

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

DEPARTMENT OF NURSING

ACADEMIC POLICIES AND PROGRAM REQUIREMENTS

Effective Matriculation Date – September, 2018 (Revised May 2018)

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 on-line at the Nursing web site under STUDENTS-UNDERGRADUATE.

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 before 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 review their Academic Requirements report in PAWS and the 4-Year BSN Curriculum Plan provided upon entrance, and 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 on the TCNJ Department of Nursing web page under “Policies” 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* (2015) and *Nursing Scope and Standards of Practice* (2010).

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.**

- 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
BSN-1	<p>PSY 101 – Psychology I (B)</p> <p>NUR 110 – Development of Unitary Man and Environment Across the Life Span (B)</p>	<p>NUR 200 – Pharmacological Interventions (C)</p> <p>NUR 210 – Professional Role Development I (C)</p> <p>NUR 240 – Holistic Health Interventions Across the Life Span (B)</p>	<p>BIO 141, BIO 142, NUR 230 (C+ required for the above)</p> <p>(C- is required minimum grade in the following courses)</p> <p>BIO 144</p> <p>CHE 111</p> <p>STA 115</p> <p>NUR 202, 220, 310, 320, 324 328, 330, 334, 340, 344 420, 424, 440, 444, 460</p>

II. SUPPORT COURSES

A. The non-nursing courses identified in the previous table (i.e., BIO 141, 142, 144, CHE 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, CHE 111) **must be taken at TCNJ**. Only Microbiology (BIO 144) may be taken at another institution with prior approval from the Department of Nursing and completion of the Course Approval Form. **Microbiology courses that are taught entirely on-line are not considered equivalent and will not be accepted for transfer credit by the Department of Nursing.** Courses that combine on-line coursework with supervised on-site lab instruction are permissible with prior approval.

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 (CHE 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 (CHE 111, BIO 141, 142, 144), the student will be dismissed from the Nursing Major. Matriculation status will be changed to "Open Option –Undesignated Transitional" and the student will be assigned an interim advisor in the Center for Student Success.

Students seeking readmission to the Nursing major MUST follow exactly the steps outlined in section IX. READMISSION POLICY AND PROCEDURE on page 11 of this document. Note that readmission to the Nursing major is not automatic and cannot be guaranteed.

H. The identified support courses are pre-requisite or co-requisite to specific nursing courses as indicated below:

Prerequisite Support Courses	Nursing Courses
CHE 111, BIO 141, BIO 142	NUR 200 Pharmacological Interventions and NUR 230 Holistic Health Assessment Across the Life Span
CHE 111, BIO 141, BIO 142, BIO 144 PSY 101 (pre- or co-requisite)	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 (NUR)

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, 220 and 230
NUR 200 (pre- or co-requisite) NUR 202 (pre- or co-requisite) NUR 210, 220 and 230 <u>shall be taken only in the fall semester immediately preceding</u>	NUR 240

<u>anticipated entry</u> into NUR 240	
All 100 and 200 level nursing courses	NUR 310, 320 and 324, 330 and 334, 340, 344
NUR 310, 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 440, 444, and 460

- B. In addition, in courses that are part of a DYAD (e.g. NUR 320 and 324) 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. See list 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 must 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 retake only one (1) "second examination" in any given course that is a "DYAD," "nursing practice" or "mixed" course, and the highest possible grade for a retake exam is 75, regardless if actual score is higher.

- 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 with a grade of W according to deadlines specified in the official academic calendar on the TCNJ website.
- E. When the nursing course includes a college laboratory and/or a clinical practice experience, 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 (NUR) 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 as per Nursing academic policy, the student is placed on Department of Nursing probation. Only one nursing (NUR) course may be repeated.

- I. **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.**
- J. **If a student receives unsatisfactory grades in two or more nursing courses at any time, the student will be dismissed from the nursing major. This document serves as notice for this requirement. Matriculation status will be changed to "Open Option – Undesignated Transitional" and the student will be assigned an interim advisor in the Center for Student Success. Students seeking readmission to the Nursing major MUST follow exactly the steps outlined in section IX. READMISSION POLICY AND PROCEDURE on pages 11 of this document. Note that readmission to the Nursing major is not automatic and cannot be guaranteed.**

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 promptly notify the agency, clinical instructor, and course leader of a clinical absence, as outlined in 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 governs 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.

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.

Re-take the required course. **(Please remember that only one physical science course and/or one nursing (NUR) course may be repeated before the student will be dismissed from the major).** Note: in accordance with TCNJ policy, courses may be repeated only once.

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.

Students will be required to demonstrate competence on a skills proficiency test before they are permitted to enter or repeat a nursing course that has a clinical component.

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.**

VI. WRITING ASSIGNMENT CITATION REQUIREMENTS

The *Publications Manual of the American Psychological Association* (6th 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 in NUR courses was approved by nursing faculty:

<u>Letter Grade</u>	<u>Percent</u>	<u>GPA</u>	<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	C-	75	1.67
B-	82-80	2.67	D+	74-70	1.33
C+	79-78	2.33	D	69-65	1.00
C	77-76	2.00	F	64 and below	0.00

VIII. ADDITIONAL ACADEMIC POLICIES

Please Note: Completion of all program requirements and attainment of the BSN qualifies graduates to take the National Council Licensing Examination (NCLEX-RN) for licensure as registered nurses. Application for licensure, in accord with regulations of the New Jersey Board of Nursing, also requires the submission of an affidavit that the applicant "has never been convicted or has not pleaded *nolo contendere*, *non vult contendere* or *non vult* to an indictment, information, or complaint alleging a violation of any federal or state law involving moral turpitude or relating adversely to the nursing profession." Boards of nursing in other states have similar requirements. In addition, New Jersey Board of Nursing rules, N.J.A.C. 13:37-1.8(h) stipulate the following: "Before an individual is admitted to a nursing education program, the program shall inform the individual that a criminal history background check is a prerequisite for licensure as a registered professional nurse or a licensed practical nurse."

A. Nursing Student Clinical E-Portfolio:

Each nursing student is required to submit the necessary information for the Nursing Student Clinical E-Portfolio. Information about the E-Portfolio will be emailed to eligible rising sophomore students in the summer prior to the start of their sophomore course sequence, and will be reviewed in the NUR 220 course in the semester prior to the start of the first course clinical course, NUR 240. Completed E-Portfolios will be maintained by the Nursing office in a confidential database. It is the responsibility of each student to submit and update information in their E-Portfolio as necessary. **All requirements must be submitted as directed by established deadlines prior to the start of clinical courses.** Junior and senior students must update all annual requirements, generally over the summer months, in order to ensure compliance. Components of the clinical folder are subject to change with prior notice, but generally include:

- Documentation of Criminal Background Check
- Documentation of Drug Screening
- Copies of current CPR Certification, Professional Liability Insurance, and Health Insurance
- Immunization Records
- Documentation of Physical Exam
- Completed Personal Statement Form

B. Criminal Background Check and Fingerprinting:

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 and our contractual obligation with affiliating agencies, a criminal background check, including fingerprinting, is required in order for each student to participate in clinical courses. This procedure is detailed in an annual e-mail memo from the Clinical Site Coordinator or Program Assistant, and may be found on the Nursing web site. Students must follow all procedures, submit all forms and pay fees by the established deadlines to ensure that valid documentation of a clear Criminal History Records Check is received and filed in the student's Nursing Student Clinical E-Portfolio. Only the original background check results letter will be accepted. **A positive background check will be referred to the FDSA Committee for disposition. This disposition could result in prohibition of the student's participation in clinical courses and/or dismissal from the Nursing major.** Students are advised that annual criminal background checks may be required in the future.

C. Drug Screening:

A five panel (non-DOT) drug screen is required. **A positive result may prohibit participation in clinical courses and could result in dismissal from the Nursing major.** Annual drug screens may be required in the future.

D. 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 Clinical E-Portfolio (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 Student Health Services (SHS) in 107 Eickhoff Hall. SHS charges a fee for services for physical examinations and any laboratory testing and vaccinations. Student insurance substantially reduces the cost of these services. Contact SHS at (609) 771-2889 for more information. Appointments may be limited.

1. Annual Physical Examination – A physical examination is required prior to admission in NUR 240 (Holistic Health Interventions) and annually thereafter.
2. Annual Mantoux Test (PPD) – Prior to entering NUR 240, students should have a two step-Mantoux test. Thereafter a single Mantoux test will be required annually in the fall semester. A chest X-ray or QuantFERON Gold is required for those 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 accord with CDC protocol.
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). Post vaccination 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 SHS. There is a fee for the vaccines and laboratory testing.
4. MMR (Mumps, Measles, Rubella) – Proof of immunizations or laboratory proof of immunity for measles (rubeola), mumps and German measles (rubella).
5. Varicella Zoster Virus Vaccine – Students must submit documentation of two doses of Varicella (chickenpox) vaccination or documentation of laboratory proof of immunity. **Documented history of chickenpox disease is NO LONGER ACCEPTABLE.**
6. Pertussis and Tetanus Immunization – Proof of Pertussis containing Tetanus booster (TdAP) within ten years of the start of clinical.
7. Influenza Vaccination (Flu Shot) – Proof of annual Influenza vaccination is required. Students may check with Student Health Services for Flu Shot availability, but should also seek alternative vaccination services, such as their primary care providers, as SHS cannot guarantee vaccination availability. Must be valid for flu season, Oct. – March. 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.

E. 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 Nurses Service Organization (www.nso.com) or Healthcare Providers Service Organization (www.hpso.com). Further information on liability insurance may be obtained from the Nursing web site or Clinical Site Coordinator. Proof of professional liability insurance is a required part of the Nursing Student Clinical E-Portfolio.

F. 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 E-Portfolio. 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.

G. 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 and/or 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 minimum score of 90 per cent 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. **There are fees associated with these standardized assessments and examinations.**

H. Uniforms:

Each nursing student is required to wear TCNJ Department of Nursing uniform for specified clinical and lab experiences. Students are to purchase the required uniform in fall of the sophomore year prior to entry into NUR 240 (Holistic Interventions Across the Life Span). Details about the purchase of uniforms and the Department of Nursing Dress Code can be found on the Department of Nursing web site.

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

J. Travel to Off-campus Clinical Assignments:

Clinical learning experiences require students to travel to off-campus clinical agencies **as assigned by course faculty. Students are responsible for their own transportation to all clinical sites. A student cannot take it upon themselves to change location, date, and/or time of assignment**

K. Curriculum Plan:

Matriculated BSN-1 students are expected to follow the recommended curriculum plan in a timely manner and in consultation with faculty advisors in order to progress toward their expected graduation date.

L. 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.

IX. **READMISSION POLICY AND PROCEDURE**

Dismissed students seeking readmission to the Nursing major MUST follow exactly the requirements outlined in this section. Note that readmission to the Nursing major is not automatic and cannot be guaranteed. Dismissed students interested in readmission are STRONGLY advised to formally apply after at least one semester of successful academic achievement to increase chances for readmission.

A. Notification of Intent to Chair of the Nursing Department

1. Students Seeking Fall Semester Readmission:

Students must notify the Chair of the Nursing Department of their intent to request readmission via email **within 10 calendar days of receiving formal email notification of dismissal from the Nursing department.**

2. Students Seeking Spring Semester Readmission:

Students must notify the Chair of the Nursing Department of their intent to request readmission no later than Sept. 30 of the fall semester immediately preceding the spring semester in which they are seeking readmission.

B. Meeting with Chair of the Nursing Department

Students must contact the Chair of the Nursing Department via email to schedule a meeting for advisement and to discuss readmission procedures and requirements. This meeting should occur within 14 calendar days of the student's notification of intent to request readmission.

C. Formal Request for Readmission to Faculty Development & Student Affairs Committee (FDSA)

Students must send a formal letter requesting readmission via email to the Chair of the FDSA committee no later than November 15 for Spring semester readmission or no later than August 1 for Fall semester readmission.

X. 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 student 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 _____

Print First & Last Name

STUDENT _____

Signature

DATE _____

FACULTY _____

Print First & Last Name

FACULTY _____

Signature

DATE _____