NURSING PROGRAMS STUDENT HANDBOOK

2023-2024

Welcome to the Nursing Program at Ramapo College of New Jersey. This handbook is updated annually, and it is the student's responsibility to stay informed of the current student policies. Once published, the most current version of the Nursing Student Handbook applies to students regardless of the year they entered the program.

Location and Contact Information

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INTRODUCTION

Overview

The Nursing Programs at Ramapo College consist of four curricula: the generic program, the RN/BSN program, the MSN program, and the DNP 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 Master' degree in Education, Administration, or as a Nurse Practitioner.
- The DNP program is designed as a post MSN degree for nurses working in clinical settings.

Faculty/Staff

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- Kathleen Farina MSN-ED, RN, Clinical Teaching Associate
- Julia Fitzgerald PhD, RN, CNE, Associate Professor of Nursing
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- Joan Richards DNP, RN, CNE, CHSE, Director of Nursing Simulation Lab
- Lorraine Santangelo PhD, RN, HNB-BC, Assistant Professor of Nursing
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- Inderani Walia PhD, RN, Assistant Professor of Nursing
- Renee Zink MSN, RN-BC, ONC, Supervisor, Clinical Partnerships & Nursing Professional Development, The Valley Hospital

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, 2021), The Essentials Core Competencies for Professional Nursing Education (AACN, 2022), NLN Core Competencies of Nurse Educators (NLN, 2018), National Organization of Nurse Practitioner Faculties (NONPF, 2022) were used in designing the curricula.

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 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 efforts, 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.
- 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.

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: https://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, spoken words, actions and interactions with patients, families, peers, faculty, and staff. All nursing students have a responsibility to report unethical behavior.

Clinical Experiences: Assumption of Risk

- Clinical experiences (practicum, clinical rotations, supervised practice, and simulations) are a required component of academic programs at Ramapo College nursing programs. These experiences allow students to practice skills and techniques learned in didactic, laboratory and clinical courses as well as develop critical thinking skills that are important for health care providers. Clinical experiences occur in hospitals, clinics, schools, community organizations, and other appropriate settings where students can interact with patients and clients.
- Sites selected for students' clinical experiences are required to take reasonable and appropriate measures to protect students' health and safety in the clinical setting. Faculty will develop appropriate policies and procedures relating to student safety and prevention of exposure to disease. Students will have access to appropriate PPE during their clinical experiences. Students will receive training related to potential hazards and prevention techniques. Students have the responsibility to report any potential exposures to the supervisor at their site as well as their Ramapo faculty member. Students may have the opportunity to be placed in a different setting, but alternative site options are not always available, and changes may delay the completion of the student's degree.
- However, even with such measures, there are risks inherent to clinical experiences. Potential risks of completing clinical experiences include, but are not limited to:
    - Exposure to infectious diseases through blood or other body fluids via skin, mucus membranes or parenteral contact
    - Exposure to infectious diseases through droplet or air-borne transmission
    - Hazardous chemical exposure
    - Radiation exposure
    - Environmental hazards, including slippery floors and electrical hazards
    - Physical injuries, including back injuries
    - Psychosocial hazards
    - Offensive, inappropriate, or dangerous conduct by patients or clients, including violence, harassment, and sexual harassment

  These risks can lead to serious complications, trauma, bodily injury, or death.

SPECIAL NOTICE REGARDING COVID-19

- COVID-19, the disease caused by the novel coronavirus, is a highly contagious disease that causes symptoms that can range from mild (or no) symptoms to severe illness. COVID-19 can cause severe and lasting health complications, including death. Everyone is at risk of contracting COVID-19. Although anyone who contracts COVID-19 may experience severe complications, the CDC has found that individuals with certain underlying health conditions are at higher risk of developing severe complications from COVID-19. These medical conditions include chronic lung disease, asthma, conditions that cause a person to be

immunocompromised, obesity, diabetes, chronic kidney disease and liver disease. COVID-19 is believed to spread primarily by coming into close contact with a person who has COVID-19 and may also spread by touching a surface or object that has the virus on it, and then touching one's mouth, nose, or eyes.

- Much remains unknown about COVID-19. Further research may reveal additional information regarding the disease, including how it spreads and what health complications, including long- term complications, can result from contracting it.
- Participating in clinical experiences, even when wearing recommended PPE, may increase the risk of contracting COVID-19, and these risks cannot be eliminated.
- If you feel that you are unable to attend clinical experiences, then you must withdraw from all clinical and co-requisite courses. Continued progression in the nursing courses will be on a "space-available" basis.

CURRICULUM

Program Plans

The programs are designed so that the students can complete them within a standard time frame. Full time generic program students can complete in 4 years, Full time RN to BSN students in 2 years, MSN students in 2-3 years (depending on the course of study) and DNP in 3 years. Part time options are not available in the generic program. Part time options exist in the RN to BSN and MSN and DNP programs.

BSN Programs

Generic BSN Program: https://www.ramapo.edu/catalog-2022-2023/tas/nursing/

RN-BSN Program: https://www.ramapo.edu/catalog-2022-2023/tas/nursing/

MSN Programs

MSN-Education Track: https://www.ramapo.edu/majors-minors/majors/msn/

MSN-Administrator Track: https://www.ramapo.edu/majors-minors/majors/nursing-msn-nurse-administration/

MSN-FNP Track: https://www.ramapo.edu/majors-minors/majors/nursing-msn-family-nurse-practitioner/

MSN-Adult Gerontology NP Track: https://www.ramapo.edu/msn/

DNP Program

DNP Program: https://www.ramapo.edu/dnp/

ACADEMIC POLICIES AND REQUIREMENTS

Introduction:

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.
- 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, and 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 the 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.

Advisement and Registration

- Students enrolled in the nursing programs should refer to their advisor for information regarding registration for their intended program of study.
- Students taking prerequisite courses or any other course outside of Ramapo College must get approval from their nursing advisor and complete an "off-campus study form" prior to taking the course. The final transcript must be submitted to the Nursing Advisor and Registrar's Office prior to the beginning of the next semester.
- 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 baccalaureate nursing major are considered baccalaureate nursing students. Full-time status is determined by enrollment for twelve (12) or more undergraduate credits during the fall, spring, or summer terms.
    - Graduate Student: students admitted to the Master's or Doctoral Program. Full–time status for graduate students is determined by enrollment for nine (9) or more graduate credits per semester.
    - Transition Student: a nurse with a non-nursing baccalaureate degree taking prerequisite courses for admission to the MSN. Full-time status is determined by enrollment for twelve (12) or more undergraduate credits.

Advisement Procedure

- All students are assigned an advisor upon admission to the nursing program. The nursing advisors provide academic advisement in program planning, course selection, policy interpretation and generally assist students with any difficulty in academic progression. Students are encouraged to schedule appointments and communicate with their advisor at a minimum of once per semester. Students are permitted to register for nursing courses only after communicating with their 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.

- Prior to meeting with their advisor, students are encouraged to review their degree evaluations online through *U.Achieve* to determine requirements of the curriculum.

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 are 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 or review.
- All written assignments are expected to be the student's original work. Plagiarism is cause for disciplinary action and program 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 inappropriate language will be reflected in the student's evaluation.
- All scholarly written assignments are to be submitted via Turnitin. 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 College wide Academic Integrity Violation Procedure. Academic Integrity Policy

Manual of Scholarly Writing

- 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 most current American Psychological Association's manual of style.

In Person Electronic Testing Policy

- Students will leave all personal possessions (books, papers, bags, purses, and electronic devices, including but not limited to cell phones, smart watches, ear buds) in a specified area of the room. All electronic devices are **to be turned off and stored in a designated space in the classroom.**
- Students will take all exams in a proctored testing environment.
- During testing sessions employing electronic devices, opening any browser or any other computer program other than the testing screen, or taking screen shots **will result in a score of a zero for the exam.**
- Students are required to leave hats, scarves, gloves, and bulky clothing in a designated area of the classroom.
- Students violating this policy will receive a **grade of zero on the exam** and will be referred to the Academic Integrity Board of the College.

Clinical Evaluation

- Satisfactory clinical performance is required for all courses with a clinical component. The student who demonstrates unsafe clinical performance is at risk for a course failure. If the performance results in a grade failure, the student may appeal in accordance with the academic appeal process.
- A student who is demonstrating unsatisfactory clinical nursing practice will be referred for appropriate remediation by the clinical faculty member/preceptor. The clinical faculty member will coordinate with the course coordinator/faculty 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.
- A student who demonstrates clinically unsafe nursing practice that jeopardizes a client or family's physical or emotional welfare may be dismissed from the clinical area by the faculty.

UNSAFE CLINICAL PRACTICE 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 instructors.
- Falsification of patient records.
- 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.
- Failure to communicate with your instructor that you are leaving a clinical area or failure to return to the unit within a designated time frame after an assigned break.

Any of the above could result in disciplinary action up to and including termination from the program.

Health Policies

- Every student is required to have a Drug Test Panel prior to entering the clinical courses. The results must be negative unless there is physician documentation of the drug being taken for therapeutic use.
- 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 physical exam 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 with appropriate follow-up of positive reactions within 3 months prior to matriculation and annually, thereafter.
    - 10 panel drug screen
    - Annual flu immunization
    - Covid-19 vaccination and booster (COVID requirements are subject to change based upon healthcare organizations' requirements).

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.

Attendance Policy

- Students are expected to attend all regularly scheduled nursing face-to-face and virtual 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 may be required to provide course faculty with reasonable documentation of reasons for absences upon return to class.

- A student who plans to miss one or more class sessions for religious observance, whether the religious holiday is recognized by the State of New Jersey or not, must notify the course instructor as soon as possible but no later than prior to the date of the religious holiday or the 50% refund date of the term in which the student is enrolled in the course (whichever comes first). The course instructor will not penalize the student for the absence and will allow the student to make up any work missed while absent for religious observance. Ultimately it is the student's responsibility to complete the work by the date agreed upon by the instructor and the student.

- Students are expected to arrive on time to all classes, laboratory/simulations and clinical practicum experiences.

- 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.

- Student Absence from Class/Exams
    - If a student needs to miss an exam due to a death in the family, illness including Covid or the need to stay home to quarantine due to possible exposure, or any other reason, documentation is required, when possible. Students who are absent from a regularly scheduled nursing examination (written or oral) and quizzes will receive a grade of "0" (Zero) for the exam or quiz. The student must notify the faculty administering the examination of absence within 1 business day of the scheduled exam or quiz. All missed exams will be made up at the end of the semester. Students must follow college guidelines and notify the appropriate authorities when exposed to Covid. Only one exam absence per nursing course will be allowed. With the approval of the course faculty this grade is replaced by the grade earned by taking a makeup exam or quiz administered at the end of the semester.

Make-up exams and quizzes are administered at the discretion of the course faculty and may be different in format and content from the original examination administered to their peers.
    - If a student has two scheduled exams in two separate nursing courses in one day, and the student is absent for one exam (regardless of the reason), then the student will automatically be unable to take the second exam.

- Class/Clinical/Lab cancellation
    - In the event of class/clinical/lab cancellation, alternative assignments/lecture will be posted on Canvas. Students are expected to sign into Canvas on a regular basis to check for announcements. Students are responsible for all information and assignments that are posted on Canvas.
    - In the event of a Ramapo College of New Jersey school closure due to weather or any other event, faculty may choose to hold class virtually during the scheduled time slot. Students are expected to check their email at the scheduled class time for announcements regarding a WebEx class/virtual or assignments. In case of delayed openings, students should check their email for any specific instructions from the faculty.

- On site and off site clinical:
    - In the event of a Ramapo College of New Jersey school closure due to weather or any other event, all on site simulation labs and all off-site clinical rotations are cancelled. If the closure occurs after students are already on the off-site units, the clinical instructor will be notified to end the clinical day as quickly as possible. Alternative clinical assignments will be announced via the Canvas course. Alternative assignments may be virtual/synchronous or virtual/asynchronous. On site lab times will be rescheduled if possible and/or a virtual assignment if applicable will be posted to Canvas.

- Clinical Absences:
    - All clinical absences will be documented in Connect.
    - Excessive absences will be documented in Connect as a Course Failure Warning.
    - Excessive clinical absences are defined as: more than two 6-hour clinical rotations or more than one 12-hour clinical absence.
    - On the day of the absence, the student is required to notify the clinical instructor and the Director of Nursing Simulation Lab as early as possible and before the clinical day begins.

- Clinical absence related to non-compliance with onboarding requirements:

  (See page 15 of the Student Handbook for all requirements).

- All students must be cleared prior to the first day of the clinical rotation for the semester. Any student who is not cleared to begin clinical on the first day of their course (regardless of their individual schedule), will incur a 5% deduction from the course final grade. If a second clinical day is missed due to non-compliance, there will be another 5% deduction in the course final grade. If a third clinical day is missed due to non-compliance, the student will be dismissed from the nursing program.

- Clinical absence related to any other matter (illness or otherwise):
  - The student is required to notify the clinical instructor and the Director of Nursing Simulation Lab as early as possible and before the clinical day begins.
  - Students who are absent from an assigned medical surgical/medical surgical DEU clinical or a scheduled simulation lab will incur a 2.5% grade deduction from the final ICS grade for the day missed. If the student submits a provider's note to justify the cause of the absence and/or proof of a positive Covid or Flu test and/or proof of a family emergency i.e., death in the immediate family (obituary) within 48 hours of the absence, the student will be reimbursed for the 2.5% deduction. If students miss a specialty rotation (Maternal/Child Health, Community/Mental Health) for a valid excuse (positive Covid or Flu test and/or death of immediate family member with appropriate documentation) all efforts will be made to have the student make up the rotation during the semester. Therefore, a point deduction will be waived when the student makes up the missed clinical. However, it is not always possible to make up these experiences.
  - If a student exceeds three (3) unsupported absences (an absence without any provider notes) in a semester, the student will fail the course.

- Tardiness:
  - Students are required to report tardiness to their clinical instructors in their off-site practicums on the morning of the assigned clinical. On the third report of tardiness to clinical, the instructor will ask the student not to report to the site and that day will convert to a clinical absence.

- Special Circumstances
  - If a student is forced to miss clinical rotations related to an extended illness, including any injury that requires the student to wear supportive devices, that absence will be reviewed by faculty for special consideration.

- Clinical Journal:
  - Students will document in their clinical journal the day/date of ALL absences and list it as a missed clinical day.

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.
- Nursing students may be barred from clinical experiences for any violation of a health facilities parking requirements. Such a suspension will result in a grade of "F" for the clinical course.

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. Sciences are divided into lab and lecture as separate courses. A grade of less than C+ in a science lab and a science lecture constitutes two failures. **Students who fail two science courses may not reapply to the program.**
- GPA of less than 2.0 for two consecutive semesters during the first two years of the curriculum. **Students may not reapply to the program.**
- Grade of less than C+ in NURS 305 Foundations of Nursing or NURS 330 Health Assessment. In courses other than NURS 305 or NURS 330, two course grades of less than C+; if a failure in NURS 305 or NURS 330, student is dismissed from the program.
- Unsafe clinical practice
- Behavior in accordance with college policy re: dismissal.

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
- Behavior in accordance with college policy re: dismissal.

Graduate program students will be dismissed from the program due to:

- Two course grades of B- or below
- Two terms with term GPA of less than 3.0
- If the student has a cumulative program GPA below 3.0, the student is placed on probation. At the completion of the next semester of enrollment, the probationary student is subject to the following conditions:
    - If the student has a minimum cumulative program GPA of 3.0, the student is in good standing after probation.

- If the student's cumulative program GPA is below 3.0 but has at least a 3.0 semester GPA, the student remains on probation.
- If the student's cumulative program GPA is below 3.0 and has a semester GPA below 3.0, the student will be dismissed.
- Two terms or 9 credits with cumulative GPA of less than 3.0
- Unsafe clinical practice.
- Behavior in accordance with college policy re: dismissal

Grading Policy

Grade		**Grade Pts per Credit**
A	95-100	4.0
A-	90-94	3.7
B+	87-89	3.3
B	84-86	3.0
B-	80-83	2.7
C+	75-79	2.3
F	74 and below	0

Mid-term Warning

- BSN programs (generic and RN-BSN): Mid-term warning through Connect is assigned to any BSN student obtaining an average grade in any nursing course of less than "C+" (75%) or an unsatisfactory in clinical performance at the mid-term.
- MSN/DNP Programs: Mid-term warning through Connect is assigned to any MSN/DNP Program student obtaining an average grade of less than "B" (84%) or an unsatisfactory in clinical performance at the mid-term of any MSN/DNP Program course.

Student Withdrawal after a Previous Failure Policy

- If a student enters a course that the student 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

- Grade appeals will be considered only if a student can provide documentation supporting their case. Circumstances that might justify a grade appeal include (but are not limited to): computational error; factual information not in evidence at the time the grade was posted (for example, an assignment that the student can document was submitted, but was not graded by the course instructor and therefore not factored into the final grade). Appeals that will not be considered include those based on a student's perceived need for a higher grade (for instance, in order to raise their GPA, or to enable the course to transfer to another institution) and those based on grades that were penalized (for example, 0 on an assignment) because the student was found responsible for violating the Academic Integrity Policy.
- The faculty of the college establishes course requirements and performance standards. In those instances where a student wishes to appeal a course grade, the student should take the following steps:
- A student must bring their appeal to the attention of the faculty member within twenty (20) calendar days after posting of grades. 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 a decision 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 determined 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 a decision which does not support the student's grade appeal, the student may petition for a review by the Office of the Provost/Graduate Council. 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 Student Affairs Committee's decision or contains information that had heretofore been unavailable. The Provost's Office/Graduate Council 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. https://www.ramapo.edu/catalog-2022-2023/academic-policies/
- The Provost or their 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 their 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/Graduate Council review the appeal and render a recommendation to the Provost or their designee who, in turn, will advise the student, the professor, and the Dean of their final recommendation. In steps (a) and (b), the recommendation of the Provost or their 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 they 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.
- All readmission applications must be submitted by **April 1st** for the fall semester and **November 1st** 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 specifically address areas of concern that resulted in dismissal. Actions taken to address areas of concern need to be identified.
3. Submit two letters of recommendation: one from a theory faculty and one from a clinical faculty.
4. Submit transcripts from Ramapo or other academic institutions indicating completion of 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. Complete 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. Students seeking readmission will be placed in the pool of applicants and given equal consideration for admission with other applicants. Admission is competitive and subject to availability of space.
    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 additional college courses.
2. Students dismissed from the major due to Academic Integrity violations will not be eligible for readmission.

3. Students applying for readmission 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 readmitted to the program must satisfy all health, insurance, CPR, and criminal background check requirements at the time of readmission.
6. A student readmitted to the Nursing Programs is not allowed any further course failures.
7. A student who is academically dismissed from the Nursing Programs and denied readmission by the Student Affairs Committee is not eligible to re-apply to the Nursing Programs.

Student Evaluation of Nursing Program, Faculty and Courses

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.

- Students have an opportunity to evaluate all aspects of their program: faculty, course, clinical facilities, and total program. The process is as follows:
    - Evaluations are provided to students following the Ramapo Nursing Programs Systematic Plan of Evaluation.
    - The Office of Institutional Research provides the faculty with a summary of the faculty course evaluation findings after students' final grades have been submitted.
    - Aggregate findings are reported to the appropriate nursing committee for review.

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.

Cell Phone Usage

- Cell phones are expected to be turned OFF in classroom/laboratory situations. In the clinical facility, the hospital rules apply.

Smoking and Food Consumption

- 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.

Insurance Policies

- Health Insurance - All students are required to show evidence of current health insurance coverage upon entrance to clinical courses. Coverage must meet the minimum benefit coverage as required. 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 prior to starting clinical course work. The amount of the policy coverage will be at least 1/3 million dollars for generic program students and all students in clinical settings. The insurance requirement for the other programs will depend on their role. Students will be expected to provide proof of such coverage before starting nursing coursework.

Transportation

- All students are expected to provide their own transportation to clinical experiences. Parking fees may be charged by the agency and students are expected to pay these fees. Any student violating the parking restrictions within the clinical facility may be removed from the clinical site and be at risk for clinical failure.

Uniform Code

- Generic program 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 the wearer as a Ramapo College nursing student, must be displayed at all times. Plain white stockings need to be worn if wearing a dress or skirt. Plain white socks may be worn with pants. Patterned hose and/or other novelties are not acceptable. Appropriate undergarments must be worn. White, rubber soled shoes with backs that are clean and in good repair are required. Clog type shoes are unacceptable.
- When all students are in a clinical area where the uniform is not required, business attire is expected. A white laboratory jacket or coat must also be worn. A name tag identifying the wearer's title, licensure and status as a Ramapo College nursing student must be worn at all times.
- Hair and nails must comply with the clinical agency policy. Hair must be neat, of natural color (not an unnatural dyed color), clean, and off the collar with no loose ends that hang forward. 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. Students must be fragrance free in the clinical setting.
- Visible body piercings are not to be worn in the clinical area.
- Body tattoos must be covered in the clinical area.

Basic Life Support (BLS) Certification

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

Criminal Background Check

- As a condition of enrollment in nursing courses, students will be required to authorize Ramapo College to obtain criminal background check(s). Students who have a positive criminal background check will not be admitted to nursing courses. 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, the student is not allowed

to return to the hospital/clinical agency until their record has been cleared. Such students who are not allowed to return to the clinical agency will be unable to continue in the nursing major.

Students with Disabilities

- 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.

Student Outside Employment

- Nursing curricula are very demanding of students' time and energy. For generic program students it is recommended that nursing students limit their outside employment while enrolled in courses. For all levels of students, 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 courses or clinical practicum; (2) submit academic assignments in a timely manner, or (3) otherwise meet course and clinical objectives and requirements.

College Closure

- If the College has a closure (delayed opening or early closure), students are expected to access their email that will be sent by their classroom or clinical instructor and follow these specific instructions.

Class/Clinical/Lab Cancellation

- In the event of class/clinical/lab cancellation**,** alternative assignments/lecture will be posted on Canvas. Students are expected to sign into Canvas on a regular basis to check for announcements. Students are responsible for all information and assignments that are posted on Canvas.
- In the event of a Ramapo College of New Jersey school closure due to weather or any other event, faculty may choose to hold class virtually during the scheduled time slot. Students are expected to check their email at the scheduled class time for announcements regarding a Webex class/virtual or assignments. In case of delayed openings, students should check their email for any specific instructions from the faculty.

Clinical Makeup for School Closings

- To achieve clinical objectives, there may be times when an alternate clinical day or days will be assigned during the semester to make up clinical hours that are missed due to school closings. This will be at the discretion of the faculty and ample notice will be given to students to accommodate the schedule change.

Professional Communication

- It is the responsibility of students at all levels to conduct themselves professionally while communicating. Professional communication encompasses written, oral, non-verbal, and digital communication within a workplace or academic context. Identify yourself in the specific course and section in your communication. Address faculty and all other professionals by academic or professional title. Details from all clinical and/or personal medical issues, should be discussed cautiously to maintain confidentiality. Appointments can be made to discuss a personal issue.

Medical Clearance after Illness/Surgery

- Anyone who has had a significant medical illness, injury, or surgery needs to receive medical clearance (healthcare provider permission*)* to return to clinical. Return to clinical is dependent upon the individual facilities' policies.

Graduation Requirements

- BSN Students must complete the required credits of the major as delineated on the degree audit.
- MSN/DNP 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.

Policies Specific to Generic BSN

Student Progression Requirements:

- Generic program 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 continue in the nursing major**. 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. All individual (lecture and lab) science grades must be C+ or better. Any science grade of less than a C+ must be repeated at Ramapo College. Only one repeat is allowed. Students receiving grades of less than C+ in two science courses will be dismissed from the major without the option to reapply.
- If a student earns a grade of less than "C+" in either NURS 305 –Foundations of Nursing or NURS 330 Health Assessment Across the Lifespan, the student will be dismissed from the major.
- In courses other than NURS 305 and NURS 330, students will be dismissed upon grades of less than "C+" in two courses.
- 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 two times regardless of grade receipt.

Standardized Testing

- All undergraduate Generic program 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 examinations. Nursing course syllabi clearly indicate when national achievement examinations are included as course requirements. **If a student scores Level 1 or below, they must complete remedial work and submit to the faculty in that course or they will not progress to the next level.** Students must present evidence from the Focused Review in specific areas that need improvement.

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 Generic program students are not excused from class, clinical, or labs to attend the NJNS annual convention.
- Senior Generic program 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 Generic program students are not excused from clinical, or lab to attend the NJNS annual convention.

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 strongly **recommended** 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 pass or fail 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.

Failed course	Retake	Audit	Independent Study (IS)	Clinical/Lab
Semester 1 Fall				
NURS 305- Foundations	No re-admittance			

NURS 306- ICS	306		Yes	6 hours/week
NURS 330 - Health Assessment	No re-admittance			
NURS 325 - Research	325		No	
Semester 2 Spring				
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
Semester 3 Fall				
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
Semester 4 Spring				
NURS 450 Residency	450	440	No	10 hours/week
NURS 440 ICS 4	440	450	No	10 hours/week
NURS 445 Global	445	No	No	

NURS 460 Leadership	460	No	No	

- 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.
- It is expected that all students will complete their academic program within 5 years. Generic program 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.

NCLEX Exam

- If a Generic program 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 to be recommended to the Board of nursing to take the NCLEX.

Assignment to Generic Section

- Generic program 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.
- Clinical placement sites and hours may vary and include day, evening, or weekend times.

Policies Specific to RN-BSN Program

Student Progression Requirements

- In the RN/BSN Program students must achieve grades of "C+" or better in all nursing courses.

RN-BSN Electronic Testing Policy

- Refer to virtual testing rules (page 15)

- 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.

Attendance

- Students enrolled in the RN- BSN program which utilizes non-traditional course schedules are expected to be at the scheduled "in-person" sessions that are held each semester.

BSN to MSN Option

- Students admitted to the RN/MSN program will have the option of "testing out" of up to two undergraduate courses that have graduate counterparts (NURS 325, NURS 611, NURS 330, NURS 620).

- Eligibility: Students with 3.0 nursing GPA.

- Process:
    1. The student will notify the advisor of intent to "test out" of undergraduate course and register for graduate course.
    2. Upon approval of Assistant Dean, the student will register for undergraduate course (s) and receive all course materials.
    3. The student will take course evaluation materials before the start of class. If a satisfactory grade is received, the grade will be posted, and the student will be required to register for and complete graduate course.

Policies Specific to MSN/DNP

Student Progression Requirements

- If a graduate student earns a grade of less than B in any graduate nursing course, the student must retake the course and must achieve a grade of B or better; any subsequent failures in a nursing course will result in a dismissal.
- An MSN/DNP 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.

Standardized Exams

- MSN students are expected to purchase Exam Prep Connect in Primary Care I (NURS 645).
- The APEA Predictor Exam is given in NURS 710 to all MSN/NP students.
- Students are responsible for the costs of these examinations and the costs are included as a testing fee in the student bill.

Attendance

- Students enrolled in the Graduate program which utilizes non-traditional course schedules are expected to be at the scheduled "in-person" sessions that are held each semester.
- MSN program students are required to fulfill all clinical hours within the semester and follow the clinical schedule submitted to the clinical faculty member and preceptor. Clinical hours may not be logged prior to the beginning of the semester. Absences 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.
- Further clinical experiences may be required at pre-arranged times that the student will be expected to attend.

Licensure and Malpractice

- All graduate students must have active RN licensure in New Jersey and have malpractice insurance during their tenure as a graduate student in clinical settings. The student will need to provide proof of these documents.

Clinical Clearance

- Students must complete all requirements prior to starting clinical. Students will be allowed to begin clinical once they have met all the requirements in CastleBranch and the practicum faculty has provided them with written clearance. All CastleBranch requirements must be completed at least two weeks prior to the first day of class.

Typhon

- MSN NP students are required to complete a minimum of 750 hours of direct patient care throughout the program, working in direct supervision with an NP, DO or MD licensed preceptor. These clinical hours are to be placed into our secure tracking system called Typhon. The students are required to place demographics and a mini SOAP note into the system describing the history,

physical and treatment plan. Students are required to document the time spent with the patient and preceptor. All Typhon entries will be approved by the practicum faculty. Students will need to have all hours completed prior to the end of the semester. If hours are not appropriately documented in Typhon this can be grounds for clinical failure and students will not receive a course grade.

Clinical Communication Forms

- Students will be provided with a clinical communication form that designates specifics about their clinical site, preceptor, and hours. This form must be completed prior to beginning clinical and cleared with the practicum faculty. This form is utilized to place the preceptor and site into Typhon. All details must be accurate and designate the preceptor's area of expertise.

Clinical Preceptors

- Students are **responsible** for seeking out clinical preceptors and sites. If a student is having difficulty securing a site, the practicum faculty will assist a student to procure a site within 1 hour away from the school (if possible). The practicum faculty must approve all clinical preceptors prior to starting clinical. Clinical preceptors must be board certified in their area of licensure. The appropriate professional licensed providers are: Medical doctors (M.D.), Doctor of Osteopathic Medicine (D.O.) or a Nurse Practitioner (NP).

Clinical Agreements

- Students are responsible for completing the program's designated clinical contract prior to the first day of clinical. Students must sign and have their preceptor sign and receive a copy of the contract. The contract will be provided to the practicum faculty for approval and filing.

Professional Conduct

- Students must adhere to professional conduct and adhere to the Code of Ethics during their clinical training (ANA Code of Ethics, 2015).
- Students are expected to be on time, wear appropriate attire, abide by the agreed time and dates of clinical and practice within their scope of practice. If there is an incident at clinical, students are required to contact their clinical faculty immediately.

Clinical Evaluation

- Evaluations are located in the syllabus. Students will find their clinical obligations in the evaluations. Students are required to have the evaluation completed for midterm and final. Students should provide their preceptor with a copy of their syllabus and their clinical evaluation on the first day of clinical for guidance on their expectations for clinical practice. Students must obtain a minimum of supervised or assisted in all objectives to pass clinical. Students who receive provisional or dependent in any area of clinical are subject to failure.

Clinical Failure

- Students are working in direct supervision of their preceptor. The syllabus designates the function that students will perform during their designated clinical phase; students should abide by their evaluation forms and scope of practice as an MSN/DNP student.
- Students are not to complete any procedures without first being "cleared" by their clinical preceptor. Clearance can be given if the preceptor directly instructs a student on a procedure, provides them with their office policy and protocol on the procedure and states that the student can conduct the procedure independently. Please note: students must be cleared with each individual preceptor. Students must also be aware of their scope of practice as a student nurse practitioner. If the student is in doubt, they should discuss protocols with their practicum faculty.

Other Items of Importance

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 throughout 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 Phi Sigma is a chapter in Sigma Theta Tau, the International Honor Society of Nursing. Membership in the Honor Society is based on academic standing and is by invitation only. Criteria for invitation to Sigma can be accessed at: https://www.sigmanursing.org/why-sigma/sigma-membership/apply-now/student-membership-criteria