



**SCHOOL OF
NURSING**

University of Medicine & Dentistry of New Jersey

**2007-2008
Student Policy and
Procedures Handbook**



Clinically Connected. Research Driven.

**University of Medicine and
Dentistry of New Jersey**

School of Nursing

The great seal of the University. The translation is “I learn to relieve suffering.”

This bulletin contains information on academic policies, procedures and requirements of UMDNJ-and the School of Nursing. The University reserves the right to change any provision, offering or requirement at any time.

This School of Nursing Catalog and Student Handbook is informational only and does not constitute a contract between UMDNJ and any student. It may be changed by UMDNJ without prior notice to students. Any rules, regulations, policies, procedures or other representations made herein may be interpreted and applied by UMDNJ to promote fairness and academic excellence, based on the circumstances of each individual situation.

**Address inquiries to:
Office of Student Affairs
UMDNJ-School of Nursing
65 Bergen Street
Stanley S. Bergen, Jr. Building
Suite 1126
Newark, New Jersey 07101-1709
973-972-5336 (phone)
973-972-7453 (fax)**

Visit [https:// sn.umdj.edu](https://sn.umdj.edu)

TABLE OF CONTENTS

Message from the Dean	7
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GENERAL INFORMATION

History and Organization.....	9
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Administrators

UMDNJ Board of Trustees.....	10
Academic Administration.....	11
SN Administration.....	12

Academic Framework

UMDNJ Mission.....	12
Accreditation	13
UMDNJ School of Nursing Mission and Vision	13
UMDNJ School of Nursing Goals	14
Philosophy of Nursing Education.....	16
SN Organizing Framework	17

ACADEMIC POLICIES AND REQUIREMENTS

Admission Policies

Minimum Technical Standards for Admission and Matriculation ...	17
Criminal Background Check.....	20
Student Change of Name or Address.....	20
Student Mail and Messages	21
Deferred Admission	21
Reconsideration for Admission.....	21
Readmission	22
Reactivation	22
Change of Major	22
Progression from Accelerated BSN to MSN	23

Financial Policies

Tuition and Fees	23
Joint UMDNJ-SN/NJIT Nursing Informatics Courses	24
Promise to Pay	24
Installment Plan	26
Scholarships	26
Tuition Refunds.....	26
Residency Requirements to Qualify for In-state Tuition Rates	27

Progression Policies

Orientation	27
Academic Advisement	29
Class Schedules	29
Academic Calendar	30
Unsatisfactory or Unsafe Clinical Practice	30

Registration Policies

General Information	31
Leave of Absence	32
Add/Drop of a UMDNJ - SN Course	33
Withdrawal of a UMDNJ - SN Course	33
Joint A.S. in Nursing	33
Accelerated BSN, and MSN	34
Audit of a UMDNJ - SN Course	34
Credit by Examination	35
Transcript Requests	35
Student Time Status	36
Undergraduate Students	36
Graduate Students	36
Years for Program Completion	36
Matriculated Students	36
Maintenance of Matriculation	36
Non-Matriculated Students	37
Official Withdrawal from a UMDNJ - SN Program	38
Unofficial Withdrawal from a UMDNJ - SN Program	38

Absence Policies

Student Absence from UMDNJ - SN Courses	38
Student Absence from UMDNJ - SN Clinical Practicum	39
Student Absence from UMDNJ - SN Examination	40
Faculty Absence from UMDNJ - SN Courses	41

Evaluation and Examinations

Course Exams	41
ATI Program	42
Written Assignments	42
Scholastic Standing	43
Grading System	43
Academic Standing	44
Dean's List	44
Calculation of Grade Point Average (GPA)	44
Mid-Term Warning	45
Academic Probation	46
Incomplete Grade	48
Academic Advisement of Students on Academic Probation	48

Academic Suspension.....	49
Academic Dismissal	49
Academic Appeal Process	50
Grade Appeal Process	51
Student Evaluation of UMDNJ-SN Faculty and Courses	54
Student Evaluation of the Total UMDNJ-SN Curriculum	54

Graduation Policies

Application for Graduation	54
Requirements for Graduation	55
Graduation of a UMDNJ - SN Program	55
School of Nursing Convocation	55
SN Awards.....	56
University Commencement	57
Academic Attire.....	57

ADMINISTRATIVE POLICIES

UMDNJ Policies

Human Rights	58
Rights of the Disabled.....	59
A Drug-Free University	59

Student Policies

Student Ethical Conduct and Responsibilities

Academic Conduct.....	59
Ethical Patient Care Responsibilities	61

Student Rights, Responsibilities and Disciplinary Procedures	61
Audio/Video Recording and/or Photographic Devices	62
Smoking and Food Consumption.....	62
Visitors.....	62
Cellular Telephones	62
Insurance Coverage for Students	63
UMDNJ—SN Health Policies	63
Basic Life Support (BLS) Certification	64

Student Records and Information

Disclosure of Students Records and Information	64
Students Challenge of Record Entry	66
Public Information Regarding Students.....	66

UMDNJ - SN Student Identification.....	67
UMDNJ - SN Dress Code	67
Professional Conduct of Students.....	70
Student Outside Employment	71

ACADEMIC SUPPORT FACILITIES

Center for Academic Success 71
UMDNJ Health Care Facilities 72

STUDENT SERVICES

Student Financial Aid 72
Library Services 75
Bookstores 80
Fitness Center and Wellness Center 80
Pastoral Care Department 80
Food Service 81
Student Parking 81
Public Safety and Police 82
Radio Announcement of UMDNJ School Closing 82
Student Mental Health Services
Student Wellness Program (SWP) 83
Student Assistance Campus Committee (SACC) 85

Information listed in the
UMDNJ - SN
Policy and Procedures Handbook is subject to change without notice.

MESSAGE FROM THE INTERIM DEAN

I would like to welcome you to UMDNJ School of Nursing. As we celebrate the fifteenth anniversary of the School of Nursing, it gives us occasion to reflect upon and appreciate the many accomplishments that have occurred, in large part, to a stellar faculty, very talented students, and innovative programming that have led to new track offerings and innovative course schedules which can be taken in-person and on-line.

The School of Nursing offers programs leading to the ASN, BSN, MSN, DNP, and PhD degrees. As the School has grown, the focus of the program has targeted career-mobility Bachelor of Science in nursing programs (accelerated, and RN-BSN) and graduate education. We are the largest graduate nursing program in the state with 14 tracks that prepare nurses at the master's specialization level. In the past year, the School has received 1.8 million dollars in funding for an accelerated baccalaureate program on our Stratford campus and a Doctor of Nursing Practice Program, the first in the state of New Jersey. The uniting framework that transcends all of the School's programs centers around our dedication to the clinical dimension of nursing practice and enhancement of the health and well-being of patients served by nurses.

Our School is dedicated to preparing innovative nursing leaders that are clinically and culturally competent to address the evolving healthcare needs of New Jersey's increasingly diverse population. As the only school of Nursing in New Jersey that is directly connected to a vast array of academic health centers, UMDNJ School of Nursing is able to offer a broad range of clinical, research, and interdisciplinary educational opportunities. We have forged significant partnerships with our community colleagues to provide clinical education experiences for students and to partner in designing and implementing creative programs/clinical services to address health care needs.

Ongoing research, scholarship, and faculty practice to improve the health of citizens in our community and enhance the delivery of patient care are supported among the faculty. Areas of faculty research include sleep and functional performance in heart failure, diabetes, inner-city childbearing women, smoking cessation, children's exposure to violence, violence against women, cultural competence, patient safety, and nursing work environments. An international collaboration with the Joanna Briggs Evidence Based Center in Adelaide, South Australia has contributed to active work in the school's evidence-based center as a leading resource for health care facilities and organizations. The Stanley S. Bergen Center for Multicultural Education, Research and Practice is internationally

recognized for its cutting edge work in the area of cultural competence in education and practice and the Francois Xavier Bagnoud Center is an international leader in capacity building and education in AIDs care.

Whether you are beginning your career in nursing or advancing your clinical and academic knowledge base, I welcome you to the School of Nursing and hope you will find your academic programs exciting and challenging. The faculty and administrators are here to assist you on your journey into a dynamic healthcare environment filled with clinical and research opportunities.

Sincerely,

Susan Salmond EdD, RN



GENERAL INFORMATION

History and Organization

The University of Medicine and Dentistry of New Jersey (UMDNJ) is the state's university of the health sciences. As New Jersey's public university of the health sciences, it is the largest such institution in the nation. In addition to the M.D., D.M.D., and D.O. degrees, it offers graduate degrees in the basic medical sciences, and both graduate and undergraduate degrees in allied health and nursing.

UMDNJ was created to consolidate and unify all of the State's public programs in medical and dental education. Founded in 1970 by the act of the State Legislature as the College of Medicine and Dentistry of New Jersey, UMDNJ was granted status as a freestanding university in 1981 in recognition of its growth and development as a statewide system for health professions, education, biomedical research and healthcare.

Today, UMDNJ includes eight schools on four campuses - Newark, Piscataway/New Brunswick, Camden, and Stratford - and a branch campus at Scotch Plains.

- UMDNJ- New Jersey Medical School, Newark.
- UMDNJ-New Jersey Dental School, Newark.
- UMDNJ-Robert Wood Johnson Medical School, Piscataway/New Brunswick and Camden.
- UMDNJ-School of Osteopathic Medicine, Stratford.
- UMDNJ-Graduate School of Biomedical Sciences, Newark, Piscataway and Stratford.
- UMDNJ-School of Health Related Professions, Newark, Scotch Plains, Piscataway and Stratford..
- UMDNJ-School of Nursing, Newark and Stratford.
- UMDNJ-School of Public Health, Piscataway/New Brunswick and Newark.

Core Values

1. **UMDNJ values PEOPLE and DIVERSITY**, treating all with compassion, dignity, and respect for individual beliefs.
2. **UMDNJ values ETHICAL BEHAVIOR**, professionalism, integrity, and accountability in all aspects of our academic, scientific, clinical, and administrative work.
3. **UMDNJ 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. **UMDNJ values KNOWLEDGE**, its creation, dissemination, synthesis, and application.
5. **UMDNJ values SERVICE**, demonstrated through our commitment to effectiveness, accessibility, and affordability in our education, research, and healthcare programs.
6. **UMDNJ values COLLABORATION** within the University family and through partnerships with others to enhance the fulfillment of our Mission and attainment of our Vision.
7. **UMDNJ values INNOVATION and FLEXIBILITY** to meet the ongoing societal needs and challenges of the future.

ADMINISTRATORS

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Kathleen W. Scotto, PhD, Interim Dean, Graduate School of Biomedical

SCHOOL OF NURSING (SN) Administration

Academic Administration

Susan Salmond, EdD, RN, Associate Professor and Interim Dean

Della A. Campbell, PhD, APRN-C, CNA-BC, Assistant Professor and Chief Operating Officer

Gloria J. McNeal, PhD, APRN, BC, FAAN, Associate Professor and Associate Dean for Community and Clinical Affairs

Mary Kamienski PhD, APRN-C, FAEN

Assistant Dean Graduate Program

Director Center for Lifelong Learning

Dawn Kozlowski, PhD, RN, CNE, Assistant Professor and Assistant Dean, UMDNJ – Pre-Licensure Programs

Anne M. McGinley, PhD, APRN-C, Assistant Professor and Assistant Dean, Stratford Campus

Dula Pacquiao EdD, RN, CTN, Associate Professor and Director of the Stanley S. Bergen Center for Multicultural Education, Research and Practice

Cheryl Holly, EdD, RN, Associate Professor

Director New Jersey Center for Evidence Based Practice

Coordinator DNP Program

Virginia Wilson, MSN, RN, CNA & CNA-BC, CEN

Instructor & Coordinator RN to BSN Program

UMDNJ-School of Nursing/Rowan RN-BSN Program

ACADEMIC FRAMEWORK

UMDNJ Mission (approved by the Board of Trustees on March 18, 2003)

The University of Medicine and Dentistry of New Jersey (UMDNJ), the state's university of the health sciences, is dedicated to the pursuit of excellence in: the undergraduate, graduate, postgraduate and continuing education of health professionals and scientists; the conduct of biomedical, psychosocial, clinical and public health research; health promotion, disease prevention and the delivery of health care; and service to our communities and the entire state. Providing educational, research and service programs at campuses in Camden, New Brunswick/Piscataway, Newark, Scotch Plains and Stratford, in communities throughout the state, and nationally and internationally through advanced communication and information technologies, UMDNJ

seeks to meet the needs of our diverse constituencies and improve the health and quality of life of the citizens of New Jersey and society at large.

Accreditation

The University of Medicine and Dentistry of New Jersey is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.

All educational programs of the University have been approved by the academic, governmental, and professional agencies with responsibilities in specific areas of specialization. The primary and affiliated teaching hospitals of the University are accredited by the Joint Commission.

The academic programs offered by the UMDNJ-School of Nursing are accredited by the National League for Nursing Accrediting Commission (NLNAC).

National League for Nursing Accrediting Commission, Inc.
61 Broadway - 33rd Floor
New York, NY 10006
800-669-1656 ext.153
Fax: 212-812-0390

Additional accreditations include:

Nurse Anesthesia Program

Council on Accreditation of Nurse Anesthesia Educational Programs of the American Association of Nurse Anesthetists
222 South Prospect Avenue
Park Ridge, Illinois 60068-4001
Phone: 847-692-7050
Fax: 847-692-6968

Nurse Midwifery Program

American College of Nurse Midwives.
8403 Colesville Rd, Suite 1550
Silver Spring MD 20910
Phone: 240-485-1800
Fax: 240-485-1818

UMDNJ-SN Mission Statement

The University of Medicine and Dentistry of New Jersey School of Nursing promotes excellence in health care through quality, innovative education of nurses and other professionals. The School affirms its commitment to clinical practice, scholarship, advocacy for underserved populations, and the diverse

communities it serves.

UMDNJ-SN Vision

The University of Medicine and Dentistry of New Jersey School 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 diverse communities it serves.

UMDNJ-SN Goals

Education

UMDNJ-SN is a leader in designing and delivering educational programs

- Ensure that UMDNJ-SN educational programs are responsive to quality standards and emerging needs
- Ensure that UMDNJ-SN educational programs are responsive to student and community needs
- Strengthen mechanisms for collaborative curricular planning/development and educational innovation
- Position UMDNJ-SN as a leading center for continuing education/development for nurse leaders, nurse faculty, and nurse practitioners.
- Position UMDNJ-SN as a leading center for education and consultation in evidence-based nursing practice.
- Position UMDNJ-SN as a leader in cultural competency education and practice

Research and Scholarship

UMDNJ-SN is recognized as a national leader in advancing scholarship and research in nursing

- Exploit UMDNJ's comprehensiveness and capacities in competing successfully for funded research
- Augment faculty research capacity and scholarship
- Build a comprehensive, robust, responsive research infrastructure

Clinical Practice and Services

UMDNJ-SN provides high quality clinical education and high-quality, cost-effective, academically centered, culturally competent clinical services

- Promote faculty practice and assure ongoing faculty clinical expertise through faculty practice plan participation
- Facilitate the participation of faculty and students in health projects to enhance the health of the people of New Jersey

Community and Diversity

UMDNJ-SN's strong commitment to community and diversity is reflected through the School's academic and service programs

- Play a leadership role in efforts to decrease health disparities
- Increase the diversity of students, faculty and staff to reflect the demographic composition of the communities served by SN
- Promote the sensitivity of SN faculty and graduates to the cultural, economic, and social needs of the diverse populations served

Impact on New Jersey and the Profession

UMDNJ-SN is a leading force in the State in health status improvement, health workforce strategy, health policy development and economic development related to health and the nursing profession

- Expand UMDNJ-SN's reach and impact on the development of health policy
- Support participation of faculty in leadership opportunities in professional and healthcare communities

School Culture

UMDNJ-SN's culture, through its values and processes advances academic collaboration, faculty participation and governance, effective and accountable planning, management and resource allocation; and fulfilling careers.

- Design, develop and implement an ongoing School system of strategic intelligence that compiles relevant data on external trends and integrates it with UMDNJ-specific information
- Design and implement program evaluation activities to strengthen accountability
- Support an infrastructure for faculty mentorship and development
- Create transparency in processes and procedures
- Design strategies to enhance the recruitment/retention of critical faculty and staff

Image

The public understands and values the programs, expertise and services offered at UMDN-SN

- Enhance public and professional recognition of UMDNJ as a provider of quality education programs that advance educational preparation and career mobility of Registered Nurses

Philosophy of Nursing Education

The School of Nursing philosophy of nursing education is based on the conceptual model that humans are holistic beings who must be viewed as a totality that is different from and more than the sum of its parts. Humans cannot be understood, studied or treated apart from their environment. The faculty's beliefs about humans, the environment, nursing, health and learning influence all aspects of the curricula, including undergraduate and graduate programs.

Nursing – The faculty believe that nursing is a profession that provides an essential service to society. Nursing is a practice-oriented, evidence-based profession centered on knowledge derived from nursing research, the basic sciences, humanities and social sciences. Nursing is the diagnosis and treatment of human responses to actual or potential health problems. Nurses deliver patient care as members of interdisciplinary teams, emphasizing evidence-based practice, quality improvement, health promotion and disease prevention. Through critical analysis and delivery of quality care, nurses assist humans to achieve optimal health.

Health – Health is a dynamic state that refers to the fullest possible realization of human potential. Health is influenced by humans' culture, knowledge and environment. Health reflects a personal sense of both physical and mental health and the ability to react to factors in the physical and social environment.

Human Beings – Each human being is unique and can be understood only by examining the whole person rather than by examining parts. Humans are thinking, reasoning and feeling beings and are endowed with dignity and worth. Humans possess the capacity for growth, the potential for freedom of choice and the right to optimum health. Humans exist as individuals and as members of groups, families and communities.

Environment – The environment can best be understood by looking at the whole, rather than examining its parts. The environment is dynamic and continuously changing. Humans and the environment are evolving continuously, mutually and creatively. Society exists within the environment. Society is composed of dynamic interacting groups of humans, characterized by shared relationships and institutions. Societal behavior is influenced by diverse cultural values, beliefs and mores.

Learning – Learning is an ongoing process involving the

acquisition of knowledge, skills and attitudes that guide nursing practice. The faculty believe that their role is to facilitate intellectual curiosity in an academic environment wherein students can attain the requisite knowledge, skills and attitudes necessary for the delivery of quality nursing care and to establish the foundation for further nursing education and life-long learning. Learning occurs when an individual desires and seeks new knowledge. Learning fosters personal growth and development. Students are expected to take responsibility for their own learning and to utilize the resources available. Faculty are committed to interdisciplinary education and to facilitating collegial relationships among all members of the health sciences. The faculty are committed to the education of students with diverse social, cultural and educational backgrounds.

UMDNJ-SN Organizing Framework

The organizing framework providing the foundation for all UMDNJ-SN academic nursing and continuing education programs is operationalized using nine organizing constructs: (1) knowledge; (2) evidence-based practice; (3) health promotion/disease prevention; (4) professionalism; (5) social responsibility and advocacy; (6) scientific research; (7) cultural competence; (8) information management; and (9) ethics.

These constructs form the essential matrix of the School's curricula and reflect the faculty's belief in the values of quality patient care, professional competence, ethical behavior, interdisciplinary collaboration and life-long learning.

ACADEMIC POLICIES AND REQUIREMENTS

Admission Policies

Minimum Technical Standards for Admission and Matriculation

The UMDNJ Policy, Rights of the Disabled, states that "no program or activity administered by the University shall exclude from participation, admission, treatment, employment, or deny benefits to, or subject to discrimination any qualified individual solely by reason of his or her physical handicap."

http://www.umdj.edu/opmweb/Policies/HTML/AcademicAff/00-01-20-91_00.html

http://www.umdj.edu/opmweb/Policies/HTML/AA_EEO/00-01-35-40_00.html

There are requisite essential functions for the practice of nursing at associate, baccalaureate and graduate levels which must be met by applicants and students. These essential functions are set forth in writing to guide the Student Affairs Committee in their consideration of any candidate or student. The graduates of all three programs must possess the following:

1. Knowledge, skills and attitudes to function in diverse clinical settings and perform within their scope of practice;
2. Functional use of sensory and motor functions to permit them to carry out the activities in the areas listed below;
3. Ability to consistently, quickly and accurately integrate all information received by whatever sense(s) employed and they must have the intellectual ability to learn, integrate, analyze and synthesize data;
4. Under all circumstances, a candidate should be able to perform in a reasonably independent manner. Clinical decision making and exercising clinical judgment are essential functions of the role of student and candidate.

The candidate for the associate, baccalaureate or graduate degree must have abilities and skills in five distinct areas: observation; communication; motor; conceptual, integrative and quantitative; and behavioral and social. The following five attributes are described as:

1. Observation: Candidates and students ordinarily must have sufficient vision to be able to observe demonstrations and laboratory exercises in the basic sciences and nursing clinical areas. They must be able to observe a patient accurately at a distance and at close range.
2. Communication: Candidates and students ordinarily must be able to communicate with patients and colleagues. They should be able to hear but technological compensation is available and may be permitted for some disabilities in this area. Candidates and students must be able to read.
3. Motor: Candidates and students ordinarily should have sufficient motor function such that they are able to execute movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment are cardiopulmonary resuscitation, the application

of pressure to stop bleeding and opening of an obstructed airway.

4. Intellectual, Conceptual, Integrative and Quantitative: These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving and critical thinking are necessary. In addition, candidates and students should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.
5. Behavioral and Social: Candidates and students must possess the emotional health required for full utilization of intellectual abilities, the exercise of good judgment and evidence mature and sensitive relationships with patients. Candidates and students must be able to tolerate physically demanding workloads, adapt to changing environments, and display flexibility to function in rapidly changing clinical settings. The practice of nursing at the associate, baccalaureate and graduate levels must not pose a direct threat to health and safety of the patients that it serves. UMDNJ-SN must act to protect the welfare of patients. On this basis, certain applicants may be disqualified, including some who are disabled.
6. Laboratory Tests and Immunization Requirements: Enrollment and continued enrollment of accepted students to the School of Nursing is conditional, based on the results of certain laboratory tests and fulfillment of immunization requirements (http://www.umdnj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25-40_00.html) in order to determine their ability to perform all essential functions.

The School of Nursing will, if requested, provide reasonable accommodations to otherwise qualified enrolled students and candidates with disabilities unless: (a) such accommodations impose undue hardship to the institution, or (b) direct threats of substantial harm to health and safety of others due to the disability, cannot be eliminated by any reasonable accommodations available that would allow the student to perform the essential functions, or (c) such accommodations fundamentally alter the educational program or academic standards.

A student whose behavior or performance raises questions concerning his or her ability to fulfill the essential functions may be required to obtain evaluation and/or testing by a health care

provider designated by the School, and to provide the results to the Campus Student Health Service for the purpose of determining whether the student is fit to pursue the educational program. If the student is deemed fit to pursue the program, the School reserves the right to require actions recommended by the health care provider, including further testing, counseling, monitoring, leave of absence, etc.

UMDNJ does not discriminate in admissions or access to its programs and activities on the basis of race/color, ethnicity, national origin, religion/creed, disability, age, marital status, sex, sexual orientation or veteran's status. Students enrolled in Joint UMDNJ-SN programs should refer to the catalog and/or student handbook of the academic partner institution for information regarding admission to their intended program of study. Admission is competitive and dependent upon the availability of openings in each UMDNJ-SN program. Candidates for admission are individually evaluated in accordance with the criteria established for each academic nursing program. Prior to submitting an application for admission, prospective students are encouraged to consult with faculty members of the program in which they wish to matriculate.

Criminal Background Check

http://www.umdni.edu/oppmweb/Policies/HTML/AcademicAff/00-01-20-95_00.html

As a condition of admission and continued enrollment, students are required to authorize UMDNJ to obtain criminal background check(s). Students may also be required to obtain a background check themselves or authorize clinical training facilities to conduct this check, and to permit the results to be provided by the reporting agency to UMDNJ and/or to clinical facilities. Offers of admission will not be considered final and enrollment will not be permitted until completion of the background check, with results deemed favorable by UMDNJ. If the results of the background check(s) are not deemed favorable by UMDNJ or by the clinical facility(ies), or if information received indicates that the student has provided false or misleading statements, has omitted required information, or in any way is unable to meet the requirements for completion of the program, the admission may be denied or rescinded, or the student may be disciplined or dismissed. Students must also agree to notify the School of any convictions, guilty pleas or no contest pleas to any crime, misdemeanor or other offense subsequent to the University's background check.

Student Change of Name or Address

UMDNJ-SN students are required to keep the Office of Student Affairs informed of any legal change of name or change of

address. A Change of Information Form (available from <http://sn.umdj.edu/studentonly/ChangeofNameForm-1206.pdf>) must be filed with the Office Student Affairs. Requests for changes of name must be accompanied by a court order or appropriate documentation, such as a marriage certificate.

Student Mail and Messages

The official UMDNJ - SN communication is via UMDNJ email. All students are required to have a UMDNJ email account and to regularly check their email messages. Only the UMDNJ email will be used for School of Nursing and course correspondence. Students are summoned from classes or clinical sites in case of emergencies using the UMDNJ email address. Students are responsible for reading the information contained therein.

Students enrolled in a UMDNJ-SN Joint Program must also follow the policies of the partner institutions and should refer to the partner institution's catalog, student handbook, and other appropriate publications.

Deferred Admission

With the approval of the appropriate Assistant Dean, applicants to UMDNJ-SN Programs may be officially authorized to delay entry into their program of study for one year. Request for deferral is to be made in writing to the Office of Admission before the start of the academic semester for which the student was admitted. The deferral may be in place for one academic year. After that, the student must reapply. Deferred applicants will receive a letter confirming their deferred status. Applicants who have officially obtained deferred admission are not considered to be enrolled until point of first attendance.

Reconsideration for Admission

An applicant may reapply through the Office of Student Affairs for any of the following reasons:

The applicant's original file was deferred, incomplete, withdrawn by the applicant, or not accepted in a previous admission cycle. Applications are kept on file for one calendar year.

The applicant may reactivate his/her initial application by submitting a request to reactivate the application and sending any missing or additional application material to the Office of Student Affairs, 65 Bergen Street, Stanley S. Bergen, Jr., MD Building, Suite 1126, Newark, New Jersey, 07101-1709, (973) 972-5336

(phone), (973) 972-7453 (fax).

Readmission

A 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. All application requirements and fees must be met for consideration into the program or to a different program (graduate level). Requests for readmission are considered individually 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.

Reactivation

A student who has officially/unofficially withdrawn from his/her program of study for less than one year may apply for reactivation. A written request to be readmitted must be submitted before the beginning of the term, to the registrar. Requests for activation are considered individually and reactivation is not guaranteed.

Students enrolled in a UMDNJ-SN Joint Program must also follow the policies of the partner institution and should refer to the partner institution's catalog, student handbook, and other appropriate publications.

Change of Major

Students who formally change from one UMDNJ-SN major (specialty track) to another must meet the admission requirements for the new major. Transfer is not automatic and the student must be approved to be transferred into a new specialty track. The student should make an appointment with the new track Coordinator and review their academic record and experience to obtain permission to transfer. A Change of Major form located on the SN website at <http://sn.umdnj.edu/studentonly/ChangeofMajorForm-1206.pdf> must be signed by both the new track coordinator and the original track coordinator. A change of major fee will be assessed.

Prior courses and grades obtained from initial specialty track remain on the transcript.

Progression from Accelerated BSN to MSN

Students in the BSN Accelerated program intending to continue to the

MSN program within one year of graduation must complete a form "Progression from Accelerated BSN to MSN Request for Admission" obtained from the Office of Student Affairs. These students will be considered for admission based upon the criteria for the intended program. No application fee will be charged to those who apply within one year of graduation.

Financial Policies

Tuition and Fees

Official information concerning tuition and fees may be obtained from the Office of Student Affairs, 65 Bergen Street, Stanley S. Bergen, Jr., MD Building, Suite 1126, Newark, New Jersey, 07101-1709, (973) 972-5336 (phone), (973) 972-7453 (fax). UMDNJ-SN and its joint partners reserve the right to change tuition and fees at any time without prior notice.

<http://sn.umdny.edu/academics/masters/0607GraduateTuitionandFees.pdf>

http://www.umdny.edu/opmweb/Policies/HTML/StudentServices/00-01-25-15_00.html

http://www.umdny.edu/opmweb/Policies/HTML/StudentServices/00-01-25-15_05.html

http://www.umdny.edu/opmweb/Policies/HTML/StudentServices/00-01-25-45_00.html

Students will be mailed a statement of account reflecting their financial obligation to the School of Nursing from the UMDNJ Business Office. The University policy requires that all students pay or demonstrate a commitment to pay tuition and fees in full within thirty (30) days of receiving a bill or upon receipt of bill if received after the first day of class. Students not paying their bill on time will have an encumbrance (registration hold) placed on their record prohibiting registration, access to transcripts and grades, and a late payment fee will be assessed. All funds from financial aid will be initially applied to tuition and fees.

Students may not matriculate if their statement of accounts are overdue, nor may they receive their graduation diploma.

Refunds will be issued by the Newark or Stratford cashiers on credit balances after all financial obligations to UMDNJ are satisfied.

Joint UMDNJ-SN/NJIT Nursing Informatics Courses

Students enrolled in the Nursing Informatics Program will pay the NJIT tuition rate for NJCS Nursing Informatics courses taken online through NJIT. Students must submit a SN and NJIT registration form to the SN Registrar to register for these courses. The Nursing Informatics registration forms are available on the SN website. Please see the SN Schedule of Courses on the SN website for NJCS course listings.

Promise to Pay

Many students receive tuition reimbursement from an employer. In these cases it is possible for a student to have the employing agency submit a "Promise of Payment Letter". The student will only be billed that portion of the invoice not covered by the promise of payment.

UMDNJ-SN will accept a letter from a third party as promise of payment if the letter is on company letterhead and meets the following criteria:

The letter must state:

- Name and UMDNJ or student ID number
- The term and year for which the student is applying
- Whether payment will be for tuition only or tuition and fees
- The exact amount that will be paid

A separate letter must be submitted for each student and each term by the billing due date each term.

The letter **will not be accepted** if it states that there are conditions under which payment will be made, such as successful completion of the course, continued employment, or a specific grade.

If the student submits a promise of payment prior to receiving a bill, they will receive a bill for any remaining amount, with the amount due within 30 day of receipt of the bill. If the student has not submitted the promise of payment letter when they receive the bill, then the student must submit the letter along with their portion of the tuition and fees. Promise of Payment letter are sent directly to the Bursar's office:

Mr. Harold Alexander, Manager of Billing and Collections
335 George Street, 4th Floor
New Brunswick, NJ 08901

The Manager of Billing and Collections will apply "Third Party Billing" to the students' accounts to exempt them from late payment fees and any non-payment encumbrances.

SAMPLE LETTER

LETTERHEAD

DATE

Mr. Harold Alexander, Manager of Billing and Collection
UMDNJ
335 George Street, 4th floor
New Brunswick, NJ 08901

Dear Mr. Alexander:

RE: School of Nursing – PROMISE TO PAY
NAME OF STUDENT
SSN OR STUDENT ID

This letter constitutes a promise to pay [TUITION OR TUITION AND FEES] for the above-named student for the [TERM AND YEAR] in the amount of [\$_____].

Payment will be made by May 1 for the spring term, September 1 for the summer term and/or January 1 for the fall term without conditions as to successful completion of the course, continued employment or a specific grade.

Sincerely,

[Signature]

[Name of authorized individual, title]
[Name of company/organization]

Installment Plan

Upon request, those students not receiving financial aid or receiving aid that is less than the total cost of tuition and fees may

make arrangement with the Newark Cashier's Office or the Stratford Cashier's Office for an installment plan. The service charge for this plan is \$20.00. Eligibility for participating in the installment plan will be determined by the Business Office. Such requests must be received before the due date of each semester's tuition and fees. Students on an installment plan will be required to adhere to the following schedule:

- (1) Payment of all fees plus one-half of the tuition is due before or on the due date specified on the invoice.
- (2) One quarter of the tuition is due 30 days from the due date.
- (3) One quarter of the tuition is due 60 days from the due date

For additional information, contact the Newark Cashier's Office at (973) 972-6307, or the Stratford Cashier's Office at (856) 566-6791.

Students will not be allowed to register for the following semester unless all financial obligations are paid in full for the current semester. Any student who has been awarded financial aid may request the Bursar to defer payment of tuition and fees until receipt of such aid.

Scholarships

The UMDNJ Foundation hosts several financial scholarships that SN students may be eligible to receive. Students may request further information about these opportunities at the University Office of Financial Aid.

Tuition Refunds

Students enrolled in Joint UMDNJ-SN Programs should refer to the catalog and/or student handbook of the academic partner institution for the tuition refund policy in effect for their program of study.

Any student who officially withdraws from a UMDNJ-SN course or program may be entitled to a full or partial tuition refund, as indicated in the refund schedule on the Academic Calendar.

<http://sn.umdj.edu/studentonly/calendar.htm>

<http://sn.umdj.edu/academics/masters/0607GraduateTuitionand>

Residency Requirements to Qualify for In-state Tuition Rates

UMDNJ-SN students must provide evidence of New Jersey domicile as part of their petition for in-state tuition rates. University policy requires evidence of ownership of or current lease on a residence in New Jersey *and* copies of the student's New Jersey income tax return, and/or copies of parent(s) or legal guardian(s) New Jersey income tax return. If New Jersey income tax returns are not available, student must provide a current New Jersey driver's license and New Jersey motor vehicle registration. If student does not drive or have a NJ vehicle registration, student must provide a notarized affidavit that they do not operate a vehicle, *and* a notarized statement declaring domicile *and* a New Jersey voter registration card *or three* of the following: bank documents, utility bills, documents from previous institution showing residency, documents showing social/economic relationship with New Jersey, New Jersey employment documents, etc. In *all* cases, student must provide evidence of ownership of or current lease on a residence in New Jersey.

PROGRESSION POLICIES

Orientation

All ABSN students are required to attend in person orientation on their primary UMDNJ campus. All graduate students (both master and doctoral students) are required to complete the mandatory online orientation on WebCt prior to the first day of class. An inperson orientation on their primary UMDNJ campus is highly recommended, but not mandatory.

Prior to beginning core courses, all students (both undergraduate and graduate) are required to obtain a Personal Digital Assistant (PDA) device with the specified Pharmacology program installed. Devices and or software are available at the UMDNJ bookstore.

Graduate credit courses for the ABSN student

The Undergraduate Admission Committee may offer some students the opportunity to take graduate level course(s) in Pathophysiology, Pharmacology, and/or Research if their academic background is in the biological sciences with strong academic grades in the sciences. Successful completion of the course(s) will earn credits towards a graduate degree at the UMDNJ SN.

Transfer Credit

At the time of admission, students may request consideration for transfer credits of non-clinical courses. The student is responsible to supply the course syllabus(i) to the admissions coordinator. The appropriate track coordinator and the Assistant Dean are responsible to review the course(s) for content, grade, and time since the course was taken to determine consideration for transfer.

Post Masters Certificate

At the time of admission to a graduate program, students may request consideration for a Post Masters Certificate. The appropriate track coordinator and Assistant Dean will determine the appropriateness of the request and determine what additional courses are required.

Academic Advisement

Academic advisement is provided by assigned advisors with the goal of assisting students to successfully progress through their selected academic program. This includes all aspects of academic program planning, including deciding on course adds, drops, or substitutions; the use of midterm grade information; decisions about extra-class support services or individual study needs and career advisement. In non-academic matters, faculty advisors may refer students to other sources of information and/or assistance.

Academic advisement related to a specific UMDNJ-SN course rests with the individual course faculty. For courses taken outside UMDNJ-SN, students are encouraged to seek assistance from that faculty member prior to scheduling an appointment with their faculty advisor.

UMDNJ-SN students are notified of the name, office location and contact information for their faculty advisor upon admission. Advisor information is also available via the online orientation at www.sn.umdnj.edu/studentonly.

Graduate faculty advisement is located at <http://sn.umdnj.edu/studentonly/GraduateAdvisorList.pdf>

Academic advisement may occur at any time during a semester but is required prior to registration for new courses. Advisement can be done by phone, email or in-person.

Advisement Procedure

- A. Students are assigned a faculty advisor upon acceptance into a UMDNJ-SN academic program.
- B. Students are encouraged to review their one-page program requirements available on the SN website at www.sn.umdj.edu under Academic Programs.
- C. Faculty advisors provide academic advisement in program planning, course selection, UMDNJ-SN policy interpretation and generally assist students with any difficulty in academic progression.
- D. Students are encouraged to schedule appointments to see faculty advisors rather than assuming that their advisor will be available.
- E. Faculty office hours for in-person or virtual student advisement are posted on each faculty advisor's door and are available from the School of Nursing website.
- F. Students are permitted to register for UMDNJ-SN courses **only** after communicating with their faculty advisor and obtaining that individual's approval of their course schedules. The faculty advisor provides undergraduate students with a Personal Identification Number (PIN) which enables them to complete registration for courses online. The PIN is a substitute for the advisor's signature on the registration form.

Class Schedules

The Schedule of Classes and classroom locations are posted on the SN website and is continuously updated https://banweb.umdj.edu:8090/student/course_schedule.htm#SN Students are encouraged to review the Schedule before registering and before attending class at the beginning of the semester. The University of Medicine and Dentistry of New Jersey and the School of Nursing reserve the right to change nursing course schedules and/or cancel nursing courses at any time.

Academic Calendar

The Academic Calendar is posted on the SN website. It is the students' responsibility to be aware of academic deadlines. The University of Medicine and Dentistry of New Jersey and the School of Nursing reserve the right to change the calendar at any time. <http://sn.umdnj.edu/studentsonly/calendar.htm>
http://www.umdnj.edu/opmweb/Policies/HTML/AcademicAff/00-01-20-88_00.html

Unsatisfactory or Unsafe Clinical Performance

Unsatisfactory Clinical Performance

A student who is demonstrating unsatisfactory clinical nursing practice will be referred for appropriate remediation by the clinical faculty member. The clinical faculty member will coordinate with the course coordinator on the development of a remedial plan. The process will be as follows:

1. The clinical faculty member will identify the specific skill(s)/behavior(s)/course content that requires remediation. The clinical referral form will be completed and given to the student (see attached).
2. The remediation plan must begin within 5 business days of the referral date.
3. After the student successfully completes the remediation, the appropriate faculty member will provide documentation and record the date of session(s) and place the form in the student file.

Students who demonstrate consistent unsatisfactory clinical performance are at risk for course failure.

Unsafe Clinical Performance

A student who demonstrates clinically unsafe nursing practice that jeopardizes a client or family's physical or emotional welfare may be dismissed from the clinical area by the faculty.

Unsafe clinical practice is defined as any behavior determined by faculty to be actually or potentially detrimental to the client and/or to the health care agency.

A faculty member who dismisses a student due to unsafe clinical practice from his/her clinical assignment is required to notify the course coordinator and to consult with the campus appropriate Assistant Dean.

The faculty member will identify and document in writing, the student's unsafe clinical practice, advise the student regarding the unsafe clinical performance and the requirements for addressing the deficiencies, and if appropriate, refer the student for remediation and/or assistance.

The faculty member's documentation of the student's unsafe clinical practice and recommended remedial action plan will be provided to the course coordinator, the campus appropriate Assistant Dean, and the student's file.

A student will be reinstated to his or her clinical assignment only after the action plan recommended has been followed, successfully completed and appropriately documented.

Please Note:

If, following the remediation plan completion, the student's clinical performance continues to remain unsafe or unsatisfactory, the Assistant Dean for Undergraduate or Graduate Programs in collaboration with the faculty member may require additional remediation or may remove the student from clinical activities.

Student who demonstrates consistent unsafe clinical performance is at risk for a course failure. If the student is subsequently suspended or dismissed, the student may appeal in accordance with the academic appeal process.

REGISTRATION POLICIES

General Information

Students enrolled in Joint UMDNJ-SN programs should refer to the catalog and/or student handbook of the academic partner institution for information regarding registration for their intended program of study.

Clinical placement sites and hours may vary and include day,

evening, or weekend times. Efforts will be made to accommodate individual preferences of the student whenever possible.

The Academic Calendar and registration period differs across schools in the University. It is the responsibility of the student seeking to take a course outside the School of Nursing to be aware of those calendars/deadlines.

For students admitted to any of the nursing programs, registration takes place online, via fax or in person in the Office of Student Affairs, Stanley S. Bergen Jr., M.D. Building, Suite 1126, 65 Bergen Street, Newark, New Jersey, (973) 972-5336 (phone) (973) 972-7453 (fax) or in the Primary Care Center, 40 East Laurel Road, Stratford, New Jersey, (856) 566-6200 (phone), (856) 566-6203 (fax). On-line registration is encouraged for all students and is available until the end of the add/drop period. The Schedule of Courses is available on the School of Nursing website at https://banweb.umdnj.edu:8090/student/course_schedule.htm#SN under Current Students.

UMDNJ-SN students enrolled in all programs are required to register every semester until the degree is granted. Students enrolled in all programs are required to request a formal leave of absence if they cannot attend a particular term. Registration for any semester is not complete until tuition and all required fees have been paid. Late registration will be accepted until the end of the add/drop period or at the discretion of the instructor.

Leave of Absence

A student should discuss any request for Leave of Absence with their advisor. Students requesting a leave of absence are required to complete a Leave of Absence form before the end of the second week of the term and submit it to the appropriate assistant dean for signature. The form is located on the SN website at <http://sn.umdnj.edu/studentonly/LOA%20Form%20-%200307.pdf>

The approved form is then forwarded to the Registrar. A Leave of Absence is requested and granted on a per semester basis.

Students returning from leave of absence of not more than one **(1)** academic year are not required to apply for readmission. Students returning from leave of absence within one year must notify the Registrar **in writing** before they can register for

courses.

Students returning from leave of absence of more than one **(1)** academic year are required to apply for readmission.

Students enrolled in a UMDNJ-SN Joint Program must also follow the policies of the partner institutions and should refer to the partner institution's catalog, student handbook, and other appropriate publications

Add-Drop of a UMDNJ-SN Course

A student who wishes to add or drop a UMDNJ-SN course must do so by using the appropriate Change of Registration form prior to the end of the second week of the term. Students may add or drop a course via MY.UMDNJ – Banner Self-Service, by fax or in person at Student Enrollment Services. Dropping a course online is not permitted if it results in the student being registered for no courses in that term. All forms are located on the SN website at www.sn.umdj.edu/studentonly.

Withdrawal from a UMDNJ-SN Course

Withdrawal from a course after the end of the second week of the term requires a submission of a Change of Registration form to the Registrar's office located on the SN website at [http://sn.umdj.edu/studentonly/ChangeofRegistration\(ADD_DROP\)form-0307.pdf](http://sn.umdj.edu/studentonly/ChangeofRegistration(ADD_DROP)form-0307.pdf). A "W" grade will be recorded. Please refer to the Refund Schedule to determine the appropriate percent of tuition and fees to be refunded.

Students enrolled in a UMDNJ-SN Joint Program must also follow the policies of the partner institutions and should refer to the partner institution's catalog, student handbook, and other appropriate publications

Joint A.S. in Nursing

Students enrolled in the Joint A.S. in Nursing Program must follow Middlesex County College (MCC) policies regarding official withdrawal from academic courses.

Students enrolled in the Joint BSN Program must follow the appropriate Rowan University policies regarding official withdrawal from academic courses.

Joint A.S. in Nursing and Joint BSN Program students must

complete a withdrawal form and make an appointment with the appropriate Assistant Dean. The withdrawal form is signed by both the student and the faculty and forwarded to the appropriate Registrar's office.

Withdrawals from UMDNJ-SN courses, whether official or unofficial, are limited to one (1) withdrawal per course and (2) per semester.

Accelerated BSN, and MSN: Students enrolled in the Accelerated BSN, MSN or post master's certificate programs who wish to officially withdraw from a UMDNJ-SN course after the add/drop period must submit a UMDNJ-SN Course Withdrawal Form to the Office of Student Affairs.

http://sn.umdj.edu/studentonly/Withdrawal_Form0307.pdf

Students enrolled in the Accelerated Second Degree BSN, MSN Transition Program, MSN or the post master's certificate programs may withdraw no later than the end of the tenth week of the term (see Academic Calendar). The date on which the form is filed is the official date of withdrawal. Students who officially withdraw from UMDNJ-SN courses receive a grade of "W" (Withdrawal-Pass). Withdrawals from UMDNJ-SN courses, whether official or unofficial, are limited to one (1) withdrawal per course and two (2) per program. Students withdrawing from a course must recognize that it may impact their progression through the program due to course pre and co requisites.

NOTE:

Failure to attend regularly scheduled UMDNJ-SN classes and/or notification of UMDNJ-SN course faculty does not constitute official withdrawal. Three (3) sequential absences from regularly scheduled UMDNJ-SN course meetings constitute unofficial withdrawal. Students who unofficially withdraw from UMDNJ-SN courses receive a grade of "F" (Failure).

Students enrolled in a UMDNJ-SN Joint Program must also follow the policies of the partner institutions and should refer to the partner institution's catalog, student handbook, and other appropriate publications.

Audit of a UMDNJ-SN Course

With the exception of clinical practicum courses, most UMDNJ-SN courses may be audited. Students who are auditing courses are not obligated to complete examinations or other course requirements for evaluation. No grade or academic credit is given for audited courses. Students who are auditing courses must pay

the same tuition and fees as for courses taken for academic credit.

Credit by Examination

Credit by examination is available for the Nurse Informatics course. Credit by examination offers students who meet certain eligibility requirements a mechanism for receiving credits for nursing knowledge and skills acquired from previous education and/or work experiences. Students wishing to obtain credit by examination are required to obtain permission to test from the UMDNJ-SN faculty or course coordinator and the Assistant Dean or Associate Dean for Student Affairs, be registered for the nursing course, pay all the tuition and fees and submit Permission for Credit by Examination form located on the SN website at www.sn.umdnj.edu/studentonly. Students may obtain the nursing course information from the course coordinator or faculty. Examination must be completed prior to the end of the drop/add period for each semester. Students opting for credit by examination and completing the examination are not registered or included in the same roster as students registering for the 15-week course.

To earn credit by examination, the examination may be taken only once. Credit by examination is not an option for students who have failed an equivalent course. Faculty is responsible for determining the appropriate evaluation methods for each course. The minimal passing grade for students obtaining credit by examination is a C+. Fees for credit by examination are equal to the course tuition. Successful completion of credit by examination is designated on the transcript with a performance grade (A, B, C or F). The credits completed and the grade earned are calculated in the grade point average.

A grade of C or F is recorded if the student does not pass the examination. The student will then be asked to register for the 15 week Nursing Informatics course and satisfactorily complete the requirements.

Transcript Requests

UMDNJ-SN, Accelerated Second Degree BSN and graduate student academic records are maintained in the Office of Student Affairs. All requests for transcripts must be made in writing to the Office of Student Affairs. Transcript Request forms are located on the SN website, <http://sn.umdnj.edu/studentonly/requestfortranscripts-1206.pdf> and may be faxed or mailed to the Office of Student Affairs. Students enrolled in joint nursing programs may request their transcript from the Office of the Registrar of the academic

partner institution. During the first term all students will be accessed a lifetime fee of \$25.00 to cover all future requests for transcripts.

Student Status

A UMDNJ-SN student is defined as any individual currently enrolled in any academic offering of UMDNJ-SN as a matriculated or non-matriculated basis. Individuals who have officially or unofficially withdrawn or have graduated or been dismissed from a UMDNJ-SN academic program are not considered students. Likewise, applicants to academic programs of the University or those denied admission are not considered students.

UMDNJ-SN Undergraduate Students

Full-time status of UMDNJ-SN undergraduate students is determined by enrollment for twelve (12) or more undergraduate credits during the fall, spring or summer terms; half-time status is 6 credits and less than half-time is less than 6 credits.

UMDNJ-SN Graduate Students

Full-time status of UMDNJ-SN graduate students is determined by enrollment for nine (9) or more graduate credits per semester; half-time status is 4 credits and less than half-time is less than 4 credits.

Doctor of Nursing Practice (DNP) students are all full-time students.

Years for Program Completion

Students enrolled in the ABSN Program have three (3) years for completion, five (5) years to complete the RN to BSN Program, and five (5) years to complete the MSN Program.

Matriculated Students

UMDNJ-SN students are considered matriculated when they are admitted to and enrolled in a program of study that terminates with the conferral of a University certificate or degree. Students enrolled in courses or special programs of study sponsored by programs or departments of UMDNJ-SN, but do not lead to University certificates or degrees, are not considered matriculated. Students are admitted to the BSN, MSN, post Masters, or DNP Programs on a matriculated basis only.

Maintenance of Matriculation

Students enrolled as a matriculated student who are approved to complete unfinished work required for courses from a previous semester and not taking any new courses, may register for maintenance of Matriculation. This registration is appropriate for a student who is actively involved in his/her current program and for whom a Withdrawal or Leave of Absence are not appropriate. The student is considered less than half time and any loan repayments may be activated. The duration of this registration may not be any longer than the allowable period for a student to complete the incomplete or in progress coursework.

Students in the final course of the DNP program have up to 6 months to complete their project and may register for no more than two (2) terms for Maintenance of Matriculation.

Students enrolled in a UMDNJ-SN Joint Program must also follow the policies of the partner institutions and should refer to the partner institution's catalog, student handbook, and other appropriate publications.

NON-MATRICULATED STUDENTS

With the approval of the appropriate Assistant Dean, UMDNJ-SN students are considered non-matriculated when they are officially authorized to enroll, for up to seven (7) credits or without credit, in a UMDNJ-SN Program under one or more of the following circumstances:

- the non-matriculated student is not pursuing a degree or certificate at UMDNJ-SN in either a single degree, joint or dual degree program including "visiting students" who are matriculated at a non-UMDNJ institution and students enrolled in a pre-college program administered by UMDNJ
- the non-matriculated student is studying on a temporary basis while awaiting formal admission to a UMDNJ-SN degree or certificate program;
- the non-matriculated student is "cross-enrolled" (cross registered) in courses at UMDNJ-SN while matriculated at another UMDNJ School (does not refer to students enrolled in joint or dual degree programs); and/or
- the non-matriculated student is enrolled in a UMDNJ-SN

articulated program while maintaining matriculation at the partner institution.

With the approval of the appropriate Assistant Dean, qualified non-matriculated students may enroll for up to seven(7) credits in the following MSN Program courses:

NURS 5102 Nursing Research - 4 credits
NURS 5104 Pathophysiology - 3 credits
NURS 5105 Clinical Pharmacology - 3 credits

OFFICIAL WITHDRAWAL FROM A UMDNJ - SN PROGRAM

A student wishing to officially withdraw from a UMDNJ-SN program is required to submit a Program Withdrawal form, http://sn.umdj.edu/studentonly/Withdrawal_Form0307.pdf approved by the assistant dean, and forwarded to the Office of Student Affairs. Approval is provided after an exit interview is conducted by the appropriate dean.

Students intending to reapply need to follow the readmission process.

UNOFFICIAL WITHDRAWAL FROM A UMDNJ - SN PROGRAM

Any graduate student, not on leave of absence, who fails to register for a semester is considered to unofficially withdraw from the School of Nursing. Unofficial withdraws include failure to register, failure to apply for a LOA, or failure to withdraw from a course(s). A student intending to return needs to follow the reactivation process (if less than 1 year) or the readmission process (if 1 year or more).

Students enrolled in a UMDNJ-SN Joint Program must also follow the policies of the partner institutions and should refer to the partner institution's catalog, student handbook, and other appropriate publications.

ABSENCE POLICIES

Student Absence from UMDNJ-SN Courses

Students are expected to attend all regularly scheduled UMDNJ-SN classes, learning laboratory and clinical practicum experiences and examinations. Students are completely responsible for all content presented in UMDNJ-SN classes, learning laboratory and clinical practicum experiences and examinations regardless of their attendance. Students may be asked to provide course faculty with reasonable documentation of reasons for absences (e.g., physician's note, obituary notice, religious observation, etc.).

Students who are absent from regularly scheduled UMDNJ-SN classes, learning laboratory and clinical practicum experiences or examinations must contact their faculty to determine whether make-up for the absences is possible. If make-up is not possible then students will receive an F for the designated time/assignment.

Course faculty maintains an attendance register for all UMDNJ-SN classes. Course faculty promptly reports three or more class, learning laboratory or clinical practicum absences to the appropriate Assistant Dean.

Students who are absent from three (3) or more regularly scheduled classes including on-line participation, web-based courses and learning laboratory experiences in a single UMDNJ-SN course may receive a course grade of "I" (Incomplete) by arrangement with course faculty, "F" (Failure) if no arrangement has been approved by the faculty.

Students enrolled in the DNP or CLDR programs which utilize non-traditional course schedules are expected to be at the scheduled "in-person" sessions. Absence from these sessions may result in a course grade of "I" (incomplete) by arrangement with course faculty, "F" (Failure) if no arrangement has been approved by the faculty.

Student Absence from UMDNJ-SN Clinical Practicum Experiences

UNDERGRADUATE

Attendance at all scheduled clinical practicum is mandatory. Students who are absent are required to make-up such absences. Excused absences will only be accepted for illness or personal

emergency. Such an absence must be approved by the clinical faculty. Appropriate documentation will be required.

Students are required to make up missed clinical time as arranged with the course faculty. This may include on-site clinical experience or alternative experiences, which enable students to gain insight, knowledge, and/or psychomotor skills for which the original clinical practicum experiences were designed. Such make-up experiences are scheduled at the discretion of and by arrangement with the course faculty. In the event that a student has not met all clinical objectives and the student is unable to complete the clinical hours with their assigned group, an additional financial expense may be incurred. Students who are absent from two (2) or more regularly scheduled clinical practicum experiences in a single SN course may receive a course grade of "I" (Incomplete) by arrangement with course faculty, "F" (Failure) if no arrangement has been made with faculty, W if they officially withdraw from the course after the specified period or unofficially withdraw from the course.

Students enrolled in a UMDNJ-SN Joint Program must also follow the policies of the partner institutions and should refer to the partner institution's catalog, student handbook, and other appropriate publications.

GRADUATE

MSN program students are required to fulfill all clinical hours and follow the clinical schedule submitted to the clinical faculty member and preceptor. Such an absence must be approved by the Clinical Faculty member and preceptor. Clinical hours must be made up per arrangements with the Clinical Faculty and preceptor. A record of all clinical hours is required.

Students enrolled in a UMDNJ-SN Joint Program must also follow the policies of the partner institutions and should refer to the partner institution's catalog, student handbook, and other appropriate publications.

DNP PROGRAM

Student Absence from UMDNJ-SN Courses

Students are expected to attend all regularly scheduled UMDNJ-SN classes, learning laboratory and clinical practicum experiences and examinations. Students are completely responsible for all content presented in UMDNJ-SN classes, learning laboratory and clinical practicum experiences and examinations regardless of their attendance. Students may be asked to provide course

faculty with reasonable documentation of reasons for absences (e.g., physician's note, obituary notice, religious observation, etc.).

Student Absence from UMDNJ-SN Examinations

Students who are absent from a regularly scheduled UMDNJ-SN examination (written or oral) receive a grade of "F" for the examination. The student must make every effort to notify the faculty member administering the examination or the appropriate Assistant Dean of absence prior to the scheduled examination. With the approval of the course faculty and appropriate Assistant Dean, this grade is replaced by the grade earned by taking a make-up examination or other assignments appropriate to the learning objectives within one week of the student's return to class. Make-up examinations are administered at the discretion of the course faculty and may be different in format and grading from the original examination administered to their peers.

Faculty Absence from UMDNJ-SN Courses

Students are required to wait at least thirty (30) minutes for course faculty who are late or absent from regularly scheduled UMDNJ-SN classes, learning laboratory and clinical practicum experiences or examinations. Students are invited to contact the appropriate Assistant Dean regarding faculty absence.

Evaluation and Examinations

Course Exams

Evaluation and examinations are inherent to the teaching-learning process. UMDNJ-SN students are tested and otherwise evaluated in a variety of settings including: the classroom, learning laboratory and during clinical practicum experiences.

UMDNJ-SN course syllabi clearly indicate:

1. the numbers and types of examinations;
2. any other evaluation methods; and
3. the specific grading criteria used in each course.

Students who are absent from a regularly scheduled UMDNJ-SN examination (written or oral) receive a grade of "F" for the examination.

The student must make every effort to notify the faculty member administering the examination or the appropriate Assistant Dean of absence within (1) business day after the scheduled examination.

With the approval of the course faculty and appropriate Assistant Dean, this grade is replaced by the grade earned by taking a makeup examination or other assignments appropriate to the learning objectives within one week of the student's return to class. Make-up examinations are administered at the discretion of the course faculty and may be different in format from the original examination administered to their peers

Standardized Exams

A variety of national nursing achievement examinations are administered in certain nursing courses. Additionally, upon completion of certain UMDNJ-SN academic programs (e.g., UMDNJ-MCC Joint A.S. in Nursing, Accelerated BSN program and Joint Generic BSN program), students may be required to take a comprehensive national nursing achievement examination.

The inclusion of these examinations is intended to:

1. give additional feedback to students regarding specific essential nursing content, and
2. be used as diagnostic tools to assist students in preparing for state and national licensure/certification examinations.

UMDNJ-SN course syllabi clearly indicate when national achievement examinations are included as course requirements. UMDNJ-SN students are responsible for the costs of these examinations when required and are given specific price and registration information at time of scheduling.

ATI Testing (Assessment Technology Institute)

All undergraduate students participate each term in the ATI Testing program. This is a web-based testing process designed to assess and reinforce knowledge gained during the term and builds on critical thinking skills in preparation for mastering the NCLEX exam for nursing licensure upon graduation.

The cost for this service is included in the student fees assessed

each term.

Written Assignments

The UMDNJ-SN faculty believes that scholarship in written communication is an essential hallmark of the nursing profession. All written assignments are to be prepared using the American Psychological Association's manual of style, which must be identified in the bibliography as follows:

American Psychological Association. (2001 or most current edition). *Publication Manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

All written assignments are expected to be the student's original work. Plagiarism is cause for disciplinary action and dismissal. Sources of documentation and/or quotations must be acknowledged by proper reference notes and bibliographical entries. Omission of proper documentation will be reflected in the student's evaluation. Consistent omission of proper documentation may be deemed plagiarism. Errors in spelling, punctuation, proper grammatical style and use of sexist language will be reflected in the student's evaluation. Neatness and legibility are essential.

Note: Individual course faculty may outline additional requirements for scholarly written assignments including use of the Turnitin.com service and creation of a customized originality report. This internet service is available to all students. The student is expected to adhere to these identified requirements; failure to do so will be reflected in the student's evaluation and may be subject to the Academic Dishonesty Procedure.

Scholastic Standing

Students applying to, or enrolled in, Joint UMDNJ-SN programs should refer to the catalog and/or student handbook of the academic partner institution for those policies applicable to general education courses. The scholastic standing policy described herein applies only to nursing courses, applicable to all students, regardless of program enrollment or Joint Program affiliation. Where discrepancies in scholastic standing policies occur, the policies of the partner institution prevail unless otherwise noted.

Grading System

UMDNJ-SN students must demonstrate satisfactory knowledge and skill in their academic work and clinical performance in order to complete a program of study. A letter grade is used to report the final evaluation of a student's performance in a UMDNJ-SN course. In determining a grade, each faculty member utilizes criteria established and discussed with students. Only the faculty member may submit grades for students enrolled in their course to the Office of Student Affairs. Students' grades are subject to change only in the event of a clerical or calculation error or to change an incomplete or in progress to a letter grade. A UMDNJ-SN faculty member wishing to change a grade must submit the recommended change to the appropriate Assistant Dean. A change of grade occurs only under extraordinary circumstances, and the reason must be stated on the change of grade form. Students enrolled in joint nursing programs should refer to the catalog or student handbook of the academic partner institution.

Grades are available online through the Banner Self Service and are not mailed to students.

Academic Standing

Good academic standing is based upon academic and clinical performance and progress. Students are notified by the appropriate Assistant Dean when they are no longer in good academic standing. This notice of academic warning or probation will be delivered to the student by certified return receipt requested and regular mail, or in person (with a signed receipt of warning) after grades are submitted. The academic warning/probation notice describes the rationale for the warning/probation status and the consequences.

Dean's List

UMDNJ-SN full-time undergraduate students in good academic standing with a minimum grade point average (GPA) of 3.5 and no grade lower than a "C+" are eligible for the Dean's List. One grade of "P" may be included in these twelve (12) credits.

Students enrolled in a UMDNJ-SN Joint Program must also follow the policies of the partner institutions and should refer to the partner institution's catalog, student handbook, and other appropriate publications.

Calculation of Grade Point Average (GPA)

Undergraduate nursing students enrolled in a joint nursing program should refer to the course catalog/student handbook of the partner institution for calculation of the GPA.

Repetition of a failed course results in replacement of the original “D” or “F” with the new grade that is calculated into the GPA. The original “D” or “F” and new grade both appear on the transcript. The quality points from the earlier, failed grade are not calculated into the cumulative GPA.

Repetition of a passing course results in the replacement of the original passing grade with the new grade that is calculated into the GPA. The original passing grade and the new grade will both appear on the transcript. The quality points from the earlier grade are not calculated into the cumulative GPA.

Example

A student earns the following grades in six 3-credit graduate courses: **A, B+, B, C+, C, and D.**

First, multiply the quality points for each grade you received times the number of academic credits for each course:

GRADE	GRADE VALUE	CREDITS	POINTS
A	4	3	$4 \times 3 = 12$
B+	3.5	3	$3.5 \times 3 = 10.5$
B	3	3	$3 \times 3 = 9$
C+	2.5	3	$2.5 \times 3 = 7.5$
C	2	3	$2 \times 3 = 6$
D	1	3	$1 \times 3 = 3$
		Total credits = 18	Total quality points = 48

Second, add the total quality points of each of these courses that

equal 48.

Third, divide this number by the total number of credits taken during the semester, which equals 18. The resulting GPA is 2.66.

Mid-term Warning

Students who are in jeopardy of unsatisfactory performance at the midterm period in class or clinical must receive written notification from the course faculty or course coordinator.

Joint A.S. in Nursing Program: Mid-term warning is assigned to any Joint A.S. in Nursing Program student obtaining an average grade of less than “C” (75%) or an unsatisfactory in clinical performance at the mid-term of any individual Joint A.S. in Nursing Program course.

Accelerated BSN Program: Mid term warning is assigned to any Accelerated Second Degree BSN student obtaining an average grade of less than “C+” (75%) or an unsatisfactory in clinical performance at the mid-term of any nursing course.

Joint Generic BSN Program: Mid term warning is assigned to any Joint Generic BSN student obtaining an average grade of less than “C+” (75%) or an unsatisfactory in clinical performance at the mid-term of any nursing course.

MSN Program: Mid-term warning is assigned to any UMDNJ-SN MSN Program student obtaining an average grade of less than “B” (80%) or an unsatisfactory in clinical performance at the mid-term of any individual MSN Program course.

DNP Program: Mid-course warning is assigned to any UMDNJ-SN DNP Program student obtaining an average grade of less than “B” (80%) at the time of mid-course for any individual DNP Program course.

Academic Probation

Accelerated BSN Program Criteria for Academic Probation: Academic probation is also assigned to Accelerated Second Degree BSN Program or Joint BSN Program students under any of the following conditions:

- course grade less than C+

- term GPA less than 2.5 (even if total cumulative GPA is 2.5 or better)
- cumulative GPA less than 2.5

Students who are on academic probation must raise their cumulative GPA to “**C+**” (2.5) within one term.

Accelerated Second Degree BSN Program students who fail to meet the following conditions may be academically dismissed from their program of study for unsatisfactory progress:

BSN students taking graduate level courses and receive a C+ or lower, must retake such course upon admission to the MSN program and obtain a B or better in the course.

If a student earns a grade of less than C+ in any nursing course, the student must retake the course and must achieve a grade of C+ or better. Failure to receive a grade of C+ or better in the repeated course will result in immediate dismissal from the program. Any subsequent failures (grade of less than C+) in a nursing course will result in a dismissal.

UMDNJ-SN students who are on academic probation are not permitted to represent the School in any student organization or committee or hold office in any student organization.

MSN Program Criteria for Academic Probation:

A student is placed on academic probation for any of the following:

- Course grade less than 3.0 (B)
 - On receipt of the first unsatisfactory grade a student is on academic probation. If the unsatisfactory grade was C or below, the course must be retaken and a grade of B or better achieved.
 - On receipt of a second unsatisfactory grade a student will be academically dismissed from the program.
- Term GPA less than 3.0 (even if total cumulative GPA is 3.0 or better)

Students who are on academic probation must raise their cumulative GPA to “**B**” (3.0) within one term.

UMDNJ-SN students who are on academic probation are not

permitted to represent the School in any student organization or committee or hold office in any student organization.

DNP Program Criteria for Academic Probation:

A student is placed on academic probation for any of the following:

- Course grade less than 3.0 (B)
 - On receipt of the first unsatisfactory grade a student is on academic probation. If the unsatisfactory grade was C or below, the course must be retaken and a grade of B or better achieved.
 - On receipt of a second unsatisfactory grade a student will be academically dismissed from the program.
- Term GPA less than 3.0 (even if total cumulative GPA is 3.0 or better)

Students who are on academic probation must raise their cumulative GPA to “**B**” (3.0) within one term.

UMDNJ-SN students who are on academic probation are not permitted to represent the School in any student organization or committee; hold office in any student organization; or engage in writing the capstone project proposal.

Incomplete Grade

Students may request an incomplete grade (I) due to extenuating circumstances that prevent them from completing specific course requirements. If an Incomplete Grade is granted by the faculty responsible for the component of the course, the requirements must be completed by the end of the next term or the Incomplete will be converted to a Failure (F).

A student may not register for any course for which a grade of Incomplete was received for a prerequisite for that course, until the the incomplete is converted to a grade. Students may then progress in the program and be placed in the next cohort, space permitting.

Academic Advisement of Students on Academic Probation

All UMDNJ-SN students must obtain the approval of their faculty advisor prior to course registration. UMDNJ-SN students who are on academic probation should see their faculty advisor as soon as possible following notification of their probation status.

Academic Suspension

UMDNJ-SN students may be suspended (i.e., barred from attendance) from an academic nursing program for a specified period of time due to:

1. Failure to meet academic standards, and/or
2. Unsafe clinical practice
3. Violation of School or University policies.

Academic Dismissal

Joint A.S. in Nursing

Academic Dismissal is assigned to any Joint A.S. in Nursing student who meet the following criteria:

- Cumulative GPA is less than 2.0
- Grade less than C (75%) in NRS 111 Foundations of Nursing
- Two course grades less than C in any science or nursing course (other than NRS 111)

UMDNJ-SN BSN Accelerated program students may be dismissed from an academic nursing program due to:

- Two course grades of less than C+
- Two terms with term GPA of less than 2.5
- Two terms with cumulative GPA of less than 2.5
- Unsafe clinical practice as evaluated by a UMDNJ-SN faculty member
- Violation of School or University policies

UMDNJ-SN Graduate program students may be dismissed from an academic nursing program due to:

- Two course grades of less than B
- Two terms with term GPA of less than 3.0
- Two terms or 9 credits with cumulative GPA of less than 3.0
- Unsafe clinical practice as evaluated by a UMDNJ-SN faculty member
- Violation of School or University policies

UMDNJ-SN DNP program students may be dismissed from the program, at any time, due to:

- Two courses with a grade of less than a B.
- A GPA of less than 3.0
- Two terms or 9 credits with cumulative GPA of less than 3.0

Academic Appeal Process for Suspension or Dismissal

Each UMDNJ-SN program provides to students the programmatic process of academic appeals. In general, the process involves appeal to the appropriate Assistant Dean, and the Student Affairs Committee. The UMDNJ-SN Committee's decision shall be final.

Students enrolled in a UMDNJ-SN Joint Program must also follow the policies of the partner institutions and should refer to the partner institution's catalog, student handbook, and other appropriate publications.

A student may appeal an academic suspension or an academic dismissal within ten (10) business days of the student receiving notification of the suspension or dismissal to the Student Affairs Committee Chairperson.

Student and Advisor Role:

1. The student should seek the support and consultation of their advisor and/or academic support counselor from CASS in the academic appeal process.
2. The student's appeal letter must include a detailed statement of the facts and circumstances supporting the appeal.

The following must be submitted by the student to the Chairperson of the Student Affairs Committee:

- A signed academic appeal form (form attached).
- All information supporting the appeal.
- A detailed statement explaining why the student believes the determination should be changed.
- A list of persons with information relevant to the appeal.

Meeting Procedure:

- The Student Affairs Committee will review the information and may request additional information from the student or any other individual to clarify any issues pertinent to the case.
- The Chairperson will schedule the meeting, within ten (10) business days of receipt of the appeal, to include the student, Campus Academic Dean and any other individual the Chairperson determines may have information relevant to the appeal.
 - The student may not be represented at the appeal meeting by legal counsel.

- The student may bring an individual of his or her choice to the meeting, such as their advisor or colleague; however the student ombudsperson cannot attend.
- At the time of the actual appeal meeting, the student will be asked to present their background information and supporting documentation of the appeal to the committee.
- Also present at the committee meeting will be the faculty member, course coordinator and/or Academic Dean who will also present their supporting materials or issues relevant to the appeal.
- After the committee has heard all requested individuals, the committee will deliberate on the appeal.
- The decision of the committee will be determined by a simple majority vote and will be conveyed in writing to the student, Campus Academic and the Dean.
- The decision of the Committee is final and non-appealable.

Post Meeting Action:

- The student will meet with his/her advisor and academic support counselor from CASS to discuss the Committee's decision and provide guidance.

Grade Appeal Process

Each UMDNJ-SN program provides to students the programmatic process of grade appeals. In general, the process involves appeal to the faculty member, appropriate Assistant Dean, and the Student Affairs Committee. The Committee's decision shall be final.

Students enrolled in a UMDNJ-SN Joint Program must also follow the policies of the partner institutions and should refer to the partner institution's catalog, student handbook, and other

appropriate publications.

No grade may be changed more than 20 business days from the date that the grade is posted. This time allotment is to ensure that students are able to progress in the program of study on a timely basis.

Step 1: If a student believes s(he) was graded unfairly, the student must first discuss the matter with the faculty member within 5 business days of the grade posted by the Registrar's Office and attempt to resolve the issue.

Step 2: If the student continues to believe that the s(he) was graded unfairly, the faculty member, the course coordinator and the appropriate Assistant Dean are to meet and discuss the issue and attempt to resolve the grade within 5 business days of the last meeting with the faculty member.

Step 3: If a student has been unable to resolve the grade issue in Step 1 or Step 2, the student may appeal within five (5) business days of meeting with the faculty member, course coordinator and appropriate Assistant Dean to the Student Affairs Committee.

Student and Advisor Role:

1. The student should seek the support and consultation of their advisor and/or academic support counselor from the Center of Academic Support Services in the grade appeal process.
2. The student's appeal letter must include a detailed statement of the facts and circumstances supporting the appeal. The student must be specific about the expected outcome of the appeal.

The following must be submitted by the student to the Chairperson of the Student Affairs Committee:

- A signed grade appeal form obtained from the Office of Student Affairs.
- All information supporting the grade appeal.
- A detailed statement explaining why the student believes the grade should be changed.
- A list of persons with information relevant to the grade appeal.

Meeting Procedure:

- The Student Affairs Committee will review the information and may request additional information from the student or any other individual to clarify any issues pertinent to the case.

- The Chairperson will schedule the meeting, within five (5) business days of receipt of the appeal, to include the student, Academic Dean and any other individual the Chairperson determines may have information relevant to the appeal.
 - The student may not be represented at the appeal meeting by legal counsel.
 - The student may bring an individual of his or her choice to the meeting, such as their advisor or colleague; however the student ombudsperson cannot attend.
 - At the time of the actual appeal meeting, the student will be asked to present their background information and supporting documentation of the appeal to the committee.
 - Also present at the committee meeting will be the faculty member, course coordinator and/or Academic Dean who will also present their supporting materials or issues relevant to the appeal.
 - After the committee has heard all requested individuals, the committee will deliberate on the appeal. The decision of the committee will be determined by a simple majority vote and will be conveyed in writing within 2 business days to the faculty member, student, Registrar (when applicable), Campus Assistant Dean and the Dean.
 - The decision of the Committee is final and non-appealable.

Post Meeting Action:

- The student will meet with his/her advisor and/or academic support counselor from CASS to discuss the Committee's decision and provide guidance.

Student Evaluation of UMDNJ-SN Faculty and Courses

Students have an opportunity to evaluate their faculty and courses by completing faculty and course evaluation forms. The process is as follows:

1. Evaluations are placed in the course web-ct shell as of the 12th week of the semester by the SN Instructional Designer
2. The evaluation site will remain open for a 2-week period.
3. All evaluation surveys are downloaded and analyzed by the Director of Institutional Research.
4. The Director of Institutional Research provides the faculty with a summary of the findings after students' final grades have been submitted.
5. All findings are reported to the Curriculum Committee for review.

Summaries of the course and faculty evaluation data are archived in the Office of Student Affairs. The summaries are available for student review.

Student Evaluation of the Total UMDNJ-SN Curriculum

The UMDNJ-SN faculty believes that ongoing evaluation is essential to the continuous improvement of our nursing programs. For this reason, students have an opportunity to evaluate their program of study by anonymously completing a program evaluation as they complete their academic program.

GRADUATION POLICIES

Application for Graduation

Students enrolled in Joint UMDNJ-SN programs should refer to the catalog and/or student handbook of the academic partner institution for additional information regarding application for graduation from their program of study.

Every prospective UMDNJ-SN graduate, including those in joint degree programs, must complete the "Application for Degree/Certificate" form (available from http://sn.umdj.edu/studentonly/ApplicationforDegree_Certificate-121506.pdf) and file it with the Office of Student Affairs, Stanley S. Bergen Building, Suite 1126, Newark, New Jersey 07101-1079, (973) 972-5336 along with the corresponding graduation fee. Deadlines for submission of UMDNJ-SN "Application for Degree/Certification" forms are as follows:

- Students who will complete their programs by the end of the Spring or Summer semesters must file their application

forms by the first week of the November prior to the completion of their programs.

- Students who will complete their program requirements by the end of the fall semester must file their application forms by the last week in September.

Requirements for Graduation

Each UMDNJ-SN program determines the course requirements for graduates from its program. Upon the recommendation of the UMDNJ-SN faculty and subject to the approval of the UMDNJ Board of Trustees, academic degrees and certificates are awarded three times a year (Jan 15, May and September 15) to students successfully completing all requirements specified by their program of study.

Graduation from a UMDNJ-SN program certifies:

1. Achievement of a satisfactory level of academic and professional proficiency in all courses and clinical practicum experiences required for the program of study.
2. Demonstration of personal and professional behaviors and attitudes consistent with the ethical standards of the nursing profession.
3. Demonstration of behavior consistent with the rules and regulations of the University and its academic and clinical affiliates.

School of Nursing Convocation

The UMDNJ-SN Convocation is a ceremony celebrating the success and accomplishments of SN graduating students. The ceremony is hosted by the Dean of School of Nursing, and has recently been held at the New Jersey Performing Arts Center, Newark. At this ceremony, academic achievement is awarded and students are individually acknowledged before they receive their Alumni Certificate. Additionally, students affirm their commitment to the International Nurses Pledge.

School of Nursing Awards

Student Excellence Awards

Annually, the faculty of each UMDNJ-SN academic program cites members of the UMDNJ-SN graduating class for outstanding academic achievement during the students' course of study and a clinical excellence award is awarded to an associate degree graduate recognized by the faculty for their distinction in clinical practice. Recipients receive an award plaque.

Stanley S. Bergen, Jr., M.D. Medal of Academic Excellence

Annually, the faculty of the UMDNJ-SN Masters of Science in Nursing degree program cites a member of the graduating class for outstanding academic achievement during the student's course of study.

The Foundation of UMDNJ Award for Excellence in Teaching

Each year, the UMDNJ Foundation provides funds to cite members of the UMDNJ faculty for outstanding teaching during the academic year. Recipients receive a cash award and a framed scroll commemorating the award. The UMDNJ Foundation has established general guidelines for this series of awards.

Students are encouraged to individually or collectively nominate faculty in the early spring. Specific instructions are distributed in the spring. Students may review these procedures in the Office of the Assistant Deans.

Dean's Citation

This prestigious award is presented by the Dean of the School of Nursing during the annual recognition program. Recipients are distinguished University faculty, students, alumni and staff, or others including members of the community, who have made meritorious contributions to the educational, practice and/or research mission of the School of Nursing. In extraordinary circumstances, more than one individual may receive this annual award.

UNIVERSITY COMMENCEMENT

The University requires all graduates of its schools to participate in the annual Commencement Exercises. It recognizes that students may complete nursing program requirements for graduation at different times during the academic year. To this end, the University has established three graduation dates for UMDNJ-SN: May date determined each year, September 15th, and January 15th of each year. Students enrolled in a UMDNJ-SN Joint Program must also follow the policies of the partner institutions and should refer to the partner institution's catalog, student handbook, and other appropriate publications.

UMDNJ-SN students who complete nursing program requirements by May shall receive their certificates/diplomas at the ceremony in May. Students who will complete nursing program requirements by the end of the summer semester shall participate in the May Commencement and receive their certificates/diplomas in the Fall. Students who complete nursing program requirements during the fall semester shall have their certificates/diplomas conferred in January and distributed by mail shortly after. All students are invited and encouraged to attend the following May commencement ceremony.

Academic Attire

Gowns recommended for use in American colleges and universities have the following characteristics: Bachelor's degree gowns have pointed sleeves and are worn closed. An oblong sleeve open at the wrist distinguishes the Master's degree robe. In addition, the rear part of the sleeve is square cut and oblong in shape while the front part is arched and cut away. The Doctoral degree robe has bell shaped sleeves. Both the Master's and Doctoral gowns may be worn open or closed. Cotton poplin or similar material is used for the Associate's, Bachelor's and Master's degrees while rayon or silk ribbed material is used for the Doctoral robe. The Doctor's robe is also trimmed with velvet down the front and on the sleeves.

Hoods are worn to identify both the discipline as well as the college or university and are always black. Bachelor's degree hoods are three feet long while Master's and Doctoral hoods are three and a half and four feet in length, respectively. Hoods are lined with the official colors of the colleges or universities conferring the degrees. Each college or university registers its official colors with the Intercollegiate Bureau of Academic Costume.

The registered colors for UMDNJ are garnet and gold, shown in the silk inner linings of the hoods worn by UMDNJ graduates. Hoods signifying nursing degrees conferred by UMDNJ also have exterior velvet trimmings, ranging from two, to three, to five inches in width for Bachelor's, Master's and Doctoral degrees respectively. Their exterior velvet trim is apricot to indicate the discipline of nursing.

Caps are square and their tops are usually made of rigid materials, hence the popular reference, "mortarboard." Soft velvet material is permissible for Doctoral or ceremonial caps or tams. Tassels are usually black for Bachelor's and Master's degrees and gold for the Doctorate. They may be worn on either side of the cap, although local tradition calls for students to wear the tassel on the right of the cap before the degree is conferred and on the left afterwards.

Members of religious orders or similar societies may wear their customary habits. Military uniforms are also considered as appropriate academic attire.

ADMINISTRATIVE POLICIES

UMDNJ Policies

Code of Ethics; General Conduct -

http://www.umdj.edu/opmweb/Policies/HTML/Admin/00-01-10-05_00.html

Human Rights

UMDNJ and its component units are committed to a policy of equal opportunity without regard to race, color, creed or religion, sex, sexual orientation, national origin, age, physical or mental handicap, military status, marital status, or other factors prohibited by law. This is the governing principle in student admissions, other student services and employment-related activities.

Rights of the Disabled

No program or activity administered by the University shall exclude from participation, admission, treatment or employment, or deny benefits to, or subject to discrimination, any qualified individual solely by reason of his or her disability.

http://www.umdnj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25-35_00.html

http://www.umdnj.edu/oppmweb/Policies/HTML/AcademicAff/00-01-20-91_00.html

http://www.umdnj.edu/oppmweb/Policies/HTML/AA_EEO/00-01-35-40_00.html

A Drug-free University

http://www.umdnj.edu/oppmweb/Policies/HTML/Admin/00-01-10-60_00.html

The University of Medicine and Dentistry of New Jersey is committed to providing a drug-free environment conducive to learning, teaching, healthcare and research for its students, faculty, staff, house staff and volunteers in all University facilities. Drug and alcohol misuse and abuse pose a serious threat to the physical and psychological well-being of all members of the University community, jeopardize the success of the University's mission and programs, and negatively impact operations in terms of productivity, safety, learning, attendance and patient care. Alcohol and drug abusers as well as chemically or mentally impaired students, must seek help/intervention once an issue of chemical abuse or dependency is established. Students are encouraged to seek help through a UMDNJ Center for Student Mental Health Services.

STUDENT POLICIES

http://www.umdnj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25_contents.html

Student Ethical Conduct and Responsibilities

Ethical Academic Conduct

UMDNJ-SN students are responsible for reading all pertinent information and for compliance with the rules and regulations as stated in University and partner institution publications. Students are regarded as adults and are expected to conform to established standards of civil, social and professional behavior. Following are unambiguous statements of action that violate the code of UMDNJ-SN student behavior and are thus prohibited:

1. Forgery, alteration, or misuse of University documents, records, or identification;

2. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities;
3. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the University or to its faculty, students or staff;
4. Theft, damage, or the threat of damage to the property of the State or a member of the University community or to any person lawfully on the University campus;
5. Any action which harms, threatens bodily harm or presents an imminent danger of such to any person lawfully on the University campus;
6. Possession or use of firearms, explosives, dangerous weapons on University property in violation of federal, state, or local law or university regulations;
7. Use, possession, or distribution of narcotics or dangerous drugs, the use of which is prohibited by laws of the State;
8. Unauthorized entry into or use of University facilities;

Violations of established University policies or regulations, including University regulations concerning consumption of alcoholic beverages; and any other procedures or regulations officially promulgated by the University. The development of proclaimed intelligence and strengthening of moral responsibility are two of the most important aims of education. Fundamental to the accomplishment of these programs is the duty of students to perform all of their required work without illegal help.

The following actions are examples of academic dishonesty among students:

1. Submission to satisfy academic requirements of material previously submitted another course, without prior consent of the faculty member;
2. Plagiarism; copying material from a source or sources and submitting this material as one's own without acknowledging the source (quotation, paraphrase, basic ideas), or otherwise representing the work of another as one's own;

3. Cheating by receiving information from another student or another unauthorized source or giving information to another student while completing an examination or individual assignments;
4. Falsification of academic materials; fabricating laboratory materials, notes or reports, forging a faculty member's name or initials, or submitting a report, paper, materials or examination (or any part thereof) prepared by any person other than the student responsible for the assignment; and
5. Obtaining, distributing or accepting examinations, laboratory results, or confidential academic materials without prior and expressed consent of the faculty member. All alleged cases of academic dishonesty are adjudicated by the appropriate UMDNJ-SN Disciplinary Committee Hearing Body.

Ethical Patient Care Responsibilities

UMDNJ is committed to providing quality care to all patients in its health care units, including those with infectious diseases such as hepatitis, HIV/AIDS, etc. This policy extends to all University faculty, students and personnel to whose care the University commits its patients.

http://www.umdj.edu/opmweb/Policies/HTML/HealthSafety/00-01-45-52_00.html

Student Rights, Responsibilities and Disciplinary Procedures

This policy shall apply to all UMDNJ "students", defined as individuals enrolled in UMDNJ educational programs, attending UMDNJ classes or other academic activities, or otherwise participating as students in the UMDNJ academic community.

http://www.umdj.edu/opmweb/Policies/HTML/StudentServices/00-01-25-50_00.html

Student Ombudsperson

<http://sn.umdni.edu/studentonly/ombudspersons.pdf>

http://www.umdni.edu/opmweb/Policies/HTML/StudentServices/00-01-25-60_00.htm

The Ombudsperson for the SN is Dula Pacquiao EdD, RN, CTN
Phone: 973- 972-8536
Fax: 973- 973-3225
SSB 1127
Newark Campus

Audio/Video Recording and/or Photographic Devices

UMDNJ-SN students must obtain permission from individual faculty for the use of audio/video recording and/or photographic devices in the classroom and/or learning laboratory settings. Such devices must not disrupt classroom lecture/discussion or interfere in any way with others' learning opportunities. Students are required to turn off and put away these devices if requested to do so by faculty. Audio/video recording and/or photographic devices are not permitted in any clinical practice setting without the specific approval of the clinical faculty.

Smoking and Food Consumption

UMDNJ, its partner academic institutions, and clinical affiliates are all smoke free environments. Smoking is not permitted. Beverages and foods are not permitted in lecture halls, classrooms, learning laboratories, or computer laboratories.

Visitors

UMDNJ-SN students are not permitted to have visitors in the classroom, learning laboratory, or during clinical practicum experiences.

Cellular Telephones

UMDNJ-SN students are not permitted to use cellular telephones in the classroom or learning laboratory experiences. Students are not permitted to bring cellular telephones into the clinical

practicum setting.

Insurance Coverage for Students

- A. Health Insurance - All UMDNJ students are required to show evidence of health insurance coverage.

- B. Professional and General Liability Coverage –
 - 1. All coverage provided by the Program of Self Insurance is governed by the terms and provisions of the State of New Jersey Tort Claims Act, N.J.S.A. 59:1-1, et seq. Coverage of student, pursuant to Attorney General opinion, is limited to covered claim for damages arising as a result of matriculated student's (meaning student is classified and enrolled in a University degree or certificate granting program) performance and completion of the school's mandated requirements as part of the authorized curriculum under the appropriate supervision and control of UMDNJ faculty and duly authorized personnel. UMDNJ does not extend the Program of Self-Insurance coverage to student activities performed outside of the mandated curriculum requirements. The Self-Insurance Program acts as secondary coverage to student's individually held malpractice insurance.

 - 2. A scheduled clinical agency may require the student to hold an individual liability policy. Students will be provided with information on obtaining this if required.

- C. Long-Term Disability Insurance Coverage — Students have the option for voluntary purchase of long-term disability coverage. Purchase is contingent upon year and program. Please consult Assistant Deans for more information.

UMDNJ—SN HEALTH POLICIES

Acceptance and Continued Matriculation in all UMDNJ-SN Academic Programs is Contingent Upon the Following:
UNIVERSITY POLICY: STUDENT IMMUNIZATIONS & HEALTH REQUIREMENTS http://www.umdj.edu/opmweb/Policies/HTML/StudentServices/00-01-25-40_00.html

Please refer to the full policy at the above link for complete

information. The following chart is a summary of the policy.

Health and Safety Policy

http://www.umdj.edu/oppmweb/Policies/HTML/HealthSafety/00-01-45-52_00.html

Basic Life Support (BLS) Certification

UMDNJ-SN students are required to: (1) obtain American Heart Association Basic Life Support (BLS) for Adult, Child, Infant and AED certification prior to attending clinical practicum experiences, and (2) maintain BLS certification throughout the duration of their program of study. UMDNJ-SN students are responsible for seeing that written documentation of current BLS certification is maintained in their advisement folders. UMDNJ-SN students are also required to provide their clinical faculty with their current BLS certificate when asked to do so.

UMDNJ-SN Student Records and Information

No information from records, files and documents and other materials which contain information directly related to a student and which are maintained by UMDNJ or by a person acting for UMDNJ shall be disclosed to individuals outside the University without the consent of the student in writing, except pursuant to lawful subpoena or court order except in the case of specifically designated educational and governmental officials as required by PL. 93-380 (The Family Educational Rights and Privacy Act of 1974 as amended).

http://www.umdj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25-05_00.html

It is UMDNJ-SN policy to forward educational records upon the initiation of the student as well as upon the request of another educational institution that states in writing that the student has applied for admission. The UMDNJ-SN shall request authorization from the student to release records to any individual, agency, or institution except as outlined in Disclosure of Student Records.

Disclosure of Students' Records and Information

To Student

The student is accorded the right to inspect, in the presence of a staff member, official UMDNJ records and files related to himself/herself. This right includes an explanation of any information contained in these sources. The student is entitled to such rights within 45 days after initiating such request in writing. UMDNJ-SN shall not allow students access to:

1. Financial records of his or her parents.
2. Confidential letters and confidential statements of records placed in the education record prior to January 1, 1975 if the letters and statements were predicated as being confidential.

Confidential letters and confidential statements of records after January 1, 1975 concerning admission, application for employment or receipt of honor, provided that the student has waived his or her right to access.

B. To Third Party

Information from education records may be released without students' consent to among others:

1. UMDNJ faculty and/or staff members determined by the University to have legitimate educational interests in the requisitioned records.
2. Appropriate officials of other colleges for students enrolled in programs.
3. Appropriate financial aid personnel in connection with an application for or receipt of financial aid.
4. Parents of dependent students.
5. Under subpoena, by lawful authorities. Authorized federal officials to include those auditing federally supported education programs as well as state

officials who by statute are required to gather information from student records.

6. In an emergency, appropriate persons if the knowledge obtained from the student's record is necessary to protect the health or safety of the student or other persons.

Student Challenge of Record Entry

http://www.umdj.edu/opmweb/Policies/HTML/StudentServices/00-01-25-05_00.html

A student has the right to challenge records that the student deems to be inaccurate, incomplete, misleading, or otherwise in violation of the privacy or other rights of the student. Questions about the law, Family Education Rights and Privacy Act of 1974 (FERPA), and the UMDNJ-SN policy concerning the release of student information may be directed to the appropriate UMDNJ-SN Assistant Dean or the University Registrar in collaboration with the Office of Legal Management.

http://www.umdj.edu/uroweb/registrar_office/FERPA/FERPA.shtml

Public Information Regarding Students

The UMDNJ-SN may disclose, without prior consent, "directory information," unless the student, after public notice, informs the school not to disclose any information about him/herself. UMDNJ-SN seeks to limit "directory information," and includes the following:

1. Name
2. Address
3. Telephone number
4. Date and place of birth
5. Field of study
6. Dates of attendance
7. Certificates, degree and awards received
8. Photographs

UMDNJ-SN Student Identification

The UMDNJ-SN uses two means of enabling University and affiliated personnel and patients to recognize and identify students:

UMDNJ Identification Card

The identification card is processed for each student at the beginning of their first term of study. It entitles the student to library and other services of the University. Student identification badges are carried and displayed at all times while on campus and in clinical facilities. Identification badges are necessary to gain entry into campus buildings and parking facilities.

The student identification badge is also required to receive and cash student financial aid checks. Student identification badges are NON-TRANSFERRABLE. Identification badges are obtained from the UMDNJ Public Safety Office in Administration Complex - Building 5, (973-972-4563) for students of the Newark Campus, and in the Primary Care Center, Suite 111, 40 East Laurel Road, Stratford, N.J., (856) 566-6160. If lost, identification badges may be replaced through the Public Safety Office for a specified fee. http://www.umdnj.edu/opmweb/Policies/HTML/Admin/00-01-10-150_00.html

UMDNJ-SN Student Name Pin/Tag

This name pin/tag carries the student's name and lists the program in which he or she is enrolled. It must be worn at all times in clinical facilities. Students are subject to dismissal from clinical sites if they lack appropriate student identification.

UMDNJ-SN Student Dress Codes

All UMDNJ-SN students are expected to project a professional image. Unless otherwise specified, the following guidelines must be adhered to during all clinical practicum experiences and/or other off-campus experiences:

Additional Uniform Dress Code Guidelines for Select UMDNJ-SN Nursing Programs

UMDNJ-MCC Joint A.S. in Nursing Program Uniform Code

Women may wear a burgundy shirt with white skirt or slacks. A white laboratory jacket may also be worn. Men may wear a burgundy shirt with white slacks. A white laboratory jacket may also be worn. All items of uniform clothing must be neat, clean and pressed. Jeans or denim garments are not acceptable. The following are worn on the uniform at all times: (1) a nametag identifying its wearer as an UMDNJ-MCC nursing student, and (2) the UMDNJ-MCC Joint A.S. in Nursing insignia patch displayed on one shoulder. See additional uniform dress code guidelines for all UMDNJ-SN nursing programs that appear below.

UMDNJ - SN Accelerated BSN Program Uniform Code

Accelerated BSN students will have a gold shirt with the UMDNJ - SN logo. Women may wear either the white uniform pants or skirt designated by the UMDNJ - SN. A white laboratory jacket (short) with the UMDNJ - SN logo may also be worn. All items of uniform clothing must be neat, clean and pressed. All buttons on the shirt must be buttoned. Jeans or denim garments are not acceptable. The following are worn on the uniform at all times: (1) the UMDNJ - SN picture identification badge identifying its wearer as a UMDNJ - SN student and (2) the UMDNJ - SN logo embroidered on the shirt and lab coat.

Uniforms must be worn in all clinical settings and whenever students are on the clinical unit. Lab coats are to be worn at all times when students are not involved in direct patient care. Lab coats may be taken off for direct patient care.

UMDNJ-RCNJ Joint BSN Program Uniform Code

All students are accepted to wear the uniform as purchased through the UMDNJ—RCNJ BSN Program. When students are in a clinical area where the uniform is not required, professional attire is expected. A nametag identifying the wearer's title, licensure and status as a UMDNJ-RCNJ nursing student must be worn at all times. See additional uniform dress code guidelines

for all UMDNJ-SN nursing programs that appear below.

UMDNJ MSN, Post Masters Certification Programs, and DNP in Residency Courses Uniform Code

Women may wear a dress or shirt/sweater with a skirt or slacks. A white laboratory jacket must also be worn in a clinical setting if appropriate. Men may wear a tailored shirt and slacks. A white laboratory jacket or coat must also be worn in a clinical setting if appropriate. All items of uniform clothing must be neat, clean and pressed. Jeans/denim garments are not acceptable. A nametag identifying the wearer's title/licensure and status as a UMDNJ-SN graduate nursing or doctoral student is worn at all times. Students in the Nurse Anesthesia track are required to wear white lab coats in addition to the uniform code stipulated above.

Additional Uniform Dress Code Guidelines

Stockings/Socks with School Uniform

Women may wear plain white stockings with a dress or skirt. Plain white socks may be worn by men or women with slacks. Bobby socks, patterned hose and/or other novelties are not acceptable.

Shoes with School Uniform

White, rubber soled shoes that are clean and in good repair are required. Clogs and sneakers are not acceptable.

Hair and Nails

Hair must be neat, clean and off the collar with no loose ends that hang forward. Large decorative hairpieces or ornaments are not acceptable. Nails must be neatly trimmed to a length that will not interfere with safe, hygienic nursing care. Nail polish must be clear or of a neutral shade.

Make-up

Facial make-up may be worn in moderation.

Jewelry

Small earrings that do not dangle, a wedding band and a plain watch may be worn. To ensure safety and proper hygiene, other jewelry is not permitted.

Professional Conduct of Students

A code of professional conduct is a statement about a group's expectations, a standard of behavior. It reflects a profession's acceptance of the responsibility and trust that has been invested in it by society. UMDNJ-SN students are held accountable to a code of professional behavior consistent with the following prescribed by the American Nurses' Association (ANA, Code of Ethics for Nurses, 2001):

Provision 1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

Provision 2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

Provision 3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

Provision 4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

Provision 5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

Provision 6. the nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through in individual and collective action.

Provision 7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

Provision 8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

Provision 9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

American Nurses' Association. (2001). Code of Ethics for Nurses with Interpretive Statements. Kansas City, MO: The Association.

Student Outside Employment

Nursing curricula are very demanding of students' time and energy. It is recommended that UMDNJ-SN students limit their outside employment while enrolled in UMDNJ-SN courses. Conflicts with outside employment work schedules are not sufficient reason for changes in UMDNJ-SN course schedules or academic assignments. Outside employment commitments do not excuse UMDNJ-SN students' failure to: (1) attend SN courses or clinical practicum; (2) submit academic assignments in a timely manner, or (3) otherwise meet course and clinical objectives and requirements. MSN Program Nurse Anesthesia Track students are prohibited from working after 10:00 p.m. the night prior to clinical practicum experiences. Clinical Practicum's in the graduate division can not be worked around the students schedule (i.e., can not be limited by the students availability).

http://www.umdnj.edu/opmweb/Policies/HTML/StudentServices/00-01-25-25_00.html

Academic Support Facilities

Center for Academic success (CAS)

The Center for Academic Support Success(CAS) is one of four established centers at the UMDNJ School of Nursing. CAS, funded by an \$800,000 HRSA grant awarded to the School of Nursing, provides enrichment seminars, a student mentoring program, student peer tutoring, test taking strategies, stress management, scholarly writing, and a lending library. The CAS staff consists of a Program Director, Academic Support Counselor, and Secretary. Seven Volunteer Faculty provide focused tutoring in their respective areas of expertise. The CAS staff implemented a Student Ambassador Program, which consists of those students who demonstrate academic excellence. Ambassadors serve as peer tutors, are invited to serve by the Dean, and must agree to participate each semester in one community service activity sponsored by the School of Nursing. CAS also established a mentoring program that links students with professional nurses in the community, with a goal to establish long-term relationships for networking and professional development. CAS has been instrumental in assisting to improve the School's recruitment and retention rates, and in enhancing the image of the School of Nursing, as the annual Ambassador Ceremony is attended by University Administration, political leaders, and nursing health professionals holding leadership positions in the community.

<http://sn.umdnj.edu/studentonly/cass/index.htm>

UMDNJ Health Care Facilities

Through its own teaching facilities, as well as through a wide network of affiliates, UMDNJ coordinates a statewide program of health care delivery, providing both specialty services for statewide referral and primary care in its base communities.

UMDNJ-University Hospital, Newark, is owned by UMDNJ. The 466-bed facility was opened in 1979 as the primary teaching facility of UMDNJ Newark-based schools and programs. Today, the hospital serves as a clinical training site for allied health, medical, dental, and nursing programs. The hospital offers a comprehensive program in primary care to the Newark community and sophisticated referral services to the entire state. <http://www.theuniversityhospital.com/>

University Behavioral HealthCare is an integrated mental health and addiction service delivery system dedicated to treatment, prevention and education. As part of the largest network of behavioral health providers in the state, treatment sites are located throughout New Jersey. Students from UMDNJ's three medical schools, the School of Nursing, and the School of Health Related Professions are afforded multidisciplinary training opportunities with experienced psychiatrists, psychologists, social workers, psychiatric nurses, and certified drug and alcohol counselors. <http://ubhc.umdj.edu/>

UMDNJ also has teaching affiliations with more than 100 health care facilities throughout the State, including special agreements with three core teaching hospitals: Robert Wood Johnson University Hospital, New Brunswick, serving UMDNJ-Robert Wood Johnson Medical School; Kennedy Memorial Hospitals - University Medical Center, Stratford, serving the UMDNJ-School of Osteopathic Medicine; and Cooper Hospital/University Medical Center, Camden, serving the UMDNJ-Robert Wood Johnson Medical School at Camden.

Student Services

UMDNJ-SN Student Financial Aid

Student Financial Aid (<http://www.umdj.edu/studentfinancialaid>)

The UMDNJ School of Nursing realizes that many students need

financial assistance to help complete their education. Financial assistance is awarded on the basis of “need.” Financial need is the difference between the cost of attending school and the student’s and family’s ability to contribute to the student’s education. The University expects that the student and his/her spouse will contribute to the fullest from income and assets in meeting these expenses.

To determine what the family is expected to contribute; the University uses the Free Application for Federal Student Aid (FAFSA) or the Renewal FAFSA. Financial aid is any grant, loan or paid employment offered for the express purpose of helping a student meet educationally related expenses. Such aid is usually provided by or through Federal and State agencies, foundations, corporations, and the University.

The amounts and types of financial aid that a student receives are determined through Federal, State, and institutional guidelines and are offered to students in “packages” which may consist of grants, loans, and employment designed to help meet educational-related expenses. Students should visit the department’s website at <http://www.umdj.edu/studentfinancialaid> for further information.

Application for Financial Aid

[\(<http://www.fafsa.ed.gov>\)](http://www.fafsa.ed.gov)

A completed application for financial aid consists of the Free Application for Federal Student Aid (FAFSA), a signed copy of the Federal Income Tax Form 1040 from spouse and the student or documentation of taxable and/or non-taxable income and the UMDNJ Application for Financial Aid. **ALL REQUIRED INFORMATION MUST BE RECEIVED BEFORE AWARDS WILL BE FINALIZED AND LOAN APPLICATIONS CERTIFIED.**

All students with special circumstances must provide written documentation to their counselors in order to have adjustments made in determining their need for additional financial aid assistance. Accepted applicants for admission should anticipate their needs and plan to apply for financial aid by February for June or September admissions. Continuing students should have all applications completed and returned to the Financial Aid Office by May 1. In order to meet the above deadlines applicants must submit the FAFSA or Renewal FAFSA to the designated

Central Processor. Applications received after the appropriate deadlines will only be considered for funds available.

Financial Aid applications are available on-line by going to <http://www.umdnj.edu/studentfinancialaid> and clicking "APPLICATION PROCESS". Questions may also be directed to the Student Financial Aid Office – Newark Campus, located in the Administrative Complex, Room 1208, 30 Bergen Street, Newark, New Jersey 07107-3000, (973) 972-4376 or the Student Financial Aid Office – Stratford Campus, located at 40 East Laurel Road, PCC 119, Stratford, New Jersey 08084-1350, (856) 566-6008. Applicants are automatically considered for all the programs for which they are eligible. Complete information about each program is available from the Student Financial Aid Offices.

Standards of Satisfactory Academic Progress for Title IV Financial Aid Eligibility

Ordinarily, UMDNJ-SN students are considered to be making satisfactory academic progress when their performance reflects the level of satisfactory academic achievement set for professional, required courses within their majors. Students who fall below the stated course grade requirement may be allowed, however, to repeat a course or courses. Because these courses are not offered during each semester and may be, in some instances, prerequisite to subsequent courses, the maximum time allowed for completion represents the actual time during which students are pursuing course work and may not necessarily be sequential. The procedures under which these standards are applied are as follows:

1. A student's satisfactory academic progress shall be measured by the appropriate Committee on Admissions and Academic Progression (CAAP).
2. Students shall complete all requirements for graduation according to the academic policies of their program. In addition, students repeating an academic course shall be considered making satisfactory academic progress in accordance with the Academic Rules and Regulations of UMDNJ-SN.
3. All exceptions, based on mitigating circumstances, shall be reviewed individually by the appropriate Assistant Dean, who shall certify the status of such students to the University's Registrar.

4. The Office of the Dean shall certify the status of all other enrolled students at the end of each academic year to the University's Registrar.
5. The University's Registrar shall review and forward the official student status to the University's Office of Financial Aid.

University Libraries

University Libraries provide print resources on-site at each of its campus libraries and a greatly expanded number of scholarly electronic resources that are available from a multitude of on-campus workstations and remotely to School of Nursing faculty, students and staff statewide. The vast majority of electronic resources are available on a university-wide basis. The University Libraries Web site is the authoritative electronic source on information about the libraries, its resources and services. Please refer to it at: <http://www.umdnj.edu/librweb>.

The Libraries Voyager system is the online catalog that lists of the vast majority of resources in both print and electronic formats to the UMDNJ community. It is widely accessible and is mounted on the Web for the broadest possible use at <http://voyager.umdnj.edu/>. Library registration is essential to enabling use of library resources. It not only enables you to borrow materials but provides remote access insuring that there is access from off-campus locations at home or other clinical sites.

Campus libraries in Newark and Stratford are described below in detail as these libraries provide comprehensive support to students, faculty and staff in the School of Nursing. In addition, our other campus libraries provide access and borrowing privileges to all holders of UMDNJ ID cards.

Over 50 electronic databases

<http://www.umdnj.edu/librweb/catalog.htm#ac> are provided, many of which provide full-text access to journal articles. Several thousand full-text electronic journals <http://www.umdnj.edu/librweb/fulltext.htm> augment the print journal collections housed in each of our campus libraries.

Newark Campus

The George F. Smith Library of the Health Sciences,

<http://www.umdnj.edu/librweb/newarklib/library.html>, exists to fulfill the scholarly information needs of all students, faculty and staff on the Newark Campus. Located at 30 Twelfth Avenue in Newark, the library is open 93 hours per week including evenings and weekends. It houses the largest print collection of the UMDNJ libraries and supports the disciplines of medicine, nursing, dentistry, public health, and health related professions. The print collection at Smith Library contains a vast number of key nursing texts in their most current edition. Numerous current texts are included in the Library's Reserve collection for use within the Library building. Reference librarians provide assistance navigating resources, teaching classes and assisting users in identifying and locating needed information. An extensive collection of multi-media is available providing materials in a variety of formats including slides, videocassettes, and other digital media formats. A complete range of equipment and viewing facilities can be accessed on-site. Over 50 public access computer workstations are available as well as networked printers and photocopy machines. Access cards in varying denominations are purchased at the Library's Circulation Desk.

Stratford Campus

The Health Sciences Library at Stratford

<http://www3.umdnj.edu/stlibweb/> is located on the ground floor of the Academic Center and serves faculty, students, and staff on the Stratford Campus. The Library houses over 30,000 volumes, including more than 11,000 books, and subscriptions to 459 print journals. The University Libraries also provide access to approximately 2500 electronic journals and 280 electronic books. The Library's Reserve Collection includes materials used for course work in the curriculum of all programs on the Stratford campus. The Library's homepage includes access to online tutorials and selected Internet Resources, Web resources categorized by broad subject area. Reference librarians provide assistance in navigating resources, teaching classes, and assisting users in identifying and locating needed information. Photocopy machines and laser printers are available for use. Pre-valued cards or coins may be used to operate the copy machines, as well as the pay-for-print system that allows users to print from any of the Library's computers (no cash option exists for printing).

Four small group study rooms are located in the Library. Each room has a white board and is equipped with a slide projector and vcr unit. Rooms must be reserved for use; access is restricted to UMDNJ students, faculty and staff.

The Health Sciences Library at Stratford is open the following hours during the academic year.

Monday - Thursday	8:00 am - 11:00 pm
Friday	8:00 am - 6:00 pm
Saturday	9:00 am - 5:00 pm
Sunday	1:00 pm - 8:00 pm

Special hours are observed during the summer and on holidays. These changes are posted on the Stratford Library Web site and in the Library.

Travel directions to the Stratford campus are available on the Library's web site at http://www.umdnj.edu/home2web/about/about15_stratford.htm

1. **Borrowing Materials.** All students, faculty, staff, and alumni of the UMDNJ - School of Nursing have borrowing privileges. Joint Program Students also have access to partner library services. In order to borrow materials, users must register at the Library and have their identification badges bar-coded. Bar-coded ID badges must be presented in order to check out materials.

Circulating materials may be renewed in person or by phone, on or before the due date, if not requested by another library user.. Loan periods are as follows: books - one month, with one renewal; audiovisuals - one week, no renewals; board review books - one week,.no renewals; journals and reference materials - in-house use only. Reserve materials may be borrowed for two hours for in-Library use. Reserve materials are available for in-house use only. Electronic course reserves can be found on the Library's home page at: <http://www3.umdnli.edu/stlibweb/reserves.htm>

2. **Information Services.** Reference librarians are available to provide assistance with research projects, database searching, and information retrieval. This service is provided during both day and evening hours of the Library's operation. Library users are encouraged to utilize the online databases available to perform their own literature searches. Training in the use of these databases and searching techniques is available in a-number of formats: individual instruction, classroom training, or refresher clinics. Students, faculty, and staff are invited to choose the training method that best suits their needs. Users also have the option to "Ask a

Librarian" online. This email reference service is available through the Library's home page at:

<http://www3.umdj.edu/stlibweb/reform.htm>

3. **Information Resources.** The University Libraries share an online catalog of both print and online books, journals and media. Resources listed in the catalog are available to users on all campuses. In addition to the online catalog, the Library provides a collection of full-text and bibliographic databases, including the Ovid Databases (CINAHL, Medline, Evidence Based Medicine Resources, HealthSTAR, PsycINFO, Mental Measurements Yearbook, Health and Psychosocial Instruments (HAPI), Dissertation Abstracts, and International Pharmaceutical Abstracts), VALE Databases (Academic Search Premier, Alt-health Watch, Health and Wellness Center, Science Direct, and Lexis-Nexis Academic Universe), and the Web of Knowledge (Science Citation Index, Social Science Citation Index, Current Contents, and Journal Citation Reports). Image databanks such as images.MD, an@tomy.tv, and AccuNet/AP Multimedia Archive provide users with unique resources for use in teaching, research and publication.

Access to the online databases, journals, books, and course support materials is available both on-campus and from remote locations. Only registered Library users may have access to the online resources remotely. All School of Nursing students, faculty and staff are eligible, and are encouraged, to register with the Library.

3. **Interlibrary Loan.** Interlibrary loan services are provided in order to obtain materials needed by students, faculty and staff that are not available at the Stratford campus library. An online request form is available at <http://www3.umdj.edu/stlibweb/illreq.htm>. Users who prefer to submit their requests in writing may find a printable copy of a form at <http://www3.umdj.edu/stlibweb/illform.pdf>.
4. **Microcomputer Resources.** The Microcomputer Lab is comprised of a central lab and two electronic classrooms. It houses 35 computers on the Windows platform. Software programs, ranging from tutorials, general applications, and computer-assisted instruction, are all available, as is access to the Internet. In addition, the Lab houses a slide maker and scanner.

The Library also houses 13 computers in the central area of the Library which enable users to access the internet and email exclusively. A wireless network is also available in the Library. Five laptop computers may be borrowed for use in the Library. UMDNJ students, faculty and staff are also invited to bring their own laptops to the Library for use on the wireless network. This option requires that users first register with the University's Information Services and Technology department. Information regarding this service is available on the University's Website.

Training Courses. The Library has an active technology-training program. Classes on basic computer skills, desktop applications, and presentation graphics are offered regularly. Training in the use of online resources, including database searching and effective utilization of full-text resources and the Internet are offered in a variety of formats.

There are two UMDNJ libraries that students may access in addition to the ones listed on the Newark and Stratford campuses.

New Brunswick Campus

The Robert Wood Johnson Library of the Health Sciences is located on the UMDNJ-New Brunswick campus in the Medical Education Building.

Holiday and summer hours are posted. The main library phone number is (732) 235-7610.

Web site: <http://www2.umdj.edu/rwjlweb/index.html>

Camden Campus

The UMDNJ and Coriell Research Library is located on the Camden campus.

Holiday and summer hours are as posted. The main library phone number is (856) 757-7740.

Web site: <http://www4.umdj.edu/camlbweb/index.html>

UMDNJ Bookstores

The Matthews UMDNJ Bookstore is located in the University Plaza Shopping Center, 186 West Market Street, Newark, New Jersey, **(800) 791-Book** or **(973) 643-5440**. The Bookstore offers a selection of approximately 1,000 titles. Textbooks and supplies for each semester are generally purchased by students at the time of registration. The Bookstore stocks all required and recommended texts that it sells at list price. The Bookstore does not sell used textbooks. Special books are ordered upon request. Other than textbooks, the Bookstore features greeting cards, toiletries and stationary. Hours of operation are Monday through Friday from 9:00 a.m. to 4:00 p.m..

Students may obtain textbooks for UMDNJ-SN courses offered in the Southern Region at Dolbey's Book Store. Students in joint programs utilize the services of partner campus bookstores.

UMDNJ Fitness Center and Wellness Center

UMDNJ students may use the Fitness Center located in the Golden Dome Recreation Center on the Rutgers - Newark Campus, 42 Warren Street, Newark, NJ, 973-353-5474. The annual member ship rate is \$325.00. The University Wellness Center in Stratford is located at 1 Medical Center Drive, Stratford, NJ 08084, **(856) 566-6746**.

<http://scarletraiders.rutgers.edu/recreation/index.php>

UMDNJ Department of Pastoral Care

The Department of Pastoral Care is located in University Hospital, Rooms D344-345, 150 Bergen Street, Newark, New Jersey, **(973) 972-5688**. The Department is staffed by one full-time chaplain and a core group of twelve volunteer staff chaplains. Among the services provided by the Department are patient visitation and worship services in several faiths. The Director of Pastoral Care and the volunteer chaplains are available to students for counseling and to serve as a resource for those seeking personal assistance. The Chapel, Room D345, is open 24 hours a day.

UMDNJ Food Service

Facilities are available for faculty and student dining. A 500-seat cafeteria is located on B-Level in University Hospital, 150 Bergen

Street, Newark, New Jersey. The University Hospital Cafeteria is open 7 days a week and serves a wide variety of hot meals, grilled and cold sandwiches, salads and beverages. A smaller cafeteria is located on Level 2 of the Doctors' Office Center (DOC), 90 Bergen Street, Newark, New Jersey. The cafeteria for the Stratford Campus is located in the Academic Center, 1 Medical Center Drive, Stratford, NJ. UMDNJ students are exempt from paying the usual sales tax provided they clearly identify themselves as students before the cashier registers the sale.

Additionally, food vending machines are located throughout the University and there are a number of restaurants and food shops in close proximity to the UMDNJ campuses. Other shops (e.g., drug stores, video stores, etc.) are also within easy walking distance of the campuses.

Students in joint programs have access to food services on joint program campuses.

UMDNJ Student Parking

Students enrolled in the Joint UMDNJ-SN Program must refer to the parking policies of the partner institution.

All vehicles owned, operated or parked on the University campus must be registered with the UMDNJ Public Safety Office. Parking tags may be purchased at the Public Safety Office, Administrative Complex, Building 5, Room 531, 30 Bergen Street, Newark, New Jersey, **(973) 972-5489**. <http://www.umdnj.edu/opsweb/Contact/Parking.htm>
http://www.umdnj.edu/oppmweb/Policies/HTML/Admin/00-01-10-145_00.html

For students of the Stratford campus, students may register their vehicles at the Department of Public Safety, University Educational Center, 40 East Laurel Road, Stratford, NJ **(856) 566-6061**. Annual registration is from July 1st through June 30th. The annual fee for UMDNJ students is \$150.00 for full-time and part-time students. There is a \$20.00 monthly fee that accommodates those students not on campus for substantial periods of time during the academic year. For more information, please contact the respective Department of Public Safety.

Students in joint programs follow partner institution policies.

UMDNJ Public Safety and Police <http://www.umdnj.edu/opsweb/>

The UMDNJ Newark Department of Public Safety is located at the rear of the Stanley S. Bergen, Jr., M.D. Building, Room 149, 65 Bergen Street, Newark, New Jersey, **(973) 972-4563** (Administration), **(973) 972-4491** (Non-emergencies). In case of a police emergency, dial **222**.

Do you stay on campus until late? Do you walk to your car alone after dark? In Newark, call UMDNJ Public Safety at 973-972-4491 to arrange for them to check up on you after hours in the building and/or escort you to your car.

The UMDNJ Stratford Department of Public Safety is located in the University Educational Center, Suite 1132, 40 East Laurel Road, Stratford, NJ **(856) 566-6061**. (Administration and non-emergencies) or dial **7-7777** for emergencies.

Radio Announcement of UMDNJ School Closing

UMDNJ has arranged with several radio stations to announce the suspension of classes at any of the University's schools in the event of closing due to inclement weather or any other emergency. The listening areas of the radio stations cover northern, southern and central New Jersey; therefore, students, faculty and staff members are provided with up-to-minute reports regardless of where they live. Some of the radio stations announce the closing of all UMDNJ facilities while others deal only with the facilities located in their particular listening areas. Radio stations that will announce the suspension of UMDNJ classes when snow or other adverse weather and travel conditions make that advisable are:

STATEWIDE:

NEWS 12 NEW JERSEY (Cable News)

NJ 101.5 FM

WBUD-1260 AM

NORTHERN NEW JERSEY:

WCBS - 880 AM

WOR - 710 AM

WBUD -1260 AM

WKXW -101.5 FM

CENTRAL NEW JERSEY:

WCTC - 1450 AM

WMGQ - 98.3 FM

WKXW - 101.5 FM

SOUTHERN NEW JERSEY:

KYW - 1060 AM (Code: 615)

WBSS - 97.3 FM

NOTE: Camden and Philadelphia stations will identify UMDNJ by its radio code number "615" not by its name.

Weather Policy

Students may call a campus information number for information on inclement weather emergencies.

Newark - 973-972-4300 Stratford - 856-566-6187

Students may also visit the UMDNJ website at <https://www.umdj.edu> .

Students at Joint Programs should follow the appropriate campus procedures at the joint program campus.

http://www.umdj.edu/opmweb/Policies/HTML/Admin/00-01-10-17_10.html

STUDENT MENTAL HEALTH SERVICES

Student Wellness Program

School can be viewed as a challenging experience. In recognition of this, Student Wellness services are available to students to assist them in adjusting to the stressors and pressures of education. Areas that the SWP can help with include, but are not limited to:

- School related stress/ anxiety
- Problems with relationships
- Family issues
- Test taking anxiety
- Alcohol, drug use
- Personal problems
- Eating disorders

The SWP provides assessments, counseling and referral services. A phone call will put you in touch with our staff who will assist you in making an appointment at one of our offices. Evening hours are available.

Students enrolled in a UMDNJ-SN Joint Program must also follow the policies of the partner institutions and should refer to the partner institution's catalog, student handbook, and other appropriate publications.

What is the Student Wellness Program?

The Student Wellness Program (SWP), is a confidential counseling service which helps students deal effectively with stressors and pressures related to school, as well as personal problems that may affect their wellbeing, their home lives and/or their academic performance.

Services are provided by the University Behavioral HealthCare staff. Hence, they are independent of your school.

What services are available?

Short term and focused individual, couples and family counseling.
Crisis intervention.
Prevention oriented groups and workshops on relevant topics, e.g. stress management.
Assessment and referral for specialized substance abuse treatment.
Training and consultation to peer support counselors, faculty & staff.

How do I obtain services from the SWP?

Day and evening appointments are available Monday through Friday; crisis services are available 24 hours a day 7 days a week.
Please call between the hours of 9:00 am and 5:00 pm Monday through Friday to make an appointment. For an appointment in Piscataway, call (732) 235-5933; for Stratford/Camden, call (856) 770-5750; for Newark, call (973) 972-5429. Please identify yourself as a Student when requesting an appointment.
For crises after normal business hours, call 1-800-327-3678.

Is the SWP really confidential?

Confidentiality is paramount in providing student services. Therefore, information regarding a student will not be released to anyone without written consent from the student. In addition, all SWP records are physically kept separately from all other UMDNJ/ hospital / UBHC records and are not included in the UBHC patient database.
Staff providing services to students do not hold any role in decisions affecting a student's status in school. Such decisions are made by appropriate school officials using criteria set forth by the School and the University. Formal evaluations (e.g. psychiatric) requested by the Office of Student Affairs are provided by professionals independent of the Student Wellness Program.

Who is eligible for services?

Student Wellness services are available to all students enrolled in programs at participating schools, on the Piscataway, Stratford/Camden and Newark campuses.

Is there a fee for using the SWP?

NO. Your school pays for the sessions with your SWP counselor. If you are referred for assistance to another professional or program in the community, fees for that service will be your responsibility. Also, your health insurance may cover a significant portion of any fees that you encounter. Your ability to pay is taken into consideration before any referral is made.

Student Assistance Campus Committee Definition of the Impaired Student

An impaired student is one who is unable to participate within the University community with requisite skill and safety. This impairment may be due to substance and/or alcohol abuse or dependency, mental disorder, or other medical disorders. Signs and symptoms of such impairment could include, but are not limited to, a pattern of the following:

- unusual or inappropriate behavior;
- negative changes in academic performance;
- frequent or unexplained absences and/or tardiness from academic responsibilities;
- frequent or unexplained illnesses or accidents;
- conduct which may constitute violations of law, including citations for driving while impaired; and
- significant inability to contend with routine difficulties and act to overcome them.

Who can refer to SACC:

- self;
- peers;
- friends;
- colleagues;
- family members;
- faculty members;
- school administrators; and
- health professionals

University Policy:

It is UMDNJ's policy to assist impaired students to achieve and maintain optimal health. In some cases, the committee may take immediate action to protect the health and safety of the student and others.

Mission:

The committee recognizes the difficulties and stresses that accompany the pursuit of professional and scientific careers and the complications that arise if alcohol, drugs, emotional or physical impairment occurs. As educators of future healthcare and scientific professionals, the University community has a special responsibility to assure that help is available to any student who may be impaired due to mental health and substance abuse problems.

The purpose of the Student Assistance Campus Committee (SACC) is to help students who may be suffering from mental health and/or substance abuse problems to obtain appropriate and effective treatment as early as possible. Self-referrals as well as referrals from all members of the

University community are encouraged. In addition, the SACC recognizes the importance of confidential and early intervention in helping with full recovery. The SACC is available to answer questions, to provide information, or to suggest referral.

Composition of the Student Assistant Campus Committees:

The Dean(s) of the School(s) on each Campus shall appoint the members of the Campus Committees. Members shall be faculty members and students from the Schools on each Campus. One or more individuals with expertise in mental health and in addiction/substance abuse should be included on each committee. The Schools on each Campus may decide to have separate subcommittees for each School or one committee serving one or more Schools. Each committee shall name a Chair and establish its own procedures and meeting schedule.

For information or to refer, Please contact the following SACC member:

Barbara Caldwell, PhD, RN
Co-Chair
School of Nursing
973-972-7450
caldweba@umdnj.edu