

THE COLLEGE OF NEW JERSEY
SCHOOL OF NURSING, HEALTH, AND EXERCISE SCIENCE

DEPARTMENT OF NURSING - RN to BSN PROGRAM

ACADEMIC POLICIES AND PROGRAM REQUIREMENTS

Effective Date – May 2017

The academic policies and program requirements contained in this document apply to all students enrolled in the RN to BSN program. Knowledge of and compliance with these policies and requirements is the responsibility of the student.

I. PROGRAM ADMISSION STANDARDS

Students joining the Off-campus RN to BSN Program (Registered Nurse to Bachelor of Science in Nursing; BSN-2) must meet the following criteria:

- Earned associate's degree in nursing or diploma in nursing from an accredited institution
- Current unencumbered Registered Professional Nurse (RN) licensure in the State of New Jersey

Students may start taking classes in the curriculum as a non-matriculated student prior to passing the NCLEX exam. However, students must pass the NCLEX and apply to matriculate before or during the second semester of study during an Open Application period. RN students may also take classes in the curriculum as a non-matriculated student. However, they must apply to matriculate before or during the second semester of study during an Open Application period.

RN to BSN students are admitted to the College as transfer students during the Fall or Spring semester. Applicants complete a program specific online application for admission, submit an essay, provide a copy of their current New Jersey RN license, and pay a \$75 non-refundable application fee as part of the admission process. Students must also submit official transcripts from all post-secondary schools attended.

Transfer Credits:

The RN to BSN Program follows New Jersey's Comprehensive State-Wide Transfer Agreement. For transferability, one course unit equals four (4) semester hours/credits. The College of New Jersey (TCNJ) will accept transfer courses based on this same formula (i.e., a three semester hour/credit course equals .75 course units). Grades of a minimum of "C" are accepted in transfer except when the student's major department has a policy requiring a higher grade for a specific course.

No more than a total of 16 course units (64 semester hours) may be transferred from a school designated as a community college or junior college with the following exception: students are permitted to transfer all credit required to complete an AA/AS degree program but the maximum number of credits may not exceed one-half of the credits required to complete the TCNJ corresponding degree program. This includes up to 13 nursing courses (52 semester hours/credits). Students may transfer a maximum of 7.5 course units (30 credits) from diploma schools of nursing, provided that the diploma school is accredited by a national nursing accreditation body. No more than 20 course units (80 semester hours/credits) may be transferred from all sources. Students transferring from a two-year college may use the website www.njtransfer.org to review courses that are transferrable.

Student Health Clearance

All students attending TCNJ must be immunized against certain vaccine preventable diseases as part of student health requirements during matriculation. As health care workers, nursing students must meet additional health

requirements prior to enrollment in nursing courses with a clinical component. These requirements help protect students and the clients with whom they come in contact while providing nursing care. 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. Physical examinations, serological testing, and vaccinations may be obtained from a health care provider of the student's choice or at Student Health Services. Student Health Services does not charge for professional services (physical examinations), however, there is a fee for laboratory testing and vaccinations.

II. COURSES IN CURRICULUM

Major requirements for the RN to BSN are divided into three categories.

A. Foundation Courses –these courses are foundations for study in the major. Equivalent courses are transferred in by the RN student.

NUR 110: Development of Unitary Man and Environment Across the Life Span
 NUR 200: Pharmacological Interventions
 NUR 202: Nutrition Across the Life Span
 NUR 220: Wellness Promotion Across the Life Span
 NUR 230: Holistic Health Assessment
 NUR 240: Holistic Health Interventions Across the Life Span
 NUR 320: Caring in Childbearing Family Health/Science
 NUR 324: Caring in Childbearing Family Health/Practice
 NUR 330: Caring in Adult and Elder Health I/Science
 NUR 334: Caring in Adult and Elder Health I/Practice
 NUR 340: Caring in Psychosocial Health Across the Life Span/Science/Practice/Psychosocial Health
 NUR 344: Caring in Child Health/Science/Practice
 NUR 420: Caring in Adult and Elder Health II Science
 NUR 424: Caring in Adult and Elder Health II Practice

B. Critical Content Courses – these courses set the standard for students' retention in the program. They represent the essential nature of the program.

| Course | Prerequisite/Corequisite Course |
|--------------------------------------------------------------------------------|---------------------------------------------------------------|
| NUR 210: Professional Role Development I: Caring Within the Learner Role | Prerequisite: NUR 110 (equivalent transfer course) |
| NUR 310: Professional Role Development II: Caring Within the Clinician Role | Prerequisite or corequisite: NUR 210 |
| NUR 434: Professional Practice Across the Life Span | Prerequisite: NUR 210 Prerequisite or corequisite: NUR 310 |

C. Other BSN Specific Courses – these courses include remaining supportive and nursing courses required for the Bachelor of Science in Nursing.

| Course | Prerequisite/Corequisite Course(s) |
|----------------------------------------------------------|------------------------------------------------------------------------|
| STA 115: Statistics | |
| NUR 328: Research for Health-Related and Social Sciences | Prerequisite or corequisite: STA 115 |
| NUR 440: Caring in Community/Public Health - Science | Prerequisite: NUR 210, NUR 310, STA 115, NUR 328. Corequisite: NUR 444 |

| Course | Prerequisite/Corequisite Course(s) |
|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| NUR 444: Caring in Community/Public Health - Practice | Prerequisite: NUR 210, NUR 310, STA 115, NUR 328. Corequisite: NUR 440 |
| NUR 460: Professional Role Development III: Capstone Seminar/Caring within the Leadership Role | Prerequisite: NUR 210, NUR 310, STA 115, NUR 328, NUR 434, NUR 440, NUR 444 |

Remaining credits for the degree are met through completing liberal learning courses and electives.

III. GRADING POLICIES FOR THE DEPARTMENT OF NURSING

The numerical range for each letter grade in NUR courses was approved by nursing faculty.

| Letter Grade | Percent | GPA |
|--------------|--------------|------|
| 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 |

IV. PROGRAM RETENTION AND PROGRESSION STANDARDS

Credits and Course Location Requirements:

In addition to the requirements for the nursing major, all students in the College follow the "Degree Requirements" set out in the *TCNJ Undergraduate Bulletin*. The minimum requirement for graduation is 32 course units (128 credits).

Given the nature of the nursing curriculum, course sequence is very important. Students are expected to follow the recommended curriculum plan and work closely with faculty advisors in scheduling courses. Courses are offered as needed based on the plan of study and individual student/cohort requirements.

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. Refer to "Courses in Curriculum" section earlier in this document for list of prerequisites/co-requisites and "Minimum Grade Requirements" later in this document.

RN to BSN classes are offered off-campus at regional healthcare institutions at a reduced flat rate tuition. Students are permitted to take classes at any off-campus location. If classes are fully enrolled, preference is given to students who work at the location where classes are offered. Students may take classes on campus, however tuition and fees charged will be based on then current non-discounted on campus charges.

Once students are matriculated into the RN to BSN Program all NUR courses must be taken through TCNJ's nursing program.

As detailed in the *TCNJ Undergraduate Bulletin*, to earn a bachelor's degree, students must complete at least 12 of their course units (48 credits) at TCNJ. Normally the student's last eight course units must be taken at the College.

If a student wishes to take Statistics at an institution other than TCNJ, written permission must be obtained from the RN to BSN Coordinator. It is the student's responsibility to have an official transcript of the completed course 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 courses for which statistics is a prerequisite, are to be taken.

Minimum Grade Requirements:

The established minimum grade requirements stipulated below must be met in critical content courses and other BSN specific courses to remain in the program. 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.”**

| Minimum Grade Requirements (Required grade in parentheses) | | |
|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Foundation Courses | Critical Content Courses | Other Degree Specific Courses |
| Nursing courses transferred in (C) | <p>NUR 210: Professional Role Development I (B-)</p> <p>NUR 310: Professional Role Development II (B-)</p> <p>NUR 434: Professional Practice Across the Life Span (C)</p> | <p>C- is required minimum grade in the following courses:</p> <p>STA 115: Statistics</p> <p>NUR 328: Research</p> <p>NUR 440: Community/Public Health - Science</p> <p>NUR 444: Community/Public Health - Practice</p> <p>NUR 460: Professional Role Development III</p> |

DYAD Courses:

NUR 440 and NUR 444 are DYAD courses and must be taken together.

If at any point in the semester a student fails either the clinical practice component or the science (classroom theory) course of a DYAD, the student will receive a grade of incomplete immediately for the other course in the DYAD. In that instance, the student must repeat both courses in the DYAD together in the same semester and achieve the required minimum grade in both in order to progress in the program.

In courses that are part of a DYAD, students must earn a minimum grade of 75 (C-) on all examinations. If a student earns a grade lower than 75 (C-) on an examination in any DYAD course, there will be one opportunity to take a "second examination". Students may re-take only one "second examination" in any given course that is a DYAD.

Should a student earn: (1) 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 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 with a grade of "W" according to deadlines specified in the official academic calendar on the TCNJ website.

If a student fails to achieve minimum required academic performance in either the practice (clinical component) or the science (classroom theory) in a DYAD course, the student is immediately prohibited from further attendance in both courses in the DYAD. If the failure occurs before the college's deadline for course withdrawal, the student must immediately withdraw from both courses and will receive a "W" grade in both courses. If the failure occurs after the college's course withdrawal deadline, the student will receive a grade according to his/her academic performance in the failed course, but will be permitted to retroactively withdraw from the other course with assistance from the Assistant Dean. Regardless, the student must repeat both courses in the DYAD together in the same semester and achieve the required minimum grade in both in order to progress in the major.

V. PROCEDURE AFTER UNSATISFACTORY PERFORMANCE IN A REQUIRED COURSE

Upon the first instance of a grade of less than the minimum required in a nursing course or withdrawal from a nursing course for academic unsatisfactory performance, the student is placed on Department of Nursing probation.

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. **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 Department of Nursing.
- E. When a course is retaken, it is the student's responsibility to contact the Office of Records and Registration to request that the original grade be removed from the calculation of the student's Grade Point Average and the more recent grade included. Note: **This must be initiated by the student; it is not done automatically.**

If a second nursing course or re-take of a nursing course is not passed with the minimum required grade or better, the student will be dismissed from the RN to BSN program and TCNJ.

If a student receives unsatisfactory grades in two or more nursing courses in the same semester, the student will be dismissed from the RN to BSN program and TCNJ. **This document serves as notice for this requirement.**

Students seeking readmission to the RN to BSN Program are advised to consult with the RN to BSN Coordinator in advance of submitting their readmission requests in writing to the Faculty Development Student Affairs (FDSA) Committee. Note: readmission to the RN to BSN program is not automatic and cannot be guaranteed.

VI. GUIDELINES CONCERNING BEHAVIOR IN PRACTICE SETTINGS

Students are expected to demonstrate patterns of behavior consistent with safe and ethical professional nursing practice. Guidelines for student behavior in clinical settings are outlined below. They are also reviewed and discussed in clinical and in some non-clinical courses. These guidelines are congruent with current American Nurses Association's *Code of Ethics for Nurses with Interpretive Statements* and *Nursing Scope and Standards of Practice*.

Definition 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 course syllabi;
2. presenting for clinical practicum under the influence of drugs and/or alcohol;
3. attendance is mandatory for all clinical dates. One excused clinical absence (as determined by the course leader/clinical faculty) will require a makeup at the end of the semester. More than one clinical absence may result in a clinical failure;
4. habitual unexcused tardiness to clinical assignments;
5. failure to report abuse or neglect.

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 and Student Affairs (FDSA) Committee, will result in the student's permanent dismissal from the program.

VII. RN to BSN CLINICAL FOLDER

Each student is required to submit the necessary information for the RN to BSN Clinical Folder. Information about the RN to BSN Clinical Folder will be distributed in the semester prior to the start of NUR 440/444. Completed RN to BSN Clinical Folders will be kept in the nursing office in confidential files. It is the responsibility of the student to update information in the folder as necessary. **All requirement must be submitted as directed by established deadlines or prior to the start of NUR 444.**

Components of the RN to BSN Clinical Folder are subject to change with prior notice, but generally include:

- New Jersey Registered Professional Nurse (RN) License
- CPR for Healthcare Provider Certification Card
- Professional Liability Insurance
- Proof of Health Insurance
- Immunization Records
- TB Test Results
- Influenza Vaccination (Flu Shot) Record

A. Registered Professional Nurse (RN) License:

Students must submit a copy of their current New Jersey RN license. If the license will expire before the course ends, students are responsible for submitting the updated document upon renewal.

B. CPR for Healthcare Provider Certification Card:

The preferred program is American Heart Association – Basic Life Support for Healthcare Providers. It is the student's responsibility to obtain and maintain CPR certification. Students submit a copy of *both sides* of the current CPR certification card as part of the RN to BSN Clinical Folder. If the CPR certification will expire before the course ends, students are responsible for submitting the updated document upon renewal. A student whose CPR certification is expired will not be permitted to attend clinical experiences.

C. Professional Liability Insurance:

In keeping with the New Jersey Board of Nursing regulations, all nursing students must obtain their own professional liability insurance at their own cost. Insurance provided by the student's employer IS NOT sufficient. Students must submit a valid professional liability proof of insurance document from their insurer. Students who do not have the required insurance shall be prohibited from participating in any nursing course having a clinical component.

D. Proof of Health Insurance:

Students must be covered by health insurance during clinical courses. Students must submit a copy of their health insurance card that includes the name of the health insurance carrier and their ID number.

Department of Nursing 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.

E. Immunization Record:

Students can submit a copy of the immunization information provided to student health during matriculation by obtaining their immunization history from OWL. History of disease is not acceptable.

- **Hepatitis B Vaccination Series:** Submit documentation of completed Hepatitis B immunization series (three immunizations) or laboratory proof of immunity
- **MMR** - Submit documentation of two MMR (mumps, measles and rubella) immunizations or laboratory proof of immunity for measles (rubeola), mumps and German measles (rubella).
- **Varicella** – Submit documentation of two doses of Varicella (chickenpox) vaccination or documentation of laboratory proof of immunity.
- **Tetanus and Pertussis Immunization** – Submit proof of Pertussis containing Tetanus booster (Tdap) received within ten years of start of clinical.

F. Mantoux Test (PPD):

Prior to starting NUR 444 students must provide proof of annual Mantoux test. A chest x-ray or QuantiFERON Gold is required for students who have a positive PPD. A negative chest x-ray is good for a period of at least five years. A positive chest x-ray requires follow-up treatment in accordance with CDC protocol.

G. Influenza Vaccination (Flu Shot) Record:

Students are required to submit proof of annual influenza vaccination. The flu shot must be valid for the flu season, October through March. If students cannot take the flu shot, they must provide a copy of the declination form used by their employer. ****FLU SHOT DOCUMENTATION IS NOT REQUIRED WHEN TAKING NUR 444 DURING SUMMER****

VIII. ADDITIONAL ACADEMIC POLICIES

A. Writing Assignment Citation Requirements:

The *Publication Manual of the American Psychological Association* (6th edition) is the required format for papers written for nursing courses.

B. Professional Attire: (from TCNJ Nursing Dress Code)

Professional status is reflected in appropriate attire. Faculty will give clear instructions as to the type of clothing to be worn during clinical courses. Students are to be neatly dressed in all circumstances.

A wedding band and small earrings, and a watch are acceptable. Hoop or dangling earrings, numerous rings, bracelets, pins (other than a name tag), and necklaces (unless worn under the uniform) are not to be worn. Hair is to be neat, trimmed, off the shoulder, and out of eyes. No ribbons or fancy clips are to be worn. Fingernails are to be short and well-manicured.

C. 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. Many clinical agencies have policies prohibiting employees and students from using personal phones, including texting and cameras, in all areas where patients and visitors have access.

D. Travel to Clinical Sites:

Clinical learning experiences require students to travel to various clinical agencies. Students are responsible for arranging their own transportation to clinical sites.

E. Policy and Program Requirement Changes:

The Department of Nursing reserves the right to change policy and/or program requirements without prior notice in order to reflect changes in the professional field.

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ACADEMIC POLICIES AND PROGRAM REQUIREMENTS

By signing below, I acknowledge that I have read and understand the RN to BSN Academic Policies and Program Requirements and have received a copy of the same. I am aware that I am also responsible for reviewing academic and financial rules and procedures outlined in the Undergraduate Bulletin.

I agree to abide by the Academic Integrity Policy of The College of New Jersey.

PRINT YOUR NAME _____

SIGN YOUR NAME _____ DATE _____

FACULTY _____ DATE _____

Sign and return to Deirdre Jackson, Nursing Outreach Coordinator.

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