



NJCU Nursing Undergraduate Student Handbook

Revised 2021

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and greater job satisfaction among RNs. Nurse executives, federal agencies, the military, leading nursing organizations, health care foundations, magnet hospitals, and minority nurse advocacy groups all recognize the unique value that baccalaureate-prepared nurses bring to the practice setting and their contribution to quality nursing care.

Welcome New Jersey City University welcome

Joyce Wright PhD, RN, CNE
Associate Professor
Chairperson, Nursing Department

Middle States Commission on Higher Education

New Jersey City University is accredited by its regional accrediting body, the Middle States Commission on Higher Education of the Middle States Association of Colleges and Schools (MSCHE). The Middle States Commission on Higher Education is the unit of the Middle States Association of Colleges and Schools that accredits degree-granting colleges and universities in the Middle States region, which includes Delaware, the District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, the U.S. Virgin Islands, and several locations internationally. The Commission is a voluntary, non-governmental, membership association that defines, maintains, and promotes educational excellence across institutions with diverse missions, student populations, and resources. It examines each institution, rather than specific programs within institutions. The university has been reaccredited for the period of 2020 to 2027-2028.

Date of Last Review: Fall 2020

Middle States Commission on Higher Education
3624 Market Street,
2nd Floor West,
Philadelphia, PA 19104

April 1979, and in 2017, the department was fully accredited by the American Association of Colleges of Nursing Commission on Collegiate Nursing Education



NURSING DEPARTMENT PHILOSOPHY

The Nursing Department of New Jersey City University believes nursing is a professional, scientific discipline with academic and practice dimensions. The discipline has as its primary focus the maintenance and promotion of health achieved through collaboration with individuals, families, groups, and the community in a manner that is consistent with the culture, beliefs, and needs of the community. The Nursing Department believes the baccalaureate level to be the essential educational preparation for professional nursing practice.

The theoretical underpinnings of professional nursing practice derive from the related disciplines of the natural sciences, social sciences, and nursing. The profession of nursing builds its knowledge base through the rigorous scientific inquiry of theory and practice that continues the process of theory development and provides the Qq0 292 reWU6

Develop a study plan. Cramming before an exam only supports short-term learning. Nursing students need to promote deeper learning because Nursing is cumulative. Material learned early on is needed throughout the curriculum and into practice. Review material each week as class progresses. We expect students to spend at least 2 hours per week for each credit hour of a course. Develop study groups. Review resources and practice NCLEX style questions.

Know your resources. The library is a great source of information and much is readily available online and can be accessed 24 hours a day. If you need support services, contact the librarians. They are there to help! Meet with your faculty if your grades are not where you expect them to be.

Planning. Create a schedule include class and clinical time, study time, work, sleep, family responsibilities. A schedule keeps you organized and avoids last minute problems. Plan ahead to make your schedule manageable. Keep up with coursework than try to catch up after getting behind.

COMMUNICATING WITH STUDENTS

Students will be assigned an NJCU email account; it is this account through which all electronic communications will be transmitted. Students are expected to check their NJCU email account daily during the week for up-to-date communications. Faculty will not be permitted to respond to a student's personal email as this is a [Family Educational Rights Privacy Act \(FERPA\)](#) violation.

Course requirements will be communicated via course syllabi, in class announcements, Blackboard Learning Management System and/or student NJCU email account.

ACADEMIC ADVISEMENT

Each student will be assigned an [Academic Advisor](#). The Advisor is responsible for advising students about their academic status and progression in the nursing program. Please go to GothicNet (Student Center) to see your assigned advisor.

TUITION

Tuition for the current academic year is available on the NJCU website at: <https://www.njcu.edu/about/office-student->

withdrawal and refunds within the nursing program. Deadlines for refund and withdrawal are published in the Academic Calendar. You may reach the Registrar at 201-200-3333 or <https://www.njcu.edu/registrar/>.

SCHOOL CLOSURES PLANNED AND EMERGENCY CLOSURES

The [NJCU Academic calendar](#) provides a list of scheduled school closings.

Jersey City Campus

Emergency school closures will be posted on the New Jersey City University website and will be announced on the main University telephone number. Students are strongly advised to subscribe to the Gothic Alert system which provides up to date messages via email and phone related to school closings. Students may sign up through GothicNet.

Fort Monmouth Location

The Fort Monmouth Location will be included in all University announcements as noted above.

Cancellation of Clinical Experiences

Clinical experiences may be cancelled due to weather conditions or other emergencies when

Counseling Center
Health and Wellness Center
Office of International Students
Office of Specialized Services
The HUB Writing Center

More information can be found at

<https://www.njcu.edu/academics/respirces/servoec/cemtralized-tutoring-academic-support-services>

STUDENTS WITH DISABILITIES: 5mB nBT/TT12eW* nBmS/P 4MCID 5BDC Q62eW* nBTg/TT11f102658m[M.2eW*

4. Students must demonstrate professional behavior, responsibility, and accountability. These include but are not limited to:
 - a. Ensuring all pre-clinical requirements have been met prior to beginning clinical experiences and ensuring these remain current during the program.
 - b. Ensuring all financial requirements related to continued enrollment are met.
 - c. Attendance at all class and clinical experiences.
 - d. Punctuality for all class and clinical experiences.
 - e. Prompt notification to faculty if the student anticipates being late or absent.
 - f. Appropriate preparation for class activities.
 - g. Honest and open communication with faculty, staff, and peers.
 - h. Submission of assignments by the due date and time.
 - i.
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ACADEMIC INTEGRITY

Nursing, as a profession, is in the public trust. The faculty of the Nursing Department believe ethical behavior is expected in all situations. Students are expected to demonstrate ethical behavior and moral courage in the classroom, clinical area, and all other experiences related to the academic program. Moral courage mandates that students will come forward to report issues, despite difficulties inherent in doing so. Lying about or failing to report issues are considered equivalent in their violation of the principles of academic integrity.

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PROFESSIONAL BEHAVIOR

Professional Behavior Statement: The Department of Nursing, reserves the right to require that a student withdraw from the department at any time for behavior that is deemed unethical or unprofessional. The criterion for measuring the behavior is the ANA Code of Ethics, Standards of Practice, the American Association of Colleges of Nursing (AACN), and AACN Essentials of Baccalaureate Education. All students will be held to this standard as described in this Handbook. As nurse educators, NJCU Nursing faculty are committed to the values of responsibility and accountability. It is our belief and the responsibility of the faculty to instill and demand these same values of the NJCU nursing students. The [American Association of Colleges of Nursing \(AACN\)](#) define the final main focus values evidenced by nurses working with other professionals to achieve optimal health and wellness outcomes in patients, families, and communities by wisely applying principles of excellence, ethical, economic and accountability. Essential VIII, Professionalism and Professional Values.

Professionalism: Is a statement about a group's identity and shall be defined as behavior and conduct that is representative of the inherent nursing values as outlined by principles of human dignity, autonomy, integrity, altruism, and social justice.

General Principles:

Truthfulness

Adherence to all applicable legal and ethical codes guiding professional behavior and conduct including the: New Jersey Nurse Practice Act (NJNPA), American Nurses Association (ANA) Code of Ethics (2015), and the ANA Scope and Standards of Practice, 2021

ATTENDANCE

Attendance will be monitored and reported to the University in accordance with Federal Financial Aid regulations. Stu-5 (c)3fs 7fdrdre(w)(t)-4 (h)5 (o-6-2 (d)5 (o)3 7fdrdot mre)-2co-9-4 (a)9t7fdrdre (e)

Proof of Hepatitis B vaccination if in progress, or proof of immunity (titer)

- Students who are currently undergoing Hepatitis B immunization are required to sign a Waiver for Incomplete Hepatitis B Series and are required to complete the vaccination series as recommended by the CDC.
- Please note NJ regulation requires Hepatitis B vaccination for all full-time college students

Tdap within the past 10 years

Proof of Influenza vaccination by November 10th of each year unless medically contraindicated or Declination signed

- Please note Influenza vaccination may be required by the clinical agency. The clinical agency reserves the right to refuse student access to the clinical agency or subject the student to additional requirements similar to those required of its employees (ex. Wearing a mask in patient care areas at all times)

Drug Screen as required by the clinical agency

Please note that some agencies may require additional immunizations and testing. These must be completed by the student to participate in the clinical agency. Students are not employees and may have different requirements.

"Equivocal" or "Not Immune" Results

In the event test results for immunity to Measles, Mumps, Rubella, Varicella or Hepatitis B indicate a student is not immune or immunity is equivocal, the student must undergo

reimmunization within 30 days of the test result. If a student is found to be non-compliant, the student will be required to complete the immunization series within 60 days of the test result. If a student is found to be non-compliant, the student will be required to complete the immunization series within 60 days of the test result.



ABSN & Non-ABSN

Fort Monmouth Location Students May 10st

Jersey City Campus Students August 10th

RN to BSN- approximately 45 days prior to the start for the respective clinical courses (NURS 440 and NURS 475).

As it may take up to two weeks for *Adam Safeguard* to complete a criminal background check, students are urged to complete the Adam Safeguard criminal background application as soon as possible. Students for whom NJCU Nursing Department has no criminal background report by the required date will be denied entry into the clinical agency for failure to complete the application by the required date.

Students are expected to be properly groomed. Make-up is permitted in moderation. Nails cannot exceed the length of the fingertip and rounded in shape. If polish is worn, it should be clear or of a light color and free of cracks or chips. Tips, acrylics, gels, or artificial nails are not permitted in clinical agencies. Hair must be worn of

Clinical Conduct and Performance

Repeated lack of preparation for the clinical setting.
Demonstrating behaviors that, in the judgment of the faculty, constitute unsafe or potentially unsafe practice.
Demonstrating practices that are inconsistent with professional nursing standards or codes of ethics.
Evidence of impairment that has the potential to jeopardize the safety of patients, clinical staff, classmates, or colleagues.
Students absent for three or more clinical experiences.
Unsatisfactory final clinical evaluation.

Scheduling of Clinical Experiences

The Nursing Department tries to use clinical agencies that allow students to care for diverse clients in a variety of settings. Clinical agencies may not be in the immediate geographical vicinity of New Jersey City University.

To provide students with optimum clinical learning experiences, clinical rotations may take place at sites that require as much as 60 minutes driving time from the main campus or Fort Monmouth, depending upon the location of course. Transportation to all experiences is the responsibility of the student who is also responsible for all parking fees. If a student does not drive, he or she must arrange to carpool with students who have a car or use public transportation.

Clinical courses are only scheduled with clinical agencies with which the University maintains a contract and an educational affiliation for the provision of clinical learning experiences. Clinical courses are scheduled during the day, evenings, or on weekends depending on faculty and clinical agency availability. A particular day or time for clinical experiences cannot be guaranteed. Students may not select clinical agencies or faculty of their choosing.

Students are expected to arrive at the clinical setting on time, dressed in the required uniform, with the required equipment as noted above. Students are also expected to be prepared to provide care to a diverse group of clients and to participate actively in clinical conferences. Students who are inadequately prepared will be sent home and the day will be a clinical absence.

Makeup of Missed Clinical Experiences (ABSN & Non-ABSN Policy)

Students are expected to attend *all* laboratory and experiences, and all missed clinical days *are required to be made up*.

than the one to which the student has been assigned. Agency orientation DOES NOT count toward clinical hours to be made up.

Students are not able to negotiate clinical sites, faculty, or scheduled dates for makeup. Makeup dates are not guaranteed before the end of the semester. Students are required to be available for the makeup time when scheduled. Students will be notified in writing when makeup dates are scheduled. Notification will occur with as much advance notice as possible however, students may have as little as five days notice. If a student indicates he/she cannot attend assigned clinical makeup time or fails to attend the entire scheduled time, the student will fail the course. Students who have clinical days to make up at the end of the semester will receive an Incomplete grade for the course and cannot progress until clinical make up time has been completed and a final grade is issued. The student will not be permitted to proceed to the next semester until the makeup time has been completed.

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members, with the Chair of the Nursing Department serving as chair of the board. Terms shall be for a two-year period and can be renewed for additional two-year terms.

Meetings

The Advisory Board shall meet once to twice/year on the NJCU Main campus.

Major Goals of the Advisory Board

1. Support the mission, vision and strategic plan



Goal statement
Personal interview, if required

ABSN and Non-ABSN Curriculum

Course descriptions are in the NJCU undergraduate catalog

<https://catalog.njcu.edu/undergraduate/professional-studies/nursing/#coursestext>

Course	Course Title	Credits
NURS 310	Contemporary Professional Practice for the Baccalaureate Nurse	3
NURS 301	Pathophysiology	3
NURS 302	Pharmacology in Nursing Practice	3
NURS 303	Nursing Informatics and Technology for Quality Patient Care	3
NURS 304	Health Assessment Across the Lifespan	4
NURS 305	Fundamentals of Nursing Practice	6
NURS 325	Culture and Diversity in Nursing Practice	3
NURS 400	Adult Health anQQqQq1 g/Ts reW*7/TT1 1 Tf12 0 0 12 142.5	

the first attempt will be allowed two additional opportunities to take the test. Opportunities for remediation will be provided prior to the second and third attempts. *Failure on all three attempts will result in dismissal from the program and the student will be ineligible to reapply to the program.*

Dismissal from the ABSN and Non-ABSN Program

Students will be dismissed from the ABSN & Non-ABSN program for any of the following reasons:

Students with two or more clinical failures.

Students who receive a failing grade in any clinical course.

Students who remain on academic probation for two consecutive semesters.

Statistics I, MATH 140 will be accepted as the Statistics requirement as a secondary choice if PSYC 230 is not available.

4. Please refer to the articulation agreements with the Community Colleges for specific transfer total credits and electives.

Request for Course Waiver

Waivers for Courses Taken at Other College/University Campuses

A NJCU student must obtain permission in writing prior to registering for a course at another college. The student must complete the Articulation Waiver Form. The student's advisor and program chair must sign this form. The acceptance of the waiver is final. The student must complete the Articulation Waiver Form and submit it to the Nursing Department.

Waiver of a General Studies Requirement

A NJCU student who wishes to substitute a non-general studies NJCU course for a general studies requirement must complete the Articulation Waiver Form. The student's advisor and program chair must sign this form. The acceptance of the waiver is final. The student must complete the Articulation Waiver Form and submit it to the University Transfer Resource Center.

RN-BSN Clinical Experiences

Nursing Leadership (NURS 440) and Population Health (NURS 475) have clinical experiences along with classroom instruction. Population Health clinicals are held on Tuesdays between 8am and 12 noon. See dress policy below.

Dress Policy for RN-BSN Clinical Experiences

Blue pants or a skirt (minimum knee-length) and a plain white shirt are to be worn during RN-BSN clinical experiences. Students are required to dress in a professional manner. Clothing should be clean and free of wrinkles. Ill-fitting or tight clothing is prohibited. Black or Blue shoes are required, no sneakers or sandals. T-shirts, sleeveless or halter tops, athletic wear and denim are prohibited. Clothing may not contain any writing or logos that may be considered unprofessional. A name tag is required. Blue pants or a skirt with a white blouse or shirt are required, no sandals or clogs.

Graduation Requirements for RN-BSN students

The RN-BSN student must have a cumulative GPA of 2.5, a minimum of 120 credits, and satisfactory completion of all required nursing core courses (33cr.) to be eligible for graduation.

Senior Celebration

Each year senior RN-BSN Students will be recognized for their academic achievements in an annual ceremony. The ceremony is held each spring, and students are welcome to invite family and friends.

Perseverance Award

This award as identified by Nursing faculty recognizes a student(s) who perseveres with personal/academic challenges in mastering the accomplishment of the RN-BSN program.

Faculty Recognition Award

Students who are eligible for this award must: show a strong dedication to Nursing, demonstrate growth over the time spent in the program, exhibit advocacy skills, and participate in the academic and beyond the classroom activities and demonstrate high achievement a mile