



ROWAN-VIRTUA  
Rita & Larry Salva  
School of Nursing  
& Health Professions

# Department of Nursing Student Handbook

The 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.

### **Acknowledgement**

Preparation of this Student Handbook was made possible through the cooperation of the faculty, resources obtained through Academic Affairs and Student Services, Information Resources and Technology, and Student Financial Aid.

When modifications of the Student Handbook occur, students will be notified by email. It is each student's responsibility to check their Rowan University email daily and keep abreast of all notifications from Rowan University.

The student handbook is informational only and does not constitute a contract between the Department of Nursing and any student. The handbook applies to the undergraduate and graduate nursing program and its students. It may be changed by the department of nursing without prior notice to the students. Any rules, regulations, policies, procedures, or representations made herein may be interpreted and applied by the department of nursing faculty to promote fairness and academic excellence, based on the circumstances of each individual situation.

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## **General Information**

The Department of Nursing is an academic department within the Rowan Virtua Salva School of Nursing and Health Professions. General Department of Nursing Program Faculty and Administration Email: [nursing@rowan.edu](mailto:nursing@rowan.edu).

### Administration

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

Dr. Carmen McDonald, PhD, RN, AHN-BC, NEA-BC, CNE, *Department Chair/ Teaching Professor*

Terri Mastrogiacono, *Administrative Assistant to the Department*

Jasmin Sapp, *Receptionist*

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

### Full-Time Faculty, Advisors and Staff

<https://sites.rowan.edu/snhp/departments/nursing/facultystaff/>

### Accreditation

The baccalaureate degree program in nursing, master's degree program in nursing and post-graduate APN certificate program at Rowan University is accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>).

## **Academic Framework**

### *Vision*

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

### *Mission*

Our mission is to promote excellence in healthcare through quality and innovative education to meet the needs of all in both the local and global population.

### *Philosophy of Nursing Education*

The philosophy of the Department of Nursing at Rowan VHC 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*

- Applying the best possible evidence from nursing and other sciences as a foundation for practice.
- Conduct a comprehensive and systematic assessment as a foundation for decision making.
- Incorporate ethical principles in identifying potential and ethical issues arising from practice.
- Employ knowledge and skills in economics, business principles, and systems in the design, delivery, and evaluation of care.

- Apply theories and evidence-based knowledge in leading the healthcare team to design, coordinate, and evaluate the delivery of care.

### Program Goals

The BSN Program Goals have adopted the American Association of the Colleges of Nursing – The Essentials: Core Competencies for Professional Nursing Education (2021) at the entry level-Level I.

The following are the Domains of competencies:

Domain 1: Knowledge of Nursing Practice

Domain 2: Person-Centered Care

Domain 3: Population Health

Domain 4: Scholarship for Nursing Discipline

Domain 5: Quality and Safety

Domain 6: Interprofessional Partnerships

Domain 7: Systems Based Practice

Domain 8: Informatics and Health Care Technologies

Domain 9: Professionalism

Domain 10: Personal, Professional, and Leadership Development

Program Goals of all graduate concentrations (MSN and CAGS) have adopted the American Association of Colleges of Nursing - The Essentials: Core Competencies for Professional Nursing Education (2021) at the advanced level- Level II. The following are the domains of competencies:

Domain 1: Knowledge of Nursing Practice

Domain 2: Person-Centered Care

Domain 3: Population Health

Domain 4: Scholarship for Nursing Discipline

Domain 5: Quality and Safety



Domain 6: Interprofessional Partnerships

Domain 7: Systems Based Practice

Domain 8: Informatics and Health Care Technologies

Domain 9: Professionalism

Domain 10: Personal, Professional, and Leadership Development

Reference: <https://sites.rowan.edu/snhp/departments/nursing/about/>

### **Academic Policies and Requirements**

#### *Department of Nursing Admissions*

RN to BSN Admission Requirements:

- Department of Nursing Application Form
- For the RN to BSN program applicants must have a RN Diploma or associate degree with a valid New Jersey RN License to be considered for admission to the program.
- For out of state applicants, proof of New Jersey License or Multi-State License submitted with 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
- Copy of your current BLS card
- Individual Professional RN Liability/Malpractice Insurance (\$1 million/\$3 million)
- Copy of your current resume or curriculum vitae

- A grade of “C” in all Nursing courses completed in your diploma or associate 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 who are admitted 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.

#### MSN Admission Requirements:

- Completed Department of Nursing Application Form
- Current Resume or curriculum vitae
- Copy of Current CPR cards (Healthcare Provider)
- Graduation from an accredited Bachelor of Science in Nursing Program
- Minimum Cumulative GPA of 3.0
- Official transcripts from all colleges attended (regardless of number of credits earned), presented in a sealed official envelope.
- Grade of “C” or higher in all nursing courses
- Proof of current (U.S), valid RN license (must maintain active New Jersey RN license for the duration of the program)
- Copy of current individual professional malpractice insurance
- One professional letter of recommendation

### Registration Policy for the Department of Nursing

Students may request a change to their PCS no later than 2 weeks before the start of a given semester. To request a change to your PCS, current students must send an email from their Rowan University email address to [nursing@rowan.edu](mailto:nursing@rowan.edu). At that time, the Department of Nursing may require a meeting with the student to adjust their PCS, if extensive changes are required or if the adjustment of the PCS will highly impact the student's intended completion of the nursing courses.

Students are responsible for following their PCS for registering for courses. Failure to do so may result in sitting out a semester or two (not all classes run every semester).

Students attending an employer-based cohort are admitted and registered for the same cohort and class night each semester throughout the program. Deviations to the cohort registration are managed on an individual basis. Requests for change or deviation from the original cohort and class night are by exception, and examples of such a request include change of work schedules, personal hardship, or extreme circumstances. Requests for change or deviation from the original cohort and class night must be sent in writing with the student's name, Banner ID number, original cohort, and class night, and the rationale for a request to change to the Department of Nursing ([nursing@rowan.edu](mailto:nursing@rowan.edu)). The request will be reviewed in conjunction with the Department of Nursing and a decision will be communicated to the student. If necessary, adjustments will be made in the PCS by Department of Nursing.

The Department of Nursing reserves the right to adjust all dates and times of planned courses should an adjustment be necessary with fair and reasonable notice and accommodation for all students registered in the course. In the event of a change or course cancellation, students will be notified by email as soon as the decision is made to adjust the planned course schedule. The Department of Nursing reserves the right to cancel any scheduled course if the enrollment drops below the University minimum of course enrollment with an email notification to students upon such decision to cancel a class. The Department of Nursing will make every effort to provide scheduled classes at set times with the exceptions noted above.

### 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 Online  
219 High Street  
Glassboro, NJ 08028 Or [rowanonline@rowan.edu](mailto:rowanonline@rowan.edu)

### 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 Requirements**

### 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 set up 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 for 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 Department Chair, and if no resolution please contact Department Head. Please refer to the Rowan University Grievance Policy.

### New Student Orientation

Newly matriculated students will be emailed information regarding the program along with Acknowledgement Form, as well as onboarding materials from Rowan University.

### Financial Policies

Official information regarding Department of Nursing tuition and fees can be obtained by visiting the Rowan University Bursar website via Google Chrome Browser:

<https://sites.rowan.edu/bursar/tuitionfees/>

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.

### Payment Options for Nursing Programs

Please visit the financial aid website at Rowan University via Google Chrome Browser, [www.rowan.edu/financialaid](http://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 (as applicable.)

### Department of Nursing Fees

There may be fees within individual courses or programs.

### Drop Deadlines

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

### The Official Withdraw Process from the Department of Nursing

Please visit the following website to withdraw from Rowan University Department of Nursing <https://sites.rowan.edu/student-success/leaving-rowan/>.

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 [registrar@rowan.edu](mailto:registrar@rowan.edu), [nursing@rowan.edu](mailto:nursing@rowan.edu) and faculty member.
- Withdraw request sent via email without attached completed withdraw form

Telephone requests are not accepted. 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.

### *Withdraw from a Nursing Course*

Students must complete an “All Enrollment Withdrawal Form.” The form and associated policy/process may be viewed at: <https://sites.rowan.edu/registrar/registration-information/registration-adjustments.html>.

Any questions may be directed to the Registrar ([registrar@rowan.edu](mailto:registrar@rowan.edu)).

### *Department of Nursing Student Technical Support*

Any nursing student who needs tech support visit the Rowan Online Current Student Portal using Google Chrome browser: Information Resources & Technology 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 Rowan Online:

1. Visit using Google Chrome browser Information Resources & Technology. 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 Hours of operation are Monday through Friday (8:00am – 4:30pm) excludes Rowan University official holidays and emergency closures.



## **Academic Information**

### **Academic Calendar**

The Department of Nursing has established uniform guidelines to ensure understanding and effectiveness for administrative services and program planning regarding degree completion for students enrolled in Department of Nursing courses. The Department of Nursing programs consists of three consecutive semesters per year: Fall, Spring, and Summer. It is recommended that matriculated students take the Department of Nursing major courses during all three semesters due to the programs master schedule of course availability.

Courses are delivered through Rowan Online, 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 please use this link:

<https://sites.rowan.edu/registrar/registration-information/registration-dates.html>

### **Academic Standing Policy**

Academic policies may be found in the Rowan University Student handbook accessible at <https://sites.rowan.edu/deanofstudents/>.

Questions may be addressed to [nursing@rowan.edu](mailto:nursing@rowan.edu).

### **Generative Artificial Intelligence**

Please refer to Rowan's University AI policies at <https://sites.rowan.edu/academic-affairs/facultycenter/resources/generative-ai/>

### **Academic Advisement for Current Students**

Academic advisement is provided by the Department of Nursing. At any time, a student may request advisement by emailing [nursingandalliedhealthadvising@rowan.edu](mailto:nursingandalliedhealthadvising@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.

#### Advisement Procedure

- Academic advisors provide academic advisement in program planning and course selection and 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. Academic Advisors will assist when necessary.
- Complete mandatory pre-requisites for courses that are applicable.

#### Attendance Policy

Online course experiences vary 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.

#### Responsibilities of Students

- Students are required to log in and complete the first week assignments by the due date.
- Students are responsible for knowing the instructor's attendance policy as stated in the syllabus. Active participation by a student in an instructional activity related to the student's course of study includes, but is not limited to:
- Attending asynchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students.
- Submitting an academic assignment.
- Taking an assessment or an exam.

- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction.
- Participating in a study group, group project, or an online discussion that is assigned by the institution.
- Interacting with an instructor about academic matters
- Students are responsible for communicating 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 Rowan Online 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 as appropriate.

Please consult your syllabus for your Department of Nursing courses for a specific overview of the attendance requirements for your upcoming courses.

### Course and Time Commitment Table

For successful course planning please use the following guidelines: *15-week courses require the University to demonstrate 37.5 hours of class time per Department of Education guidelines for financial aid. Outside class time requirement is double.*

#### **15-week courses minimum hours needed**

<b>Number of credits</b>	<b>Class hours per week Minimum</b>	<b>Study/Research hours per week Minimum (Twice the class time)</b>	<b>Total hours per week minimum</b>
3	2.5	5	7.5
6	5	10	15
9	7.5	15	22.5
12	10	20	30
15	12.5	25	37.5

**7-week courses require the same number of hours as a 15-week course.**

<b>Number of credits</b>	<b>Class hours per week Minimum</b>	<b>Study/Research hours per week Minimum (Twice the class time)</b>	<b>Total hours per week. Minimum</b>
3	5	10	15
6	10	20	30
9	15	30	45
12	20	40	60
15	25	50	75

#### **Example of a 9-credit load with one 15-week course and two 7-week courses**

<b>Weeks</b>	<b>Class hours per week Minimum</b>	<b>Study/Research hours per week Minimum (Twice the class time)</b>	<b>Total hours per week Minimum</b>
15	2.5	5	7.5
7	5	10	15
7	5	10	15
Total 9 credits	12.5	25	37.5

**Example of a 12-credit load with two 15-week courses and two 7-week courses**

<b>Weeks</b>	<b>Class hours per week</b>	<b>Study/Research hours per week (Twice the class time)</b>	<b>Total hours per week</b>
15	2.5	5	7.5
15	2.5	5	7.5
7	5	10	15
7	5	10	15
Total 12 credits	15	30	45

**Example of a 15-credit load with three 15- week courses and two 7- week courses.**

<b>Weeks</b>	<b>Class hours per week Minimum</b>	<b>Study/Research hours per week Minimum (Twice the class time)</b>	<b>Total hours per week Minimum</b>
15	2.5	5	7.5
15	2.5	5	7.5
15	2.5	5	7.5
7	5	10	15
7	5	10	15
Total 15 credits	17.5	35	52.5

**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® or other remote test taking application as designated by the University.

### Unsafe, Unprofessional, and Unsatisfactory Practice

A nursing student practices within the regulatory boundaries of the NJ State Board of Nursing, follows professional standards of practice, School of Nursing policies, course objectives, clinical agency policies, procedures, and unit specific protocols. A nursing student whose clinical practice is determined to be unsafe or unprofessional may be removed from the clinical site. A nursing student who is removed from a clinical site due to unsafe and unprofessional practices will be expected to meet with the Department Head and program faculty to determine next steps. It is the student's responsibility to notify the course faculty, they have been removed/asked to leave from a clinical site. The student will notify faculty within 24 hours via email and phone call.

Written notification of the unsafe practice by course faculty will include the following:

- Description of the unsafe/unprofessional practice or course of events leading to the removal
- Specific actions that demonstrate unsafe/unprofessional practice that place the patient/student at risk.
- Remediation plan, if appropriate.
- Written notice of dismissal from the program as determined by the Department Head and Nurse Practitioner Program Coordinator.
- Dismissal from the program will follow Rowan University's policy and procedures.

If a student is dismissed from the program, follow the current readmission policy.

## RN to BSN Program Specific Information

### RN TO BSN Grading Scale \*(Percentage)

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

\*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.

### RN to BSN Clinical Requirements for Community Health Nursing

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

- Criminal History Background Check and Drug Screening
- NJ RN License (also, other state RN license if completing clinical in another state)
- Current Basic Life Support card (BLS)
- Professional RN Liability/Malpractice Insurance (1 million/3 million)
- HIPAA Training certificate
- Health Requirements:
- Documentation of Physical Examination 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 (optional)
- Negative PPD or QuantiFERON lab test within past year
- Health Insurance

### 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 Benchworks by Elentra®. Failure to complete the survey will result in a rejection of a student's graduation application.

### 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. The repeat option is available for one course in the program.



3. 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.
4. 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.
5. The dismissal policy aims to maintain academic standards, ensure competency, and promote professional development among students in the RN to BSN program.
6. 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.
7. The program will periodically evaluate the dismissal policy to ensure its effectiveness in promoting student success and make necessary adjustments as needed.
8. It is the responsibility of the students to be aware of and comply with the dismissal policy outlined by the RN to BSN program.

### **MSN Program Specific Information**

#### MSN Grading Scale \*(Percentage)

A	93.00 and above
A-	90.00 – 92.99
B+	87.00 – 89.99
B	84.00 – 86.99
B-	80.00 – 83.99
F	79.99 and below

\*Nursing Graduate Programs are Category 2; Category 2 programs require a B- to pass a course

### MSN Category 2

To maintain Minimum Satisfactory Academic Progress in a Category 2 program, students must:

- Earn no grades lower than a B-
- Earn an official cumulative GPA (according to matriculation level) of at least 3.000 on Rowan University's 4.000 scale
- Please note that repeating a class is a one-time only opportunity for the duration of the program. Subsequent C+ or lower grades after that will result in dismissal from the program.

### MSN Transfer Credit Policy

All questions regarding the possibility of transfer credit should be discussed directly with the Department of Nursing. Applicants seeking transfer credit need to fill out the Master of Science in Nursing Transfer Credit Request Form, which needs to be submitted with all required documents (official transcripts, syllabi, course descriptions) at the time the application is submitted/ reviewed.

The Master of Science in Nursing program allows matriculated students to transfer in a maximum of 7 credits into the MSN core coursework, only provided that a grade of “B-” or better was achieved, the course was taken no longer than 10 years ago, and it is deemed “equivalent” to a required MSN core course in our curriculum by our Graduate Application Review Committee. To obtain a Master of Science in Nursing Transfer Credit Request Form, please email [nursing@rowan.edu](mailto:nursing@rowan.edu).

### Matriculated MSN Policy

All applicants to the MSN program will complete 7 Core graduate-level courses. Admission to the concentration will only occur after application review by the coordinator. Students interested in Adult Gerontology Acute Care Nurse Practitioner (AGACNP)

concentration are required to have current acute care (critical care or emergency department) experience of 2 years or more to be considered. Students must maintain a cumulative GPA of 3.0 in all MSN core courses to be considered by the Department of Nursing for admission to the nurse practitioner concentration track.

### Graduate Concentration Admission Requirements

- Each graduate program has additional concentration requirements depending on specialization. Contact the faculty of the concentration course for further information.
- Clinical sites may have additional specific requirements. It is the graduate student's responsibility to communicate with the course faculty regarding compliance.
- Students who do not attain or maintain graduate program requirements and Student Code of Conduct may be dismissed from the program.
- Successful completion of criminal background and drug testing.
- Students are encouraged to obtain their own preceptor for their clinical sites. If the student has difficulty obtaining a preceptor, the concentration coordinator will facilitate placement.

All students are required to maintain the following:

- Valid RN NJ or Nurse Licensure Compact
- Basic Life Support Certification (Healthcare Provider)
- ACLS if AGACNP student
- Professional RN Liability Insurance: Registered Nurse; Nurse Practitioner students' requirement: Nurse Practitioner student Liability Insurance in addition. Coverage limits MUST be a minimum of \$1 million per incident, and \$3 million aggregate.

### Nurse Practitioner Clinical Placement Requirements

Prior to beginning clinical, students will be required to create a clinical compliance account and upload the following health and professional documents. All must be "compliant" prior to being cleared for clinical:

1. Criminal History Background Check and Drug Screening
2. Valid RN NJ or Nurse Licensure Compact (also, other state RN license if completing clinical in another state)
3. Basic Life Support Certification (Healthcare Provider); ACLS also required for AGACNP students
4. Professional RN Liability Insurance; Registered Nurse. Nurse Practitioner students require Nurse Practitioner student Liability Insurance in addition. Coverage limits MUST be a minimum of \$1 million per incident, and \$3 million aggregate.
5. Health Requirements:
  - Documentation of Physical completed within the past year "cleared for clinical."
  - Lab titers for Hep B, MMR, Varicella
  - Proof of Health Insurance
  - Tdap from within the past 10 years
  - Annual influenza vaccine (beginning in September each year)
  - Negative PPD or QuantiFERON lab test within the past year
6. Additional screenings/tests may be required by clinical sites.

### MSN Concentration Specific Requirements

#### Nurse Practitioner

All students with a cumulative GPA of 3.0 will be responsible for following up with the Department of Nursing during their last MSN core course, specifically Special Issues and Trends, as outlined in their Personalized Course Sequence (PCS). At this time, the student will

declare a concentration. Admission to the concentration will only occur after completion of the core and faculty review. Students must email this confirmation/admission request to [nursing@rowan.edu](mailto:nursing@rowan.edu) from their university student email account.

The Nurse Practitioner (AGACNP, FNP, PMHNP) clinical courses are pass/fail. All students are required to complete the mandated direct patient care hours (250 hours per Clinical for a total of 750 hours). The 250 hours must be completed by the end of the semester enrolled. Exceptions will be made in writing and in agreement between the student, program coordinator and department head.

A midterm and final Preceptor Evaluation of Student Performance will be submitted at 100 hours and 250 hours. If a student earns a “marginal” or “unsatisfactory score” on the midterm evaluation, the preceptor will provide comments. Students who receive a marginal or unsatisfactory score in any area must meet with preceptor/program coordinator/course faculty to develop a remediation plan in conjunction with preceptor recommendations. The remediation plan includes:

- 1:1 discussion with course faculty regarding comments from preceptor within 14 days of notice of poor performance. It is the student’s responsibility to notify faculty of need for the meeting.
- Faculty and NP program coordinator/department head will determine agreed upon written remediation plan.
- Written remediation plan will address marginal or unsatisfactory evaluation criteria.
- Written remediation plan can include but is not limited to didactic or psychomotor evaluation by NP faculty. This is determined by feedback from the preceptor.
- Written remediation plan will have a due date and must be completed before starting next clinical practicum.
- If remediation is not completed by the due date, the student will receive a failure for the course and will have to retake the course and forfeit the clinical hours obtained.
- The student can retake a clinical course one time, except for a prior failure and if receives marginal/unsatisfactory scores again, will be dismissed from the program.

- If students receive marginal/unsatisfactory scores on a final evaluation, it is a failure for the course.

### Nurse Educator

All students with a cumulative GPA of 3.0 will be responsible for following up with the Department of Nursing during their last MSN core course, specifically Special Issues and Trends, as outlined in their Personalized Course Sequence (PCS). At this time, the student will declare a concentration. Admission to the concentration will only occur after completion of the core and faculty review. Students must email this confirmation/admission request to [nursing@rowan.edu](mailto:nursing@rowan.edu) from their university student email account.

The Nurse Educator practicum courses (Nurse Educator: Leadership, Quality, and Planned Change in the Practice Environment I and II) are graded on a traditional letter grading scale (A through F). Students must receive a grade of B- (80%) or higher to pass each course. All students are required to complete the mandated practicum hours as designated by the accrediting bodies. The hours must be completed by the end of the semester. Exceptions will be made in writing and in agreement between the student, program coordinator, and department head.

A midterm and final Preceptor Evaluation of Student Performance will be submitted at 50 hours and 100 hours in the Practice Environment I course and 100 hours and 200 hours in the Practice Environment II course. If a student earns a “marginal” or “unsatisfactory score” on the midterm evaluation, the preceptor will provide comments. Students who receive a marginal or unsatisfactory score in any area must meet with preceptor/program coordinator/course faculty to develop a remediation plan in conjunction with preceptor recommendations. The remediation plan includes:

- 1:1 discussion with course faculty regarding comments from preceptor within 14 days of notice of poor performance. It is the student’s responsibility to notify faculty of need for the meeting.
- Faculty and Nurse Educator Program Coordinator/Department Head will determine agreed upon written remediation plan.

- Written remediation plan will address marginal or unsatisfactory evaluation criteria.
- Written remediation plan can include but is not limited to didactic or psychomotor evaluation by Nurse Educator faculty. This is determined by feedback from the preceptor.
- Written remediation plan will have a due date and must be completed before starting next practicum.
- If remediation is not completed by the due date, the student will receive a failure for the course and will have to retake the course and forfeit the practicum hours obtained.
- The student can retake a practicum course one time, except for a prior failure and if receives marginal/unsatisfactory scores again, will be dismissed from the program.
- If students receive marginal/unsatisfactory scores on a final evaluation, it is a failure for the course.
- If a student is dismissed from the program, follow the current readmission policy.
- Any student interested in changing their concentration should contact the Program Coordinator for further instructions.

### Nurse Executive Administration

All students with a cumulative GPA of 3.0 will be responsible for completing four (4) core courses, including NURS 05.508 Special Issues and Trends. At the time of enrollment in Special Issues and Trends, students will declare their concentration in Nurse Executive.

The Nurse Executive practicum course (Nurse Executive Administration Practicum) is graded on a traditional letter grading scale (A through F). Students must receive a B- (80%) or better to pass each course. All students are required to complete the mandated practicum hours as designated by the accrediting bodies. The hours must be completed by end of the semester. Exceptions will be made in writing and in agreement between the student, program coordinator and department head.

A midterm Preceptor Evaluation of Student Performance will be submitted at 50-hour point in the Nurse Executive Administration Practicum course. A final Preceptor Evaluation will be submitted at the end of the same course when the required 150 hours have been completed. If a student earns a “marginal” or “unsatisfactory score” on the midterm evaluation, the preceptor will provide comments. Students who receive a marginal or unsatisfactory score in any area must meet with preceptor/program coordinator/course faculty to develop a remediation plan in conjunction with preceptor recommendations. The remediation plan includes:

- 1:1 discussion with course faculty regarding comments from preceptor within 14 days of notice of poor performance. It is the student’s responsibility to notify faculty of need for the meeting.
- Faculty and Nurse Executive Program Coordinator/Department Head will determine agreed upon written remediation plan.
- Written remediation plan will address marginal or unsatisfactory evaluation criteria.
- Written remediation plan can include but is not limited to didactic or psychomotor evaluation by Nurse Executive faculty. This is determined by feedback from the preceptor.
- Written remediation plan will have a due date and must be completed before starting next practicum.
- If remediation is not completed by the due date, the student will receive a failure for the course and will have to retake the course and forfeit the practicum hours obtained.
- The student can retake a practicum course one time, except for a prior failure and if receives marginal/unsatisfactory scores again, will be dismissed from the program.
- If students receive marginal/unsatisfactory scores on a final evaluation, it is a failure for the course.
- If a student is dismissed from the program, follow the current readmission policy.



### MSN Graduation Requirements

A comprehensive review of Rowan University's education requirements can be found on the Rowan University website, specifically on the MSN webpage. Graduation from this program requires a minimum cumulative final 3.0 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 your graduation application.

### MSN Credentialing Post-Graduation

All certification exam documents, recommendations, and state licensing documents need to be emailed to MSNcredentialing@rowan.edu after program completion. The student section must be completed before sending it to the mailbox to avoid delays in processing.