



## NURSING PROGRAMS STUDENT HANDBOOK

Welcome to the nursing program at Ramapo College of New Jersey. This book will serve as your student handbook for the time that you are part of the nursing programs.

### Location and Contact Information

Adler Center of Nursing Excellence  
201-684-7749 (phone)  
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### INTRODUCTION

- The Nursing Programs at Ramapo consist of three curricula; the generic program, the RN/BSN program and the MSN program.
  - The generic program is for individuals who want to become registered nurses. A BSN degree is granted at the conclusion of the curriculum. Graduates of this program are eligible to sit for the NCLEX exam for licensure as a registered professional nurse.
  - The RN/BSN program is for registered nurses with associate degrees in nursing or diplomas in nursing returning for the BSN degree.
  - The MSN program is designed for baccalaureate nurses who wish to receive a Masters degree.
- Faculty/Staff
  - Kathleen M Burke PhD, RN Professor of Nursing, Assistant Dean in Charge of Nursing
  - Maisha Amen PhD, RN Associate Professor of Nursing
  - Diane Andronaco DNP, RN Assistant Professor of Nursing
  - Andrea Centrella-Nigro DNP, RN, CNE Assistant Professor of Nursing
  - Julia Fitzgerald PhD, RN, CNE Assistant Professor of Nursing
  - Donna Flynn DNP, RN, ACNS-SC, CCRN Assistant Professor of Nursing
  - Margaret Greene EdD, RN Associate Professor of Nursing
  - Kathleen Moskin MSN, RN, CS-FNP, CDE Instructor of Nursing
  - G. Elaine Patterson EdD, FNP-C, RN-C Professor of Nursing
  - Cristina Perez PhD, RN Assistant Professor of Nursing
  - Joan Richards DNP, RN, CNE Director of Nursing Simulation Lab
  - Asha Mehta MS Nursing Advisor
  - Ulysses Simpkins Program Assistant
  - Lora Bognar MSN, RN-BC, APN-C Director of Clinical Liaisons, The Valley Hospital

The generic program is designed with a clinical partner; The Valley Hospital. Qualified clinical nurses at the partner institution are granted clinical faculty status at Ramapo College.

### Mission of the Nursing Programs

The nursing program aims to encourage our students to be citizens of the world. We encourage our students to embrace differences in each other, society, and other countries. Our goal is to expose our students to diverse societies, offer them opportunities to expand their worlds, change their lives, and shape their futures as leaders of global healthcare. Faculty members are challenged to become more intentionally global and creative in meeting the demands of the world's population.

### Philosophy of Nursing Education

Nursing is a humanistic science grounded in the liberal arts and sciences. This foundation when integrated with evidence based nursing provides the basis of professional practice.

Professional practice is the provision of care in primary, secondary, and tertiary health care settings. The fusion of the liberal arts/sciences and nursing science establishes the basis for a systematic approach to holistic collaborative care based on best practice. Best practice includes an awareness of cultural, ethical, social, policy and regulatory environments. Graduates of the nursing programs accomplish professional practice through their roles as leaders, consultants, educators and researchers.

The faculty has a responsibility to provide a nursing education through a variety of pedagogical approaches with a strong emphasis on technological strategies. Students learn optimally in an atmosphere immersed in humanism, innovation and technology. The environment is flexible, dynamic and student-centered allowing for a free exchange of ideas.

The faculty believes in lifelong learning and modeling leadership within the profession. They demonstrate this through their practice, research and participation in scholarly activities.

### Organizing Framework

The foundation of the nursing programs and the metaparadigm concepts are operationalized through the following seven constructs: (1) knowledge; (2) evidence based research and practice; (3) informational management; (4) professionalism; (5) social advocacy; (6) leadership; and (7) role function. These constructs are used in designing the curriculum and are reflected in all course syllabi.

The ANA Scope and Standard of Professional Practice (ANA, 2010), The Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008), and the NLN

Core Competencies of Nurse Educators (NLN, 2010) were used in designing the curricula.

## CURRICULA

### Program plans

The programs are designed so that the students can complete them within a standard time frame. Full time Generic students can complete in 4 years, Full time RN to BSN students in 2 years, and MSN students in 2 years. Part time options are not readily available in the generic program, but may be agreed upon by the Assistant Dean. Part time options exist in the RN to BSN and MSN programs.

**Nursing Programs**  
**Full-Time Plan for Progression – Gen/BSN Curriculum**

YEAR ONE	<i>TITLE</i>	<i>CREDITS</i>
<b>Fall Semester</b>		
INTD 101	First Year Seminar	4
CHEM 115	Principles of Chemistry I (with Laboratory)	4
CRWT 102	Critical Reading and Writing II	4
HIST 101 - 110	History	4
<b>Spring Semester</b>		
AIID 201	Readings in Humanities	4
BADM 115 <u>or</u> SOSC 101	Perspectives of Business and Society <u>or</u> Social Issues	4
MATH 108 <u>or</u> PSYC 242 <u>or</u> SOCI 308	Elementary Probability and Statistics <u>or</u> Statistics <u>or</u> Social Statistics with Computer	4
PSYC 101	Introduction to Psychology	4
<b>YEAR TWO</b>		
<b>Fall Semester</b>		
CATEGORY ELECTIVE	Intercultural North America	4
BIOL 213	Anatomy and Physiology I (with Laboratory)	4
CATEGORY ELECTIVE	Topics in Arts and Humanities <u>or</u> Topics in Social Science	4
TAS SCHOOL CORE	Science in Cultural Perspective (SCP)	4
<b>Spring Semester</b>		
CATEGORY ELECTIVE	International Issues	4
BIOL 215	Anatomy and Physiology II (with Laboratory)	4
BIOL 211	Microbiology: Health Science	4
TAS SCHOOL CORE	Science in Cultural Perspective (SCP)	4

YEAR THREE		
<b>Fall Semester</b>		
NURS 305	Foundations of Nursing Practice	4
NURS 325	Nursing Research and Evidence Based Practice	4
NURS 330	Health Assessment Across the Lifespan	4
NURS 306	Integrative Clinical Strategies I	4
<b>Spring Semester</b>		
NURS 340	Family Centered Nursing	4
NURS 345	Health Issues Management I	4
NURS 370	Pathophysiology/Pharmacology I	4
NURS 355	Integrative Clinical Strategies II	4
YEAR FOUR		
<b>Fall Semester</b>		
NURS 410	Health Issues Management II	4
NURS 425	Community Centered Nursing	4
NURS 435	Pathophysiology/Pharmacology II	4
NURS 430	Integrative Clinical Strategies III	4
<b>Spring Semester</b>		
NURS 445	Leadership in a Global World	4
NURS 460	Clinical Management	4
NURS 440	Integrative Clinical Strategies IV	4
NURS 450	Integrative Clinical Residency in Nursing	4
<b>TOTAL</b>		<b>128</b>

**Nursing Programs  
Full-Time Plan for Progression – RN/BSN Curriculum**

YEAR THREE	TITLE	CREDITS
<b>Fall Semester</b>		
NURS 312	Nursing Informatics	4
NURS 316	Pathophysiology	4
MATH 108 <u>or</u> PSYC 242 <u>or</u> SOCI 308	Elementary Probability and Statistics <u>or</u> Statistics <u>or</u> Social Statistics with Computer	4
CATEGORY ELECTIVE	Math if needed	4
<b>Spring Semester</b>		
NURS 330	Health Assessment Across the Lifespan	4
NURS 425	Community Centered Nursing	4
CATEGORY ELECTIVE	International Issues	4
CATEGORY ELECTIVE	Approved Nursing Elective	4
TAS SCHOOL CORE	Science in Cultural Perspective (SCP)	4
<b>YEAR FOUR</b>		
<b>Fall Semester</b>		
NURS 325	Nursing Research and Evidence Based Practice	4
NURS 460	Clinical Management	4
CATEGORY ELECTIVE	Intercultural North America	4
<b>Spring Semester</b>		
NURS 445	Leadership in a Global World	4
CATEGORY ELECTIVE	Approved Nursing Elective	4
TAS SCHOOL CORE	Science in Cultural Perspective (SCP)	4
	Plus Transfer Credits	#
<b>TOTAL TO GRADUATE</b>		<b>128</b>

**Nursing Programs**  
**Full-Time Plan for Progression – MSN Nurse Administrator Curriculum**

YEAR ONE	<i>TITLE</i>	<i>CREDITS</i>
<b>Summer Semester</b>		
NURS 611	Science and Research	4
<b>Fall Semester</b>		
NURS 655	Context of Healthcare	3
NURS 660	Leadership & Innovation	3
---	Approved Elective	3/4
<b>Spring Semester</b>		
NURS 643	Program Evaluation	3
NURS 680	Human Resources Management	3
YEAR TWO	<i>TITLE</i>	<i>CREDITS</i>
<b>Summer Semester</b>		
<b>Fall Semester</b>		
NURS 665	Quality Improvement in Healthcare	3
NURS 670	Health Economics	3
<b>Spring Semester</b>		
NURS 675	Strategic Management in Healthcare Organization	3
NURS 710	Role Practicum	6
<b>TOTAL TO GRADUATE</b>		<b>34</b>

**Nursing Programs**  
**Full-Time Plan for Progression – MSN Nurse Administrator Curriculum**

YEAR ONE	<i>TITLE</i>	<i>CREDITS</i>
<b>Summer Semester</b>		
NURS 611	Science and Research	4
<b>Fall Semester</b>		
NURS 655	Context of Healthcare	3
NURS 660	Leadership & Innovation	3
---	Approved Elective	3/4
<b>Spring Semester</b>		
NURS 643	Program Evaluation	3
NURS 680	Human Resources Management	3
YEAR TWO	<i>TITLE</i>	<i>CREDITS</i>
<b>Summer Semester</b>		
<b>Fall Semester</b>		
NURS 665	Quality Improvement in Healthcare	3
NURS 670	Health Economics	3
<b>Spring Semester</b>		
NURS 675	Strategic Management in Healthcare Organization	3
NURS 710	Role Practicum	6
<b>TOTAL TO GRADUATE</b>		<b>34</b>



**Nursing Programs**  
**Full-Time Plan for Progression – MSN Family Nurse Practitioner Curriculum**

YEAR ONE	<i>TITLE</i>	<i>CREDITS</i>
<b>Summer Semester</b>		
NURS 611	Science and Research	4
<b>Fall Semester</b>		
NURS 655	Context of Healthcare	3
NURS 635	Advanced Pathophysiology	3
<b>Spring Semester</b>		
NURS 620	Advanced Health Assessment	4
NRED 640	Advanced Pharmacology	3
<b>YEAR TWO</b>		
<b>Summer Semester</b>		
NURS 645	Primary Care for Adults I (lec)	3
<b>Fall Semester</b>		
NURS 646	Primary Care for Adults I (lab)	3
<b>Spring Semester</b>		
NURS 647	Primary Care for Adults II (lec)	3
NURS 648	Primary Care for Adults II (lab)	3
<b>YEAR THREE</b>		
<b>Summer Semester</b>		
NURS 650	Primary Care for Adults III (lec)	3
NURS 651	Primary Care for Adults III (lab)	3
<b>Fall Semester</b>		
NURS 652	Family Centered Care – Primary Care IV (lec)	3
NURS 653	Family Centered Care – Primary Care IV (lab)	3
<b>Spring Semester</b>		
NURS 710	Role Practicum	6
<b>TOTAL TO GRADUATE</b>		<b>47</b>

## POST MASTERS' CERTIFICATE PROGRAM REQUIREMENTS

NRED 632 Curriculum Development				3
NRED 634 Psychometrics: Test & Sc				3
NRED 643 Program Evaluation				3
NRED 710 Role Practicum				6
Credits				15

## ACADEMIC POLICIES AND REQUIREMENTS

### Admission Policies

- Admission policies and requirements for all programs are listed on the Ramapo College catalog and website.
- Minimum Technical Standards for Admission and Matriculation

There are requisite essential functions for the practice of nursing at baccalaureate and graduate levels which must be met by applicants and students. The graduates of all programs must possess the following:

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

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

- Observation: Candidates and students ordinarily must have sufficient vision to be able to observe demonstrations and laboratory exercises in the basic sciences and nursing clinical areas. They must be able to observe a patient accurately at a distance and at close range.
- Communication: Candidates and students ordinarily must be able to communicate with patients and colleagues. They should be able to hear but technological compensation is available and may be permitted for some disabilities in this area. Candidates and students must be able to read.
- Motor: Candidates and students ordinarily should have sufficient motor function such that they are able to execute movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment are cardiopulmonary resuscitation, the application of pressure to stop bleeding and opening of an obstructed airway.
- Intellectual, Conceptual, Integrative and Quantitative: These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving and critical thinking are necessary. In addition, candidates and students should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.
- Behavioral and Social: Candidates and students must possess the emotional health required for full utilization of intellectual abilities, the exercise of good judgment and evidence mature and sensitive relationships with patients. Candidates and students must be able to tolerate physically demanding workloads, adapt to changing environments, and display

flexibility to function in rapidly changing clinical settings. The practice of nursing at the baccalaureate and graduate levels must not pose a direct threat to health and safety of the patients that it serves. The Ramapo Nursing Programs must act to protect the welfare of patients. On this basis, certain applicants may be disqualified, including some who are disabled.

- The Nursing Programs will, if requested, provide reasonable accommodations to otherwise qualified enrolled students and candidates with disabilities unless: (a) such accommodations impose undue hardship to the institution, or (b) direct threats of substantial harm to health and safety of others due to the disability, cannot be eliminated by any reasonable accommodations available that would allow the student to perform the essential functions, or (c) such accommodations fundamentally alter the educational program or academic standards. These students must be registered with the Office of Specialized Services at Ramapo.
- A student whose behavior or performance raises questions concerning his or her ability to fulfill the essential functions may be required to obtain evaluation and/or testing by a health care provider designated by the College, and to provide the results to the Campus Student Health Service for the purpose of determining whether the student is fit to pursue the educational program. If the student is deemed fit to pursue the program, the School reserves the right to require actions recommended by the health care provider, including further testing, counseling, monitoring, and leave of absence.
- RCNJ does not discriminate in admissions or access to its programs and activities on the basis of race/color, ethnicity, national origin, religion/creed, disability, age, marital status, sex, sexual orientation or veteran's status. Prior to submitting an application for admission, prospective students are encouraged to consult with faculty members of the program in which they wish to matriculate.

### Transfer Credits

- Transfer credits for the generic program are evaluated according to the policies and procedures of Ramapo College. Nursing transfer credit is evaluated on a case by case basis.
- RNs from diploma schools of nursing are granted 30 credits of CORE credits for their previous nursing education upon satisfactory completion of two nursing courses at Ramapo College. College credits received while in diploma programs are evaluated according to the policies and procedures of Ramapo College.
- RNs from Associate Degree programs will have up to 70 credits transferred from the associate degree program. Articulation agreements with County College or Morris, Bergen County Community College and Rockland Community College specify other transfer agreements.
- All prelicensure transfer students are required to submit *Proficient Level* TEAS-V scores as part of their admission packet.

- For the MSN students, the maximum number of transfer credits is 8 (two courses). Grades of less than “B” will not be accepted in transfer.

### Criminal Background Check

- As a condition of continued enrollment into the nursing sequence, students will be required to authorize Ramapo College to obtain criminal background check(s). Students may also be required to obtain an additional background check themselves or authorize clinical training facilities to conduct this check, and to permit the results to be provided by the reporting agency to RCNJ and/or to clinical facilities. Students who have a positive criminal background check will not be admitted to the Nursing sequence. Students must also agree to notify the School of any convictions, guilty pleas or no contest pleas to any crime, misdemeanor or other offense subsequent to the College’s background check.
- If a student nurse has criminal charges brought against them after they have been “cleared” from the Criminal Background Check, it is the decision of the hospital/clinical agency whether or not to allow the student to return to the clinical experience. Such students who are not allowed to return to the clinical agency will be unable to continue in the nursing major.

### Drug Test Panel Policy

- Every student is required to have a Drug Test Panel prior to entering the clinical site. The results must be negative unless there is physician documentation of the drug being taken for therapeutic use.

### Advisement Procedure

- There is a full time advisor who acts as advisor for all nursing students. The nursing advisor provides academic advisement in program planning, course selection, policy interpretation and generally assists students with any difficulty in academic progression. Students are encouraged to schedule appointments to see the nursing advisor rather than assuming that their advisor will be available. Office hours for student advisement are Monday through Friday 8:30 am-4:30pm. Summer hours follow the College schedule. Students are permitted to register for nursing courses only after communicating with the nursing advisor and obtaining that individual’s approval of their course schedules. The advisor will then give a permit for the student to register for nursing courses. General education courses do not require permits. Students are responsible for their own web registration.
- Students are encouraged to review their degree evaluations on line through the web for students to determine requirements of the curriculum.

### Transportation

- All students are expected to provide their own transportation to all nursing classes and clinical experiences.

## REGISTRATION POLICIES

### General Information

- Students enrolled in the nursing programs should refer to the catalog and/or student handbook for information regarding registration for their intended program of study.
- Clinical placement sites and hours may vary and include day, evening, or weekend times. Efforts will be made to accommodate individual preferences of the student whenever possible
- Student Status
  - A “Ramapo College Nursing Program Student” is defined as any matriculated Nursing major currently enrolled in any academic offering of Ramapo College Nursing Program. Individuals who have officially or unofficially withdrawn or have graduated or been dismissed from a Ramapo College Nursing Program are not considered students.
  - An Undergraduate Student: students admitted to the nursing major in their freshman year are considered nursing students. Full-time status is determined by enrollment for twelve (12) or more undergraduate credits during the fall, spring or summer terms.
  - Full –time status for graduate students is determined by enrollment for nine (9) or more graduate credits per semester;
  - Students taking prerequisite courses outside of Ramapo College must get approval from the nursing advisor and complete an “off-campus study form”. The final transcript must be submitted to the Nursing Advisor and Registrar’s Office prior to the beginning of the semester.

## NURSING PROGRAMS POLICIES

### Assignment to Generic Section

- Students entering the generic sequence will be assigned to a section. These assignments are made by the Director of Simulation and Nursing Advisor.
- Generic students who default on entry into the nursing sequence without notification to the course instructor or the Assistant Dean will forfeit the opportunity to reenter the nursing sequence.

### BSN to MSN Option

- Students admitted to the BSN program (Generic or RN/BSN) will have the option of “testing out” of up to two undergraduate courses that have graduate counterparts (NURS325 → NRED611; NURS 330 → NRED 620).
- Eligibility – for students with 3.0 nursing GPA. Process ① student will notify advisor of intent to “test out” of undergraduate course and register for graduate

course. ② upon approval of Assistant Dean, student will register for undergraduate course and receive all course materials. ③ student will take course evaluation materials before start of class. If a satisfactory grade is received, grade will be posted and student will be required to register for and complete graduate course.

### Student Progression

- **Unsatisfactory Clinical Performance:** A student who is demonstrating unsatisfactory clinical nursing practice will be referred for appropriate remediation by the clinical faculty member. The clinical faculty member will coordinate with the course coordinator on the development of a remedial plan. The process will be as follows:
  - The clinical faculty member will identify the specific skill(s)/behavior(s)/course content that require remediation.
  - The remediation plan must begin within 5 business days of the referral date.
  - After the student successfully completes the remediation, the appropriate faculty member will provide documentation and record the date of session(s) and place the form in the student file.
  - Students who demonstrate consistent unsatisfactory clinical performance are at risk for course failure.
- **Unsafe Clinical Performance**
  - A student who demonstrates clinically unsafe nursing practice that jeopardizes a client or family's physical or emotional welfare may be dismissed from the clinical area by the faculty.
  - A faculty member who dismisses a student due to unsafe clinical practice from his/her clinical assignment is required to notify the course coordinator and to consult with the Assistant Dean.
  - The faculty member will identify and document in writing, the student's unsafe clinical practice, advise the student regarding the unsafe clinical performance and the requirements for addressing the deficiencies, and if appropriate, refer the student for remediation and/or assistance.
  - The faculty member's documentation of the student's unsafe clinical practice and recommended remedial action plan will be provided to the course coordinator, the Assistant Dean, and the student's file.
  - A student will be reinstated to his or her clinical assignment only after the action plan recommended has been followed, successfully completed and appropriately documented.
  - If, following the remediation plan completion, the student's clinical performance continues to remain unsafe or unsatisfactory; the Assistant Dean in collaboration with the faculty member may require additional remediation or may remove the student from clinical activities.
  - Student who demonstrates consistent unsafe clinical performance is at risk for a course failure. If the student is subsequently suspended or dismissed, the student may appeal in accordance with the academic appeal process.

- Unsafe clinical practice is defined as any behavior determined by faculty to be actually or potentially detrimental to the client and/or to the health care agency.
- **UNSAFE CLINICAL PRACTICE CAN INCLUDE, BUT IS NOT LIMITED TO:**
  - Performing activities beyond the scope of preparation and abilities.
  - Ignoring instructor and staff advice regarding client care.
  - Failure to inform oneself of and implement the regimen of care indicated on the client's record.
  - Failure to report significant observations to appropriate staff members and instructor.
  - Failure to establish, maintain and terminate a therapeutic nurse/client relationship.
  - Failure to prepare adequately and appropriately for clinical practice.
  - Failure to maintain patient confidentiality.

### Student Illness in Clinical Setting

- Students who become ill while in a clinical setting are required to report their illness immediately to their faculty member. The faculty member will determine if the student may remain in the clinical area or if the student needs immediate assessment. The policy and procedure of the clinical agency will be followed for the student. Costs incurred will be the responsibility of the individual student.

### Absence

- Students are expected to attend all regularly scheduled nursing classes, learning laboratory/simulation and clinical practicum experiences and examinations. Students are completely responsible for all content presented in classes, learning laboratory/simulation and clinical practicum experiences and examinations regardless of their attendance. Students will be required to provide course faculty with reasonable documentation of reasons for absences upon return to class.
- College policy states that students must notify faculty within the first three weeks of the semester if they anticipate missing any classes due to religious observance.
- Students who are absent from regularly scheduled nursing classes, learning laboratory/simulation and clinical practicum experiences or examinations will receive an "F" (Failure) for the designated time/assignment.
- Lateness to class, laboratory/simulation and clinical practicum experiences will not be tolerated.
- Course faculty maintains an attendance record of all nursing classes. Students who are absent from three (3) or more regularly scheduled classes including on-line participation, web-based courses and learning laboratory experiences in a single course may receive a course grade of "I" (Incomplete) by



- arrangement with course faculty, or “F” (Failure) if no arrangement has been approved by the faculty.
- Clinical absences exceeding 10% of the total clinical hours per clinical course may result in clinical failure due to failure to meet clinical objectives.
  - Students are required to notify the clinical faculty, theory faculty and the Director of Nursing Simulation of their absence prior to the start of the clinical day. A clinical makeup experience will be required for every day absent from the clinical setting regardless of the reason for the absence. If the student does not satisfactorily complete the clinical makeup as scheduled, a course grade reduction of 5 (five) % for each clinical absence will be incurred.
  - Students who are absent from a regularly scheduled nursing examination (written or oral) will receive a grade of “0” (Zero) for the examination. The student must notify the faculty administering the examination of absence within 1 business day of the scheduled examination. With the approval of the course faculty this grade is replaced by the grade earned by taking a makeup examination administered at the end of the semester. Make-up examinations are administered at the discretion of the course faculty and may be different in format from the original examination administered to their peers.
  - Students enrolled in the RN- BSN and MSN program which utilizes non-traditional course schedules are expected to be at the scheduled “in-person” sessions.
  - MSN program students are required to fulfill all clinical hours and follow the clinical schedule submitted to the clinical faculty member and preceptor. Such an absence must be approved by the Clinical Faculty member and preceptor. Clinical hours must be made up per arrangements with the Clinical Faculty and preceptor. A record of all clinical hours is required.
  - Students are required to wait at least thirty (30) minutes for course faculty who are late or absent from regularly scheduled nursing classes, learning laboratory/simulation and clinical practicum experiences or examinations.

### Evaluation and Examinations

- Evaluation and examinations are inherent to the teaching-learning process. Nursing students are tested and otherwise evaluated in a variety of settings including: the classroom, learning laboratory and during clinical practicum experiences. Course syllabi clearly indicate the numbers and types of examinations; any other evaluation methods; and the specific grading criteria used in each course.
- Students are expected to take exams on the scheduled date and time. The student who is unable to take the exam must notify the faculty within 24 hours. A missed exam will be made up **at the end of the semester**. The content and format of the exam is at the discretion of the faculty.
- Students have a one (1) week period after exam reviews are conducted, or after a graded paper or project is returned, in which to pose questions concerning the exam, paper or project. After that period, the exam, paper or project is no longer available for comment.

- If you receive a grade below 75% on any nursing exam you will be required to attend tutoring on a weekly basis.
- Standardized Exams are administered in certain nursing courses. Students who do not meet the Test of Essential Academic Skills (TEAS) benchmark will be required to attend tutoring sessions upon entrance to the nursing sequence. Additionally, upon completion of the generic academic program students will be required to take a comprehensive national nursing achievement examination. All undergraduate students participate each term in the ATI Testing program. This is a web-based testing process designed to assess and reinforce knowledge gained during the term and builds on critical thinking skills in preparation for mastering the NCLEX exam for nursing licensure upon graduation. The inclusion of these examinations is intended to give additional feedback to students regarding specific essential nursing content, and be used as diagnostic tools to assist students in preparing for state and national licensure/certification examinations. Nursing course syllabi clearly indicate when national achievement examinations are included as course requirements. **If a student scores Level 1 or below, he/she must complete remedial work or he/she will not progress to the next level. Students who do not meet the benchmark in any ATI test (level one and below level one) will be required to attend tutoring on a weekly basis in the subsequent semester.**
- Student must present evidence from the Focused Review in specific areas that need improvement. Students are responsible for the costs of these examinations and the costs are included in the student bill.
- The nursing faculty believes that scholarship in written communication is an essential hallmark of the nursing profession. All written assignments are to be prepared using the American Psychological Association's (2010) manual of style
- All written assignments are expected to be the student's original work. Plagiarism is cause for disciplinary action and dismissal. Sources of documentation and/or quotations must be acknowledged by proper reference notes and bibliographical entries. Omission of proper documentation will be reflected in the student's evaluation. Consistent omission of proper documentation may be deemed plagiarism. Errors in spelling, punctuation, proper grammatical style and use of sexist language will be reflected in the student's evaluation. Neatness and legibility are essential.
- Individual course faculty may outline additional requirements for scholarly written assignments including use of the Turnitin.com service and creation of a customized originality report. This internet service is available to all students. The student is expected to adhere to these identified requirements; failure to do so will be reflected in the student's evaluation and may be subject to the Academic Dishonesty Procedure
- The Ramapo College of New Jersey Policy on Academic Integrity is located in the Ramapo College Student handbook. Students are expected to familiarize themselves with this policy.

## Code of Conduct for Nursing Programs

It is expected that all nursing students follow the Code of Conduct in Ramapo College Student Handbook accessible at: [www.ramapo.edu/student-conduct/](http://www.ramapo.edu/student-conduct/)  
All students in the Ramapo College Nursing Programs are expected to adhere to the highest standards of honesty, integrity, accountability, confidentiality and professionalism in all written work, spoke words, actions and interactions with patients, families, peers, faculty and staff. All nursing students have a responsibility to report unethical behavior.

## Generic Nursing Student Electronic Testing Policy

- Students will leave all personal possessions (books, papers, bags, purses, and electronic equipment, including cell phones, IPODs, etc.) in a specified area of the room. **Cell phones are to be turned off.**
- No hats, caps, and jackets of any kind are to be worn.
- Students will take all exams in a proctored testing environment.
- During testing sessions employing electronic devices, opening any browser other than the testing screen, or taking screen shots will result in automatic expulsion from the room and a score of a zero for the exam.
- Students violating this policy will receive a grade of zero on the exam and referred to the Academic Integrity Board of the College.

## RN-BSN Electronic Testing Policy

- Students taking online tests are expected to adhere to the academic integrity policy.
- It is expected that the examination reflects one's own independent and individual work.
- Refer to the Ramapo College of NJ Handbook regarding academic integrity.
- Refer to individual course syllabi for specifics of testing.

## Student Athlete Academic Policy

- Every athlete is expected to attend their classes and clinical experiences and to complete their assigned work on schedule. They will not be exempted in being late, missing classes, and leaving classes or clinical experiences early for practice or games. All athletes will take their exams at the scheduled time and in a proctored setting.

## Attendance at the New Jersey Nursing Students (NJNS) Convention

- Junior students are not excused from class, clinical, labs or mandatory tutoring to attend the NJNS annual convention.

- Senior students are excused from class to attend the NJNS annual convention. Students must bring evidence of registering for the convention to the faculty member responsible for the class missed.
- Senior students are not excused from clinical, lab or mandatory tutoring to attend the NJNS annual convention.

### Mid-term Warning

- Students who are in jeopardy of unsatisfactory performance at the midterm period in class or clinical must receive written notification from the course faculty or course coordinator.
- Generic BSN Program: Mid-term warning is assigned to any Generic BSN student obtaining an average grade of less than “C+” (75%) or an unsatisfactory in clinical performance at the mid-term of any nursing course.
- BSN (RN/BSN) Programs: Mid-term warning is assigned to any BSN Program student obtaining an average grade of less than “C+” (75%) or an unsatisfactory in clinical performance at the mid-term of any individual nursing course.
- MSN Program: Mid-term warning is assigned to any MSN Program student obtaining an average grade of less than “B” (80%) or an unsatisfactory in clinical performance at the mid-term of any individual MSN Program course.

### Supplemental Instruction

- Supplemental Instruction is available for the baccalaureate nursing and pre-requisite courses. Please contact the nursing advisor for information on schedules and availability.

### Progression Requirements:

- Generic students in the first two years of the major (completing general education requirements, and pre-requisites for the major) must achieve a minimum GPA of 2.0 to be admitted to the nursing sequence. Students who have a grade point average less than 2.0 for two consecutive semesters during the general education portion of the curriculum will be permanently dismissed from the nursing major without the option to reapply. Science grades must be C+ or better. Any science grade of less than a C+ must be repeated at Ramapo. Only one repeat is allowed. Students receiving grades of less than C+ in two sciences will be dismissed from the major without the option to reapply.
- Students are allowed no more than two course withdrawals or incompletes in the Nursing Programs: one within the prerequisite/general education sequence and one within the nursing sequence.
- Students will not be granted permission to enroll in any nursing course more than twice regardless of grade receipt
- In the Generic nursing sequence, students must receive grades of “C+” or better in all nursing courses.

- In the RN/BSN Program students must achieve grades of “C+” or better in all nursing courses
- If a student earns a grade of less than “C+” in NURS 306 – Integrative Clinical Strategies I, the student will be dismissed from the major.
- In courses other than NURS 306 – Integrative Clinical Strategies I, students will be dismissed upon grades of less than “C+” in two courses.

Independent Study Course

- Students who fail a didactic nursing course with an ICS co-requisite will be required to repeat the didactic course. In addition, the student will be required to register for an independent study that will be a co-requisite. This co-requisite will be a clinical course with a clinical experience associated with the lecture course that is being repeated. Students will register for the designated Independent Study Course and will be assigned to a clinical group with appropriate supervision. Students will be required to submit all required assignments and be evaluated on their clinical performance and receive a grade for the course.

Auditing a Course

- Students who fail a nursing course will be strongly recommended to audit courses as listed below in addition to repeating the failed course. Students who audit a course are required to attend all classes and complete all required work and exams for that course.

<b>Failed course</b>	<b>Retake</b>	<b>Audit</b>	<b>Independent study (IS)</b>	<b>Clinical/ Lab</b>
<b>Semester 1 Fall</b>				
NURS 306 – ICS 1	No re-admittance			
NURS 305- Foundations	305		Yes	6 hours/week
NURS 330 - Health Assessment	330		Yes	6 hours /week
NURS 325 - Research	325		No	
<b>Semester 2 Spring</b>				
NURS 340 – Family-Centered Nursing	340		Yes	6 hours Peds/OB clinical/week

NURS 370 - Patho Pharm 1	370	345	Yes	6 hours Med-Surg Clinical/week
NURS 345 - HIM I	345	370	Yes	6 hours Med-Surg Clinical/week
NURS 355 - ICS 2	355	No	No	12 Hours/week
<b>Semester 3 Fall</b>				
NURS 430 ICS 3	430	No	No	12 hours/week
NURS 435- Patho Pharm 2	435	410 370	Yes	6 hours Med Surg clinical /week
NURS 410 - HIM 2	410	435 345	Yes	6 hours Med Surg Clinical/week
NURS 425 Community	425	No	Yes	6 hours community/ mental health clinical/week
<b>Semester 4 Spring</b>				
NURS 450 Residency	NURS 450	NURS 440	No	10 hours/week
NURS 440 ICS 4	NURS 440	NURS 450	No	10 hours/week
NURS 445 Global	NURS 445	No	No	
NURS 460 Leadership	NURS 460	No	No	

- Students who pass the lecture course and fail any one component of the associated ICS 2, 3, or 4 will be regarded as failing the entire clinical course and will be required to repeat the ICS course they failed.
- Students receiving a failing grade in a nursing course must meet with the nursing advisor to determine future registration options. While every accommodation will be made, students failing nursing courses are NOT guaranteed entry into subsequent courses, registration is by “space available” basis.
- BSN students taking graduate level courses and receive a C+ or lower, must retake such course upon admission to the MSN program and obtain a B or better in the course.
- If a BSN student earns a grade of less than C+ in any graduate nursing course, the student must retake the course and must achieve a grade of B or better; any subsequent failures (grade of less than C+) in a nursing course will result in a dismissal.
- Generic Students who receive a grade of C+ in any nursing course will be required to attend weekly tutoring in the subsequent semester.
- A MSN student will be placed on Academic Probation if the student receives a course grade less than B, if in any term their GPA is less than 3.0 (even if total cumulative GPA is 3.0 or better) or when the cumulative GPA is less than 3.0.
- If a MSN student earns a grade of less than C+ in any nursing course, the student must retake the course and must achieve a grade of B or better; any subsequent failures (grade of less than B) in a nursing course will result in a dismissal.

It is expected that all students will complete their academic program within 5 years. Generic students must complete the nursing curriculum within three years from entry into the nursing sequence or they will be dismissed from the major. If the student requires extra time for degree completion, the permission of the Assistant Dean is required.

#### Math Proficiency Requirement

- Math Medication proficiency tests are given each semester.
- Specific course requirements are listed in each course syllabi.
- Inability to meet Math Proficiency requirements may result in course failure.

#### Graduation Requirements

- BSN Students must complete the required 128 credits of the major as delineated on the degree audit.
- MSN Students must complete the required credits as delineated on the degree audit.
- Graduation applications must be approved by the Assistant Dean and submitted to the Graduation Office by the posted dates.

### NCLEX Exam

- All candidates for the NCLEX Exam must satisfactorily pass a NCLEX readiness Exam administered by the Nursing Programs in order for their name to be submitted to any State Board of Nursing.
- If a Generic student completes the nursing sequence, but is ineligible for May graduation the student will be required to satisfactorily pass a NCLEX readiness exam at the time of their graduation in order to be recommended to the Board of nursing to take NCLEX.

### Academic Suspension

- Nursing students may be suspended (i.e., barred from attendance) from an academic nursing program for a specified period of time due to failure to meet academic standards, unsafe clinical practice and/or violation of department or college policies.

### Program Dismissal

- Generic BSN program students will be dismissed from the program due to:
  - More than one grade of less than C+ in any of the required sciences.
  - GPA of less than 2.0 for two consecutive semesters during the first two years of the curriculum.
  - Grade of less than C+ in NURS 306 Integrative Clinical Strategies I.
  - In courses other than NURS 306, two course grades of less than C+
  - Unsafe clinical practice as evaluated by a faculty member
  - Violation of College policies
- RN to BSN students will be dismissed from the program due to:
  - Nursing GPA of less than 2.3 for 2 semesters
  - Two nursing course grades of less than 2.3 (“C+”)
  - Two semesters of total GPA of less than 2.0
- Graduate program students will be dismissed from the program due to:
  - Two course grades of less than B
  - Two terms with term GPA of less than 3.0
  - Two terms or 9 credits with cumulative GPA of less than 3.0
  - Unsafe clinical practice as evaluated by a faculty member
  - Violation of College policies

### Student Withdrawal after a Previous Failure Policy

- If a student enters a course that he/she has previously failed; failure to complete the course with a passing grade or withdrawal/incomplete from the course prior to completion will result in dismissal from the nursing program.



## Grade Appeal Process

- The faculty of the College establishes course requirements and performance standards. Faculty evaluation of students' academic performance is a qualitative judgment and is expressed through the submission of final course grades to the Registrar at the close of each semester. In those instances where a student wishes to appeal a course grade, the student should take the following steps:
  - No later than twenty calendar days after posting of grades, a student must bring his/her appeal to the attention of the faculty member. Both should make good faith efforts to share viewpoints and mediate differences of opinion.
  - If the course is required for progression to the next semester, the student must notify the faculty member within one week of the grade receipt.
  - If it is mutually agreed that a grade readjustment is warranted, the faculty member forwards a Change of Grade Request, including explanatory reasons, to the Assistant Dean.
  - If a student and faculty member cannot reach a mutual agreement and a student wishes to pursue a grade appeal, the student must present a written appeal, including pertinent course materials or course work, to the Assistant Dean.
  - The Assistant Dean will refer the matter to the Student Affairs Committee of the Nursing Programs within two weeks of grade receipt.
  - The Student Affairs Committee will hear the matter at the next scheduled monthly meeting. An emergency meeting will be held if the grade decision is required for student progression to the next semester.
  - Members of the Student Affairs Committee rendering an opinion on a grade appeal must not include faculty involved in the grade. The Student Affairs Committee will meet to decide the outcome.
  - If it is mutually agreed by the Student Affairs Committee and faculty member that a grade change is warranted, the Assistant Dean will forward a faculty-endorsed Change of Grade Request with explanatory reasons, to the Office of the Provost/Vice President for Academic Affairs.
  - If the Student Affairs Committee renders an opinion which does not support the student's grade appeal, the student may petition for a review by the Office of the Provost. The petition would be initiated by the submission of a written statement by the student that explains their position and includes any evidence the student has that contradicts the Committee's decision or contains information that had heretofore been unavailable. The Provost's Office will reject any request for review that does not offer clear evidence that the Committee made a factual mistake, violated school policy, or otherwise acted outside the purview of the Committee.  
<http://www.ramapo.edu/catalog-2016-2017/academic-policies/>
  - The Provost or his/her designee will consider only those grade appeals which have previously received full deliberative discussion at the faculty and Assistant Dean and Committee level.
    - After conferring with the student, Assistant Dean, and faculty member and reviewing the pertinent documentation, the Provost or his/her designee

may take one of the two following actions: (a) approve or decline the student's grade appeal; or (b) request that the Committee on Academic Standards and Procedures review the appeal and render a recommendation to the Provost or his/her designee who, in turn, will advise the student, the professor, and the Dean of his/her final recommendation. In steps (a) and (b), the recommendation of the Provost or his/her designee is final.

#### Readmission to the Nursing Programs after Academic /Clinical Dismissal

- The Student Affairs Committee of the Nursing Programs has established readmission criteria for students who have been dismissed for academic failure. The student who meets the conditions for readmission will be required to meet both program and academic requirements in place at the time of readmission. Readmission is subject to “space available” in the nursing program.
- If a readmitted student fails a single additional nursing course he/she will not be permitted to progress and will be permanently dismissed from the Nursing Programs.
- Lengths of absence of longer than one calendar year will disqualify the student from re-entering the nursing program.

#### Application Deadline

- All readmission applications must be submitted by April 15<sup>th</sup> for the fall semester and November 15<sup>th</sup> for the spring semester. Applications are reviewed by the Student Affairs Committee and recommendations are made to the Assistant Dean of the Nursing Programs. Final approval for readmission is determined by the Assistant Dean.

#### Readmission Criteria

Former students who were dismissed from the Nursing Programs for academic /clinical failure must follow the readmission procedures, are subject to the readmission policies and must have fulfilled the following criteria to be considered for readmission to the Nursing Programs:

1. Submit a letter of petition for readmission to the Assistant Dean.
2. Provide supporting evidence to include, but not limited to, remediation or counseling. This letter needs to address areas of concern that resulted in dismissal.
3. Submit two letters of recommendation from a theory and clinical faculty member(if the dismissal was from the nursing sequence). Submit two letters of recommendation from faculty in current science courses if dismissal was from the general education portion of the curriculum.
4. Submit transcripts from other academic institutions indicating completion of health field related courses taken since time of dismissal. GPA for all courses taken

during this time must be at least 2.0. There must be evidence of no grades below C during this time. Experiential learning will be evaluated on an individual basis.

### Readmission Procedure

Former students seeking readmission to the Nursing Programs will follow the readmission procedure.

1. Satisfy application for readmission.
2. Comply with readmission policy.
3. Pay a readmission application fee if required by Ramapo policy
4. Submit a Readmission Application.
  - a. Readmission to the Nursing Programs will be considered on a case-by case basis by the Student Affairs Committee.
  - b. The Student Affairs Committee may request a student interview.
  - c. Readmission to the Nursing Programs is subject to availability of space. Students seeking readmission will be placed in the pool of applicants and given equal consideration for admission with other applicants. Admission is competitive.
  - d. Notification of “re-admission” will occur when it is determined that there is “space available”. This may occur at the time of the start of classes.

### Readmission Policy

1. Students who were dismissed from the Nursing Programs for academic /clinical failure but not dismissed from the College may continue to take general education courses.
2. Students dismissed from the major due to Academic Integrity violations will not be eligible for re-admission.
3. Students applying for re-admission to the major may only apply once.
4. If a student’s application was received favorably, but there was no “space available” student may re-apply a second time.
5. Students re-admitted to the program must satisfy all health, insurance; CPR and criminal background check requirements at the time of re-admission.
6. A student re-admitted to the Nursing Programs is permitted no further course failures.
7. A student who is academically dismissed from the Nursing Programs and denied re-admission by the Student Affairs Committee is not eligible to re-apply to the Nursing Programs.
8. If a student did not attend mandatory tutoring, they will not be allowed to apply for readmission.

## Student Evaluation Of Nursing Program, Faculty And Courses

- Students have an opportunity to evaluate their faculty and courses by completing faculty and course evaluation forms. The process is as follows:
  - Evaluations are handed out to students following Ramapo College procedure.
  - The Office of Institutional Research provides the faculty with a summary of the findings after students' final grades have been submitted.
  - Aggregate course findings are reported to the Curriculum Committee for review.
- The faculty believes that ongoing evaluation is essential to the continuous improvement of the nursing programs. For this reason, students have an opportunity to evaluate their program of study by anonymously completing a program exit evaluation as they complete their academic program.

## Miscellaneous Policies

- **Audio/Video Recording and/or Photographic Devices**  
Students are not permitted to use audio/video recording and/or photographic devices in the classroom, learning/simulation laboratory, faculty office or other premise without the expressed permission of the instructor. No recording of any nature or photography is permitted in the clinical setting.
- **Smoking and Food Consumption**  
Ramapo College and clinical affiliates are all smoke free environments. Smoking is not permitted. Beverages and foods are not permitted in lecture halls, classrooms, learning laboratories, or computer laboratories.
- **Visitors**  
Students are not permitted to have visitors in the classroom, learning/simulation laboratory, or during clinical practicum experiences.

## Social Media Policy

- Nursing students may not post any material that could potentially violate patient confidentiality on social media sites. Online postings or discussions of specific patients must be avoided even if all identifying information is excluded. Students may be subject to disciplinary action by the school and the clinical agency for comments that are either unprofessional or violate patient privacy. HIPAA regulations apply to comments made on social networking sites and violators are subject to the same prosecution as with other HIPAA violations. Statements made by the student within online networks will be treated as if the statement was made in a public place. Electronic devices will be used only for accessing nursing resources in all clinical agencies. Texting and cell phone usage is prohibited in the clinical area.
- Faculty will monitor their own classrooms for overt abuse of electronic devices as distraction to the teaching/learning environment. All electronic devices will be collected during testing.

### Insurance Policies

- Health Insurance - All students are required to show evidence of current health insurance coverage. Coverage must meet the minimum benefit coverage. Students without such coverage will not be allowed in any nursing courses.
- Professional and General Liability Coverage - Students are required to purchase their own individual malpractice insurance. The amount of the policy coverage will be at least 1 and 3 million dollars. Students will be expected to provide proof of such coverage before starting nursing coursework.

### Health Policies

- Acceptance into the nursing sequence and continued matriculation in the nursing program requires the student to provide proof of all Ramapo College health requirements; and documentation of the following:
  - Complete history and PE within six (6) months prior to nursing sequence..
  - Hepatitis B\* - 3 doses of vaccine (at least one dose prior to any activities with any risk of exposure) or serologic proof of immunity prior to matriculation or enrollment.
  - Annual 2-step TB testing required receiving tuberculin testing, i.e., Mantoux, intradermal PPD with appropriate follow-up of positive reactions within 3months prior to matriculation and annually, thereafter.
  - 10 panel drug screen
  - Annual flu shot

### Basic Life Support (BLS) Certification

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

### Uniform Code

- Generic students will wear the uniform purchased through the bookstore. A white laboratory jacket may also be worn. All items of uniform clothing must be neat, clean and pressed. A name tag identifying its wearer as a Ramapo nursing student, and the Ramapo Nursing insignia patch displayed on one shoulder are to be worn as part of the uniform and must be displayed at all times. Women may wear plain white stockings with a dress or skirt. Plain white socks may be worn by men or women with slacks. Patterned hose and/or other novelties are not acceptable. White, rubber soled shoes with backs that are clean and in good repair are required. Clog type shoes are unacceptable.

- When students are in a clinical area where the uniform is not required, professional attire is expected. A white laboratory jacket or coat must also be worn. A nametag identifying the wearer's title, licensure and status as a Ramapo nursing student must be worn at all times.
- Hair must be neat, clean and off the collar with no loose ends that hang forward. Large decorative hairpieces or ornaments are not acceptable. Nails must be neatly trimmed to a length that will not interfere with safe, hygienic nursing care. Nail polish must be clear or of a neutral shade. Facial make-up may be worn in moderation. Small earrings that do not dangle, a wedding band and a plain watch may be worn. To ensure safety and proper hygiene, other jewelry is not permitted.
- Visible body piercings are not to be worn in the clinical area.
- Body tattoos must be covered in the clinical area.

### Professional Conduct of Students

- A code of professional conduct is a statement about a group's expectations, a standard of behavior. It reflects a profession's acceptance of the responsibility and trust that has been invested in it by society. Nursing students are held accountable to a code of professional behavior consistent with the following prescribed by the American Nurses' Association (ANA) (2015):
  - The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
  - The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
  - The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
  - The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
  - The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
  - The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
  - The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy. This provision first focuses on the

- The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
- The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain integrity of the profession, and integrate principles of social justice into nursing and health policy.

American Nurses Association. (2015). *Code of Ethics for Nurses with Interpretive Statements*, Silver Spring, MD: Author.

### Student Outside Employment

Nursing curricula are very demanding of students' time and energy. It is recommended that nursing students limit their outside employment while enrolled in courses. Conflicts with outside employment work schedules are not sufficient reason for changes in course schedules or academic assignments. Outside employment commitments do not excuse students' failure to: (1) attend SN courses or clinical practicum; (2) submit academic assignments in a timely manner, or (3) otherwise meet course and clinical objectives and requirements.

### Nursing Student Organization

All nursing students are encouraged to join the Nursing Student Organization.(NSO). This organization is involved in the student representation on all Nursing Program committees and forms the base of the "student voice" within the Nursing Programs. Meetings are held biweekly during the Academic year.

### Nursing Alumni

At graduation, all students are inducted into the Ramapo College Alumni Association. The Nursing Alumni Association provides educational programming and social networking for the Programs Alumni. For information, contact the Ramapo College Alumni Association.

### Nursing Programs Honor Society

The Nursing Programs Honor Society has been accepted as a chapter in Sigma Theta Tau International (STTI), the International Honor Society of Nursing. The Ramapo College Nursing Programs chapter in STTI is Phi Sigma and this was awarded in March 2012. Membership in the Honor Society is based on academic standing and is by invitation only.