



ROWAN-VIRTUA
School of Nursing
& Health Professions

Department of Nursing

RN-BSN

Student Handbook¹

1. Department of Nursing Student Handbook is designed to supplement the main Rowan University Student Handbook. All students are responsible for the material covered in the Department of Nursing Handbook and the Rowan University Student Handbook.

Table of Contents

<i>General Information</i>	3
<i>Administration</i>	3
Department of Nursing Administration and Faculty	3
<i>Academic Framework</i>	4
Department of Nursing Vision	4
Department of Nursing Mission	4
Philosophy of Nursing Education	4
Department of Nursing Values	4
Department of Nursing Program Goals	5
Accreditation	6
<i>Academic Policies and Requirements</i>	6
Department of Nursing Admission	6
RN to BSN Admission Requirements	6
RN to BSN Clinical Requirement for Community Health Nursing	7
Deferred Admission for the Department of Nursing	7
Reconsideration for Admission into the Department of Nursing	7
Readmission to Program	8
International Students	8
<i>Department of Nursing New Student Orientation Requirement</i>	8
Student Communication	8
Financial Policies	9
Payment Options	9
Drop Deadline	9
The Official Withdraw Process for a Department of Nursing Class and/or Withdrawal from the Nursing Program	10
<i>Academic Information</i>	10
Academic Calendar	10
Academic Standing Policy	11
<i>Current Student Policies</i>	11
Academic Standing Policy	11
Advisement Procedure	11
Attendance Policy	12
Responsibilities of Faculty and Students	12
Grading Scale	12
<i>Student Viewing of Final Exams and Papers</i>	13
<i>Department of Nursing Student Technical Support</i>	13
<i>RN to BSN Program Dismissal Policy</i>	13-14

General Information

The Department of Nursing is an academic department in the School of Health Professions and delivers programs through Rowan Global Learning and Partnerships.

Department of Nursing Program Faculty and Administration

Email: Nursing@rowan.edu

Administration

Dr. Mary Ellen Santucci, PhD., RN
Department Head

Terri Mastrogiacommo
Administrative Assistant to the Department

Patrice Henry-Thatcher, MSN, RN, PCCN
RN to BSN Academic Advisor

Urielle Benders, LPN
RN to BSN Academic Advisor

Kelly Master, MSN, RN, CSN
MSN Clinical Contracts Coordinator

Full Time Faculty

Gina Galosi, DNP, RNC-OB, CNE
Senior Lecturer

Matthew Kaspar, DNP, MEd, RN, APN, FNP-C
Senior Lecturer/Nurse Practitioner Program Coordinator

Carmen McDonald, PhD, RN, AHN-BC, NEA-BC, NE-BC, CNE
Senior Lecturer/Nurse Executive Program Coordinator

Melisa Mordecai, DNP, RN, APN, ACNP-BC
Lecturer/AGACNP Program Coordinator

Angela R. Ruckdeschel, PhD, MSN, RN
Lecturer RN to BSN Coordinator

Robert White, DNP, RN, FNP-BC, PMHNP-BC
Assistant Professor/PMHMP Program Coordinator

Academic Framework

Vision

The Department of Nursing at Rowan University is committed to being a recognized leader in innovative nursing education, scholarship, evidence-based practice, and an active force in the health of the diverse communities it serves.

Mission

The Department of Nursing at Rowan University promotes excellence in healthcare through quality and innovative education to meet the needs of our diverse population.

Philosophy of Nursing Education

The philosophy of the Department of Nursing at Rowan University emanates from nursing's founder, Florence Nightingale. The department's belief is that the interaction of person, environment, nurse and health are integral to maintaining and assisting individuals in achieving improved health status. The Nursing Department believes that nursing practice encompasses four domains that are evidence-based: clinical practice; leadership/executive practice; education practice; and research practice. In addition, the Nursing Department believes in excellent leadership that will advance nursing as well as shape policy in health care delivery systems. Finally, the Nursing Department further believes that innovation is integral to the improvement of nursing practice. The nursing faculty is committed to academic rigor, service, lifelong learning and continuous improvement.

Values

1. The Department of Nursing values people and the diversity that they bring to classroom experiences as well as the overall educational experience, treating all with compassion, dignity, and respect for individual beliefs.
2. The Department of Nursing values ethical behavior, professionalism, integrity, and accountability in all aspects of our academic, clinical, and administrative work.
3. The Department of Nursing values excellence, encouraging achievement in all endeavors of the university family, fostering collegiality, and maintaining high academic standards, through productive, scholarly faculty and a talented student body.
4. The Department of Nursing values knowledge, its creation, dissemination, synthesis and application.
5. The Department of Nursing values service, demonstrated through our commitment to effectiveness, accessibility, and affordability in our education and the resources that we provide to our students.
6. The Department of Nursing values innovation and flexibility to meet the ongoing societal needs of our students and the challenges of the future of healthcare.

Program Goals

The goal of the RN to BSN Program are to produce graduates that meet the 2022 Essentials of established by AACN through the use of the following domains:

- Domain 1: Knowledge for Nursing Practice Descriptor: Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. This distinguishes the practice of professional nursing and forms the basis for clinical judgment and innovation in nursing practice.
- Domain 2: Person-Centered Care Descriptor: Person-centered care focuses on the individual within multiple complicated contexts, including family and/or important others. Person-centered care is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. Person-centered care builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area.
- Domain 3: Population Health Descriptor: Population health spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes.
- Domain 4: Scholarship for Nursing Discipline Descriptor: The generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care.
- Domain 5: Quality and Safety Descriptor: Employment of established and emerging principles of safety and improvement science. Quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.
- Domain 6: Interprofessional Partnerships Descriptor: Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.
- Domain 7: Systems-Based Practice Descriptor: Responding to and leading within complex systems of health care. Nurses effectively and proactively coordinate resources to provide safe, quality, equitable care to diverse populations.
- Domain 8: Informatics and Healthcare Technologies Descriptor: Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.
- Domain 9: Professionalism Descriptor: Formation and cultivation of a sustainable professional nursing identity, accountability, perspective, collaborative disposition, and comportment that reflects nursing's characteristics and values.
- Domain 10: Personal, Professional, and Leadership Development Descriptor: Participation in activities and self-reflection that foster personal health, resilience, and well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership.

[Accreditation](#)

The baccalaureate degree program in nursing at Rowan University is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791 (www.ccneaccreditation.org).

Notice to current and prospective students: Following review by the CCNE, the RN to BSN program has been granted continuing accreditation for a term of three years until June 30, 2025. Maintenance of accreditation requires that programs demonstrate ongoing and sustainable compliance with all accreditation standards and key elements. To that end, the CCNE has also issued a show cause directive to the program, effective May 27, 2022, requesting additional evidence of compliance with specified standards and elements by December 1, 2022. Rowan University is committed to the quality of the RN to BSN program and fully expects that further reporting on our progress and achievements will address these concerns. Questions may be directed to the Head of the Department of Nursing and Chief Nurse Administrator, Dr. Mary Ellen Santucci (santucci@rowan.edu).

[Academic Policies and Requirements](#)

Department of Nursing Admissions

Admission to Rowan University as a student into the Department of Nursing programs is competitive.

[RN to BSN Admission Requirements](#)

- Department of Nursing Application Form
- For the RN to BSN program applicants must have a RN Diploma or Associates Degree with a valid New Jersey RN License in order to be considered for admission to the program.
- For out of state applicants, proof of New Jersey License or submitted application is required.
- Graduation from an Accrediting Commission for Education in Nursing (ACEN) Associate or diploma program
- Minimum cumulative GPA of 2.5 (this includes all colleges/universities you have attended, not just where you obtained your nursing degree)
- Official transcripts from all colleges attended (regardless of number of credits earned; presented in a sealed official envelope)
- RN license in the State of New Jersey or NCLEX Letter/Score Report
- Copy of your current CPR card
- Copy of your current resume or CV
- A grade of “C” in all Nursing courses completed in your diploma or associate’s degree

The RN to BSN Program requires a minimum cumulative GPA of 2.5 for admission; or a graduate from one of our Premier Partners. However, a 2.5 GPA does not guarantee admission due to competition for available openings.

Students offered admission and who matriculate into the program will receive a credit evaluation by the registrar and the academic department about halfway through their first

semester. Once that evaluation is completed, an academic advisor will meet with the newly matriculated student to answer questions about transferring credits from another institution to the University and the student's outstanding degree requirement.

RN to BSN Clinical Requirements for Community Health Nursing

Prior to beginning clinical, students will be required to create an American Databank account and upload the following health and professional documents. All must be "compliant" prior to being cleared for clinical. These are requirements of our clinical site affiliates.

1. Criminal History Background Check and Drug Screening
2. NJ RN License (also, other state RN license if completing clinical in another state)
3. Current Basic Life Support card (BLS); ACLS required also for AGACNP students
4. Professional RN Liability/Malpractice Insurance; Nurse Practitioner students require NP Student Liability Insurance also
5. HIPAA Training certificate (courseforhipaa.com)
6. Health Requirements:
 - Documentation of Physical completed within past year "cleared for clinical"
 - Lab titers for Hep B, MMR, Varicella
 - Tdap from within past 10 years
 - Annual influenza vaccine (beginning Sept each year)
 - Covid-19 vaccine
 - Negative PPD or Quantiferon lab test within past year

Deferred Admission for the Department of Nursing

With the approval of the Department of Nursing, applicants to the program may be officially authorized to delay entry into the program of study for up to one academic year (3 consecutive semesters i.e.: Fall, Spring, Summer). Request for deferral is to be made by submitting the Department of Nursing Application Defer/Roll-Over Form before the start of the semester in which they have officially applied/been admitted.

After one academic year has passed, the student must reapply to the program. To reapply a student will have to submit a new application for the new semester desired, official transcripts from all colleges attended, all other required applications materials, and the application fee.

Deferred applicants will receive an email to the email address listed on their application confirming their deferred status. Applicants who have officially obtained deferred admission are not considered to be enrolled until the point of first attendance.

Reconsideration for Admission into the Department of Nursing

An applicant may reapply through the Department of Nursing for the following reasons:

The applicant's original file was deferred, incomplete, withdrawn by the applicant, or not accepted in a previous admission cycle due to a cumulative GPA lower than required. Applications are kept on file for one calendar year. After one academic year any past applicant that wishes to be reconsidered for admission must formally reapply to the program and submit

all appropriate application materials.

The applicant may reactivate his/her initial application by submitting a request to reactivate the application and sending any/all missing or additional application material to the Department of Nursing.

Rowan Global Admissions Office
Enterprise Building
Suite 200
Nursing
225 Rowan Boulevard
Glassboro, NJ 08028
Or
global@rowan.edu

Readmission

Any student who has officially/unofficially withdrawn from his/her program of study for more than one year or a student who has been academically dismissed must reapply by using a new Department of Nursing application for the correct academic year in which they are interested in attending. All application requirements and fees must be met for consideration into the program. Requests for readmission are considered individually and must meet with Department Chairperson and readmission is not guaranteed.

Applicants must satisfy the program requirements for admission at the time of their most recent application and must be issued an official letter of acceptance.

International Student Applicants

International students are currently not permitted in any Department of Nursing Programs.

Department of Nursing Non Matriculated Student Requests

Non-matriculated students will be permitted to take courses on a case-by-case basis as determined by the department. The Department of Nursing may request copies of the student's transcripts to determine eligibility for non-matriculation status. Non-matriculated students are responsible for meeting the same admissions criteria for the Department of Nursing program prior to being approved as a non-matriculated student for one semester.

Department of Nursing New Student Orientation Requirement

New Student Orientation

Newly matriculated students will be emailed a PowerPoint presentation regarding the Program along with Acknowledgement Form, as well as onboarding materials from Rowan University.

Student Communication

The official communication between Rowan University/Department of Nursing will only be to a

student's Rowan University email address. Students are required to setup their Rowan University student email address and must check it frequently. They are *also required to send communication to Rowan University and the Department of Nursing from this account only.* The University and the Department of Nursing will not respond to student emails which have been sent from a personal email address. Contacting instructors on their personal cellphones is discouraged; only to be used as an absolute emergency's unless otherwise instructed by the professor.

The student's Rowan University email address will be the only email address used or correspondence related to but not limited to, registration, academic advising, billing, immunization, etc.

In the event of an emergency, students will be notified of class/clinical site cancellation via their Rowan University email address only. Students are responsible for checking their Rowan University email address frequently and will be held accountable for all communication, information, and deadlines from the University contained therein. If a student has thoughts/concerns with the course or the faculty member, the student should first contact the faculty member, if no resolution then the student should contact the Chair of the Department. Please refer to the Rowan University Grievance Policy.

Financial Policies

Official information regarding Department of Nursing tuition and fees can be obtained by visiting the Rowan Global Learning and Partnerships website via *Google Chrome Browser*: <https://sites.rowan.edu/bursar/tuitionfees/rowanglobal/index.html> Students must obtain their official bill for tuition by visiting their Banner self-service account. Rowan University does not mail paper bills and it is the student's responsibility to obtain their bill for each semester's tuition by logging into their Banner self-service account.

Please note that all communication regarding a student's bill will be sent to their Rowan University email address only.

Payment Options for Nursing Programs

- Please visit the financial aid website at Rowan University via *Google Chrome Browser*, www.rowan.edu/financialaid or for further information contact the Financial Aid Office with any questions that you may have.

University Fees

The University Fee is charged to all students enrolled in college-credit courses on campus at the University not within the Department of Nursing major.

Drop Deadlines

The Department of Nursing follows the Rowan University registrar guidelines. They can be found at: via *Google Chrome Browser* <http://www.rowan.edu/provost/registrar/courseschedule.html>

The Official Withdraw Process for the Department of Nursing

Student must pay for their class in full via their Rowan self-service account or in person at the Bursar's Office at Rowan University.

Student must obtain the official withdraw form from the Rowan University Registrar's website, fill it out completely, and obtain all appropriate signatures.

The completed form should be returned to globalstudent@rowan.edu **and** Nursing@rowan.edu Department of Nursing program for processing.

Once the above steps have been completed, the form will be processed and the student will be notified via their Rowan University email address once the withdrawal has been processed and is complete.

If the above steps **are not** followed the withdraw request will not be processed. Your withdraw request will not be processed if the following occurs:

- Withdraw Form incomplete (missing information, missing required signatures)
- Withdraw Form sent to any department other than globalstudent@rowan.edu **and** nursing@rowan.edu.
- Withdraw request sent via email without attached completed withdraw form

Withdraw from the Department of Nursing Program

To officially withdraw from a Department of Nursing program, a student must obtain a withdrawal form from the Department of Nursing by emailing nursing@rowan.edu .

Telephone requests are not accepted. All completed withdraw forms must be submitted to the Department of Nursing by, email (nursing@rowan.edu) and Global Learning and Partnerships globalstudent@rowan.edu. Students receiving financial aid may be required to return a portion of those funds if they withdraw prior to the mid-point of the semester, which is determined by federal guidelines.

Please contact financial aid office prior to withdrawing. Students who plan to withdraw from the program should not stop attending courses until the official program withdraw request has been processed.

Academic Information

Academic Calendar

The Department of Nursing has established uniform guidelines to ensure understanding and effectiveness for administrative services and program planning in regards to degree completion for students enrolled in Department of Nursing courses. The Department of Nursing programs consists of 3 consecutive semesters per year: Fall, Spring, and Summer. Matriculated students are required to take the Department of Nursing major courses during all 3 semesters due to the programs master schedule of course availability.

Courses are delivered through Rowan University's Global Learning & Partnerships, so it

follows registration schedule of the traditional Rowan University. To view the academic calendar which includes start dates for the Department of Nursing programs.

Rowan Global students or any other Rowan students in online, off-site, hybrid and/or accelerated courses and programs may follow different calendars. Basic Rowan Global Extension calendar types are available to view [here](#). However, the best way to be certain of the start and end dates for your Rowan Global non-traditional course is to consult [Rowan's Section Tally](#)

[Academic Standing Policy](#)

Academic policies may be found in the Rowan University Student handbook accessible at www.rowan.edu. Questions may be addressed to nursing@rowan.edu.

[Current Student Policies](#)

[Academic Advisement Department of Nursing Students](#)

Academic advisement is provided by the Department of Nursing. At any time, a student may request advisement by emailing nursing@rowan.edu. Academic advisement is provided by an academic advisor with the goal of assisting students to successfully progress in their courses of study. For nonacademic matters, academic advisors may refer students to other sources of information and/or assistance.

[Special Note: Graduation requirements for RN to BSN](#)

The RN to BSN Program is a Degree Completion Program; there are 9 major nursing courses in this program. Matriculated students are also responsible for completing any Rowan University general education requirements that they have not completed in their previous academic endeavors prior to applying/being cleared for graduation. A complete review of the general education requirements of Rowan University can be found on the Registrar's website by visiting using *Google Chrome Browser*: <http://www.rowan.edu/registrar>. Graduation from this program requires a minimum cumulative final 2.0 GPA. Students will apply for graduation in their last semester. Degree conferral from the program will only occur when all program requirements have been met. All students must complete an exit survey that is emailed to their Rowan University email from EBI Skyfactor®. Failure to complete the survey will result in a rejection of a student's graduation application.

[Advisement Procedure](#)

- Academic advisors provide academic advisement in program planning and course selection and generally assist students with any difficulty in academic progression.
- Students must schedule an appointment with their academic advisor.
- Matriculated Department of Nursing students will register themselves for nursing courses
- Failure to follow your Personalized Course Sequence may result in an interruption of the program for one or more semesters.

Attendance Policy

Classroom experiences vary greatly among disciplines, deliveries and instructors, Rowan's community of learners is best realized when teachers and learners interact in ways deemed appropriate for a particular class. Attendance can differ from course to course. The following applies to all courses:

Responsibilities of Students

- Students are expected to be present at each meeting of each scheduled class for which they are officially registered.
- Students are responsible for knowing the instructor's attendance policy as stated in the syllabus.
- Students are responsible to communicate with course faculty when they are not going to be present.

Responsibilities of Faculty

- Faculty is expected to keep accurate attendance records.
- Attendance requirements must be part of the syllabus provided to students on the first day of class prior to the official Global Learning & Partnerships drop period.
- Faculty (singularly or as part of a department or program) may establish additional reasonable attendance criteria. This may include setting a maximum number of absences for a course, whether excused or unexcused, after which a student should withdraw from the class.

*Please note that the Department of Nursing program reserves the right to set mandatory attendance days/times for your courses due to field experience requirements. Please consult your syllabus for your Department of Nursing courses for a specific overview of the attendance requirements for your upcoming courses.

Nursing Grading Scale

The following scale is used to evaluate students' performances in courses:

RN TO BSN Grading Scale *(Percentage)

A	93.00 and above	C+	77.00 – 79.99
A-	90.00 – 92.99	C	74.00 – 76.99
B+	87.00 – 89.99	F	73.99 and below
B	84.00 – 86.99		
B-	80.00 – 83.99		

***RN TO BSN Nursing grading scale is an exception to the Rowan University grading criteria. Please note a grade of C or better is required to each course in the program.**

Student Exams and Final Papers

Faculty and students should be able to work together in a realm of mutual trust. When this occurs, the educational process is enhanced. Request for viewing exams and final papers should be made to faculty. These reviews may only occur in secure University areas. The Department of Nursing Faculty believes that students should be independent learners and does not provide study guides or blueprints for test preparation. The department utilizes Proctorio®.

Department of Nursing Student Technical Support

Any nursing student who is in need of tech support visit the Division of Global Learning & Partnerships Current Student Portal using Google Chrome browser: <https://online.rowan.edu/> then login using your username and password, then select Support, Technology. Do not contact Rowan University traditional tech support; they will be unable to assist you.

Options for obtaining tech support through the Division of Global Learning & Partnerships:

1. Visit using Google Chrome browser <https://online.rowan.edu/> . Login to Canvas and you will be able to submit a ticket so that a tech support professional can contact you for assistance.
2. Or if you are unable to login Select: Trouble Logging In and submit a request for technical support (You will be able to enter your contact information and a description of the problem you are currently having so Tech Support can get back to you).
3. Call Tech Support at 856-256-5164 (Monday through Friday).

RN to BSN Program Dismissal Policy

This policy aims to maintain the program's academic rigor while providing students with an opportunity to address academic challenges. By setting a minimum grade requirement and limiting course repetition option to once, this policy ensures that students meet the necessary academic standards while also offering a chance for remediation.

1. Students enrolled in the RN to BSN program must receive a grade of C or better in each course to pass.
2. If a student fails to achieve a minimum grade of C in a course, they will be allowed to repeat the course **once**.
3. The repeat option is available for each course in the program; however, it can only be utilized **once** throughout the student's enrollment in the program.
4. If a student fails to achieve a minimum grade of C in the repeated course, they will be dismissed from the RN to BSN Program.
5. Dismissal from the program due to failing to meet the minimum requirements after repeating a course will result in the student's academic status being terminated.
6. The dismissal policy aims to maintain academic standards, ensure competency, and promote professional development among students in the RN to BSN program.

Continued on the next page

RN to BSN Program Dismissal Policy continued:

7. Students are encouraged to seek academic support, utilize resources such as tutoring, mentoring, and communicate with faculty to address any challenges they may encounter during their coursework.
8. The program will periodically evaluate the dismissal policy to ensure its effectiveness in promoting student success and make necessary adjustments as needed.
9. It is the responsibility of the students to be aware of and comply with the dismissal policy outlined by the RN to BSN program.