# TABLE OF CONTENTS

Academic Advisement .............................................................. 8  
Academic Integrity .................................................................... 10  
Academic Probation & Dismissal ................................................. 13  
Admission Status....................................................................... 7  
Attendance ............................................................................... 22  
Grade Change Policy................................................................. 15  
Clinical Checklist/Procedure for Preceptor Documentation for  
Clinical Placement .................................................................... 48  
Clinical Practicum Placement ..................................................... 23  
Department of Nursing Philosophy .......................................... 5  
Departmental Grading Scale ...................................................... 17  
Educational Support ................................................................. 29  
Email Communication Policy..................................................... 28  
Faculty/Staff Directory .............................................................. 53  
Financial Assistance/Scholarships ............................................ 31  
Grade Appeal Process ............................................................... 14  
Graduate Nursing Clinical Documentation Checklist .................... 46  
Graduate Nursing Student Organization .................................... 29  
Handbook Disclaimer ................................................................ 53  
Health Clearance ..................................................................... 26  
Health Insurance Coverage....................................................... 27  
Honor Pledge ............................................................................ 52  
Incomplete Course Work ......................................................... 19  
Independent Study .................................................................... 18  
Introduction ............................................................................. 3  
Leave of Absence ..................................................................... 18  
Master of Science in Nursing Curriculum .................................. 32  
Mission Statement WPUNJ ....................................................... 3  
Mission Statement Department of Nursing ............................... 5  
Nursing Students Standards of Conduct ................................... 50  
Planning your Program ............................................................. 34  
Practicum/Preceptor Information Sheet ..................................... 43  
Post Masters Adult/Gerontology Nurse Practitioner Certificate .... 39  
Office of Disability Services ..................................................... 30  
Post Masters Adult/Gerontology Gap Analysis ............................ 40  
Post Masters Family Nurse Practitioner Certificate .................... 41  
Post Masters FNP Gap Analysis ................................................ 42  
Responsibilities in the Preceptor Partnership ............................. 23  
Registration and Course Selection ............................................ 9  
Student Course End Evaluation ............................................... 22  
Student Responsibilities ......................................................... 9  
Substitution for Required Graduate Course ............................... 13  
The Master’s Thesis ................................................................. 38  
Time Completion ...................................................................... 16  
Transfer of Credit ................................................................... 13  
Visiting Student Authorization Form ........................................ 49  
Withdrawal from a Course ....................................................... 15  
Withdrawal from the University ............................................... 18  
Written Papers ....................................................................... 27
Introduction

We are providing this Student Handbook in order to inform you of the policies and procedures which will influence your experience in the Graduate Programs of the Department of Nursing at The William Paterson University of New Jersey. Students are expected to be familiar with the contents herein and to abide by these regulations. Ignorance will not diminish accountability with regards to these policies and procedures.

The MSN Graduate Nursing Student Handbook, The William Paterson University Student Handbook and the current William Paterson University Graduate Catalog, all available online, will provide you with the information needed to pursue a successful academic experience as a graduate student. Please obtain a copy of each of these resources to become familiar with the rules and regulations that are binding while you are a graduate student here at William Paterson University.

Student Responsibility

Graduate students are expected to know the requirements for the degree they plan to earn. While the staff and faculty will endeavor to aid in every manner possible, students are responsible for staying informed of current regulations, their status in the graduate program and progress toward graduation.

William Paterson University of NJ
MISSION STATEMENT

Our Mission

William Paterson University of New Jersey is a public institution that offers an outstanding and affordable education to a diverse traditional and nontraditional student body through baccalaureate, graduate and continuing education programs. The University’s distinguished teachers, scholars and professionals actively challenge students to high levels of intellectual and professional accomplishment and personal growth in preparation for careers, advanced studies and productive citizenship. Faculty and staff use innovative approaches to research, learning and student support to expand students’ awareness of what they can accomplish. The University’s graduates embody a profound sense of responsibility to their communities, commitment to a sustainable environment and active involvement in a multicultural world.

VISION: THE UNIVERSITY IN 2022

William Paterson University will be widely recognized as the model of outstanding and affordable public higher education characterized by rigorous academic preparation and a wide array of experiential, co-curricular and extra-curricular opportunities. The University will be
distinctive for nationally recognized programs that prepare its students for the careers of today and tomorrow and known for its support of the personal growth and academic success of a highly diverse student body. It will be an institution of first choice for students committed to transforming their lives and making a difference.

**CORE VALUES**

At the core of everything the University does, the following five values define its ethos and fundamental beliefs:

**Academic Excellence**

As individuals and as an institution, we seek to model and to impart to our students the highest standards of knowledge, inquiry, preparation, academic freedom and integrity, as well as an expanded sense of what an individual can accomplish.

**Creating Knowledge**

We strive to expand the boundaries of knowledge and creative expression in and outside of our classrooms. We help students think imaginatively and critically and encourage innovative solutions to social issues and challenges of ecological sustainability and economic growth and ethical dilemmas confronting our communities, regions, nation and world.

**Student Success**

Students are our reason for being. We judge our effectiveness, progress and success in terms of how well we provide a platform for their personal, intellectual and professional development, enabling them to transform their lives and become civically engaged.

**Diversity**

We value and promote the expression of all aspects of diversity. We maintain a campus culture that welcomes diversity of personal circumstances and experiences and prepares students to become effective citizens in an increasingly diverse, interdependent and pluralistic society.
Citizenship

We challenge our students, faculty, staff and alumni to recognize their responsibility to improve the world around them, starting locally and expanding globally. We offer critical expertise to New Jersey and our region, while our scholarship and public engagement address pressing community needs in the region and beyond in keeping with our public mission.

Approved by the William Paterson University Board of Trustees March 19, 2012

WILLIAM PATERSON UNIVERSITY
COLLEGE OF SCIENCE AND HEALTH
DEPARTMENT OF NURSING

MISSION STATEMENT

The William Paterson University Department 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 Department 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 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 expected to advance nursing practice and the profession.

The goal of education within the department 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.

Rev. 5/89; 5/96; 11/12/07; 2/10; 5/10/13
Master's Degree Program Outcomes

The content in the master's program in nursing is consistent with the mission and philosophy of the Department of Nursing. It is designed to meet the program objectives which are derived from the overall framework guiding curriculum. Upon completion of the program, the graduate is able to meet the program objectives, which reflect the roles of the advanced prepared nurse in practice, education and/or management.

The William Paterson University of New Jersey master's graduate in nursing will be prepared to:

1. Apply advanced knowledge of nursing theories, related sciences and humanities, and methods of inquiry in the delivery of healthcare services.
2. Develop leadership and communicate effectively using the collaborative approach to improve quality care.
3. Analyze changes in the healthcare system through the design and implementation of health related projects that strengthen the outcomes in the healthcare delivery system.
4. Apply evidence, research and theory to improve health services.
5. Apply current health information and technologies to advance the quality and accessibility of care.
6. Advocate for healthcare policies and systems to improve healthcare.
7. Analyze systems responses to health and illness to improve the promotion, restoration, and maintenance of health that reflect respect across diverse cultures.
8. Engage in advanced nursing care to individuals, families, communities, and clinical populations.

ADMISSION STATUS

The following are regulations affecting all graduate students at WPUNJ.

Matriculation Policy
Matriculated students are those who are fully accepted to a degree-granting program.

Admission of Graduate Non-degree Students

The Department of Nursing Graduate Program is currently not accepting any non degree students into the Masters of Science in nursing programs.
ACADEMIC ADVISEMENT

**Academic Advisor Assignment**

When a student is accepted into the master's program the student will be assigned an academic advisor. The student will be notified of his or her advisor's name during new student orientation. All nondegree and visiting students will be advised by the Graduate Program Director.

**Responsibilities of Academic Advisors**

The academic advisement process is essential in order to promote a high quality educational program and to facilitate teaching and learning. This unique process assists in the clarification of goals and encourages continuity of learning throughout the master's program. Academic advisers are valuable resource persons for administrators, faculty, and students. Advisement is seen as a responsibility of both students and faculty.

The responsibilities include:

**After Admission**

1. Review the student's records.
2. Clarify specific career goals.
3. Assist in planning the student's total program including appropriate sequencing and requirements.
4. Clarify expectations of student-faculty roles.
5. Spell out student responsibilities, e.g., record keeping and registration, and provide policy interpretation regarding academic standing.

**Throughout the Program**

1. Speak with student each semester to facilitate registration, e.g., discussion of changes in courses and/or program.
2. Grant approval for registration.
4. Communicate with student regarding academic progress, e.g., discussion of academic standing or problems interfering with study.
5. Refer the student to appropriate resources for assistance with personal or financial problems.
6. Maintain the student's records and update with pertinent data.
7. Note the student's progress on file each semester and as necessary.
8. Note special interviews, phone calls, etc., in student's record.
9. Determine the student's eligibility for awards and honors; recommend the student for awards and honors for which he or she is eligible.
Graduation: Completion of Program

Students who are eligible for graduation are required to complete the application for graduation at: WPCONNECT (http://wpconnect.wpunj.edu/cp/home/login)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Candidates apply no later than September 1</td>
</tr>
<tr>
<td>May</td>
<td>Candidates apply no later than December 1</td>
</tr>
<tr>
<td>August</td>
<td>Candidates apply no later than June 1</td>
</tr>
</tbody>
</table>

Students who have already applied to graduate and need to change their graduation date should go to: WPCONNECT (http://wpconnect.wpunj.edu/cp/home/login)

RESPONSIBILITIES OF THE STUDENTS

Protocol for Advisement and Registration

1. Each student is to make an appointment or speak with their advisor during the advisement period before or during registration.

2. Students will be able to view course offerings and register online by going to: http://www.wpunj.edu/enrolled/ and click on registration.

3. All dropping or adding of courses should be done after consultation between the advisor and student.

Authorizations or permits issued by the Graduate Program Director or Department Chairperson to waive pre-requisites or for entry to a closed course must be claimed by the student registering for the course via Web Registration. The authorizations or permits that are unclaimed by the student will become invalid at the close of program adjustment. If you wish to drop all courses, you must take a Leave of Absence or a formal Withdrawal from the University. Students who need to file a Leave of Absence or Withdrawal from the University must go WPCONNECT https://wpconnect.wpunj.edu/portal/) to file.

Registration and Course Selection

The final responsibility for proper course selection and timely registration rests with the student. Each semester, with the approval of their assigned advisor, students register for courses necessary to progress toward completion of the curriculum in which they are enrolled.
Academic Integrity Policy

I. Standards of Academic Conduct
As an academic institution committed to the discovery and dissemination of truth, William Paterson University expects all members of the University community to 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.

All members of the University community are expected to adhere to the Academic Integrity Policy.

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

A. 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 such actions are intentional or unintentional. Plagiarism also includes submitting, without the consent of the professor, an assignment already tendered for academic credit in another course.

B. Cheating during examinations includes any attempt to (1) look at another student’s examination with the intention of using another’s answers for 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 notebooks, 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.

C. Collusion is working together with another person or persons 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.

D. Lying is knowingly furnishing false information, distorting or omitting data, failing to provide all necessary, required information to the University advisor, registrar, admissions counselor, or professor, for any academically related purpose.

E. Other concerns that relate to the Academic Integrity Policy include such issues as breech of personal security, stolen tests, falsified records, and vandalism of library or other 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.

III. Faculty Responsibilities for Upholding the Academic Integrity Policy

A. Faculty is 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.

B. Ordinarily, in-class tests and final exams should be proctored. Proctoring is defined as having a faculty member or a representative of the faculty present in the room during an exam. 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.

IV. Resolution of Academic Integrity Policy Violations

A. 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 speak with the student within ten (10) school days of the incident to discuss appropriate resolution.

B. After discussing this matter with the student, and if the student accepts the proposed resolution, the student waives his/her right to a hearing. Depending on circumstances, as assessed by the faculty member who has discussed the matter with the student, any of the following penalties may be imposed:

1. Resubmission of the assignment in question
2. Failure of the assignment
3. Failure of the course
4. Withdrawal from the course with no credit received
5. The imposition of other appropriate penalties with the consent of the student
6. Recommendation to the President of suspension or expulsion from the University

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.

C. If the student does not admit to a violation or disagrees with the proposed resolution, he/she must:

1. Speak directly to the faculty member within ten (10) school 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) school days, the student must notify the department chairperson in writing within that ten (10) day period.
2. If, after discussion with the faculty member, the student is not satisfied with the outcome, the student may contact the department chairperson presenting a dated, written, and signed statement describing the specific basis for the complaint. At this time, the student must provide the faculty member with a copy of these written materials.

3. The department chairperson should try to resolve the issue by reaching an agreement by both the student and the faculty member. If the issue is not resolved at the chairperson’s level, the student may request that the chairperson convene the Department Executive Council (or other appropriate department committee)—excluding the faculty members involved—to hear the appeal. The faculty member submits a written, dated, and signed statement of the alleged violation to the council/committee. The student must submit a written, dated, and signed statement describing the basis of the complaint. The accuser assumes the burden of proof. When the faculty member involved is the chairperson, the student may request that the dean of the college convene the Department Executive Council (or other appropriate department committee). The Department Executive Council/Committee submits its recommendation to the chairperson (or college dean, if the faculty member involved is the chairperson).

4. If not satisfied with the Department Executive Council’s (or other appropriate department committee’s) decision, the student may ask the Dean of that college to bring the matter to the College Council. The faculty member submits a written, dated, and signed statement of the alleged violation. The student submits a written, dated, and signed statement describing the basis for the complaint. The accuser assumes the burden of proof. The chairperson of the department concerned does not take part in the final vote (although the written decision from the department chairperson is part of the college record). The College Council’s decision constitutes 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.

5. Each step in the procedure must be initiated within ten (10) school days of the faculty, chairperson, department, or college response. Dated, written, and signed statements are required at each step. Likewise, at each level, the faculty member(s), chairperson, Department Executive Council (or other appropriate department committee), or College Council must complete a review of all pertinent written materials prior to rendering a decision, in writing, within ten (10) school days of receipt of complaint materials. In case the faculty member has been verifiably 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 is not jeopardized and the time constraints will be extended. 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.

6. Each student who registers a complaint with a department 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 received a copy of the procedure and has read and understands it, before the appeal can proceed. In the event the College Council cannot resolve it, the matter is referred to the Dean of Graduate Admissions.
ACADEMIC PROBATION AND DISMISSAL

Every student is responsible for maintaining the required grade point average (3.00) by observing the cumulative totals that appear on each semester’s grade report. The University is under no obligation to forewarn students about academic deficiencies or to alert them in advance of probation or dismissal when their grade point average falls below the required minimum. Any student whose grade point average falls below a 3.0 is automatically placed on probation and may not enroll for more than two additional courses or 6 credits of coursework. A student whose GPA does not reach 3.0 after the completion of these two courses is dismissed from the University. Students dismissed from the University are not extended the privilege of taking courses at the University unless officially reinstated. Dismissal decisions may be appealed in writing to the dean of the college in which the student is enrolled.

TRANSFER CREDIT POLICY

A maximum of 6 credits from other institutions may be credited toward a master’s degree program provided that (1) the student applies for transfer credit at the time of matriculation; (2) the work was taken in graduate courses for graduate credit; (3) the work was taken within the last six years; (4) the grade received was B or better; (5) the work does not duplicate any work, graduate or undergraduate, for which credit was previously given; (6) the work was not applied toward an academic degree at any other institution; (7) the work has been taken at an accredited college or university; (8) the work is applicable to the student’s program.

A current matriculated William Paterson University student may, in some instances, be allowed to take courses off-campus at other institutions as a visiting student and transfer the credit to William Paterson. The student must receive permission from the dean of the college and/or the department chairperson of his/her program of study prior to course registration. These credits are allowed as transfer credit; provisions two through six as stated above remain applicable in such instances. See Visiting Student Authorization form on page 49.

APPROVAL OF A SUBSTITUTION FOR A REQUIRED GRADUATE COURSE

A student may request a course taken at another accredited institution outside the William Paterson University graduate program in nursing to be used as a substitution for a required course. The course must meet all of the following requirements before it can be submitted for approval to the Graduate Program Director: The course must have been taken no more than six years before admission to the graduate program in nursing. The transcript must show a grade of A or B in the course; it must be a graduate-level course; and it must be approved by the faculty teaching the required course at William Paterson University.

A course description and an official transcript are required and should be attached to this petition before it is submitted. Use an Adjustment of Degree Requirements Form, which can be obtained by contacting the Graduate Nursing Department Office, if course is already completed.

When applying in advance of taking the course the student must file a Visiting Student Authorization Form (see page 49). The form must be signed by the Director of the Graduate Program, Department Chairperson and Dean. An official transcript from the College/University
where the course was taken must be sent to William Paterson University, Office of the Registrar, P.O. Box 913, Wayne, NJ 07474-0913.

GRADE APPEAL PROCESS

**Overview**
Any complaints by students concerning their grades should be handled within the structure of the graduate program. The purpose of the following protocol is to ensure due process for all parties. It allows the student to determine if an error has been made in assigning the grade and, alternatively, it provides the instructor with an opportunity to explain why the grade was given.

**Procedure**
Complaints concerning the grading practices of individual instructors should be handled in the following manner:

1. The student must write to the faculty member within 10 working days of the receipt of the grade or after the incident related to the student’s 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 member, 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 making contact with the faculty member, or after meeting with the faculty member, wishes to further pursue the complaint, the student must write to the department chairperson, and request an appointment to discuss the complaint. A copy of all materials originally presented to the faculty member must be provided. The department 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 department 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 this procedure, has read it and understands it before the appeal can proceed.

4. If the complaint is not resolved at the chairperson’s level, and if the student wishes to pursue the complaint, the student must request in writing that the department chairperson convene the Departmental Executive Council (or other appropriate department committee) to hear further appeal. The committee will then submit a decision to the department chairperson. When the faculty member involved is the chairperson, the student may request that the dean of the college convene the Department Executive Council (or other appropriate department committee).

5. If not satisfied with the Departmental Executive Council’s (or other appropriate department committee’s) decision, and if the student wishes to further pursue the complaint, the student
must write to the Dean of that college requesting that the complaint be brought to the College Council for a decision by the department chairpersons of the college concerned. The chairperson of the department concerned will not take part in the final vote. This decision will constitute the University or College’s final decision.

6. The faculty unequivocally have the final responsibility with regard to grade changes.

WITHDRAWAL FROM A COURSE

A graduate student who wishes to withdraw from a course must do so within the established deadlines published in the online Academic Calendar: (http://www.wpunj.edu/academics/academic-calendar.dot). If a graduate student wishes to drop to 0 (zero) credit, a Leave of Absence form must be filed at WP CONNECT (https://wpconnect.wpunj.edu/portal/)

GRADE CHANGE POLICY

A grade is issued only by the faculty member teaching a course and may not 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. Students who would like to challenge a grade should pursue the following procedure, in accordance with due process at each step. Each step in the procedure must be initiated within ten (10) working days of the faculty, chairperson, or departmental response. Dated, written statements are required at each step. Likewise, at each level, the faculty member, chairperson, or Department Executive Council (or other appropriate departmental 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 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 is not jeopardized, and the deadline will be extended. The student should retain a copy of all materials submitted at each level of the appeal process. If the student so chooses, he/she is allowed to appear before the appropriate committee or council at each level of the appeal process

GRADES AND STANDARDS

All graduate students must maintain a 3.0 GPA/B average in order to be considered in good academic standing. The following represents the grading standards for all graduate work at William Paterson University.

A course grade of A indicates an achievement of distinction. It marks work of excellence expressed in an exemplary manner.
A course grade of B indicates the acceptable standard of achievement. It reflects excellence in some aspect of the following areas: completeness and accuracy of knowledge, sustained and effective use of this knowledge, ability to work independently in the specific area, and originality in quality and execution.

A course grade of C indicates the minimum acceptable standard of work for which credit toward the degree can be received. It reflects such factors as familiarity with course content and methods of study, the actual use of such content and methods, participation with a discriminating and active awareness of coursework, and the ability to express one’s knowledge and opinions clearly. A matriculated student who receives three “C” grades (C+ or C) will be dismissed from the program and the University.

A course grade of F indicates that the student has not demonstrated work of sufficient quality and quantity. No grade points.

A course grade of WD (withdrawal) indicates official withdrawal and has no effect on grade point average.

A course grade of IN (incomplete) indicates that the student has not completed all the work required in a course. Unless the work is completed within 30 days immediately following the end of the semester, the IN grade will automatically change to an F.

**TIME LIMIT TO COMPLETION**

A master’s degree, certification, or endorsement program must be completed within a period of six years from the time the student matriculates. The time to completion includes leaves of absences, withdrawals, thesis, and comprehensive examinations. The appropriate college dean must approve requests for extension of time. See specific program requirements unless otherwise indicated.
## DEPARTMENT OF NURSING – GRADUATE PROGRAM

### GRADING SCALE

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>QUALITY POINTS</th>
<th>NUMBER GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>90-100</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>86-89.5</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>80-85.5</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>76-79.5</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>70-75.5</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Below 69.5</td>
</tr>
</tbody>
</table>

Revised: Dept. of Nursing Faculty 1/2010
WITHDRAWAL FROM THE UNIVERSITY

Overview

A withdrawal from the University will not be refused to any matriculated graduate student. The student must complete appropriate withdrawal forms, which remove them from courses without academic penalty. A withdrawal is for an indefinite length of time and is in force until the student chooses to apply for readmission. Withdrawal is not dropping a course. It involves dropping all courses.

Guidelines

Nonattendance of classes does not constitute withdrawal from the University. Graduate students who wish to leave the University during the academic year are required to go to WP CONNECT (https://wpconnect.wpunj.edu/portal/).

Students who withdraw from the University must apply for readmission through the Office of Graduate Admissions & Enrollment Services according to the admissions calendar. Readmission is not automatic; enrollment and other considerations may preclude return during a particular semester.

LEAVE OF ABSENCE

A student wishing to take a leave of absence from studies for one semester or more must file a “Request for a Leave of Absence Form” at WP Connect (https://wpconnect.wpunj.edu/portal/). Additional semesters of leave are permitted upon written request. Students not enrolled for courses or not on official leave must reapply through the Office of Graduate Admissions & Enrollment Services. Semesters on leave of absence are included in the six year time limit to complete the degree.

INDEPENDENT STUDY

Overview

A student may identify an area of interest that he or she wishes to pursue in depth on an individual study basis. The proposal for independent study must be developed with the faculty member who has agreed to provide faculty supervision and be submitted to the Graduate Program Director for approval.

Policy

No more than 3 credits of independent study may be applied toward the Master of Science Degree in nursing.
**Procedure**

Complete the Independent Study Application form (available by contacting the Graduate Nursing Office) and submit it to the Graduate Program Director. The proposal should be submitted to the Graduate Program Director by the middle of the term preceding the one in which the independent study will be pursued. Additionally, a description of project, objectives, strategies for achieving objectives, criteria for evaluation, and number of credits should be submitted with the form. The prepared written proposal must be signed by the faculty supervising the project. The form will be forwarded to the Department Chairperson who if he/she approves of the proposal, will direct it to the Dean for approval. A signature from the Dean will constitute permission for the student to register for the independent study. Student must bring the Independent Study Application to the Office of the Registrar in Morrison Hall.

At the completion of the independent study project, the student must present the completed study or written report to the faculty supervisor for evaluation. Upon successful completion of the independent study project, the student will receive academic credit.

Faculty who agree to supervise independent study do so in addition to their regular course load.

**INCOMPLETE COURSE WORK**

**Overview**

For various reasons, a student may receive an incomplete (IN) in lieu of a letter grade. The following policy ensures a consistent approach to the completion of IN grades. In special cases, the Graduate Program Director and/or the Department Chairperson can and will review petitions from faculty on behalf of a student regarding the policy.

**Policy**

The grade of incomplete (IN) can be granted when the student has not completed the assigned work in a course because of illness or other reasons satisfactory to the instructor. The grade of IN is at the discretion of the instructor. **Unless the work is completed within thirty days immediately following the end of the semester, the IN grade will automatically change to an F.**

A student failing to complete the assigned work to remove the IN will be required to drop the subsequent course. University regulations require the removal of the incomplete within thirty days of the end of the semester. In unusual and compelling situations, an extension may be recommended by the Graduate Program Director and approved by the Dean. A specific plan for completion is required for an extension to be approved as follows.

**Procedure**

The student must discuss his or her request for incomplete status with the instructor. If the incomplete status is acceptable to the instructor, the student obtains the form "Request for Incomplete Status," from the Graduate Program Office, Hunziker Wing, Room 240; the student completes the form as instructed. **See Incomplete Status Form on page 21.**
If an extension of time is required, the student and instructor must inform the Graduate Program Director.
Instructions: (Type or Print legibly)

A student requesting incomplete status in a course should first discuss the matter with the instructor and the faculty advisor. The form should be returned to the Graduate Program Director by the instructor. This form should then be completed and the necessary signatures obtained.

Copies will be made and sent to the student, the instructor, and the student's faculty advisor. On completion of the course, a Change of Grade form must be submitted by the instructor.

Student's name: _______________________ Telephone number (home#): ______________

Address: __________________________________ (business #): ______________________

Student I.D. number: _________________ Faculty advisor: ________________________

Semester: __________________________ Year: _________________________________

Course number: _________________ Course title: ___________________________

Date incomplete is to be removed: ______________________

Reason for requesting incomplete status:

(If more space is needed, use other side or attach additional page)

AGREEMENT BETWEEN STUDENT AND INSTRUCTOR REGARDING THE DATE AND CRITERIA FOR REMOVAL OF THE INCOMPLETE GRADE

Faculty comments:

(Student's signature) ____________________________________________________________

(Instructor's signature) _________________________________________________________

(Date) ______________________
ATTENDANCE

Students are expected to attend regularly and punctually all classes, laboratory periods and other academic exercises. Students are responsible for all work required in courses. The instructor shall determine the effect of absences upon grades and may permit or deny the privilege of making up work, including examinations, within the time limits of the semester.

In the event of a prolonged absence, a student is advised to consult with the Office of Graduate Admissions & Enrollment Services, Morrison Hall 139, 973-720-3577.

STUDENT COURSE END EVALUATION

Overview

At the end of each semester students are required to complete an online Course End Evaluation Form which will be provided by the faculty teaching the course. The evaluation is of the course itself and not the faculty teaching the course. The student’s evaluation of course(s) assures maintenance of quality in the curriculum. Student input is valued as a means to revise and update courses in the graduate program.
CLINICAL PRACTICUM PLACEMENT

Overview

You are encouraged to seek out a preceptor and a potential site for your practicum experience. The preceptor must be willing and able to oversee your practicum experience in the location you choose appropriate to the role. Students are required to fill out a Preceptor Information Form. Please include the name, title and credentials of the prospective preceptor when filling out this form. If you are unable to propose such an arrangement, please contact our office and a preceptor and practicum experience may be made with your collaboration. Any changes, additions/deletion of clinical preceptors must be sent to Elaine, Program Assistant, by email at: vuoncinoe@wpunj.edu. Changes after the deadline may take an additional two months to complete the agreements and confirmation. Deadline dates for submission of Preceptor Information Sheets are as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Semester</td>
<td>Oct. 31</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>March 31</td>
</tr>
<tr>
<td>Fall Semester</td>
<td>May 31</td>
</tr>
</tbody>
</table>

Upon receipt of the Preceptor Information Form, for AGPN and FNP students, Elaine will forward to the lead NP coordinator for approval of the clinical site/preceptor. For education and administration students, the Director of the Graduate Program will review preceptors/placements. Upon approval, a letter, preceptor certification of clinical placement form, course outline and responsibilities in the preceptor partnership will be sent to the clinical preceptor and/or agency. **Until the signed preceptor certification of clinical placement form is returned to our office, students are NOT to start their clinical.** These agreements are considered as “contracts” between WPUNJ and the clinical preceptor/agency. It is the responsibility of the student to follow this process. Call or email Elaine in the Graduate Nursing Office (973-720-3511 or vuoncinoe@wpunj.edu) as to whether the preceptor/agency has sent back their preceptor certification of clinical placement form.

In addition, it is the responsibility of students to show proof of compliance on the Nursing Clinical Documentation Checklist forms required for clinical placements every semester by the first day of the seminar/clinical. The documentation is to be submitted to the faculty teaching the seminar. Generally, the clinical preceptor/agency does not ask for documentation but at times, they have requested them. You are **not** permitted to start clinical without full compliance to the clinical requirements. These forms can be found on the WPUNJ.edu link.

Upon completion of the course, you must submit to the faculty teaching the seminar all completed logs (with clinical hour verification), preceptor/site evaluations, and evaluation of personal learning objectives. You will not receive a grade in the course until the submission and course requirements are completed.

RESPONSIBILITIES IN THE PRECEPTOR PARTNERSHIP

The student, preceptor, and faculty have equal responsibility for providing a quality learning experience in the practicum. There are, however, specific responsibilities for each participant. This is necessary to promote student progress and role expectations. A pre-practicum meeting with the student and preceptor facilitates mutual understanding of the responsibilities of all parties. These responsibilities are identified as follows:
Student Responsibilities

1. Participates in selection of qualified preceptor(s).
2. Develops and completes an informal learning contract in accord with William Paterson University course objectives and agency policies.
3. Attends and participates appropriately in agency orientation, e.g. HIPPA requirements and activities that promote attainment of the learning objectives.
4. Maintains on-going student-preceptor relationship for duration of the practicum.
5. Keeps faculty informed of progress related to course objectives.
6. Keeps faculty informed of advanced practice nurse role progress.
7. Seeks faculty consultation on appropriate issues.
9. Submits practicum experience logs/narratives to faculty in a timely manner.
10. Completes assignments as identified in the course syllabus.
11. Completes required practicum hours with preceptor.

Preceptor Responsibilities

2. Uses theories of adult instruction and learning in the education of the student.
3. Provides experiences that reflect the role of advanced practice nurse, manager/administrator and educator as defined by the needs of the client population and expertise of the preceptor.
4. Supervises students' learning experience.
5. Maintains an on-going supervisory relationship for the duration of the practicum which promotes students' use of advanced specialized knowledge.
6. Guides student in the selection of agency activities that promote students' progress in the role of the advanced practice nurse, administrator and/or educator.
7. Encourages student involvement in the identification of research problems, collaboration with nurse researchers, and utilization of research findings among staff.
8. Communicates with faculty relative to student progress and facilitate faculty observation of student.
9. Guides student in achieving goals relative to the informal learning contract and participate in the evaluation of those goals.

Faculty Responsibilities

1. May recommend a qualified preceptor (with student participation)/clinical placement.
2. Approves a student-preceptor learning contract.
3. Maintains communication with student and preceptor in relation to student progress and a minimum of one site visit with student and preceptor.
4. Encourages student scholarly inquiry through the use of nursing and related research in clinical practice, management/administration, or education tracks.
5. Facilitates student/faculty seminar discussions of advanced specialized practice.
6. Facilitates seminar discussions relative to the role of the advanced practice nurse, manager/administrator or educator.
7. Assess and evaluate student progress with input from student and preceptor.
8. Reviews student practicum experiences/logs/narratives with feedback.
9. Assures completion of practicum hours and submits logs/narratives at the end of the semester and submits this to the Graduate Program Assistant.
10. Complies with University and department assessments.
11. Submits a grade for the student at the end of the semester.

The Checklist/Procedure for Preceptor Documentation for Clinical Placement provides you with clear instructions to complete the requirements (pg. 48).
Health Clearance

Procedure

1. Students will be emailed a Nursing Clinical Documentation Checklist requesting the following information to be submitted to the instructor teaching the course at their first meeting.

2. The student must hold a current RN licensure in the state in which the practicum takes place. The graduate student practices under his or her own license. Copies of current individual professional liability insurance or school nurse practitioner liability insurance must be available for presentation upon request submitted to the Graduate Nursing Department (Hunziker Wing 240) to be kept in the student’s file.

3. All graduate students must receive health clearance from the WPUNJ Health & Wellness Center prior to beginning practicum courses. The faculty teaching the clinical course will view the online system to see if the student has been cleared by the Health & Wellness Center.

Please submit all documentation to Carola Gremlich in the Health and Wellness Center. You must be cleared by the WPU Health and Wellness Center in Overlook South (between Matelson and White Hall). You must contact the Health Center as soon as possible whether or not you desire to obtain a physical examination by a Nurse Practitioner, with lab work done at St. Joseph’s Wayne Hospital. If you have any additional questions please contact Carola Gremlich at 973-720-2361 or by email at gremlichc@wpunj.edu. The Health and Wellness Center is open for clinical clearance Monday – Wednesday - Friday 8:30 AM – 4:30 PM and Thursday 8:30 AM – 6:30 PM. Remember to have all of your materials collected before you contact the Center and be aware that the results of lab work and the two step Mantoux test take at least 3 weeks.

Your instructor will also need a copy of the face sheet of your malpractice insurance (including a student nurse practitioner rider, by contacting your malpractice insurance company) and proof that your NJ nursing license is current. These materials are due on the first day of class.

4. All students are required to be currently BLS Certified (American Heart Association) as health care providers.

5. Completed Criminal Background check which can be obtained by going to: www.CertifiedBackground.com and click on “Applicants”, and then on “Order Now”. In the Package Code box, enter package code WI21 (that’s W I (as in Island 2 1) Select a method of payment. They accept Visa, MasterCard and money orders for payment.

6. Urine/Drug Screening IS REQUIRED FOR ALL ANP AND FNP STUDENTS ONLY IF THE FACILITY WHERE YOUR CLINICAL TAKES PLACE REQUIRES A URINE/DRUG SCREENING.
A mandatory initial urine drug screen is required by all nursing students prior to the beginning of the first semester in which a clinical laboratory takes place. Order package code Wi22 from www.CertifiedBackground.com. In 1 – 2 business days students should receive an e-mail from Support@FormFox.com. The subject may be: *Form Fox Authorization For “your name”* this will give you the location of the testing center nearest your address, print and bring the form to the sampling site with you. If you do not receive the e-mail check your spam folder. If it does not appear in a reasonable amount of time or you require a different testing site call Certified Background.com at the customer service telephone number available from their website. The lab will require a picture ID. The screening is required before your initial Clinical Clearance Form can be issued by the Health and Wellness Center. *Requests for urine drug screening will incur an additional fee payable by the student*

**Health Insurance Coverage**

*Policy:*

All nursing students in a clinical lab course are required to have health insurance. All students must provide documentation of health insurance coverage.

**WRITTEN PAPERS**

*Overview*

The faculty of William Paterson University, Department of Nursing believe that scholarship in written communications is essential for the advancement of the profession and recognize the need for improving the quality of students' written work during the educational process. The following guidelines for both students and faculty provide direction for the preparation of scholarly written assignments and a consistent standard for evaluation of students' assignments.

*Standards*

The manual of style to be used in the preparation of all submitted written assignments, e.g., term papers, and clinical papers, is the "Publication Manual of the American Psychological Association" (current edition). The manual of style must be identified in the bibliography of all submitted written assignments. Students must submit original work. Sources of documentation and/or quotations must be acknowledged according to APA style. Omission of proper documentation is plagiarism. Plagiarism is cause for disciplinary action. See Academic Integrity in the student handbook.

It is the prerogative of individual faculty members to outline additional requirements for written assignments. When additional requirements are imposed, they will be given in writing, in conjunction with the guidelines for the assignment.
Email

Due to the new FERPA (Family Educational Rights and Privacy Act) we can only contact students via their WPUNJ student email address.

It is the student’s responsibility to check their WPUNJ email on a regular basis. All group emails will also be sent to the student’s WPUNJ email address.

Email Communication Policy

There is an increasing need for fast and efficient communication with currently enrolled students in order to conduct official business at William Paterson University. Each student is issued a unique University ID number (855 ID) and an email account for use throughout the time the student is enrolled for classes at the University. Accordingly, email is a formal communication by the University.

Email shall be considered an official form of communication by William Paterson University unless otherwise prohibited by law. The University reserves the right to send official communications to students by email with the full expectation that students will receive email, read these emails and respond accordingly in a timely fashion.

Official University email accounts are created for all accepted students and will be treated as directory information. The domain name for an official University email account is “@student.wpunj.edu”. Official University communications will be sent to students’ official University email addresses.

Students are expected to check their email on a frequent and consistent basis in order to stay current with University-related communications. Students must insure that there is sufficient space in their email accounts to allow for email to be delivered. Students have the responsibility for recognizing that certain communications may be time-critical. Emails being returned due to “Mailbox Full” or “error Forwarding” messages are not acceptable excuses for missing official University communications via email.

Students who choose to have their email forwarded to a private (unofficial) email address outside the official University network address do so at their own risk. The University is not responsible for any difficulties that may occur in the proper or timely transmission or access of email forwarded to any unofficial email address, and any such problems will not absolve students of their responsibility to know and comply with the content of official communications sent to students’ official William Paterson University email addresses.
GRADUATE NURSING STUDENT ORGANIZATION (GNSO)

**Overview**
Student representatives from the Graduate Program are non-voting members of the following faculty committees:

- Curriculum Committee
- Appointment Committee
- Assessment Evaluation Committee
- Graduate Program Committee

The Graduate Nursing Student Organization is the focal point for student participation in the governance of the Graduate Program in Nursing, and the Student Government Association of the University.

**Procedure**

1. Student becomes a member upon enrollment in graduate course in the nursing program.
2. Each year students will be elected to hold executive, committee, and representative offices within the GNSO.
3. Students will plan and implement seminars and programs related to graduate student needs and interests. There will be a minimum of two such activities each year.
4. The Graduate Program Director will serve as advisor to the GNSO.
5. The President of the GNSO will serve as the representative to the Graduate Program Advisory Group.
6. The President or delegate will serve as liaison to the Student Government Association.

**EDUCATIONAL SUPPORT**

The Educational Support Program (ESP) has been an established part of the Graduate Program in the Department of Nursing since 1999. It reflects a commitment to support graduate students toward the successful completion of the program in nursing. Any student may use the ESP as a resource to assist in their academic success at William Paterson University. The program is coordinated by a mastered prepared nurse.

**General Service**

ESP services primarily assist students by offering academic writing assistance and serves as a referral resource to other university services that facilitate academic success.

Renee F. Pevour, RN, MS, AOCN is available at Hunziker Wing 103 or pevourr@wpunj.edu or telephone 973-720-3516. Helpful information [http://www.wpunj.edu/cosh/departments/nursing/student-success/](http://www.wpunj.edu/cosh/departments/nursing/student-success/)

**Cost**

There is no cost for utilizing ESP services
**ESP Writing Assistance**
- Assistance with developing an outline to answer the question to be addressed
- Term paper organization as it relates to nursing.
- Direction for grammar and style resources for self improvement
- Does not include proofreading or editing

**ESP and Strategies for Success**
- **Appointments must be made at least one week in advance to discuss test taking strategies, time management, reading techniques, methods for good note taking, an evaluation of study habits, test taking strategies and managing anxiety and stress.**
- SPSS Workshops are arranged on a Saturday or evenings to accommodate the graduate student’s schedule.

**Other University Support Services**
- **Academic Success Center**, Raubinger Hall Lower Level, offers tutoring in a variety of general education courses. Students in the Master’s program utilize the faculty tutors for increasing understanding statistics. [http://www.wpunj.edu/academics/asc/](http://www.wpunj.edu/academics/asc/)

- **Writing Center**, Atrium room 120. Students are assisted with general strategies for term paper construction and often gain specific direction for repeated writing problems. The Center does not provide proofreading or editing services. [http://www.wpunj.edu/cohss/departments/english-writing-center.dot](http://www.wpunj.edu/cohss/departments/english-writing-center.dot)

- **Science Enrichment Center**, Science Hall 3054, has coordinated efforts to assist master’s students seeking extra learning in and science course including advanced pathophysiology and pharmacology. [http://www.wpunj.edu/sec/vsec/](http://www.wpunj.edu/sec/vsec/)

- **Students of Life**, One-on-one mentoring to improve performance on written assignments. Call for an appointment at 973-720-3690 or email at [www.wpunj.edu/ica/sol/](http://www.wpunj.edu/ica/sol/)

- **Office of Disability Services (ODS)** is to assist students with documented disabilities by providing reasonable accommodations and services that ensures equal access to all programs, activities, and related benefits of the University’s educational and professional programs. Call for an appointment at 973-720-2853
FINANCIAL ASSISTANCE/SCHOLARSHIPS

1. There are various financial assistance programs for which the student can apply using a **Free Application for Federal Student Aid**, which is described in the University Catalog.

2. Applications for Graduate Student Assistantships are available in the Office of Graduate Admissions and Enrollment, Morrison Hall, or online at: [http://www.wpunj.edu/admissions/graduate/](http://www.wpunj.edu/admissions/graduate/)

3. For information regarding additional scholarship programs that are available, contact the Graduate Program in Nursing Office or consult the Graduate Program Bulletin Board outside of Hunziker Wing 106.

4. The Tuition Installment Plan (TIP) enables students or their families to pay interest-free monthly installments on their account toward their tuition, fees, room and board expenses. ([http://www.wpunj.edu/studentaccounts/bill-and-payment-center/paymentplan.dot](http://www.wpunj.edu/studentaccounts/bill-and-payment-center/paymentplan.dot)) Enrollment is quick, easy and affordable for students and families.

   Many students and families find monthly installments more manageable than one lump payment each semester. The installment plan is not a loan. Therefore, there are no credit checks. It is available for the fall, spring and summer for four, three and two monthly installments (this payment plan is not available for the winter session). You can schedule automatic monthly payments right from your personal checking or savings account. Students need to enroll each semester for the payment plan. There is a small enrollment fee of $25 each semester. Late payments may result in additional fees.
# William Paterson University - Graduate Nursing Program
## MSN Program Curriculum

### CORE COURSES (21 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 5001</td>
<td>Theoretical Foundations for Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 5081</td>
<td>The Role of the Advanced Practice Nurse</td>
<td>3</td>
</tr>
<tr>
<td>NUR 5701</td>
<td>Population Health, Legislation and Social Policy</td>
<td>3</td>
</tr>
<tr>
<td>NUR 6021</td>
<td>Nursing Research Strategies: Translational Science</td>
<td>3</td>
</tr>
<tr>
<td>NUR 6041</td>
<td>Advanced Nursing Practicum I *</td>
<td>4 (170 hours)</td>
</tr>
<tr>
<td>NUR 7251</td>
<td>Advanced Nursing Role Practicum</td>
<td>4 (170 hours)</td>
</tr>
<tr>
<td>NUR 7031</td>
<td>Thesis Seminar</td>
<td>1</td>
</tr>
</tbody>
</table>

### ADULT/GERONTOLOGY NURSE PRACTITIONER TRACK (19 credits)

#### APRN Core Courses

#### Specialization Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR/BIO 5461</td>
<td>Advanced Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>NUR 6001</td>
<td>Advanced Health Assessment of the Adult Client</td>
<td>3</td>
</tr>
<tr>
<td>NUR 6011</td>
<td>Advanced Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>NUR 6111</td>
<td>Advanced Practice Nursing I</td>
<td>3</td>
</tr>
<tr>
<td>NUR 6121</td>
<td>Advanced Practice Nursing II</td>
<td>3</td>
</tr>
<tr>
<td>NUR 7011</td>
<td>Advanced Nursing Practicum II</td>
<td>4 (170 hours)</td>
</tr>
</tbody>
</table>

**Total credits** 40

**Total supervised hours** 510

### FAMILY NURSE PRACTITIONER TRACK (21 credits)

#### APRN Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 5461</td>
<td>Advanced Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>NUR 6001</td>
<td>Advanced Health Assessment of the Adult Client</td>
<td>3</td>
</tr>
<tr>
<td>NUR 6011</td>
<td>Advanced Pharmacology</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Specialization Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 6111</td>
<td>Advanced Practice Nursing I</td>
<td>3</td>
</tr>
<tr>
<td>NUR 6121</td>
<td>Advanced Practice Nursing II</td>
<td>3</td>
</tr>
<tr>
<td>NUR 6130</td>
<td>Advanced Practice Nursing III</td>
<td>3</td>
</tr>
<tr>
<td>NUR 6211</td>
<td>Advanced Health Assessment of the Pediatric and Childbearing Client</td>
<td>1</td>
</tr>
<tr>
<td>NUR 7011</td>
<td>Advanced Nursing Practicum II</td>
<td>4 (170 hours)</td>
</tr>
<tr>
<td>NUR 7070</td>
<td>Advanced Nursing Practicum III</td>
<td>4 (170 hours)</td>
</tr>
</tbody>
</table>

**Total credits** 48

**Total supervised hours** 680
**EDUCATION TRACK (18 credits)**

Core Courses (except NUR 6041) 18

**Specialization Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 6050 Curriculum Development</td>
<td>3</td>
</tr>
<tr>
<td>NUR 6061 Classroom Teaching Strategies</td>
<td>4</td>
</tr>
<tr>
<td>NUR 7060 Clinical Teaching Strategies</td>
<td>3</td>
</tr>
<tr>
<td>NUR 5461 Advanced Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>NUR 6001 Advanced Health Assessment of the Adult Client</td>
<td>3</td>
</tr>
<tr>
<td>NUR 6011 Advanced Pharmacology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits** 36

**Total Supervised Hours** 215

**ADMINISTRATION TRACK (15 credits)**

Core Courses 21

**Specialization Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 6070 Principles of Nursing Administration</td>
<td>3</td>
</tr>
<tr>
<td>NUR 6080 Financial Mgmt of Community Agencies</td>
<td>3</td>
</tr>
<tr>
<td>MBA 6120 Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MBA 6160 Organizational Behavior &amp; Comm</td>
<td>3</td>
</tr>
<tr>
<td>MKT 6080 Marketing Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credits** 36

**Total Supervised Hours** 340

*Not required by students in Education Track effective Fall 2014*
## PLANNING YOUR PROGRAM

### WILLIAM PATERNSON UNIVERSITY 
DEPARTMENT OF NURSING 
GRADUATE PROGRAM

## ADULT/GERONTOLOGY NURSE PRACTITIONER Track - 40 credits (510 HOURS) 
**Full Time Curriculum**

<table>
<thead>
<tr>
<th>Students entering Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
</table>
| NUR 5001- Theoretical Found. For Nursing  
*NUR 5081- The Role of the APN  
NUR 5461 -Adv. Pathophysiology | *NUR 5701- Population Health legislation and Social policy  
NUR 6001- Adv. Health Assessment  
*NUR 6011- Adv. Pharmacology | |
| 9 credits | 9 credits | |
| NUR 6021- Nsg. Research Strategies  
NUR 6041-Adv. Nsg Practicum I  
NUR 7011-Adv. Nsg Practicum II  
NUR 7031-Master’s thesis | NUR 7251-Adv. Nsg Role Practicum |
| 10-credits | 8-credits | 4 credits |

<table>
<thead>
<tr>
<th>Students entering Spring</th>
<th>Summer</th>
<th>Fall</th>
</tr>
</thead>
</table>
| NUR 5001- Theoretical Found. For Nursing  
*NUR 5081- The Role of the APN  
NUR 6001- Adv. Health Assessment  
NUR 6111-Adv. Nsg I |
| 9 credits | 3 credits | 9 credits |
| NUR 6021- Nsg. Research Strategies  
NUR 6041-Adv. Nsg Practicum I  
NUR 7031-Master’s thesis | NUR 7251-Adv. Nsg Role Practicum |
| 10-credits | 5-credits | 4-credits |

- **Online course (Bold)**
## Part-time Curriculum- AGNP Track

<table>
<thead>
<tr>
<th>Students entering Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
</table>
| NUR 5001- Theoretical Found. For Nursing  
| **6 credits** | **6 credits** | **4 credits** |
| *NUR 5081- The Role of the APN  
NUR 6110- Adv. Nsg I | *NUR 5701-- Population Health legislation and Social policy  
NUR 6121- Adv. Nursing II | |
| **6 credits** | **6 credits** | **4 credits** |
| NUR 6021- Nsg. Research Strategies  
NUR 7251- Adv. Nsg Role Practicum | |
| **7 credits** | **5 credits** | **40 credits** |

- **Online course**

<table>
<thead>
<tr>
<th>Students entering Spring</th>
<th>Summer</th>
<th>Fall</th>
</tr>
</thead>
</table>
| NUR 5001- Theoretical Found. For Nursing  
*NUR 5081- The Role of the APN* |
| **6 credits** | **3 credits** | **6 credits** |
| NUR 6120- Adv. Nsg II  
NUR 6021- Nsg. Research Strategies |
| **6 credits** | **4 credits** | **6 credits** |
| NUR 7011- Adv. Nsg Practicum II  
NUR 7031- Master’s thesis | NUR 7251- Adv. Nsg Role Practicum | |
| **5 credits** | **4 credits** | **40 credits** |

- **Online course (Bold)**
### FAMILY NURSE PRACTITIONER TRACK- 48 credits (680 HOURS)

#### Full Time Curriculum

<table>
<thead>
<tr>
<th>Students entering Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 5001- Theoretical Found. For Nursing</td>
<td>*NUR 5701- Population Health legislation and Social policy</td>
<td>NUR 6001- Adv. Health Assessment</td>
</tr>
<tr>
<td>*NUR 5081- The Role of the APN</td>
<td>NUR 6010- Adv. Pharmacology</td>
<td>*NUR 6010- Adv. Pharmacology</td>
</tr>
<tr>
<td>9 credits</td>
<td>9 credits</td>
<td></td>
</tr>
</tbody>
</table>

- Online course (Bold)

<table>
<thead>
<tr>
<th>Students entering Spring</th>
<th>Summer</th>
<th>Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>*NUR 5081- The Role of the APN</td>
<td></td>
<td>NUR 6001- Adv. Health Assessment</td>
</tr>
<tr>
<td>NUR 5461- -Adv. Pathophysiology</td>
<td>9 credits</td>
<td>NUR 6021- Nsg. Research Strategies</td>
</tr>
<tr>
<td>9 credits</td>
<td>3 credits</td>
<td>NUR 6012- Adv. Nsg II</td>
</tr>
<tr>
<td>*NUR 5701- Population Health legislation and Social policy</td>
<td>10-credits</td>
<td>NUR 6130 Adv. Nursing III</td>
</tr>
<tr>
<td>NUR 6112-Adv. Nsg II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10-credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 6210 Adv. Health Assess FNP</td>
<td>5 credits</td>
<td></td>
</tr>
<tr>
<td>NUR 7070-Adv Nsg Practicum III</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 credits</td>
<td>4 credits</td>
<td>48 credits</td>
</tr>
</tbody>
</table>

- Online course (Bold)
### Part-time Curriculum - FNP Track

<table>
<thead>
<tr>
<th>Student entering Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 credits</td>
<td>6 credits</td>
<td>4 credits</td>
</tr>
<tr>
<td>NUR 6111 - Adv. Nsg I</td>
<td>*NUR 5701 - Population Health legislation and Social policy</td>
<td></td>
</tr>
<tr>
<td>6 credits</td>
<td>6 credits</td>
<td>4 credits</td>
</tr>
<tr>
<td>NUR 6210 Adv. Health Assess FNP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 credits</td>
<td>5 credits</td>
<td>4 credits</td>
</tr>
<tr>
<td>NUR 7251 Adv. Nsg Role Practicum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 credits</td>
<td></td>
<td>Total- 48</td>
</tr>
</tbody>
</table>

- Online course (Bold)

### Students entering Spring

<table>
<thead>
<tr>
<th>Summer</th>
<th>Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 5001 - Theoretical Found. For Nursing</td>
<td>NUR 6001 - Adv. Health Assessment</td>
</tr>
<tr>
<td>6 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td>*NUR 5701 - Population Health legislation and Social policy</td>
<td>NUR 6041 - Adv. Nsg Practicum I</td>
</tr>
<tr>
<td>6 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td>NUR 7031 - Master’s thesis</td>
<td>NUR 6021 - Nsg. Research Strategies</td>
</tr>
<tr>
<td>6 credits</td>
<td>6 credits</td>
</tr>
</tbody>
</table>

- Online course (Bold)
THE MASTERS THESIS  
NUR 7031

This one-credit, pass/fail course provides the formal process of review and advisement for the Master’s Thesis. Each course section will be limited to 3 students and may meet for 50 minutes per week or as scheduled to meet needs of the student in data collection, analysis and final preparation of the thesis project. The student will earn a pass (P) this course when the agreed upon objectives and the criteria are fulfilled or partially fulfilled. The course may be retaken two times. Students are urged to consult with their thesis advisor well in advance of the semester in which NUR 7031 is taken.

Summary of the Thesis Project Options

The thesis requirement can be satisfied by successfully completing one of three available options: the research project, the clinical project, or a grant proposal. The individual’s interest and topic should drive the decision as to which option is the best choice. For each option, a final report written according to the WPU Department of Nursing standards and APA format, is submitted for evaluation and grading. Additional information on each option follows in subsequent sections.

1. The Research Project allows the student to develop a proposal and in some cases to complete a research project. The proposal fully describes the study to be conducted. The student carries out the research design including data collection and data analysis.

2. The Clinical Project provides the opportunity to develop a meaningful clinical project of evidenced-based clinical protocol related to patient care, administration or education. Using consultation to identify a clinical nursing problem, the student designs and in some cases institutes an intervention, clinical protocol or care delivery system, etc. and evaluates its effectiveness.

3. The Grant Proposal allows the student to develop the skill of grant writing. Grants will be written to address a clinical, management or educational problem. Students will identify the source of the funding and meet the criteria proposed by the funding agency. Additional criteria may be added by the thesis advisor to make this comparable to the above options.
Post Masters Adult Gerontology Nurse Practitioner
Certificate Program

The Program

The program is designed for professional registered nurses who have previously earned a Masters degree with a major in nursing and who now want to become certified as Adult Gerontology Nurse Practitioners. Students in the certificate program will complete the necessary theory and practicum course requirements in this track in order to be eligible to sit for the Adult Nurse Practitioner certification examination (American Association of Nurse Practitioners or American Nurses Credentialing Center). The Graduate Program is accredited until 2015 by the Commission of Collegiate Nursing Education, One DuPont Circle, NW, Suite 530, Washington, DC 20036, telephone: 202.887.6791.

Admission Requirements

Completion of non degree application to the Office of Graduate Admission and Enrollment Services and fee

- Submission of official transcript of a MSN degree in nursing
- Copy of current NJ RN license
- Interview with the Graduate Nursing Program Director

Requirements

The current MSN in the adult gerontology nurse practitioner requires 40 credits. Students in the certificate program will need to complete a minimum of 27 credits. A gap analysis of your masters courses will be reviewed.

Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 5461</td>
<td>Advanced Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>NUR 6001</td>
<td>Advanced Health Assessment of the Adult Client</td>
<td>3</td>
</tr>
<tr>
<td>NUR 6011</td>
<td>Advanced Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>NUR 6041</td>
<td>Advanced Nursing Practicum I</td>
<td>4</td>
</tr>
<tr>
<td>NUR 6111</td>
<td>Advanced Practice Nursing I</td>
<td>3</td>
</tr>
<tr>
<td>NUR 6121</td>
<td>Advanced Practice Nursing II</td>
<td>3</td>
</tr>
<tr>
<td>NUR 7011</td>
<td>Advanced Nursing Practicum II</td>
<td>4</td>
</tr>
<tr>
<td>NUR 7251</td>
<td>Advanced Nursing Role Practicum</td>
<td>4</td>
</tr>
</tbody>
</table>

A total of 510 supervised clinical hours are required for AGNP

Students may be required to complete NUR 5081, The Role of the APN (3) credits, as an additional prerequisite if they have not completed a graduate level role course.

Students in the certificate program will attend classes with current master’s students. Upon completion of the required coursework, the certificate student will be eligible to sit for the certification examination and upon passing, to apply for an advanced practice nursing license in the state of New Jersey.

For additional information or applications, Contact:

Office of Graduate Admissions & Enrollment Services
Morrison Hall
Wayne, NJ 07470  973-720-3641
# Department of Nursing - Graduate Program

Post Masters Adult/Gerontology Nurse Practitioner Program

## Gap Analysis

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>List Required courses for the desired NP area of practice</th>
<th>List courses from transcript that satisfy required courses listed in column 1</th>
<th>Type and number of clinical experiences needed by student</th>
<th>Coursework to be completed by the student for the Certificate</th>
<th>Course- Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 5081 – The Role of the APN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 5461 – Adv. Pathophysiology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 6001 – Adv. Health Assessment of the Adult Client</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 6010 – Adv. Pharmacology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 6111 – Adv Practice Nursing I</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 6121 – Adv Practice Nursing II</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 6041 – Adv Nursing Practicum I</td>
<td>170 hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 7011 – Adv Nursing Practicum II</td>
<td>170 hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 7251 – Adv Role Practicum</td>
<td>170 hours</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

Signature (NP Lead Coordinator) ____________________________________________________  
Certificate Awarded: Date_________________________________________________________

Signature (Program Director) _____________________________________________________

40
Post Masters Family Nurse Practitioner Certificate Program

The Program

The program is designed for professional registered nurses who have previously earned a Masters degree with a major in nursing and who now want to become eligible to be certified as a Family Nurse Practitioner. Students in the Post - Masters Certificate Program will complete the necessary theory and practicum course requirements in the track in order to be eligible to sit for the Family Nurse Practitioner certification examination (American Association of Nurse Practitioners or American Nurses Credentialing Center). The Graduate Program is accredited until 2015 by the Commission of Collegiate Nursing Education, One DuPont Circle, NW, Suite 530, Washington, DC 20036, telephone: 202.887.6791.

Admission Requirements:

- Completion of application and fee
- Official transcript of MSN degree
- Copy of NJ registered license
- Interview with graduate program director

Requirements: The current MSN in the FNP program requires 48 credits. Students in the certificate program will need to complete a minimum of 35 credits. A gap analysis of your previous masters courses will be reviewed.

Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 5461 - Advanced Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>NUR 6001 - Advanced Health Assessment</td>
<td>3</td>
</tr>
<tr>
<td>NUR 6011 – Advanced Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>NUR 6041 - Adv. Nursing Practicum I</td>
<td>4</td>
</tr>
<tr>
<td>NUR 6111 - Advanced Practice Nursing I</td>
<td>3</td>
</tr>
<tr>
<td>NUR 6121 - Advanced Practice Nursing II</td>
<td>3</td>
</tr>
<tr>
<td>NUR 6130 - Advanced Practice Nursing III</td>
<td>3</td>
</tr>
<tr>
<td>NUR 6210- Adv. Health Assessment for FNP</td>
<td>1</td>
</tr>
<tr>
<td>NUR 7011 - Adv. Nursing Practicum II</td>
<td>4</td>
</tr>
<tr>
<td>NUR 7070- Adv. Nursing Practicum III</td>
<td>4</td>
</tr>
<tr>
<td>NUR 7251 - Adv. Nursing Role Practicum</td>
<td>4</td>
</tr>
</tbody>
</table>

A total of 680 supervised clinical hours are required.

Students may be required to complete NUR 5081, The Role of the APN (3) credits, as an additional prerequisite if they have not completed a graduate level role course.

Students in the certificate program will attend classes with current masters’ students. Upon completion of the required coursework, the certificate student will be eligible to sit for the national certification examination and upon passing to apply for an advanced practice nursing license in the state of New Jersey.

For additional information or applications, Contact:

Office of Graduate Admissions & Enrollment Services
Morrison Hall
Wayne, NJ 07470
973-720-3641
Name ___________________________________________ Date ____________

<table>
<thead>
<tr>
<th>List Required courses for the desired NP area of practice</th>
<th>List courses from transcript that satisfy required courses listed in column 1</th>
<th>Type and number of clinical experiences needed by student</th>
<th>Coursework to be completed by the student for the Certificate</th>
<th>Course- Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 5081 – The Role of the APN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 5461 – Adv Pathophysiology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 6001 – Adv. Health Assessment of the Adult Client</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 6211 – Advanced Health Assessment for FNP’s</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 6011 – Adv. Pharmacology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 6111 – Adv Practice Nursing I</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 6121 – Adv Practice Nursing II</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 6041 – Adv Nursing Practicum I</td>
<td></td>
<td>170 hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 6130 – Advanced Practice Nursing III</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 7011 – Adv Nursing Practicum II</td>
<td></td>
<td>170 hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 7070 – Advanced Nursing Practicum III</td>
<td></td>
<td>170 hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 7251 – Adv Role Practicum</td>
<td></td>
<td>170 hours</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

Signature (NP Lead Coordinator) ______________________________ Certificate Awarded: Date ____________

Signature (Program Director) _______________________________________________
Submit your practicum/preceptor information sheet by the following deadlines:

- Spring Semester: Oct. 31
- Summer Semester: March 31
- Fall Semester: May 31

Complete the form below with your information and submit it by one of the above dates. You are required to seek out a preceptor and a potential site for your practicum experience. Please include the name, title and credentials of the prospective preceptor when filling out this form.

Changes, additions/deletions of clinical preceptors must be sent to Elaine vuoncinoe@wpunj.edu. Changes after the deadline may take an additional two months to complete the agreements and confirmation.

Upon receipt of all the required forms, the student’s designated faculty will provide an electronic copy of the preceptor evaluation form. Any non-compliance or incomplete documentation will result in a delay in grade submission.

In addition, the student is responsible for submitting all completed clinical logs and evaluations to the faculty teaching the seminar by the first day of the seminar/clinical. The clinical documentation is to be submitted to the faculty teaching the seminar. Generally, the clinical preceptor/agency does not ask for documentation but at times, they have requested it. You are not permitted to start clinical without full compliance to the clinical requirements.

Upon completion of the course, you must submit to the faculty teaching the seminar all completed logs (with clinical hour verification), preceptor/site evaluations, and evaluation of personal learning objectives. You will not receive a grade in the course until the submission and course requirements are completed.
MSN PRACTICUM / PRECEPTOR INFORMATION SHEET

PLEASE SUBMIT PART II TO THE DEPARTMENT OF NURSING GRADUATE PROGRAM NO LATER THAN THE SUBMISSION DEADLINE DATE ON PAGE 1

If any of the required fields are missing it will delay processing your paperwork and this form will be returned to you for completion

Student’s name _________________________ ID# 855 __________________

Course #: NUR ___________ Semester ___________ cell phone# ____________

Preceptor Name & Credentials: ____________________________________________

Population Focus (& specialty if applicable) Area of Practice ____________________________

Preceptor’s Facility _________________________________________________________

Preceptor Business Address:

Street _________________________________

City, State & Zip _________________________________

Phone: __________________ FAX: __________________

EMAIL: _________________________________________

Preceptor’s Unit/Type of Site _________________________________________________
(e.g., clinic, private practice, primary care setting, etc.)

Characteristics of Patients:
  a) Gender ______________________
  b) age (children, young adult, adult, elderly) _________________________________
  c) ethnicity _________________________________
  d) primary languages spoken in office _________________________________

Healthcare experience _________________________________________________
(e.g., primary care, chronic, in-hospital)
MUST BE COMPLETED BY PRECEPTOR:

a) Certification (specify type e.g. adult or family) ________________________

b) (specify certifying body e.g. ANCC or AANP) ________________________

c) (specify expiration date) ________________________

d) Years of practice in the population focused or specialty area: ______________

e) Number of students precepted concurrently: __________

f) State licensure # __________________ expiration date __________

(REQUIRED)

(REQUIRED)

Please attach a copy of your CV or Resume (REQUIRED)

Date of discussion regarding willingness to serve as preceptor: ________________________

Comments and/or description of proposed experience:

Clinical Preceptor Approval ____________________________________________

________________________  __________

Signature               Date

For Department of Nursing – Graduate Program use only. Do not write below double lines.

Director of Graduate Program or NP Faculty Approval:

________________________  __________

Signature               Date

Comments:
GRADUATE NURSING CLINICAL DOCUMENTATION CHECKLIST

- All students are required to provide the necessary documentation requested below.

- **Students are required to submit this completed form to their clinical lab instructor at your first class.**

- Any student not having **all** items current and completed may be denied access to the clinical site by hospital/agency personnel in accordance with Affiliation Contracts and Agreements.

  **Criminal Background Checks** are required by all students entering any nursing lab course. The initial criminal background check will be valid for **three years** unless an incident requires having it repeated or a clinical agency requires checking at a more frequent interval. The only criminal background check accepted is with [www.certifiedbackground.com/](http://www.certifiedbackground.com/) package code wi21. By entering your initials you are certifying you have ordered a criminal background with [www.certifiedbackground.com/](http://www.certifiedbackground.com/) within the past three years.

  Initial for criminal Background check.

  **Urine/Drug Screening**  *(THIS PORTION OF THE CHECKLIST FORM IS REQUIRED ONLY IF THE FACILITY WHERE YOUR CLINICAL TAKES PLACE REQUIRES A URINE/DRUG SCREENING)*

  Please see drug screening policy and procedures for Education and Administration tracks.

  A mandatory initial urine drug screen is required by all nursing students prior to the beginning of the first semester in which a clinical laboratory takes place. Order package code **Wi22** from [http://www.certifiedbackground.com/](http://www.certifiedbackground.com/). In 1 – 2 business days students should receive an e-mail from Support@FormFox.com. The subject may be: *Form Fox Authorization For “your name”* this will give you the location of the testing center nearest your address, print and bring the form to the sampling site with you. If you do not receive the e-mail check your spam folder. If it does not appear in a reasonable amount of time or you require a different testing site call Certified Background.com at the customer service telephone number available from their website. The lab will require a picture ID. The screening is required **before** your initial Clinical Clearance Form can be issued by the Health and Wellness Center.

  *Requests for urine drug screening will incur an additional fee payable by the student*

  **CPR: BLS for the Healthcare Provider (HCP):** Students are required to maintain valid CPR certification throughout all clinical lab courses. The only acceptable certification is the American Heart Association’s (AHA) BLS for the Healthcare Provider. Enter the expiration date of your AHA CPR card and **attach a photocopy** to the back of this form.

  **Health and Wellness Clearance:** All students need to be cleared through the end of the semester by the Health and Wellness Center. Enter the expiration date of your health and wellness clearance.
GRADUATE NURSING CLINICAL DOCUMENTATION CHECKLIST

Health Insurance Verification: All nursing students in a clinical lab course are required to have health insurance. All students must provide documentation of health insurance coverage. Please complete the following appropriate statements:

☐ I have attached a photocopy of my health insurance ID.

☐ I do not have health insurance and understand that I will not be allowed in clinical. (Failure to do clinical will result in failure of the course)

You must supply the additional documentation and attach a photocopy:

_______ Nursing License
Exp. Date

_______ Malpractice cover sheet or certificate of professional liability insurance (NP track students require a nurse practitioner rider).
Exp. Date

☐ Yes Since completing your last clinical clearance checklist or criminal background check have you been arrested, charged or convicted of any crime or
☐ No offense that you have not reported to the Graduate Nursing Department Director? (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.)

I ______________________________ affirm that the above information, dates and attached copies are representations of true and valid (Print name) documents necessary to comply with affiliate agencies of the Department of Nursing at William Paterson University. I understand it is my responsibility to keep all items valid and up to date or I may be removed from my clinical experience and risk failing all or part of my clinical experience course. Any misrepresentation of facts may be construed as a violation of the University’s Academic Integrity Policy.

_________________________________________  ____________________________  ____________________________
Signature                      Date                      Student ID #

Reviewed & approved by: ___________________________________  Date: __________

Faculty Instructor Signature

__________________________
Print Name
William Paterson University of NJ  
Department of Nursing Graduate Program  
Checklist/Procedure for Preceptor Documentation for Clinical Courses

Student’s Name ____________________   Track ______________  
Course NUR ____________________

This checklist is being provided to you to facilitate your clinical preceptorship. Each step must be completed in order for you to begin your clinical experience. This form is for you to be able to keep an up to date record prior to beginning your clinical. **Do not hand this form in to your instructor, it is for your use only.**

<table>
<thead>
<tr>
<th>INSTRUCTIONS</th>
<th>DATE COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.  Student must register for the clinical course.</td>
<td></td>
</tr>
<tr>
<td>2.  Student will access the Preceptor Information Sheet from the Graduate Nursing Home Page or by contacting the Graduate Nursing Office at <a href="mailto:vuoncinoe@wpunj.edu">vuoncinoe@wpunj.edu</a></td>
<td></td>
</tr>
<tr>
<td>3.  Student must submit the Preceptor Information Sheet <strong>completed in full</strong>, with appropriate preceptor signature, to the Department of Nursing Graduate Program by either email (<a href="mailto:vuoncinoe@wpunj.edu">vuoncinoe@wpunj.edu</a>) or fax (973-720-3517) no later than the posted deadline date on the Preceptor Information Sheet.</td>
<td></td>
</tr>
<tr>
<td>4.  The Preceptor Information Sheet will be sent to the lead NP for nurse practitioner programs or the Director of the Graduate Nursing Program for education or administration for review and approval. You will be notified when approved or further information is required.</td>
<td></td>
</tr>
<tr>
<td>5.  Once your preceptor assignment has been approved, the department will email or fax the preceptor a letter, confirmation of clinical placement for graduate student, course outline and responsibilities in the preceptor partnership. The confirmation of clinical placement for graduate student form needs to be signed by their preceptor and returned to our office. An email will be sent to the student on the date that all documentation was sent to the preceptor.</td>
<td></td>
</tr>
<tr>
<td>6.  The student will be emailed a Clinical Documentation Checklist and Physical or Re-physical form that needs to be completed and turned in to the faculty teaching the clinical course the first night you meet for class. All forms are also available on the Graduate Nursing Home Page.</td>
<td></td>
</tr>
<tr>
<td>7.  No student will be allowed to begin their clinical until all the required signed documentation is returned to our office. The preceptor documentation (see #5) can be returned to us by either the student or preceptor by either email (<a href="mailto:vuoncinoe@wpunj.edu">vuoncinoe@wpunj.edu</a>) or fax (973-720-3517). The department will notify the student when the documentation is received. It is the student’s responsibility to follow up with their preceptor to make sure the documentation is returned to us.</td>
<td></td>
</tr>
</tbody>
</table>
VISITING STUDENT AUTHORIZATION

A. ELIGIBILITY

NOTE: Students matriculated at William Paterson University must take the last 30 credits of their academic career at William Paterson University.

This is to certify that

NAME __________________________
SID# __________________________
ADDRESS _______________________

Is a student in good standing at William Paterson University in __________________ major with a grade point average of ______________ and has completed __________ credits at William Paterson University.

This student has permission to take the following course(s) at:

NAME OF COLLEGE OR UNIVERSITY
ADDRESS OF COLLEGE OR UNIVERSITY

B. COURSE EQUIVALENCE

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>COURSE TITLE</th>
<th>NO. OF CREDITS</th>
<th>WPU EQUIVALENT COURSE NO.</th>
<th>INITIAL OF WPU COURSE DEPT.</th>
<th>CHAIRPERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL CREDITS: __________
during the ________________________________ session
SEMESTER __________ YEAR __________

IN ORDER TO RECEIVE TRANSFER CREDIT:

UNDERGRADUATE students must receive a grade of "C" or better.
GRADUATE students must receive a grade of "B" or better.

An official transcript from the above named College/University must be sent to William Paterson University, Office of the Registrar, P.O. Box 913, Wayne, NJ 07474-0913.

ADVISOR

______________________________
CHAIRPERSON (of student's major department)

______________________________
DEAN (of student's major college)
NURSING STUDENTS STANDARDS OF CONDUCT

The student is expected to follow the American Nurses’ Association Code of Ethics for Nurses (2001) and the National Student Nurses’ Association Code of Ethics of Nurses (2001) for nursing students, Standards of Practice, 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 keep faculty informed of their learning needs.
- Seek mentoring opportunities with clinical staff, faculty, and peers.
- Refrain from performing any technique or procedure for which the student has not been adequately prepared.

- 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 self or other students who are experiencing impairments related to substance abuse and mental or physical health issues through faculty consultation.

- 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.

Adapted and modified with permission from the National Student Nurses’ Association The Code of Ethics (2001). The Code of Ethics in its original form can be found on http://www.nsna.org/pubs/resources/academic_clinical_conduct.asp

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.
William Paterson University of New Jersey
College of Science and Health
Department 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 Department 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 _________________________________________
Department of Nursing
Graduate Program
William Paterson University of NJ

Office: 240 Hunziker Wing
Tel:(973) 720-3511 Fax:(973) 720-3517

Kem Louie, PhD, RN, PMHCNS-BC, APN, CNE, FAAN
Graduate Nursing Program Director
973-720-3215 Hunziker Wing 240
louiek@wpunj.edu

Renee Pevour, R.N., M.S., A.O.C.N.
Educational Support Coordinator
973-720-3516 Hunziker Wing 103
pevourr@wpunj.edu

Elaine M. Vuoncino
Program Assistant
973-720-3511 Hunziker Wing 240
vuoncinoe@wpunj.edu

Nadine Aktan, PhD
Chairperson
Department of Nursing
973-720-2527 Hunziker Wing 217
aktann@wpunj.edu

Brenda Marshall, EdD, NP-BC
DNP Coordinator
Department of Nursing
973-720-3491 Hunziker Wing 220
Marshallb3@wpunj.edu

Handbook Disclaimer

Although the provisions of the William Paterson University Graduate Nursing Student Handbook are as accurate and complete as possible, the Department of Nursing Graduate Program reserves the right to change any provision herein without actual notice if circumstances so warrant. Every effort will be made to keep students advised of such changes. However, the student has the responsibility to know what changes have been made to the handbook and to meet completely and successfully the requirements of the graduate nursing program by reviewing updates in the handbook each semester. Notification of policy revisions, changes and/or additions of the Graduate Nursing Program can be found posted on the Graduate Nursing Bulletin Board, Graduate Nursing listserv, web page or hard copies will be available in Wing 240.