

DEPARTMENT OF NURSING

ACADEMIC POLICIES AND PROGRAM REQUIREMENTS

Effective Matriculation Date – September, 2007

The academic policies and program requirements contained in this document apply to all students enrolled in the BSN program. Knowledge of and compliance with these policies and requirements is the responsibility of the student. These policies are also available online as part of the *TCNJ Department of Nursing Undergraduate Student Handbook*.

Given the nature of the nursing curriculum, course sequence is very important. In order to avoid delays in entering nursing courses and delays in graduation, students are advised to follow the established curriculum plan. Students need to work closely with faculty advisors in scheduling courses.

The established minimum grade requirements stipulated below, must be met in foundation courses, critical content courses, and other required courses for the BSN (**see below item I. – A, B, C and tables that follow**). Students who have any questions are strongly advised to see their advisor for clarification. Students are reminded of the TCNJ academic policy that requires the **“Attainment of a cumulative grade point average of at least 2.0 overall and within the major.”**

Students are expected to demonstrate patterns of behavior consistent with safe and ethical professional nursing practice. Students who do not demonstrate such behavior and standards may be removed from clinical courses and are subject to failure in the course and dismissal from the program. Guidelines for student behavior in clinical settings are outlined in the *TCNJ Department of Nursing Undergraduate Student Handbook* and are contained on pages four and five of this document; they are reviewed and discussed in clinical and in some non-clinical courses. These guidelines are congruent with the American Nurses Association’s *Code of ethics for nurses with interpretive statements* (2001) and *Nursing: Scope and standards of practice* (2004).

Professional status is reflected in appropriate attire. Students are required to purchase the TCNJ Department of Nursing uniform and to adhere to the dress code. Refer to the *TCNJ Department of Nursing Undergraduate Student Handbook*.

I. PROGRAM ENTRY, RETENTION, AND EXIT/GRADUATION STANDARDS

To delineate these standards, course work for the Bachelor of Science in Nursing is divided into three categories.

- A. Foundation Courses – set the standards for students currently at TCNJ who wish to transfer into the program. These courses are foundations for study in the major and predictive of success in the program.

Please note: Students who are admitted directly into the nursing major are required to achieve the same standards.

Criteria for transfer into the Nursing Major:

1. Overall GPA of 3.0 at time of request for transfer into Nursing.
2. Science GPA of 3.0 (must have taken at least one science course at TCNJ)
3. Must complete one of the foundation courses and achieve a minimum grade of B

Internal transfer students are admitted into the Nursing major once a year following the end of the Spring semester for entry the following Fall semester. Internal transfer students will follow the Academic Policies and Program Requirements of the Department of Nursing effective for the Fall of their entry into the major.

The NURQ designation is established to identify current TCNJ students who are accepted to transfer into the Nursing major but who have not yet completed all Foundation courses. NURQ students must complete matriculation into the NURA program before they are permitted to enroll in clinical nursing courses, i.e. NUR 230 and NUR 240. In the event that placements in nursing courses become limited, preference will be given to students already matriculated as NURA students.

- B. Critical Content Courses – set the standard for students’ retention in the program. These courses represent the essential nature of the discipline or are ones upon which advanced courses are based.
- C. Other BSN Specific Courses – include remaining supportive and nursing courses required for the Bachelor of Science in Nursing.

Program	Foundation Courses Required grade in parentheses	Critical Content Courses Required grade in parentheses	Other Degree Specific Courses Required grade in parentheses
NURA	PSY 101 PHL ____ (a philosophy course that meets the Ways of Knowing Requirement) (B is the Minimum Grade Required for each of the above courses.)	NUR 200 – Pharmacological Interventions (C) NUR 210 – Professional Role Development I (C) NUR 240 – Holistic Health Interventions Across the Life Span (B)	BIO 141, BIO 142, NUR 110 (C+ required in above 3 courses) (C- is required minimum grade in the following courses) BIO 144 SCI 111 STA 115 NUR 202, 220, 230, 310, 320, 324, 328, 330, 334, 340, 344, 420, 424, 440, 444, 460
NURB	NUR 210 – Professional Role Development I (C)	NUR 200 – Pharmacological Interventions (C) NUR 230 – Holistic Health Assessment Across the Life Span (B)	(C- is required minimum grade in the following courses) BIO 141, 142, 144 SCI 111 PSY 101 STA 115 NUR 110, 202, 211** , 310, 328, 434, 440, 444, 460 NUR 220, 240, 320, 324, 330, 334, 340, 344, 420 **To be taken in first semester

II. SUPPORT COURSES

- A. The non-nursing courses identified in the previous table (i.e., BIO 141, 142, 144, SCI 111, PSY 101, STA 115) are considered supportive to the nursing major.
- B. Once students are matriculated into the nursing major, three of the four support science courses (BIO 141, 142, SCI 111) **must be taken at TCNJ**. Only Microbiology (BIO 144) may be taken at another institution.
- C. If a student wishes to take permitted support courses at an institution other than THE COLLEGE OF NEW JERSEY, written permission **must be obtained** from the Chairperson of the Department of Nursing. It is the student’s responsibility to have an official transcript of the completed course grade sent to the Office of Records and Registration in order to receive transfer credit. Transfer credit must be received **prior to the start** of the semester in which the nursing course, for which it is a pre-requisite, is to be taken.
- D. Support courses are pre-requisite or co-requisite to specific nursing courses. Students may not enroll in a specific nursing course for which there is a prerequisite unless they have achieved the required minimum grade in the prerequisite course. Students will be required to withdraw from the nursing sequence if the required grade is not achieved. (See item V of this document for Procedure to follow).
- E. Students enrolled in a co-requisite support course along with identified nursing courses may NOT drop the co-requisite course without specific permission to do so from the Chairperson, Department of Nursing. This permission will be documented on the student’s advisement sheet. Students who drop a co-requisite support course without permission will be required to withdraw from the nursing course or will incur an unsatisfactory grade in the nursing course.

- F. Upon the first instance of a grade less than the established minimum in any of the physical sciences (SCI 111, BIO 141, 142, 144), the student will be placed on Department of Nursing probation. Probationary status will not be removed until all remaining science courses are satisfactorily completed.
- G. Upon the second instance of a grade below the established minimum in any of the physical sciences (SCI 111, BIO 141, 142, 144), the student will be required to withdraw from the Nursing Major. Matriculation status will be changed to XXXA.
- H. The identified support courses are pre-requisite or co-requisite to specific nursing courses as indicated below:

Prerequisite Support Courses	Nursing Courses
SCI 111, BIO 141, BIO 142	NUR 200 Pharmacological Interventions
SCI 111, BIO 141, BIO 142, BIO 144 and PSY 101	NUR 230/Holistic Health Assessment <u>and</u> NUR 240 Holistic Interventions Across the Life Span
STA 115 (pre- or co-requisite)	NUR 328 Research for Health Related & Social Sciences

III. NURSING COURSES

- A. The following nursing courses identified on the left are pre- or co-requisites for the nursing courses listed on the right.

Pre-requisite Nursing Course	Nursing Course
NUR 110	NUR 210 and 220
NUR 200 (pre- or co-requisite), NUR 202 NUR 210, 220 – shall be taken only in the semester immediately preceding entry Into NUR 230 and 240	NUR 230 and 240
NUR 230 (co-requisite)	NUR 240
All 100 and 200 level nursing courses	NUR 310, 320 and 324, 330 and 334, 340, 344
NUR 320 and 324	NUR 330 and 334
NUR 310, 320, 324, 330, 334, 340, 344	NUR 420 and 424
NUR 328, 420 and 424 NUR 434 (NUR B)	NUR 440 and 444, 460

- B. In addition, in courses that are part of a dyad (e.g. NUR 320) or for which there is a practice component (e.g. NUR 240 and “mixed courses”) students must earn a minimum grade of a "75" on all examinations. These courses are listed below.

NURSING SCIENCE	NURSING PRACTICE	"MIXED COURSES"
	NUR 240	NUR 230
*NUR 320 and	NUR 324	NUR 340
*NUR 330 and	NUR 334	NUR 344
*NUR 420 and	NUR 424	NUR 460
*NUR 440 and	NUR 444	
* DYAD (courses to be taken together)		

- C. If a student earns a grade lower than 75 (C-) on an examination in any of the above courses, there will be one opportunity to take a “second examination”. Students may take only one (1) "second examination" in any given course that is a “dyad,” “nursing practice” or “mixed” course.
- D. Should a student:
1. earn less than 75 (C-) on a “second examination” or
 2. have a second instance of a grade below 75 (C-) on any course examination, the highest possible final course grade for that student is a “D+” and the student may not continue with the practice experience or nursing-dyad component in the course; the student may not take any further examinations. Depending upon the point within the semester, the student may be able to withdraw from the course according to deadlines specified in the *TCNJ Undergraduate Bulletin*.

- E. When the nursing course includes a college laboratory and/or a clinical practice experience, both the classroom and the college laboratory and/or clinical practice experiences must be passed.
- F. If a “nursing practice” course or the nursing practice component of a “mixed” course, is not passed with the required minimum grade or better, the student may not take any further nursing courses that are part of a dyad or have a practice component until the failed practice or mixed course is repeated with the required minimum grade or better.
- G. Once a student is matriculated, **all nursing courses must be taken at TCNJ.**
- H. With the first instance of a grade of less than the minimum required in a nursing course or withdrawal from a nursing course, the student is placed on Department of Nursing probation. Only one nursing course may be repeated. If a second nursing course is not passed with the minimum required grade or better, the student will be required to withdraw from the nursing program. The student’s matriculation status will be changed to XXXA.
- I. If a student receives unsatisfactory grades in two or more nursing courses in the same semester, the student will be required to withdraw from the nursing program. The student’s matriculation status will be changed to XXXA.
This document serves as notice for this requirement.

IV. GUIDELINES CONCERNING BEHAVIOR IN PRACTICE SETTINGS

Definitions of Safe, Satisfactory or Acceptable Performance:

The student will demonstrate patterns of professional behavior which follow the legal and ethical codes of nursing; promote the actual or potential well being of clients, health care workers, and self; demonstrate accountability in preparation, documentation, and continuity of care; and show respect for the human rights of individuals.

Indicators To Be Used As Guidelines For Evaluating Practice Are:

- A. Regulatory: The student practices within the boundaries of The College of New Jersey Department of Nursing, the guidelines and objectives of the Department of Nursing, and follows the rules and regulations of the health care agency.
Examples of unsafe, unsatisfactory or unacceptable performance include but are not limited to the following:
 1. failure to notify the agency and/or clinical instructor of clinical absence as outlined in the course descriptions;
 2. presenting for clinical practicum under the influence of drugs and/or alcohol;
 3. failure to make up clinical absences if deemed necessary by the clinical instructor;
 4. habitual unexcused tardiness to clinical assignments.
- B. Ethical: The student practices according to the American Nurses’ Association *Code of ethics, Standards of practice*, and the Nurse Practice Act governing practice in the state where the clinical learning experience occurs.
Examples of unsafe, unsatisfactory or unacceptable performance include but are not limited to the following:
 1. refuses assignment based on client’s race, culture, life style, or religious preference, diagnosis or condition of client;
 2. inappropriate behavior in any assigned activity related to clinical practice such as:
 - a) not reporting known errors in practice,
 - b) falsifying documents, signatures, or assignments;
 3. ignoring unethical behavior(s) of other health care persons which affects clients’ welfare.
- C. Promote well being of clients, other health care workers and self:
The student’s practice strives to meet the needs of the client considering the biological, psychological, sociological, and cultural perspectives.
Examples of unsafe, unsatisfactory or unacceptable performance include but are not limited to the following:
 1. failure to recognize and seek treatment for mental, physical, or emotional behavior(s) which may affect the well-being of others;
 2. failure to follow through on suggested referrals or interventions to correct deficit areas which may result in harm to others;
 3. omission of appropriate care, such as, but not limited to, medication errors;
 4. abuse of clients, such as, but not limited to: physical, mental or emotional abuse; failing to recognize, or correct or contributing to hazardous conditions or circumstances;
 5. interpersonal relationships with agency staff, co-workers, peers, faculty resulting in miscommunications, disruptions of client care and/or functioning.

D. Accountability: The student's practice demonstrates the expected level of responsibility in the preparation, implementation, documentation and promotion of continuity in the care of clients.

Examples of unsafe, unsatisfactory or unacceptable performance include but are not limited to the following:

1. failure to provide concise, inclusive, written and verbal communication;
2. failure to accurately record comprehensive client behaviors;
3. failure to report to instructor questionable nursing practice(s) which affect client welfare;
4. dishonesty.

E. Human Rights: the student's conduct shows respect for the individual client, health team member, faculty and self.

Examples of unsafe, unsatisfactory or unacceptable performance include but are not limited to the following:

1. failure to maintain confidentiality of interactions;
2. failure to maintain confidentiality of records;
3. dishonesty in relationships;
4. utilization of stereotypical judgments which are detrimental to patient care;
5. failure to recognize and promote every patient's rights.

Violations of these guidelines, as determined by faculty teaching courses or by the Faculty Development Student Affairs Committee, will result in the student's permanent dismissal from the program.

V. PROCEDURE AFTER UNSATISFACTORY PERFORMANCE IN A REQUIRED COURSE

If a student has not achieved the required grade in any supportive course, or if a student has not achieved the required minimum grade or above in a nursing course, the following process must be initiated by the student.

- A. Withdraw from the nursing course if the student has failed to meet prerequisites for that course.
- B. Meet with advisor to discuss plan to remedy the course failure.
- C. Re-take the required course. **(Please remember that only one physical science course and/or one nursing course may be repeated before the student must withdraw from the major).** Note: in accordance with TCNJ policy, courses may be repeated only once.
- D. When the required grade is achieved, the student must make an appointment to discuss his or her progress in the major with his or her advisor and/or the Chairperson of the nursing department.
- E. Students will be required to satisfactorily pass a skills proficiency test before they are permitted to repeat a 300 or 400 level course that has a clinical component.

VI. TERM PAPERS

The *Publications manual of the American Psychological Association* (5th edition) is the required format for papers written for nursing courses. This manual is available in the library and in the college bookstore.

VII. GRADING POLICIES FOR THE DEPARTMENT OF NURSING

The numerical range for each letter grade was approved by nursing faculty and is effective with the class that entered in September, 2001

<u>Letter Grade</u>	<u>Percent</u>	<u>GPA</u>
A	100-95	4.00
A-	94-90	3.67
B+	89-87	3.33
B	86-83	3.00
B-	82-80	2.67
C+	79-78	2.33
C	77-76	2.00
C-	75	1.67
D+	74-70	1.33
D	69-65	1.00
F	64 and below	0.00

A. Criminal Background Check:

Standard HR 1.20 promulgated in 2004 by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) in the Comprehensive Accreditation Manual for Hospitals: Official Handbook requires hospitals to verify the criminal background of students and volunteers as well as hospital staff. Pursuant to Standard HR 1.20, a criminal background check is required in order for each student to participate in clinical experiences with clinical affiliates. This procedure is detailed on the TCNJ Department of Nursing Student Background Check Request Form and Process. Early in his or her program of study, each student shall complete and submit the required form along with the appropriate fees. Information on the Criminal Background Check is a required part of the Nursing Student Clinical Folder.

B. Health Requirements:

Health requirements for Nursing students are subject to change as new recommendations or federal/state regulations emerge. Affiliate agencies may require additional health protective testing. Course leaders will keep students informed of any new requirements.

Documentation of the student's fulfillment of health requirements is a required part of the Nursing Student Clinical Folder.

All students attending The College of New Jersey must be immunized against certain vaccine preventable diseases, such as measles, mumps and rubella, prior to enrollment (students born prior to 1957 are exempt from this general admission requirement). As health care workers, nursing students must meet additional health requirements prior to enrollment in nursing courses with a practice (clinical) component (**NUR 240, 320/324, 330/334, 340, 344, 420/424, 440/444, 460**). These requirements help protect students and the clients with whom they come in contact while providing nursing care.

Physical examinations, serological testing, and vaccinations may be obtained from a health care provider of the student's choice or at TCNJ Health Services. Health Services is located on campus at 107 Eickhoff Hall. Although Health Services does not charge for professional services (physical examinations), there is a fee for laboratory testing and vaccinations. Student insurance substantially reduces the cost of these services. Contact Health Services at (609) 771-2483 for more information or for an appointment.

1. Annual Physical Examination – A physical examination is required prior to admission in NUR 240 (Holistic Health Interventions) and thereafter, a physical examination is required annually.
2. Annual Mantoux Test (PPD) – Prior to entering NUR 240 and annually thereafter during the fall semester. A chest X-ray is required of those students who have a positive PPD.
3. Hepatitis B Vaccination Series – Prior to entering NUR 240, students must have completed the Hepatitis B vaccination series. The vaccine is given in three (3) doses at 0, 1, and 6 months. It is recommended that vaccination be started during the freshman year due to the length of time involved to complete the series (6 months). Postvaccination testing for antibody to hepatitis B surface antigen (anti HBs) response is recommended, but not required at this time. These vaccinations or antibody testing may be obtained at Health Services. There is a fee for the vaccines and laboratory testing.
4. Rubella (German measles) – Serologic testing indicating immunity against rubella is required.
5. Varicella Zoster Virus Vaccine – Varicella (chicken pox) vaccination is required for students who do not have a history of this disease or whose history is uncertain. Serologic testing for immunity against varicella is available at Health Services for those students with uncertain histories of the disease.

The following are strongly recommended:

Annual Influenza Vaccination (Flu Shot) and Tetanus diphtheria (Td) booster

The Nursing department's health requirements conform to College, Affiliate Agency, American Association of Colleges of Nursing, New Jersey Board of Nursing regulations, and current recommendations of the Advisory Committee on Immunization Practices (ACIP) for health care workers.

C. **Nursing Student Liability Insurance:**

In keeping with the New Jersey Board of Nursing regulations, all nursing students must obtain their own professional liability insurance. Students who do not have the required insurance shall be prohibited from participating in any nursing course having a clinical component. Student liability insurance is available for a nominal fee through the National Student Nurses' Association. Further information on liability insurance may be obtained from the Chairperson of the Nursing Department. Proof of professional liability insurance is a required part of the Nursing Student Clinical Folder.

D. **CPR (cardiopulmonary resuscitation) Certification Card**

The accepted program is American Heart Association – Basic Life Support for Healthcare Providers. It is the student's responsibility to obtain and maintain CPR certification. Evidence of current certification must be submitted as part of the Nursing Student Clinical Folder. Individual clinical instructors may randomly request to see a student's CPR card. A student whose CPR certification is expired will not be permitted to attend clinical experiences.

E. **Nursing Student Clinical Folder**

Each nursing student is required to submit the necessary information for the Nursing Student Clinical Folder. Information about the Nursing Student Clinical Folder will be distributed in the NUR 220 course in the semester prior to the start of the first course in the clinical sequence. Completed Nursing Student Clinical Folders will be kept in the nursing office. It is the responsibility of the student to update the information in the folder as necessary. **Folders must be complete prior to** the first day of the semester in which the student will be enrolled in a clinical course. Components of this folder include:

- Criminal Background Check
- Copies of current CPR certification, professional liability insurance card, and medical insurance card
- Immunization record
- Medical History and Physical Exam, including PPD
- Personal Statement Form

F. **Standardized Assessment:**

Throughout the program, students are required to take the standardized assessments offered by Assessment Technologies Institute LLC (ATI). Each student must achieve the criterion score (60th percentile – Competency Level II) established on the ATI Content Mastery Assessments. The secured assessments are designed to identify strengths in specific areas of content as well as knowledge deficits for the individual student and for the entire class. Students who do not meet the criterion score on the secured assessment are required to do remedial work on a non-secured assessment until a score of 90 percent is achieved. Deadlines for completion of remedial work will be established by course faculty, however, in all cases remedial work must be completed prior to the start of the next semester.

G. **Uniforms:**

Each nursing student is required to wear The College of New Jersey Department of Nursing uniform for specified clinical experiences. Students are to purchase the required uniform prior to entry into NUR 240 (Holistic Interventions Across the Life Span). Details concerning the purchase of the nursing student uniform and the TCNJ School of Nursing Dress Code can be found in the School of Nursing Undergraduate Student Handbook.

H. **Electronic devices:**

Unless expressly permitted by the faculty member, the use of cell phones and other electronic devices **is forbidden in the classroom and in the clinical setting.**

I. **Travel to off-campus clinical sites**

Clinical learning experiences require students to travel to off-campus clinical agencies. **Students are responsible for arranging their own transportation** to clinical sites.

VIII. ADDITIONAL ACADEMIC POLICIES

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- J. It is expected that matriculated NURA or NURB students will follow the curriculum plan in a timely manner.
- K. Students who are requesting readmission to the nursing program must do so by the established deadline.
- L. The Department of Nursing reserves the right to change program requirements without prior notice in order to reflect advances in the professional field.

IX. REQUIREMENTS FOR GRADUATION

In addition to the requirements for the nursing major, all students in the college follow the “pattern of degree Requirements” set out in the *TCNJ Undergraduate Bulletin*. The minimum requirement for graduation is 32 course units.

Satisfactory performance on comprehensive achievement assessments or examinations is required for progression and for graduation. Based on scores achieved, students may be required to complete designated review activities and retesting. There are fees associated with the assessments and examinations.

I HAVE READ AND UNDERSTAND THE ABOVE POLICIES AND HAVE RECEIVED A COPY OF THE SAME.

I AGREE TO ABIDE BY THE ACADEMIC INTEGRITY POLICY OF THE COLLEGE OF NEW JERSEY.

STUDENT_____

DATE_____

FACULTY_____

DATE_____