AI) when used. See the Rutgers IT [website](#) for more information on AI at Rutgers.
- Properly acknowledge and cite all use of the ideas, results, images, or words of others.
- Properly acknowledge all contributors to a given piece of work.
- Obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with the student's interpretation or conclusions.
- Treat all other students ethically, respecting their integrity and right to pursue their educational goals without interference. This principle requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress.

- Uphold the ethical standards and professional code of conduct in the field for which the student is preparing.

Adherence to these principles ensures:

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

Failure to uphold these principles of academic integrity threatens the university's reputation 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 foster understanding and commitment to academic integrity, and establishing equitable and effective procedures to address allegations of violations of academic integrity.

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

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

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

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

## Policy Prohibiting Discrimination and Harassment

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

The **Rutgers University Policy Prohibiting Discrimination and Harassment Policy** is available [here](#).

## 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.

## 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](#)