WILLIAM PATERSON UNIVERSITY

College of Science & Health

School of Nursing

Undergraduate Student Handbook

Updated May 2026

Table of Contents

I School of Nursing

Overview 5
Mission Statement 5
Philosophy 5
BSN Program Objectives....7
Qualifications for Licensure....7
New Jersey Board of Nursing Statutes and Regulations: Nurse Practice Act....8
Technical Standards 9

II Academic Program Policies/Procedures

Academic Standards....10
Summary of School of Nursing Academic Standards....10
School of Nursing Grading....12
Review/Appeal of Examination Results and Graded Assignments....12
Academic Jeopardy 13
University Procedures for Investigating Complaints about Grades or Student Academic Performance 13
Appeal of Dismissal from the Nursing Major.... 14
Academic Integrity Policy 14
A. WPUNJ....14
B. Violations of Academic Integrity 14
C. Faculty Responsibilities for Upholding the Academic Integrity Policy 15
D. Resolution of Academic Integrity Policy Violations 15
Nursing Students Standards of Conduct....17
Nursing Student Honor Pledge.... 19

III Other Academic Policies

Adjustment of Degree Requirements for the Nursing Major....20
Leave of Absence/Withdrawal 20
Criteria for Student Progression 20
Criteria for Generic BSN UDC III Students Transitioning to Accelerated BSN UDC IV 21
Timely Degree Completion....21
Nursing Elective Courses 21
Standardized Testing Policy.... 21
Pinning Ceremony Policy....22

IV Curriculum Degree Maps

BSN-Generic.... 23
Accelerated BSN 25
RN-BSN 26

V Academic Technology Policy Portable Electronic Devices 27
Classroom/Simulation Laboratory Usage 27
Clinical Usage....27
Safeguarding of Data.... 28

Student Agreement 28

VI Clinical Laboratory Requirements and Regulations 29
Health Clearance 29
Functional Health Status 32
Cardio-Pulmonary Resuscitation (CPR) Certification 32
Criminal Background Check 32
Drug Screening and Testing: Policy and Procedure 32
Drug Screening Clearance Prior to Clinical Courses 33
Drug Testing for a Cause 34
Procedure – Drug Testing Based on "Reasonable Suspicion" 34
Remediation for Positive Drug Testing 36
Clinical Uniform 36
Amended Policy for Religious/Cultural Obligations 37
Health Insurance 37

VII Clinical Laboratory Experience 37
Scheduling of Clinical Courses Policy 37
Attendance in Laboratory Courses 38

VIII Miscellaneous

Classroom Conduct 39
Email Communications 39
Guidelines for Formal Papers 39
NCLEX Guidelines 39

IX Learning Center/Simulation Area Policies 40

X Nursing Enrichment and Tutoring Center (NET) Policies 41

XI Student Participation in Student Activities 43
School of Nursing Committees 43
National Student Nurses' Association (NSNA) 43
Nursing Honor Society: Iota Alpha Chapter of Sigma Theta Tau International .43

SCHOOL OF NURSING OVERVIEW

The School of Nursing is an academic unit of the College of Science and Health. The University offers a Baccalaureate, Masters, and Doctor of Nursing Practice degrees in nursing. Upon completion of the generic baccalaureate nursing program and the Accelerated BSN program, qualified graduates are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) to obtain a license to practice as a registered nurse.

MISSION STATEMENT

The William Paterson University School of Nursing, through its educational programs, is committed to preparing nurses who are accountable for the delivery of culturally sensitive, caring and competent nursing care to diverse clients in a variety of settings. Graduates of the Baccalaureate, Masters, and Doctor of Nursing Practice degree programs are encouraged to pursue life-long learning to effect and enhance self-development, professional growth, critical thinking and leadership.

PHILOSOPHY

The School of Nursing is an integral part of the University and shares its mission and goals in relation to quality education, research, creative activity, and community service. The faculty actively concurs with the University's commitment to promote student success, academic excellence, and community outreach. The faculty also values diversity and equity as essential to educational excellence and responsible citizenship in an increasingly global economy and technological world.

The beliefs of the faculty provide direction for the organization of the curricula in the Bachelor of Science in Nursing, the Master of Science in Nursing and Doctor of Nursing Practice programs. The faculty believe in the integrity and worth of human beings. Human beings are holistic and continually responding to the environment in order to meet their biological, psychosocial, and spiritual needs. The individual is unique, capable of change, and participates in decision making related to health care needs. The individual warrants respect, dignity, and recognition of personal beliefs and values. All human beings deserve nursing care that is culturally sensitive and caring as they progress through the life span.

The faculty believes health is dynamic and is influenced by complex and technological environments. Health is a social concept existing in individuals, families, communities, and a nation that reflects normative standards referenced by cultural beliefs, personal values, mores, and experiences.

As an academic discipline and practice profession, Nursing's focus of concern is health and the delivery of health care. Nursing as a socially accountable profession exerts an essential influence on the health status of clients/client systems. Nursing's social influence prevails when the profession continues to recognize and respond to society's evolving health care needs. Nursing explores, examines, proposes, supports, and challenges health care practices and policies to maintain the dialogue that protects the quality of and access to the health system. Nursing is a creative human service provided within an active cooperative relationship with clients.

Nurses' influence healthy responses that promote, maintain, and restore health across the life span and they participate in the wellness-illness and end-of-life experiences of those they

serve. Baccalaureate-prepared nurses use a systematic five-step nursing process approach that engages critical thinking, intellectual, interpersonal, and technical competencies in the delivery of professional nursing care. Masters prepared graduates build on those basic competencies and delineate nursing knowledge embedded in clinical practice through research. They are skillful in applying frameworks, models of care, concepts, and rationales for practice. Evidence based principles and research are critical premises for developing quality practice decisions by undergraduate and graduate students. Doctor of Nursing Practice graduates are prepared as thought leaders expect to advance nursing practice and the profession.

The goal of education within the School of Nursing is to promote student growth toward realizing their personal and professional potential. Nursing knowledge and relevant knowledge from the humanities, the natural and behavioral science are foundational for professional nursing and are prerequisites for graduate education.

The Masters' education incorporates advanced theory, research, and skills into the competencies required in a variety of settings. The advanced prepared nurse provides leadership for the advancement of the discipline, in the scientific community, and in academic and service institutions.

Doctor of Nursing Practice education expands the professional nurse's theoretical foundations. The nurse applies research, theory and current evidence towards the improvement of the profession of nursing and patient health outcomes. These graduates actively engage in the critical conversation that affects systems of care and health policy at the local, regional and national levels.

Faculty view learning as a continuous interactive and life-long process. The ways of knowing are many and include aesthetic, observational, experimental, intuitive, and rational approaches. Learning requires self- discipline and goal orientation. Faculty ensure that the curriculum includes learning opportunities to develop and apply knowledge, skills and values. Additionally, all graduates must be able to engage the technology- driven information systems that are the repositories of health data.

Finally, the faculty believes the graduates of the educational programs are prepared to deliver safe and effective nursing through teaching, research, and collaboration with other professionals and health care consumers.

Revised, 5/89; 5/96; 11/07; 2/10; 5/13.
Reviewed 9/21.

WILLIAM PATERSON UNIVERSITY
COLLEGE OF SCIENCE AND
HEALTH SCHOOL OF NURSING

BSN PROGRAM OBJECTIVES

Upon completion of the BSN program students are expected to:

1. Synthesize knowledge from the humanities, the natural and behavioral sciences and nursing to implement nursing practice decisions.
2. Engage in critical thinking in all aspects of nursing.
3. Deliver culturally sensitive care reflecting global issues at all levels of prevention.
4. Use and manage information technology in nursing practice.
5. Communicate effectively in professional relationships.
6. Collaborate with patients, families, and other health care providers to design, manage and coordinate health care.
7. Apply economic and management principles in leadership roles.
8. Evaluate research findings as they apply to nursing practice.
9. Practice nursing as prescribed by legal standards and in accordance with ethical principles.
10. Participate in activities consistent with self-development and professional growth.

QUALIFICATIONS FOR LICENSURE

The practice of nursing in New Jersey is regulated by the state of New Jersey Board of Nursing. One of the duties of the Board of Nursing is to examine the qualifications of applicants for a license to practice nursing.

Applicants must submit evidence that she/he "...is of good moral character and has never been convicted or has not pleaded nolo contendere, non vult contendere or non vult to an indictment, information or complaint alleging a violation of any Federal or State law relating to narcotic drugs..."

NEW JERSEY BOARD OF NURSING STATUTES AND REGULATIONS (NURSE PRACTICE ACT)

45:1–21. Grounds for refusal to admit to examination or denial, suspension or revocation of any certificate, registration, or license; definitions

A board may refuse to admit a person to an examination or may refuse to issue or may suspend or revoke any certificate, registration or license issued by the board upon proof that the applicant or holder of such certificate, registration or license:

a. Has obtained a certificate, registration, license or authorization to sit for an examination, as the case may be, through fraud, deception, or misrepresentation;
b. Has engaged in the use or employment of dishonesty, fraud, deception, misrepresentation, false promise or false pretense;
c. Has engaged in gross negligence, gross malpractice or gross incompetence which damaged or endangered the life, health, welfare, safety or property of any person;
d. Has engaged in repeated acts of negligence, malpractice or incompetence;
e. Has engaged in professional or occupational misconduct as may be determined by the board;
f. Has been convicted of, or engaged in acts constituting, any crime or offense involving moral turpitude or relating adversely to the activity regulated by the board. For the purpose of this subsection a judgment of conviction or a plea of guilty, non vult, nolo contendere or any other such disposition of alleged criminal activity shall be deemed a conviction;
g. Has had his authority to engage in the activity regulated by the board revoked or suspended by any other state, agency or authority for reasons consistent with this section;
h. Has violated or failed to comply with the provisions of any act or regulation administered by the board;
i. Is incapable, for medical or any other good cause, of discharging the functions of a licensee in a manner consistent with the public's health, safety and welfare;
j. Has repeatedly failed to submit completed applications, or parts of, or documentation submitted in conjunction with, such applications, required to be filed with the Department of Environmental Protection;
k. Has violated any provision of P.L.1983, c. 320 (C.17:33A–1 et seq.) or any insurance fraud prevention law or act of another jurisdiction or has been adjudicated, in civil or administrative proceedings, of a violation of P.L.1983, c. 320 (C.17:33A–1 et seq.) or has been subject to a final order, entered in civil or administrative proceedings, that imposed civil penalties under that act against the applicant or holder;
l. Is presently engaged in drug or alcohol use that is likely to impair the ability to practice the profession or occupation with reasonable skill and safety. For purposes of this subsection, the term ' 'presently'' means at this time or any time within the previous 365 days;
m. Has prescribed or dispensed controlled dangerous substances indiscriminately or without good cause, or where the applicant or holder knew or should have known that the substances were to be used for unauthorized consumption or distribution;
n. Has permitted an unlicensed person or entity to perform an act for which a license or certificate of registration or certification is required by the board, or aided and abetted an unlicensed person or entity in performing such an act;
o. Advertised fraudulently in any manner.

TECHNICAL STANDARDS

Technical standards are the minimal fundamental abilities that are necessary to perform the activities requisite to obtaining credit for education and subsequent entry-level employment in the field.

The BSN curriculum provides the student with a wide variety of educational experiences, including broad clinical training. The diversity and scope of these experiences require that the individual have the physical faculties to acquire various skills both to complete the curriculum and to function in a safe and productive manner while doing so. The technical standards are based on bodily senses and functions that are required of the individual throughout the curriculum in order to obtain the knowledge and skills necessary to matriculate in the program and to function in a manner that ensures the safety of the individual patients.

The School of Nursing will make appropriate academic adjustments to facilitate enrollment and participation of qualified individuals with temporary or permanent disabilities. The following technical standards have been established in an effort to provide a framework to balance several competing interests: 1) the rights of applicants and students; 2) the safety of students and patients; 3) the significant clinical training component of the BSN curriculum. The competing interest and the nature of nursing educational activities may prevent some prospective students with disabilities from qualifying for enrollment or continued enrollment.

The technical standards are the minimum standards that allow an individual to perform at the lowest acceptable level in the required activity having the highest, greatest, or most complex requirement for the designated sense, function or characteristic. Applicants and students must be able to satisfy, with or without the use of appropriate auxiliary aids (including prosthetic devices), the following technical standards, which relate to physical abilities. If one aid or prosthetic device interferes with a second aid or prosthetic device needed to carry out a single act, then the individual may be restricted in meeting the technical standard.

The technical standards of the school do not preclude the use of an assistive device or devices, alternative means to aid in or evaluate the performance of essential functions, or program time extensions necessary to accomplish the requirements of the program. Where such accommodation is necessary, it must be reasonable, appropriate and available to the school. Accommodations will be made following a formal evaluation and prescription by a duly licensed health care provider.

The William Paterson University School of Nursing expects that students admitted to the curriculum meet the following physical and mental standards. Students with disabilities (with accommodations) admitted to the nursing curriculum must be able to:

1. See, hear, touch, smell and distinguish colors.
2. Write and speak with accuracy, clarity, and efficiency.
3. Perform gross and fine movements with coordination.
4. Learn, think critically, analyze, assess, solve problems, and reach effective judgments.
5. Maintain emotional stability and accept responsibility and accountability for themselves.

Resources may be allotted to accommodate those with disabilities; however, it is the student's responsibility to contact the Accessibility Resource Center: https://www.wpunj.edu/accessibilityresourcecenter/.

ACADEMIC PROGRAM POLICIES/PROCEDURES

ACADEMIC STANDARDS

The role of the professional nurse affects the health and welfare of other human beings, those whom the School of Nursing recommend for this role must conduct themselves according to principles of high moral standards and honor, and display levels of competence which are consistent to the rigorous demands of the profession. Upon graduation, the School of Nursing recommends students to the State Board of Nursing for licensure examination. This recommendation includes the ability to begin as a professional practitioner as well as conformance to published School of Nursing academic, social, and professional regulations governing the program. The academic standards for good standing in Nursing are designed to assist these goals. A student whose behavior is deemed contrary to the standards or regulations of the School of Nursing, the ANA Code of Ethics and/or the N.J. Nursing Practice Act maybe dismissed from the nursing program.

SUMMARY OF SCHOOL OF NURSING ACADEMIC STANDARDS

Students who have matriculated before fall 2026 will follow the standards below

1. A GPA of 2.0 overall must be achieved by the end of each academic year.

2. A GPA of 2.0 in the major is required at the end of each academic year.

3. Although C- grades cannot be repeated, they count as grades below C in our academic standards policy.

4. A grade below C minus (D+ or below) in a major course must be repeated in order to improve that grade. Major courses include nursing co-requisites, General Psychology, Lifespan Development, Anatomy & Physiology I & II, Advanced Anatomy & Physiology, Microbiology, Chemistry for Health Sciences, Therapeutic Nutrition, and Statistics.

5. A major course may be repeated only once.

6. Students who earn a grade below C in the major must complete one of the academic support programs to which they are referred; i.e., SEC (Science Enrichment Center) or NET (Nursing Enrichment and Tutoring).

7. Two grades below a C result in dismissal from the nursing program.

8. Students in the Honors College should also refer to the Honors College Student Handbook:

   https://www.wpunj.edu/honors-program/honors-handbook/honors-handbook_2021-2022.pdf

Students who have matriculated fall 2026 and after will follow the standards below

1. A GPA of 2.0 overall must be achieved by the end of each academic year.

2. A GPA of 2.0 in the major is required at the end of each academic year.

3. A grade below C (C- or below) in any major course must be repeated in order to improve that grade. Major courses include nursing co-requisites, General Psychology, Lifespan Development, Anatomy & Physiology I & II, Advanced Anatomy & Physiology, Microbiology, Chemistry of Health Sciences, Therapeutic Nutrition, and Statistics.

4. A major course may be repeated only once.

5. A grade below a C (C- or below) must be repeated and will be counted as grades below C according to the academic standards policy.

6. Students who earn a grade below C in the major must complete one of the academic support programs to which they are referred; i.e., SEC (Science Enrichment Center) or NET (Nursing Enrichment and Tutoring).

7. Two grades below a C result in dismissal from the nursing program.

8. Students in the Honors College should also refer to the Honors College Student Handbook: https://www.wpunj.edu/honors-program/honors-handbook/honors-handbook_2021-2022.pdf

SCHOOL OF NURSING GRADING

LETTER GRADE	QUALITY POINTS	NUMBER GRADE
A	4.0	93.51-100
A-	3.7	89.51-93.5
B+	3.3	86.51-89.5
B	3.0	83.51-86.5
B-	2.7	79.51-83.5
C+	2.3	76.51-79.5
C	2.0	73.51-76.5
C-	1.7	69.51-73.5
D+	1.3	66.51-69.5
D	1.0	63.51-66.5
F	0.0	Below 63.5

REVIEW/APPEAL OF EXAMINATION RESULTS AND GRADED ASSIGNMENTS:

Due to the progressive nature of the nursing curriculum, students have ten working days as per university policy to review/appeal an exam or quizzes after the grades are posted. If you wish to review an exam or other graded assignments with your instructor, make an appointment with that instructor. If you have concerns regarding an exam or graded assignments, put concerns in writing and submit it to the professor who taught the content. No review of previous exams and graded assignments after final exam has been completed. If students are absent from an exam, grades will be posted but review of exam by the class may be delayed until after makeup exams have been taken.

ACADEMIC JEOPARDY

Academic jeopardy exists when a student earns a grade of less than C in a major, pre-requisite, or co-requisite nursing course. These are considered "strikes". After two strikes, if a student earns less than a C in a major, pre-requisite, or co-requisite nursing course, they will be dismissed from the program and must follow the School of Nursing's appeal process.

Student Responsibilities and Rights are consistent with the University Undergraduate Catalog as follows:

UNIVERSITY PROCEDURES FOR INVESTIGATING COMPLAINTS ABOUT GRADES OR STUDENT ACADEMIC PERFORMANCE

Students who are dissatisfied with treatment by a faculty member in reference to grades or student academic performance should pursue the following procedure. Due process must be followed at each step of this procedure. No grade will be changed by anyone other than the faculty member who assigned it unless there is convincing evidence that the assignment of the original grade was inconsistent with professional standards in the discipline.

Each step in the procedure must be initiated within ten (10) working days of the faculty, chairperson, or School of Nursing response. Dated, *written statements* are required at each step. Likewise, at each level, the faculty member, School of Nursing Chairperson or School of Nursing Executive Council (or other appropriate School of Nursing committee) must complete a review of all pertinent written materials prior to rendering a decision and inform the student in writing of the decision within ten (10) working days of receipt of the complaint materials. If the student can verify that she or he has not been able to contact the faculty member, it is understood that the student's right to appeal will not be jeopardized, and the deadline will be extended. A copy of all materials submitted at each level of the appeal process should be retained by the student. If the student chooses, he/she will be allowed to appear before the appropriate committee or council at each level of the appeal process.

1. The student must write to the faculty member within ten (10) working days of the receipt of grade or incident related to student academic performance to request an appointment to discuss the complaint. The letter must also include any pertinent documentation to substantiate the student's complaint.
2. At the meeting with the faculty, the student must present any additional pertinent documents to substantiate the complaint. The faculty member must make available for review at this meeting, materials submitted by the student for evaluation and not yet seen by the student.
3. If the student is unsuccessful in contacting the faculty member or upon meeting with the faculty member is dissatisfied with the outcome and wished to further pursue the complaint, the student must write to the School of Nursing Chairperson and request an appointment to discuss the complaint. A copy of all materials originally presented to the faculty member must be included. The School of Nursing chairperson will try to resolve the issue by reaching a settlement that is agreed upon by both the student and the faculty member. Each student who registers a complaint with a School of Nursing chairperson will be referred to the policy in the Nursing Student Handbook.
4. If the complaint is not resolved at the School of Nursing chairperson's level, and if the student wishes to pursue the complaint, the student must request in writing that the School of Nursing chairperson convene the School of Nursing Executive Council to hear the

appeal. The Executive Council must consult with the faculty member involved in the complaint and review the documents provided by the student. The committee will then submit a decision to the School of Nursing Chairperson. When the faculty member involved is the School of Nursing Chairperson, the student may request that the Dean of the College of Science and Health convene the School of Nursing Executive Council.

5. If not satisfied with the School of Nursing Executive Council's decision, and if the student wishes to further pursue the complaint, the student must write to the Dean of the College of Science and Health. The School of Nursing Chairperson concerned will not take part in the final vote. This decision will constitute the College's final decision.
6. The faculty unequivocally has the final responsibility with regard to grade.

APPEAL OF DISMISSAL FROM THE NURSING MAJOR

Students who wish to appeal the dismissal decision of the Academic Standards Committee should submit a letter to the School of Nursing Chairperson stating why they believe they should be reinstated. The School of Nursing Chairperson will convene the School of Nursing Executive Committee to deliberate on the appeal. The School of Nursing Chairperson will notify the student of the outcome of the deliberations.

If the appeal is denied, students may then appeal to the Dean of the College of Science and Health, which is the final level of appeal. The Dean or the Dean's designee will notify the student of the outcome. If the appeal is granted at any stage of the appeal, the student will be notified in writing of the conditions of reinstatement. The student will need to acknowledge in writing by agreeing to the conditions of reinstatement within 10 working days.

ACADEMIC INTEGRITY POLICY

A. WPUNJ STANDARDS OF ACADEMIC CONDUCT

As an academic institution committed to the discovery and dissemination of truth, William Paterson University expects that all members of the University community shall conduct themselves honestly and with professional demeanor in all academic activities.

William Paterson University has established standards of academic conduct because of its belief that academic honesty is a matter of individual and university responsibility and that, when standards of honesty are violated, each member of the community is harmed.

Members of the University community are expected to acknowledge their individual responsibility to be
familiar with and adhere to the Academic Integrity Policy.

B. VIOLATIONS OF ACADEMIC INTEGRITY

Violations of the Academic Integrity Policy will include, but not be limited to, the following examples:

- **Cheating** during examinations includes any attempt to (1) look at another student's examination with the intention of using another's answers for attempted personal benefit; (2) communicate, in any manner, information concerning the content of the examination during the testing period or after the examination to someone who has not yet taken the

examination; (3) use any materials, such as note- books, notes, textbooks, or other sources, not specifically designated by the professor of the course for student use during the examination period, or (4) engage in any other activity for the purpose of seeking aid not authorized by the professor. These standards apply to in-person and virtual exams, either un-proctored or proctored.

- **Plagiarism** is the copying from a book, article, notebook, video, or other source material, whether published or unpublished, without proper credit through the use of quotation marks, footnotes, and other customary means of identifying sources, or passing off as one's own the ideas, words, writings, programs, and experiments of another, whether or not such actions are intentional or unintentional. Plagiarism will also include submitting, without the consent of the professor, an assignment already tendered for academic credit in another course.
- **Collusion** is working together in preparing separate course assignments in ways not authorized by the instructor. Academic work produced through a cooperative (collaborative) effort of two or more students is permissible only upon the explicit consent of the professor. The collaboration must also be acknowledged in stating the authorship of the report.
- **Lying** is knowingly furnishing false information, distorting data or omitting to provide all necessary, required information to the University's advisor, registrar, admissions counselor, professor etc., for any academically related purpose.
- **Other concerns** that relate to the Academic Integrity Policy include such issues as computer security, stolen tests, falsified records, and vandalism of library materials. No list could possibly include all the possible violations of academic integrity. These examples, should however, give a clearer idea of the intent and extent of application of this policy.

C. FACULTY RESPONSIBILITIES FOR UPHOLDING THE ACADEMIC INTEGRITY POLICY

- Faculty are expected to be familiar with the academic integrity policy. Each faculty member will inform students of the applicable procedures and conditions early in each semester before the first examination or assignment is due.
- Ordinarily, class tests and final exams should be proctored. Proctoring is defined as having a faculty member present in the room. Proctoring is the responsibility of the faculty member teaching the course although, where necessary, that responsibility may be shared with or delegated to faculty colleagues or graduate assistants assigned to the course.

D. RESOLUTION OF ACADEMIC INTEGRITY POLICY VIOLATIONS

1. If a faculty member has sufficient reason to believe that a violation may have occurred on any work submitted for a grade, he/she must attempt to discuss this matter with the student within ten (10) working days of the incident.
2. After discussing this matter with the student, and if the student accepts the proposed penalty, the student waives his/her right to a hearing.
3. Depending on circumstances, as assessed by the faculty member who has discussed the matter with the student, the following penalty could be imposed

a. Resubmission of the assignment;
b. Failure of the assignment;
c. Failure of the course;
d. Forced withdrawal from the course with no credit received;
e. Impose other appropriate penalties with the consent of the student;
f. Recommendation to the president of suspension or expulsion from the University.

4. With any of the above, the faculty member may have a written record of the sequence of events placed in the student's permanent record with a copy to the student.
5. If the student does not admit to a violation or disagrees with the proposed penalty he/she must:
    a. Speak directly to the faculty member within ten (10) working days of being informed of a violation or of the proposed penalty. If, after repeated attempts, the student is unable to reach the faculty member within ten (10) working days, the student must notify the School of Nursing chairperson in writing within that ten (10) day period.
    b. If, after discussion with the faculty member, the student is dissatisfied with the outcome, the student must contact the School of Nursing Chairperson presenting a dated, written, and signed statement describing the specific basis for the complaint. At this time, the student will also provide the faculty member with a copy of these written materials.
    c. The School of Nursing chairperson will try to resolve the issue by reaching a settlement that is agreed upon by both the student and the faculty member. If the issue is not resolved at the chairperson's level, the student will request that the chairperson convene the School of Nursing Executive Council (or other appropriate School of Nursing committee) — excluding the faculty member involved — to hear the appeal. The faculty member will submit a written, dated and signed statement of the alleged violation to the council/committee. The student will submit a written, dated and signed statement describing the basis of the complaint. The accuser will assume the burden of proof. When the faculty member involved is the chairperson, then the student will request that the dean of the college convene the School of Nursing Executive Council (or other appropriate School of Nursing committee). The School of Nursing Executive council/Committee will submit its decision to the chairperson (or college dean, if the faculty member involved is the chairperson).
    d. If not satisfied with the School of Nursing Executive Council's (or other appropriate School of Nursing committee's) decision, the student may ask the dean of that college to bring the matter to the College Council. The faculty member will submit a written, dated and signed statement of the alleged violation. The student will submit a written, dated and signed statement describing the basis for the complaint. The accuser will assume the burden of proof. The chairperson of the School of Nursing concerned will not take part in the final vote (though the written decision from the School of Nursing chairperson will be part of the record). **The College Council's decision will constitute the University's final decision regarding the substantive nature**

of the case. Future appeals based on violations of due process are permitted to the limit of the law.

e. Each step in the procedure must be initiated within 10 (ten) working days of the faculty, chairperson, School of Nursing, or college response. Dated, written, and signed statements are required at each step. Likewise, at each level, the faculty member(s), chairperson, School of Nursing Executive Council (or other appropriate School of Nursing committee) or College Council must complete a review of all pertinent written materials prior to rendering a decision, in writing, within ten (10) working days of receipt of complaint materials. In case the faculty member has verifiably been unable to be contacted, or in other instances of extenuating circumstances affecting students or faculty, it is understood that the student's right to appeal will not be jeopardized and the time constraints will be extended.

f. Due process must be followed at every step of this procedure. No penalty will be changed by anyone other than the faculty member who assigned it unless there is convincing evidence that the penalty was inconsistent with professional standards of the discipline.

g. Each student who registers a complaint with a School of Nursing chairperson must be given a copy of this policy. A copy must be attached to the appeal and signed by the student to indicate that he/she has been given a copy of the procedure, read it, and understands it before the appeal can proceed.

NURSING STUDENTS STANDARDS OF CONDUCT

The student is expected to follow the most current American Nurses' Association Code of Ethics for Nurses and the Scope and Standards of Practice the National Student Nurses' Association Code of Ethics for nursing students, and the New Jersey Nurse Practice Act.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

As a student is involved in the clinical and academic environments, ethical principles are a necessary guide to professional development. Therefore, within these environments the student will: Advocate for the rights of all clients

- Maintain client confidentiality.
- Take appropriate action to ensure the safety of clients, self, and others.
- Provide care for the client in a timely, compassionate and professional manner.
- Communicate client care in a truthful, timely and accurate manner.
- Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
- Promote excellence in nursing by encouraging lifelong learning and professional development.

- Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
- Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
- Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
- Encourage faculty, clinical staff, and peers to mentor nursing students.

- Refrain from performing any technique or procedure for which the student has not been
  adequately trained.
- Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
- Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
- Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting
  that impair judgment.
- Strive to achieve and maintain an optimal level of personal health.
- Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
- Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Failure to uphold the Nursing Students Standards of Conduct and the William Paterson University of New Jersey Academic Integrity Policy may result in dismissal from class, course, program and/or university.

WILLIAM PATERSON UNIVERSITY OF NEW JERSEY COLLEGE OF SCIENCE AND HEALTH
SCHOOL OF NURSING

NURSING STUDENT HONOR PLEDGE

I, _____
(Print name)

have received a copy and read the William Paterson University of New Jersey Academic Integrity Policy and the School of Nursing Students Standards of Conduct and I understand the tenets. I will uphold and not violate the Academic Integrity Policy nor the Standards of Conduct.

Failure to uphold the Nursing Students Standards of Conduct and/or the William Paterson University of New Jersey Academic Integrity Policy may result in dismissal from class, course, program and/or the university.

Name:_____(signature)

Date: _____

Since completing your last criminal background check have you been arrested, charged or convicted of any crime or offense that you have not reported to the School of Nursing Chairperson? (Minor traffic offenses, such as speeding or parking need not be provided but Motor Vehicle offenses such as driving while impaired or intoxicated must be disclosed.)

_____YES

_____NO

Name:_____(signature)

Date: _____

III. OTHER ACADEMIC POLICIES

A. ADJUSTMENT OF DEGREE REQUIREMENTS FOR THE NURSING MAJOR

Students seeking an evaluation of a course(s) from another college to determine the WPUNJ equivalent course should observe the following:

1. Obtain a conference with your assigned faculty advisor.
2. Upon evaluating your request, your advisor will refer you to the School of Nursing Chairperson or submit the request to the Chairperson.
3. If your request is approved the accommodation will be reflected on the students Degree Evaluations. This can be accessed through the University Student Portal online.

B. LEAVE OF ABSENCE/WITHDRAWAL

Students requesting a Leave of Absence or Withdrawal from the nursing major will meet with the School of Nursing Chairperson to explore options and/or assure a space in a future class.

After meeting with the chairperson, the student will apply for Leave of Absence in WPConnect at the student services tab and file the necessary information. The student must abide with the university Leave of Absence Policy located in https://www.wpunj.edu/registrar/academic-regulations/leave.html.

C. CRITERIA FOR STUDENT PROGRESSION

a. Students are expected to progress through the nursing major courses sequentially.
    i. A student who does not complete or who fails one of the courses in a semester may not progress to the next nursing courses until ALL courses at the current level have been completed.
    ii. A student who fails or withdraws from a nursing course and wishes to be reinstated, must file a Request for Reinstatement in the School of Nursing.
    iii. Re-entry into a new cohort may occur only one time.

b. The student requesting reinstatement is advised that reinstatement is:
    i. Contingent upon space availability and
    ii. Score on a decision algorithm that includes grades in BIO 3120, NUR course GPA and overall GPA.
    iii. While every attempt will be made to make the decision in a timely manner, there is no guarantee that a decision would be finalized before the start of the next semester.

c. Following notification of a decision for reinstatement by the Admissions committee, the student must meet with the appropriate academic advisor to determine a plan for completing required remediation, repeating the failed course (s), and the sequence of courses for the remainder of the Undergraduate Nursing Major curriculum.

d. Following reinstatement, a failure in any subsequent course will lead to dismissal from the major (even if it is in the last semester of the program).

e. To begin UDC I in either the fall or spring semester, students must successfully complete all prerequisite and pre-nursing courses from semesters 1-4 by the end of the immediately preceding semester (excluding winter and summer sessions), in

accordance with the 4-year BSN curriculum plan (referenced). These timelines ensure adequate time to complete required clinical clearance processes in compliance with clinical partner agreements prior to starting UDC I.

D. CRITERIA FOR GENERIC BSN UDC III STUDENTS TRANSITIONING TO ACCELERATED BSN UDC IV

Transition from the Generic to the Accelerated BSN program is only granted to students who completed UDC III in the Spring Semester. Those students requesting to transition to the Accelerated BSN program for UDC IV must meet the following criteria:

a. GPA of 3.5, if several students apply, approval will be granted according to GPA from the highest above 3.5 in descending order;
b. submission of letters of recommendation from two clinical and two didactic faculty;
c. completion of the Nursing Elective Requirement;
d. Students in the Honors Program must have completed all of the requirements.
e. The request will be granted only if space is available.

E. TIMELY DEGREE COMPLETION

The School of Nursing has adopted a policy regarding timely completion of the nursing curriculum in an effort to assure that students have astute knowledge, competent skills and ability to critically think about patient care, i.e. to provide safe patient care, upon graduation from the program. The policy reflects the importance of rapidly changing scientific and process information required to perform safely as a professional nurse. It is intended to protect the public.

- Students who have dropped/left the major after having begun the nursing sequence may not return to the nursing major courses after an absence of three (3) semesters.
- After beginning the nursing clinical sequence, students must complete the program within three (3) years.

F. NURSING ELECTIVE COURSES

Students are required to take one nursing elective course. They may take more than one elective if spaces are available after other students have registered for their first elective.

G. STANDARDIZED TESTING POLICY

The goal of this policy is to help the undergraduate nursing student be successful in passing the NCLEX-RN examination and become licensed Registered Nurses. The WPUNJ School of Nursing has selected to implement a standardized testing program to help prepare students for the exam. Examples of this preparation include online practice and proctored exams. Students are required to see course syllabi for specific details. It is MANDATORY for ALL pre-licensure students to participate in practice and proctored exams each semester as identified in this policy and individual course syllabi. Exact dates and times of these exams will be determined during each semester based on University exam policy. If the student arrives late for testing, they will be allowed to take the test, but will need to finish by the end of the scheduled exam period. Extra time will not be afforded to the student. Students not attending the assigned test time will not be allowed to make up the test and will forfeit the grade. Students are assessed an NCLEX Prep fee each semester, which covers practice and proctored tests and online remediation

materials. However, additional fees may be necessary if standards cited in the syllabus are not met or the faculty deems additional standardized testing to be necessary.

H. PINNING CEREMONY POLICY

Students completing the Upper Division Nursing courses may participate in a Pinning Ceremony. Dress code for the Pinning Ceremony will consist of the following:

- Student uniform laboratory coats will be worn for the January and September ceremony.
- The May cohort will use their black robes that they will wear for Commencement.

William Paterson University
School of Nursing
Bachelor of Science (BSN) - Nursing Degree

Pre-Nursing Major Core Course Requirements (BSN)

BIO	1120	General Anatomy and Physiology I	Credits: 4
BIO	1130	General Anatomy and Physiology II	Credits: 4
BIO	1700	Basic Microbiology	Credits: 4
BIO	3120	Advanced Anatomy and Physiology	Credits: 4
PSY	1100	General Psychology	Credits: 3
PSY	2110	Lifespan Development	Credits: 3
CHEM	1330	Chemistry for Health Sciences	Credits: 4
COMM	2360	Public Speaking	Credits: 3
MATH	1300	Elementary Statistics	Credits: 3
PBHL	2240	Therapeutic Nutrition	Credits: 3
ANTH	3100	Global Transformations	Credits: 3

Total Pre-Nursing Major Core Course Requirement Credits: 38

Nursing Course Requirements (BSN)

NUR	3500	Nursing Research	Credits: 3
NUR	3250	Cultural Foundations of Nursing	Credits: 3
NUR	3260	Critical Thinking & Inquiry	Credits: 3
NUR	3270	Comprehensive Health Assessment	Credits: 4
NUR	3280	Nursing Practice I	Credits: 4
NUR	3290	Health Concepts	Credits: 3
NUR	3300	Nursing Practice II	Credits: 6
NUR	3310	Health Concepts Seminar	Credits: 3
NUR	3321	Pharmacology for Nursing Practice	Credits: 3
NUR	4251	Dimensions of Public Health	Credits: 4
NUR	4264	Nursing Practice III	Credits: 6
NUR	4271	Health Indicators Seminar	Credits: 3
Choose one (1) elective:		NUR 4320 Nursing Excellence for Seniors, NUR 4340 Critical Care, or NUR 4360 Holistic Nursing	Credits: 3
NUR	4305	Leadership & Professional Practice	Credits: 3
NUR	4306	Nursing Practice IV	Credits: 6
NUR	4307	Leadership Seminar	Credits: 3
NUR	4315	Professional Licensure Prep	Credits: 1

Total Nursing Course Credits: 61

Generic – BS Nursing Curriculum Plan (UCC 2.0)
(Total 120 Credits)

Semester 1		Semester 2	
Course	**Cr.**	**Course**	**Cr.**
BIO 1120 General Anatomy & Physiology I (Area H)	4.0	BIO 1130 General Anatomy & Physiology II	4.0
ENG 1100 College Writing (Area B)	3.0	BIO 1700 Microbiology	4.0
PSY 1100 General Psychology (Area G)	3.0	PSY 2110 Lifespan Development	3.0
World Language I	3.0	World Language II	3.0
Any course in Area A	3.0	Any course in Area D	3.0
WPS 1010 Will Power 101	NC	WPS 1020 Will Power 102	NC
Total Semester Credits	**16.0**	**Total Semester Credits**	**17.0**
Semester 3		**Semester 4**	
Course	**Cr.**	**Course**	**Cr.**
CHEM 1330 Chemistry for Health Sciences	4.0	BIO 3120 Advanced Anatomy & Physiology	4.0
MATH 1300 Elementary Statistics (Area C)	3.0	NUR 3500 Nursing Research (Area J)	3.0
COMM 2630 Public Speaking (Area E)	3.0	PBHL 2240 Therapeutic Nutrition	3.0
Any course in Area F	3.0	ANTH 3100 Global Transformations (Area L)	3.0
Any course in Area M	3.0		
Total Semester Credits	**16.0**	**Total Semester Credits**	**13.0**
Semester 5 – Fundamentals		**Semester 6 – M/S & OB**	
Course	**Cr.**	**Course**	**Cr.**
NUR 3250 Cultural Foundations of Nursing (Area K)	3.0	NUR 3290 Health Concepts	3.0
NUR 3260 Critical Thinking & Inquiry (Area I)	3.0	NUR 3300 Nursing Practice II	6.0
NUR 3270 Comprehensive Health Assessment	4.0	NUR 3310 Health Concepts Seminar	3.0
NUR 3280 Nursing Practice I	4.0	NUR 3321 Pharmacology for Nursing Practice	3.0
Total Semester Credits	**14.0**	**Total Semester Credits**	**15.0**
Semester 7 – M/S & Community/Psych		**Semester 8 – M/S & Peds**	
Course	**Cr.**	**Course**	**Cr.**
NUR 4251 Dimensions of Public Health (Area N)	4.0	NUR 4305 Leadership & Professional Practice	3.0
NUR 4264 Nursing Practice III	6.0	NUR 4306 Nursing Practice IV	6.0
NUR 4271 Health Indicators Seminar	3.0	NUR 4307 Leadership Seminar	3.0
Nursing Elective (Choose one course in NUR 4320, 4340, or 4360)	3.0	NUR 4315 Professional Licensure Prep	1.0
Total Semester Credits	**16.0**	**Total Semester Credits**	**13.0**

Accelerated BS Nursing Curriculum Plan

Prerequisites	Notes
BIO 1120 General Anatomy & Physiology I	4 credits w/ lab
BIO 1130 General Anatomy & Physiology II	4 credits w/ lab
BIO 1700 Basic Microbiology	4 credits w/ lab
PSY 1100 General Psychology	
PSY 2110 Life Span Development	
*CHEM 1330 Chemistry for the Health Sciences	4 credits w/ lab If taken outside WPU, it will require two sequence of Chemistry, e.g. Gen. Chem I and II (total 8 credits).
MATH 1300 Elementary Statistics	
*NUR 3500 Nursing Research	Must be a nursing major to register for this course at WPU
*PBHL 2240 Therapeutic Nutrition	Must be a nursing major to register for this course at WPU
** BIO 3120 Advanced Anatomy & Physiology	A&P I & II and CHEM 1330 are prerequisites Must be a nursing major to register for this course at WPU
Other important information:	Equivalent courses may be transferred from other accredited institutions. Sciences must have been completed no more than 10 years ago. *If accepted to the program, your nursing advisor may consider similar courses as equivalents. **There may not be an equivalent to this course in the local geographic area of WPU.

First Summer 1 & 2		Fall semester	
Course	**Credits**	**Course**	**Credits**
NUR 3250 Cultural Foundations Nursing	3.0	NUR 3290 Health Concepts	3.0
NUR 3260 Critical Thinking & Inquiry	3.0	NUR 3300 Nursing Practice II	6.0
NUR 3270 Comprehensive Health Assessment	4.0	NUR 3310 Health Concepts Seminar	3.0
NUR 3280 Nursing Practice I	4.0	NUR 3320 Pharmacology	3.0
Total Semester Credits	**14.0**	**Total Semester Credits**	**15.0**

Spring semester		Second Summer 1 & 2	
Course	**Credits**	**Course**	**Credits**
NUR 4251 Dimensions of Public Health Nursing	4.0	NUR 4305 Leadership & Professional Practice	3.0
NUR 4261 Nursing Practice III	2.0	NUR 4306 Nursing Practice IV	6.0
NUR 4262 Transition to Professional Practice	2.0	NUR 4307 Leadership Seminar	3.0
NUR 4271 Health Indicators Seminar	2.0	NUR 4315 Professional Licensure Preparation	1.0
NUR 4280 Healthcare Economics	3.0		
Nursing Elective	3.0		
Total Semester Credits	**16.0**	**Total Semester Credits**	**13.0**

RN–BS Nursing Curriculum Plan – 30 credits	
COURSE	**CREDITS**
WPS 9999 Associate Degree or Diploma Degree with 60 credits	60
NUR 4400 RN Licensure for RN-BSN	30
TOTAL:	90 Transfer Credits
PREREQUISITE*	
MATH 1300 Elementary Statistics	3
TOTAL:	3
REQUIRED CORE COURSES	
NUR 3500 Nursing Research*	3
NUR 4252 Dimensions of Public Health Post Licensure	3
NUR 4280 Healthcare Economics	3
NUR 4305 Nursing Leadership and Professional Practice	3
NUR 4307 Leadership Seminar	3
NUR 4361 Nursing Practice for RN-BSN	3
NUR 5461 Advanced Pathophysiology **	3
NUR 5701 Population Health and Legislation **	3
NUR 6001 Advanced Health Assessment **	3
ELECTIVE – CHOOSE 1	
NUR 5081 Role of the Advanced Practice Nurse **	3
NUR 6011 Advanced Pharmacology**	3
TOTAL (REQUIRED):	30

**** Graduate course**

IV. ACADEMIC TECHNOLOGY POLICY: PORTABLE ELECTRONIC DEVICES

This policy defines student usage/responsibility of Portable Electronic Devices (including smartphones, smart watches, handheld computers or any portable electronic device). Students will be asked to sign the policy annually.

A. Clinical Usage Classroom/Simulation Laboratory Usage

No portable electronic devices are allowed during any exams. Students may not be able to see/hear/feel these devices during exams. Devices are to be left in purses/backpacks etc. and are not permitted to be on any person. Portable electronic devices may not be used as calculators during exams. Students may use a calculator only device, a university computer calculator or a calculator embedded in the testing platform, as permitted by faculty.

Students with disabilities requiring special accommodations must have documented approval from the Accessibility Resource Center and notification given to the School of Nursing faculty prior to scheduled exam.

Computers and portable electronic devices with other applications may be used in class during specified activities, as permitted by faculty. Students agree to only use these devices for the purpose of engaging with the material being taught. They agree to only communicate with others as permitted by faculty.

All phones should be on **silent** during every class.

B. Clinical Usage

1. Portable electronic devices are to be used in the clinical areas and for lab activities and classroom exercises only as permitted by faculty. Use of portable electronic devices in clinical areas is regulated by clinical agencies, local, state and federal regulations and laws. Students are responsible for adherence to regulations of the Health Insurance Portability and Accountability Act (HIPAA) guidelines when using por. HIPAA guidelines can be found at: Http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html

   Students are also responsible for adhering to guidelines of the clinical facility.

2. Protected health information* (PHI) must be removed from any client data students collect on portable electronic devices Additionally, students must adhere to professional standards for all communication including maintaining confidentiality, proper conduct for communication and communicating appropriate material. If there are any questions/concerns about whether or not certain data can be shared, stored, or transmitted students agree to refrain until clarified by faculty.

   Additionally, any electronic device used for the purposes of transmitting educational material that is related to clinical or client interactions must be secured with a password when not in use. This includes computers, phones, portable electronic devices and any other such devices. Any communication about a clinical or client related concept or event must be de-identified before transmission per HIPAA guidelines.

3. Portable electronic devices, telephone and any camera, and video functions **must** be turned off during lab sessions and in clinical agencies by placing devices in "airplane" /silent mode. The telephone function may be maintained only in community clinical settings, videoconference classes, or as permitted as an exception by the faculty. **No** pictures will be taken of any person, equipment or location that is related to clinical without prior written consent of the supervisor of that location, the director of nursing, and the faculty member. No pictures may be taken of the medical record, nor may any information with identifying information be taken from the clinical site or shared in any way/social media.

4. With the exception of specified course required activities, sending or receiving text or other messages on the HED during class, clinical or lab is **not** permitted. **No** texting, email, or communicating of any type will ever be done in front of a client or clinical agency staff member. At other times, the student must have expressed permission of the clinical agency and their faculty member.

5. Using the internet for personal, non-school functions is **strictly** prohibited. Inappropriate HED use or violation of HIPAA guidelines is cause for disciplinary action and possible termination from the Nursing Program.

6. Infection control precautions must be maintained when using HEDs in client care areas. Students agree that they will sanitize their handheld device with an antibacterial wipe in accordance with universal precaution standards after all client interactions.

C. Safeguarding of Data

1. The student will implement protective measures, such as encryption, for restricted data to safeguard the confidentiality or integrity of the data in the event of theft or loss. The students will ensure that the device will never be left unattended during use in the clinical setting. The student will use strong password protections and encryption technology as commercially available. The student will ensure proper destruction of all PHI from the device immediately after its intended use. If the device is lost or stolen, it will be immediately reported to appropriate personnel and/or security.

2. Students will sign this technology policy form prior to entering any clinical setting at any facility annually. This form will be placed in each student's file.

D. Student Agreement

By signing below, I acknowledge that I have read the above and accept the responsibility associated with these statements. I understand that violation of this agreement may be cause of immediate disciplinary actions.

Name_____ Date _____

*Protected Health Information (PHI) is defined in the most current HIPAA guidelines as all individually identifiable health information, including demographic data, medical histories, test results, insurance information and any other information used to identify a patient or provide healthcare services or healthcare coverage. The law requires that the health care worker recognize and protect oral, written and electronic information that could reveal a client's identity and health-related information.

V. CLINICAL LABORATORY REQUIREMENTS AND REGULATIONS NURSING CLINICAL COURSE CLEARANCE POLICY

Nursing is a professional discipline. Clinical clearance plays an integral part of professional nursing practice. Nursing students must ensure that all clinical clearance documentation is submitted prior to the first day of the semester. If the student is unable to do so, the student must drop all clinical nursing courses and resume the following semester on a seat availability basis.

A. HEALTH CLEARANCE

Clinical requirements upon entry into the first clinical course:

1. History & Physical by a healthcare provider
2. Tuberculosis Screening
3. Laboratory CBC and UA
4. Rubella, rubeola, varicella, mumps titre
5. Proof of Hepatitis B vaccine or positive titre
6. Annual Influenza Vaccine
7. COVID-19 Vaccine

Students must provide the following annually after initial clearance:

1. Health History update (form online).
2. Proof of Tuberculosis Screening

Students who have not completed the health record requirements **will not** be permitted in the clinical agencies.

POLICY FOR STUDENTS REQUESTING EXEMPTIONS FOR VACCINES REQUIRED BY CLINICAL AGENCIES FOR CLINICAL CLEARANCE

All nursing students are required to complete clinical clearance requirements including vaccine requirements. Students who are requesting for vaccine exemptions for religious, medical or other reasons must contact the clinical agencies they are assigned to and complete all paperwork required for the exemption. Request/Application for vaccine exemption must be done prior to start of semester or as soon as the student is notified of confirmation of clinical agency placement. Students should notify the School of Nursing of the clinical agencies' decision on the exemption request as soon as the student receives the notification. Students should also understand that they are required to go to several clinical agencies throughout the nursing program and that clinical placement confirmations are done at the start of each semester. Students should also understand that during the course of the semester, unpredictable situations may arise when students are required to change clinical agencies. In all these situations, students asking for exemptions must apply to the new agency for approval. If the clinical agency students are placed in deny vaccine exemption requests, students must withdraw from the clinical course.

B. FUNCTIONAL HEALTH STATUS

Students with a change in health status affecting functional capacity must complete the School of Nursing's Health Status Change form before attending clinical. Students with a change in health status that may impact their ability to attend and fully participate in clinical are highly discouraged from registering for clinical courses. However, if they choose to do so,

they must submit the School of Nursing's Health Clearance form completed and signed by their provider prior to attending clinical. Students must again submit this form upon returning from any clinical absences or if there has been a change in health during the semester. Students are advised that any clinical absences may result in the inability to successfully meet the course objectives, thus resulting in failure of the clinical course. In addition to this, all students must abide by the regulations set forth by the clinical agencies. The School of Nursing has developed this policy for the safety and well-being of the students and the patients. See form below.

WILLIAM PATERSON UNIVERSITY OF NEW JERSEY COLLEGE OF SCIENCE AND HEALTH SCHOOL OF NURSING

William Paterson University School of Nursing Health Status Change Form

By signing below, the Licensed Health Care Provider has determined that the following student,

_____ is eligible for clinical practice and agrees with

the following statement:

I find the above-named student to be in good physical and mental health; the student is free from any health impairment which is of potential risk to self, patients, personnel, students, or faculty and which might interfere with the performance of student's nursing student responsibilities.

Licensed Health Care Provider's Signature:

Date:

Signature (Official Stamp Required):

Phone Number:

NOTE: THIS FORM SHOULD NOT BE SIGNED UNLESS THE INDIVIDUAL IS ABLE TO FULLY PARTICIPATE IN THE SCHOOL OF NURSING'S CLINICAL PROGRAM.

C. CARDIO-PULMONARY RESUSCITATION (CPR) CERTIFICATION

The only acceptable CPR certification is **from the American Heart Association for Basic Life Support for the Healthcare Provider or the new BSL Provider.** It must be current and valid throughout all clinical courses.

D. CRIMINAL BACKGROUND CHECK

All nursing students participating in clinical laboratory courses or practicums are required to have a criminal background check completed by the School of Nursing's approved vendor. The School of Nursing has contracted with Castle Branch, Inc. to complete the investigations. Students must log on to https://www.castlebranch.com/and insert the appropriate school code WI21. Students attending certain clinical agencies may be required to complete additional requirements demanded by that facility. The costs of the reports are the sole responsibility of the student. Reports are due annually and should be ordered at least 10 days prior to the beginning of the semester. Once ordered the reports will be reviewed by the Clinical Placement Coordinator. Reports not deemed "clear" will be shared with the clinical agency for ruling. If the student is denied entrance to a clinical agency the student may appeal to the agency. If the issue cannot be resolved, the student will not be able to continue with the nursing program.

Obligation to inform the School of Nursing of any criminal activity

Students who are arrested and are either charged with a criminal offense or subject to an investigation which may lead to a criminal charge or indictment are required to report the facts and circumstances in writing to the Chairperson of the School of Nursing within ten (10) days of the occurrence. The School of Nursing has an obligation to inform our clinical affiliates of any such incidents. Detailed information regarding the incident may not be released without your authorization. Failure to authorize the release of this information to an affiliate agency may prevent you from continuing in all nursing laboratory courses.
Affiliate agencies upon receiving information may: 1) choose to investigate the incident further 2) communicate with you for more details 3) deny the student further entrance to their facility. Students should be aware any incident that may cause a clinical affiliate to deny admittance into a clinical site will prevent them from completing the nursing program.

E. DRUG SCREENING AND TESTING: POLICY AND PROCEDURE

Policy Statement

William Paterson University and the School of Nursing are committed to providing a quality education for students admitted into the Nursing Program. In order to protect the integrity of the Nursing Program and the nursing profession and to safeguard the welfare of nursing students and patients receiving treatment from these students, this policy addresses drug and alcohol testing of nursing students involved in clinical activities. The purpose of this policy is to notify the student and faculty of the University's rules and testing procedures and to provide assistance and due process for students who test positive for drugs or alcohol. This policy applies to all students admitted to the Nursing Program. It is the policy of William Paterson University to comply with federal and state laws and

regulations dealing with the usage and detection of drugs and alcohol. This policy is subject to change at the sole discretion of the University and is meant to supplement other relevant University policies including, but not limited to, the Alcohol and Drug Policy and the Drug-Free Workplace Policy. In addition, students must comply with individual clinical institution drug policies.
All costs associated with services beyond those offered on campus are the sole responsibility of the student.
Examples of this are: baseline drug testing, drug testing for a cause, remediation, or higher level of drug treatment (such as an inpatient drug treatment facility).

The goals of patient safety and optimizing student performance are at risk when a student is present who is under the influence of these substances. Nursing students involved in clinical activities must uphold the standards of the nursing profession to ensure safe, effective, and supportive client care. Because a student may have altered judgment and skills, appropriate management of abuse and addiction is critical for nursing education and practice.

Students who have admitted to previous drug/alcohol problems will be tested in accordance with this same policy as other students. These students are encouraged to continue their support group therapy during their academic semesters in clinical. Through this policy, the School of Nursing seeks to balance a sense of compassion for the individual student with concern for the community as a whole.

DRUG SCREENING CLEARANCE PRIOR TO CLINICAL COURSES

Drug screening clearance will be required of all nursing students prior to beginning their first clinical course and annually thereafter. Clearance will be completed prior to the beginning of the semester in which the first clinical laboratory takes place. Certain clinical facilities may require additional drug screen panels in which circumstance the individual students affected will be notified to retest at their own expense. Drug testing will take place off site at an independently contracted facility. Students will be given notice to report to the facility for testing. Positive results of the screening will be reviewed by a designated Medical Review Officer (MRO) from the independent contracted facility, a licensed physician who has knowledge of substance abuse disorders and has appropriate training to interpret and evaluate confirmed positive tests, medical history and any other relevant biomedical information.

Categories of Test Results

1. Refusal to Test: If a student fails to produce the requested sample by the date and time designated, the student will be treated as if the test result was positive.

2. Negative Test Result: If the drug test is negative, the student will be allowed to participate in clinical activities.

3. Positive Test Result: Any student who tests positive for drugs shall be withdrawn from all clinical courses and may be subject to discipline up to and including dismissal from the program. Any student who does not comply with any request or step outlined in this policy shall also be withdrawn from all clinical courses and may be subject to discipline up to and including dismissal from the program. Any

student who tests positive for drugs shall be referred to Judicial Affairs at William Paterson University. The decision to proceed in the program or be dismissed from the nursing program shall be jointly determined by a representative from Judicial Affairs, the Director of the Counseling, Health and Wellness Center and the Chair of the School of Nursing. If the student is not dismissed from the program, the student will not be permitted to participate in clinical until the student undergoes remediation (see below for remediation procedures). In addition, future participation in clinical is dependent on the length of time needed for the remediation process and clinical availability

DRUG TESTING FOR A CAUSE

The University prohibits the use or possession of alcohol and the use or unlawful possession of drugs during any clinical nursing experience. Drug testing of students after the initial drug screening clearance will be done upon "reasonable suspicion," for specific behaviors observed when students are engaged in clinical nursing experiences. The testing will be conducted in accordance with the procedure set forth in this policy.

Students enrolled in clinical courses must consent for testing. Students using medications which may impact their ability to perform clinical duties must notify their faculty member prior to the clinical experience without disclosing the identity of their medication. The student is required to obtain documentation from his/her prescribing primary care provider that the medication will not interfere with the student's ability to perform the clinical requirements safely. This documentation will become part of the student's confidential Health and Wellness Center record.

If a "reasonable suspicion" exists that a student is under the influence of drugs or alcohol, the student shall be subject to immediate testing. Violations of this policy may result, subject to all of the due process rights to which a student is entitled, in disciplinary action, including dismissal from the University's Nursing Program.

PROCEDURE - DRUG TESTING BASED ON "REASONABLE SUSPICION"

Suspicion of Substance Abuse

1. If clinical faculty or staff at a clinical facility determines that "reasonable suspicion" exists that a student is under the influence of drugs or alcohol, the student must be immediately removed from any clinical activity. This will be reported directly to the Chair of the School of Nursing, or his/her designee, who will then consult with the Dean of College and Health and the director of Judicial Affairs. A "reasonable suspicion" exists when a student exhibits behavior, or a pattern of behavior, or whose physical condition is consistent with the signs and symptoms of being under the influence of alcohol or drugs. These behaviors may be, but are not limited to (1) unsteady gait (2) odor of alcohol or illegal drugs on the breath or body (3) rapid, thick or slurring speech (4) aggressive or abusive language or behavior (5) disorientation or lethargy (6) nausea, vomiting, sweating (7) dilated or pinpoint pupils. Other factors to consider include (1) time and attendance patterns (2) on-site accidents (3) difficulty remembering instructions or conversations (4) poor relationships with fellow students (5) appearance (6) bloodshot eyes (7) fine motor tremors (8) confusion (9) deteriorating job

performance.

2. The student will be asked to submit to an alcohol or drug screening test which will be immediate, or not later than two hours of the observed behavior and will be accompanied to the test by a representative of William Paterson University student services.

3. The student will be removed from clinical laboratory activities pending results of the test(s). Test results will be sent to the Dean of the College of Science and Health or designee and the Director of Counseling, Health and Wellness Center, regardless of test results.

4. If a student is unwilling to produce the requested sample, the student will be allowed 30 minutes to reconsider the decision. Students who refuse to take the test after the 30 minutes waiting period will be treated as if the test result was positive.

If screening/confirmation tests are positive, students are advised of the following:

1. New Jersey laws may require additional penalties beyond University sanctions for drug-related offenses.
2. A positive test result for drugs or alcohol, interpreted by the Medical Review Officer available through the testing laboratory contract will require student withdrawal and/or dismissal from the Nursing program at the discretion of the Dean and Chairperson of the School of Nursing. Such sanctions shall be specified by a Review Panel charged with this function.
3. If the student is a Certified Nursing Assistant, an LPN or an RN, notification of a positive screening result will be sent to the New Jersey State Board of Nursing or other jurisdiction where the student is registered, certified, or licensed.
4. Dismissal from the program will be a joint decision made by a representative from Judicial Affairs, the Director of Counseling, Health and Wellness Center and the Chairperson of the School of Nursing. If the student is not dismissed from the program, the student will not be permitted to participate in clinical until the student undergoes remediation (see below for remediation procedures).

If the screening test is negative, the following applies:

Absent of any further indications of impairment, the student may resume all clinical nurse course activities.

1. If the student again displays suspicious behaviors, an evaluation/assessment will be necessary to determine the risk potential for client/patient safety and student capacity for required role performance. The student will be referred for both a medical and psychological evaluation at the Counseling, Health and Wellness Center.
2. Until clearance for participation in clinical courses from the Counseling, Health and Wellness Center reports are received by the Chairperson of the School of Nursing, the student cannot participate in any clinical course activities. The student is required to follow the recommendations included in such reports as a condition

of resuming the clinical nursing course.

REMEDIATION FOR POSITIVE DRUG TESTING (Screening or Testing For Cause)

If the student is not immediately dismissed from the School of Nursing following the joint review of the Judicial Affairs representative, the Dean of Students, and the Chairperson of the School of Nursing, the student will be required to undergo a professional evaluation by the Counseling, Health and Wellness Center. A remediation plan that removes the student from clinical courses for more than two semesters will be required to restart their nursing sequence from UDC 1. The Counseling, Health and Wellness Center will determine whether appropriate care can be provided on-site, or referred to a higher level of care at an alternate site (such as an inpatient treatment facility). If referral to an external facility is deemed necessary by the Counseling, Health and Wellness Center, all costs are incurred by the student. Students must provide evidence of successful completion of the treatment plan at the external facility to the Counseling, Health and Wellness Center. Upon successful completion of the treatment plan, the counselor shall conduct a follow-up evaluation and issue a report to the Dean of Students and the Chairperson of the School of Nursing. If the counselor reports that the student successfully completed the treatment plan and is ready to resume clinical, the student will be re-drug tested at the student's expense. If the drug test is positive, the student will be dismissed from the School of Nursing. If the drug test result is negative, the student may resume clinical course work depending on space availability. Once a student has resumed clinical activities, the student may be subject to random drug testing until graduation from the program.

Confidentiality

The University will take reasonable measures to protect the confidentiality of individual test results and the student's medical history. Drug and alcohol test results will be kept confidential to the extent possible, but the University will comply with applicable federal and state laws and regulations regarding the release of such information.

F. CLINICAL UNIFORM

The following information shall serve as a guide to the students in their selection of appropriate dress for the clinical laboratory settings.

1. Information shall be provided at the beginning of each clinical rotation regarding the nature of appropriate dress for the setting. Example: student uniform, street clothes with lab coat, or some other "uniform" combination of apparel.
2. Complete student uniform consists of the following:
    a. Regulation white and black uniform with school patch on left arm
    b. Name pin/badge with student designation.
    c. White shoes and socks must be worn. Clogs and colored or canvas sneakers are not permitted.
    d. Must carry a bandage scissors and a stethoscope.
3. Business casual may be worn in some clinical facilities; however, "jeans" are not acceptable attire.
4. No open toe shoes. Closed toe and heel shoes required.

5. Hair must be worn off the uniform collar and away from the face. Hairstyles must reflect a professional image.
6. Jewelry worn will include a watch with a second hand, and may also include a wedding band and one set of pierced ear posts. No other jewelry is permitted, including visible body jewelry, including tongue piercings.
7. Fingernails will be short and neatly trimmed. Only clear un-chipped nail polish will be permitted. No nail wraps or tips permitted.
8. Tattoos on the extremities should be covered by uniform clothing.
9. Students who for religious/cultural reasons need a variance to the dress code must speak with Chairperson of School of Nursing and use amended policy below (see next page).

Amended Policy for Religious/Cultural Obligations:

Students can wear regulation uniform top/dress over regulation pants bottom. A long-sleeved shirt is available from the uniform company and may be worn under the uniform top. School arm patch will be attached to regulation uniform top. Regulation lab coat with arm patch will be required for a variety of clinical experiences. If headdress is required, it must be white and may be purchased at the uniform supplier.

G. HEALTH INSURANCE

Full-time and part-time students are required to have health insurance. Applications should be completed at the time of registration. William Paterson University is not responsible for payment of bills incurred if a student must go to the health service of emergency department of a hospital during a scheduled clinical laboratory period.

VI. CLINICAL LABORATORY EXPERIENCES

The nursing program is affiliated with more than 50 cooperating agencies located in Bergen, Essex, Hudson, Middlesex, Morris, Passaic and Sussex counties. These agencies include community and inner city hospitals, public health agencies, mental health clinics and institutions, nursery and day care centers and prenatal clinics.

- Clinical groups may consist of 10 students per faculty member.
- Students are responsible for transportation to off-campus experiences and are encouraged to "car pool". Car-pooling is often required by the clinical agency.
- Students must have a car/transportation for their Public Health experience.
- The variety of clinical agencies and experiences affords students interaction with clients and families of diverse, religious, socioeconomic and cultural backgrounds.

SCHEDULING OF CLINICAL COURSES POLICY

The day and time of the clinical experience is at the discretion of the School of Nursing in collaboration with clinical agency availability. Schedule may include day, evening, and weekend schedules.

CLINICAL ATTENDANCE POLICY

Attendance and punctuality are expected professional behaviors. Nursing students are in training to be professional nurses. Students are expected to attend, be punctual and prepared for all clinical classes. **Therefore:**

Preparation:

1. Students are expected to attend all scheduled clinical meetings.

a) Adhere to the WPUNJ Nursing dress code.
b) Arrive on time – this is 10 minutes before the start time.
c) Complete readings about the altered health states of the patient population.

Lateness:

1. Students who arrive after the scheduled start time of the clinical course (avoidable or unavoidable) will be considered TARDY.

Absence:

1. A missed clinical day, i.e. absence is a serious occurrence. Rare excused absences must be made up.
    a) Should a student be unable to attend clinical the student must
        i. Notify the faculty, by text or phone, not email, at least one hour before the start of the clinical session
        ii. Notify the clinical agency/floor/charge nurse of their absence by phone number provided
        at the beginning of the experience.
        iii. Submit appropriate documentation for the absence to the clinical instructor before they can return to clinical.
    b) Requests for religious accommodations must be communicated to the clinical instructor at the beginning of the semester. These will be addressed as clinical absences.

ONE (1) ABSENCE: Clinical make-up will occur in the campus nursing laboratory equivalent to the number of hours missed.

TWO (2) ABSENCES: The student must present their case in person to the Executive Committee of the School of Nursing. The student may be required to make up the absence. A fee of $50/hour will be used to pay a faculty member to take the student to the clinical area or simulation center, on a non-clinical day (generally on a weekend).

THREE (3) ABSENCES: Mandatory withdrawal/failure from the nursing course.

Appeals: Students may appeal tardiness or absence at any level of occurrence. An appeal must be submitted via email to the Level Coordinator and the Chairperson within 48 hours of the tardiness or absence occurrence. Appeals submitted after 48 hours will not be considered. The appeal will be reviewed by the Chairperson with input from the Executive Committee. The chairperson will notify the student of the outcome of the

deliberation. If the absence or tardiness results in a failure in the course, the student can follow the appeal process found in the Undergraduate Student Handbook: https://www.wpunj.edu/cosh/departments/nursing/assets/pdfs/2020_2_4%20UG%20Handbook%20Revision.pdf

VII. MISCELLANEOUS

CLASSROOM CONDUCT

Students are expected to attend all classes. Cell phones must be on vibrate or turned off during actual class time. No cell phones will be allowed in a classroom during examinations.

E-MAIL COMMUNICATIONS

1. All University and School of Nursing communication is accomplished through the University assigned student e-mail system.

2. Students are advised to use the WPUNJ e-mail/portal and check for information regularly.

3. Students are advised to sign up for alerts to email and phone related to weather related closures. https://www.wpunj.edu/it/technology-services/emergency-notification-information-/

GUIDELINES FOR FORMAL PAPERS

The faculty of the School of Nursing have adopted the American Psychological Association (APA) manual for use in preparation of all formal papers. It can be found in print as the **American Psychological Association Publication Manual** (7th edition). It is also available in the Library at Reference Desk.

NCLEX LICENSURE GUIDELINE AND BOARD OF NURSING POLICIES

Students within the nursing program that have successfully completed the degree and University requirements will have their degree conferred representing a successful completion of the Baccalaureate Nursing degree.

All students in the last semester must complete a Licensure Preparation Class that includes required NCLEX review content and detailed instructions on application requirements for the New Jersey Board of Nursing to receive a nursing license. These requirements include the following:

- Meet the residency requirements for licensure in New Jersey
- Have graduated from a board-approved education program
- Have passed an English proficiency examination if English is not the individual's native language
- Have submitted to state and federal fingerprint-based criminal background checks
- Have not been convicted or found guilty, or entered into an agreed disposition of a felony offense under applicable state or federal criminal law
- Have not been convicted or arrested of any misdemeanor convictions

- If any arrests/convictions, a detailed letter of explanation, relevant police reports, reference letters and if applicable, judgements of convictions, sentencing orders, termination of probation orders, and evidence of rehabilitation.
- Have a valid United States Social Security number

Students are also required to register on Pearson Vue in order to take the NCLEX and will also receive an "Authorization to Test (ATT)" once degree conferral, letter of completion, and school transcripts are received and an NCLEX test date can be scheduled by the student.

It is recommended that students begin the application process prior to graduation as delays may occur. It is also strongly recommended by the School of Nursing that once the ATT is received, NCLEX examination should occur within 3 months for successful pass rate and gainful employment.

VIII. LEARNING CENTER/SIMULATION AREA POLICIES

Hours: 8:00 to 4:00 Monday through Friday (September - June). Summer hours vary. Equipment available for borrowing can be signed out in UNIV Hall 221 during the above hours.

Please utilize the disinfectant wipes to sanitize workstations after use, and 70% Isopropyl alcohol for the manikins. COVID rules and regulations for lab and debriefing rooms are posted in each location. Please review these prior to entering the lab.

Students are responsible for keeping the Basic Skills labs and debriefing rooms neat, orderly and clean. Please throw out all cups, food wrappers, and used supplies in the proper containers prior to leaving the room. All linen must be folded and stored in the linen cart and returned to the storage room at the end of each class or practice session.

Students wishing to practice skills may sign up for an appointment with Director of the NET or the tutors in the NET Center.

Used needles and syringes must be disposed of in the proper red sharps containers. Please empty all fluid from the IV bags into the sink, unless specified otherwise, before throwing it into the trash basket.

Damaged or defective material must be reported to your faculty member, the Learning Center and Clinical Placement Coordinator or the Simulation Coordinator promptly.

Sphygmomanometers are available for overnight practice. They may be sign-out from UNIV Hall 221 for four nights.

Students will be issued a Physical Assessment bag and gown at the beginning of the semesters in NUR 3270 Health Assessment. These are yours to keep. All kits must be checked by the student to ensure they are complete and are in working order before signing them out. Students are responsible for bringing the equipment and gown to lab class as directed by the class schedule and/or their faculty. Students are responsible for keeping their gowns and equipment clean throughout the semester. The following equipment will be in the Physical Assessment bags: sphygmomanometer, stethoscope, tuning fork, percussion hammer, penlight with batteries, gown, and a hand sanitizer. If any of the materials break during the semester, students are responsible for replacing the

material. New batteries can be obtained from UNIV Hall 221 if needed during the semester.

Denver Development Screening Test (DDST) kits may be signed out from UNIVH 221. Students will check the contents of the kit prior to signing out on the sign-out card and sign-out book. Students may borrow the kit for 2 weeks. Following is the list of items in the kit and the replacement cost for each item. Should any of the items listed not be returned, the student will be responsible for paying the replacement cost.

DDST Kits - 2 weeks				
Bell	$4.25		Pencil	$0.50
Bottle	$3.50		Tennis ball	$3.50
Set of blocks	$7.00		Yarn	$2.90
Rattle	$3.00		Raisins	$0.25
Zippered bag	$10.25		Manual	$21.00

Public health bags will be issued to each student at the beginning of their Home Health rotation. These are yours to keep. Students will need to ensure that all equipment are present and in working condition prior to signing them out. Following are the list of materials included in the bag: CPR rescue mask, surgical mask, and hand sanitizer. Should any of the items listed above break during the semester, the student will be responsible for paying the replacement cost. Please contact the Learning Center and Clinical Placement Coordinator for replacement and cost.

If during the rotation the sphygmomanometer breaks, please return it to UNIVH 221 for replacement. If the CPR mask is used on a patient, please inform your clinical faculty so they can notify the Learning Center and Clinical Placement Coordinator to issue a replacement.

All equipment borrowed from the Learning Center/Simulation Area must be returned by the end of the semester. If it is not, the grade for the class that the equipment was borrowed for, will not be posted until the equipment is returned. Students will be participating in Simulation activities during all four Nursing Practice classes. The patient simulators that will be used are very costly and high tech. It is expected that the students will treat the simulators with the same respect that they treat their patients; with tender loving care.

IX. NURSING ENRICHMENT AND TUTORING CENTER (NET) POLICIES

The Nursing Enrichment and Tutoring (NET) Center offers peer tutoring and scheduled faculty workshops, at no cost, to enrich and promote the success of nursing students.

NET information and study links may be accessed on the WPUNJ Nursing home page side bar titled “Student Success-Tutoring Center” and at https://www.wpunj.edu/cosh/departments/nursing/student-success/

NET SERVICES

The NET Peer Tutoring Program has been designed to provide academic and clinical practice for BSN students.

Students who want to improve their course grade or clinical performance are encouraged to use the service.

- Sessions can focus on short-term specific needs such as review for an exam or
- Can be scheduled on an ongoing basis throughout the term and
- Both one-on-one and group tutoring is available
- Sessions are held on line and scheduled in person at the NET

TUTORS

Peer tutors are nursing students who have been recommended by a faculty, have demonstrated academic achievement and have an interest in assisting other students.

REQUEST FOR SERVICE

The services are available for all nursing (NUR) courses. A student may initiate the service for themselves, may be referred by an instructor or may be required to attend as a condition of remaining in the nursing program. To schedule an appointment:

- Complete a "Request for Tutoring" form in UH 220 OR email a request to nur-tutor@wpunj.edu with the following information: name, 855, phone number, UDC level, course seeking assistance, available days and times to meet
- The first session will be scheduled by the Program Coordinator.

GENERAL GUIDELINES

Students:

- Sign in at each session
- Prepare for every tutoring session
- Come with specific questions
- Bring books, notes and grading criteria as appropriate
- Respect the tutor
- Notify Program Coordinator if participation is *required*
- Notify the tutor via email to nur-tutor@wpunj.edu if a session will be missed

Tutors:

- Focus upon student concerns and needs
- Prepare for tutoring session as appropriate

CANCELLATION

Cancellation of tutoring sessions, as well as tardiness, is highly discouraged.

- To cancel or report lateness, email tutor at nur-tutor@wpunj.edu
- Absence or lateness without notification is subject to immediate removal from the schedule.

X. STUDENT PARTICIPATION IN STUDENT ACTIVITIES

A. School of Nursing Committees

Student representatives are invited in the following committees:

A. Assessment & Evaluation - Student representatives (Junior, Senior, and Graduate)
B. Curriculum Committee - Student representatives (Junior, Senior, and Graduate)
C. Graduate Committee – Student representatives (Master's)
D. DNP Committee – Student representatives (DNP)

Student representatives are determined at class meetings in September prior to the first Faculty Organization Meeting. Notice of meeting dates, times and locations will be posted and student representatives receive minutes of their respective meetings. Most committees meet monthly.

B. National Student Nurses' Association (NSNA)

The National Student Nurses' Association is the largest health profession student organization in the United States and the only one for nursing students. As a member, you join a vital, growing association and receive benefits such as Imprint, the official magazine of the association, opportunities for financial assistance, free career planning assistance, and reduced rates on textbooks, magazines and uniforms. Involvement is possible on a National, State and school chapter level.

The purpose of the NSNA is:

- To assume responsibility for contributing to nursing education in order to provide for the highest quality health care.
- To provide programs representative of fundamental and current professional interests and concerns.
- To aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life.

C. Nursing Honor Society: Iota Alpha Chapter of Sigma Theta Tau International

The William Paterson University School of Nursing Honor Society inducts senior students and community members annually. Undergraduate nursing students must have a minimum cumulative grade point average of 3.2. Interested registered nurses who are not members of the college community can also apply as community members. Candidates should demonstrate leadership abilities and provide evidence of scholarly and professional involvement.