KEAN UNIVERSITY

SCHOOL OF NURSING



RN-TO-BSN STUDENT HANDBOOK

2019-2020

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INTRODUCTION

Welcome to the Kean University School of Nursing.

This handbook is intended to inform students about policies, procedures, and services available at the University and within the School of Nursing. Throughout the Handbook other publications will be referenced, any information or question not covered in this Handbook can be found on the University website or answered by the appropriate University office.

The handbook provides information about the RN-BSN program and the School, this includes online and face to face methods of teaching. Policies in this handbook are subject to change, **the University reserves the right to change policies and procedures without notice**. Hence, this handbook is not intended to be and should not be considered a contract between the University, the School, and/or any student or other person.

KEAN UNIVERSITY SCHOOL OF NURSING (MISSION)

The School of Nursing is one of many schools in the Nathan Weiss Graduate College. The mission of the School of Nursing is to advance the standards of practice in the region and to provide the breadth and depth of academic and clinical experiences to prepare registered nurses for advanced clinical practice and leadership roles within the context of a continuously changing health care system. Nurses educated at the baccalaureate level are prepared as nurse generalists able to practice in a variety of setting and clinical situations. Nurses educated at the master's level are prepared for specialization in roles of nurse managers, administrators, and in content areas of nursing and healthcare administration/leadership, Transcultural nursing, community health nursing, and school nursing. Nurses prepared at both levels contribute to clinical excellence and quality of care through active participation in continuously raising standards of care in the region.

The School of Nursing faculty is comprised of scholars, researchers, and dedicated practitioners, who are committed to provide students with advanced knowledge and skills through inspired mentoring and superior instruction. Programs are well adapted to the needs of adult learners, many of whom are also full-time practitioners of Nursing. The School of Nursing utilizes a holistic approach, and fosters a diverse culture that encourages dialogue and mutual respect, contributing to students' development as critical thinkers and innovators unafraid to take the risks necessary to pioneer new practices. We are confident that our skilled instructors will help nurture your passion for Nursing.

SCHOOL PHILOSOPHY

The philosophy of the School of Nursing includes beliefs related to the nursing metaparadigm as well as beliefs about levels of nursing practice and values underlying nursing education.

Human Beings

The faculty believes that people are holistic beings whose life-course experiences are integrated into a coherent and understandable pattern of meanings and behaviors. These integrated life patterns influence their perceptions and interactions with their environment. The individual is endowed with many capacities that are dynamic, evolutionary and growth producing. Change and growth in this sense, are uniquely constituted in each person's systems of meanings and values, which are shaped by his/her biological, psychological, social and cultural experiences. Understanding the fullness of the individual hinges upon discovery of these systems of meanings and value orientations, inductively drawn from his/her emic worldview. It is this worldview that provides the context for understanding an individual's choices about his/her lifestyle.

Environment

Apart from being a biological system, an individual is a sentient, social and cultural being whose identity is transformed by interactions with other individuals, family, community, society and the physical environment. Full appreciation of an individual's humanity, therefore, hinges on the realization that the person is more than the sum of his/ her component parts. Individuals have the capacity to create families, communities and societies as well as transform his/her environment. These environmental contexts, in turn, influence the individual members of the group. An individual's reference group is the context for understanding his/her beliefs, attitudes and habits. Explicating the historic, synchronic and phenomenological variables in each person, family and community is fundamental to the conceptualization of people as holistic and humanistic beings.

Health

Health is a universal concept and yet, the nature, characteristics and meanings are constituted socio-culturally. Health refers to a state of well-being that is culturally defined, valued, and practiced, and reflects a continuum of wellness and illness across the life span. It reflects the ability of individuals or groups to function

productively and participate in society‘s activities in a manner that is congruent, beneficial and meaningful to their lifeway (Leininger, 1991).

Phenomenological, biological, social and cultural dimensions characterize health. The meaning of health is embedded in the emic worldview of the individual, family and society. Health is characterized by process and outcome. Health is a relative condition achieved through purposeful activities and processes that support a healthy lifestyle. It is an expression or outcome of this healthy life process. In turn, health states are a resource in selecting and pursuing other life goals. Health is a manifestation of complex, multifaceted interactions between humans and their environment, and is conceived to be dynamic, constantly changing and evolving as life itself. Becoming and staying healthy is a life goal, however, the definition of health and the processes that play a role in its achievement have both universal and diverse qualities.

The same conceptualization of health continuum is applicable to health systems. Health in this sense is the system‘s ability to function productively with optimal participation by its members in goal achievement. The goal of nursing leadership is to maximize the functional health of systems in providing quality care for populations.

Nursing

Care is the essence of nursing and is the distinct, dominant, central and unifying focus of nursing (Leininger, 1991, 2006). Human caring is a universal phenomenon but its nature, characteristics and meanings are culturally defined. Caring consists of assistive, facilitative and enabling acts and decisions by professional nurses, which incorporate the cultural values, meanings and practice of the individual, family and/or community.

Nursing's overriding goal is to assist individuals, families, groups and communities in achieving their health potential and affirming a state of well-being. Health goals are subject to human choice and are achieved through culturally congruent, competent and outcomes-oriented care that transcends the continuum of health throughout the individual's life span.

Nursing practice is guided by knowledge, theory and research in the discipline of nursing, as well as from a broad base of knowledge from other disciplines. Nursing practice entails the care of the sick in and across all environments, the promotion of health and well-being, and population focused health care. Nursing has both process and outcome. Nursing process is a method grounded in critical thinking, a scientific body of knowledge. It is a collaborative process between caregivers and their clients with emphasis on empathic, humanistic and caring relationships. The outcomes of nursing care are the delivery of competent, culturally-congruent, compassionate, humanistic care Nursing‘s ideals evolve with changes in society and health care delivery. Aware of the internal and external trends and demands, nurses need to take an active role in defining and shaping health care delivery. Dealing with these mounting challenges and complexities of health care delivery requires that the nurse be committed to life-long learning. The faculty upholds the BSN as entry to professional nursing practice and the MSN as entry to advanced nursing practice.

Levels of Nursing Practice

Baccalaureate prepared nurses have the generalist foundation to function across the continuum of primary, secondary, and tertiary care. Graduates have an orientation to population- focused care with the family as the basic unit of care. In community practice settings, emphasis is on health promotion, maintenance, and cost-effective coordinated care. The RN-BSN curriculum, with its inclusion of clinical, scientific decision-making, and humanistic skills, includes education in community health, patient education, and nursing management and leadership, and prepares professional nurses for expanding roles in the rapidly changing health care system.

The baccalaureate curriculum is grounded in professional standards of care defined by the American Nurses Association (ANA), National League for Nursing (NLN), American Association for Colleges of Nursing (AACN), and individual specialty organizations. The contemporary context of professional nursing practice demands that the nurse be able to make effective and efficient decisions; design and manage a comprehensive plan of nursing care; understand a client‘s condition and treatment; supervise other nursing personnel and support staff; integrate advanced technology; assist clients and their families in accessing those community services compatible with their lifestyle; and advocate for and educate clients on health care options to facilitate access and

utilization of the health care system.

Masters level nursing education builds upon the generalist foundation of a baccalaureate program. Masters level nursing education is the appropriate level of education for nursing professionals who are seeking roles that require advanced practice knowledge and skills in order to function as providers and/or leaders of care delivery. This specialized preparation is necessary in meeting the changing needs of the health care system in providing quality, cost-effective, and culturally competent care to diverse populations in a wide variety of settings. To this end, the faculty endorse the core curriculum content recommended by AACN (1995) that includes research, policy, organization, and financing of health care, ethics, professional role development, theoretical foundations of nursing practice and human diversity and social issues.

Underlying Value of Nursing Education

The approach to teaching used by the School of Nursing is rooted in holism and adult-learning principles. Faculty respects the knowledge and life experiences of adult students. These experiences are used to examine the complexity and meanings of nursing phenomena as well as to extend and refine understanding and valuing of nursing. Adult learners are self-motivated and self- directed. With this perspective, students are encouraged to identify their personal career goals. Faculty serve as mentors, role-models, facilitators and resources of scholarship and excellence in assisting students to develop their nursing expertise, personal and professional growth.

The faculty recognizes that students possess diverse cognitive styles and modes of learning and are committed to preparing teaching strategies which facilitate the development of diverse potential. It is recognized that the non-traditional adult learner has multiple roles and responsibilities outside of the classroom. Consequently, flexible course offerings and scheduling, and a collegial, humanistic approach are utilized to support the students 'learning process.

The faculty believes that learning is a change process. In order for learning to occur, the environment must be challenging. An environment conductive to learning must also provide necessary resources for the student as well as diverse approaches to utilizing these resources and interacting with environmental demands. Thus, a creative and positive learning environment was developed by the faculty

The faculty provides the environment for learning, and serves as a resource to students as they learn. One primary means by which this is actualized is through faculty modeling of scholarship and excellence in nursing.

The RN student is a non-traditional adult learner. He/she brings to the teaching-learning process a sense of self-motivation and maturity, and is career-oriented with both employment and family responsibilities. As consumers, adult learners need to see the practical value of their educational pursuit. These students possess the ability to deliver competent nursing care commensurate with their prior academic and clinical preparation and enrich their learning process by bringing diverse clinical nursing experiences to the environment as an additional resource. Under these conditions, collegial relationships between faculty and students flourish, and the learning process is accelerated.

SELECTED POLICIES FOR THE KEAN UNIVERSITY COMMUNITY

All Kean University students must adhere to the University's policies and regulations. Important student policies include:

Ethics:
Ethics in professional practice and academia is the policy of Kean University and the School of Nursing that the highest ethical principles be applied in academic endeavors. Therefore, any student who falsifies clinical or classroom work, or presents the work of others, as his/her own will be penalized according to the Academic Integrity Policy as stated in the Nursing Major Handbooks and the Kean University catalogs.

For more information on ethics please visit: http://www.kean.edu/offices/ethics-office

Academic Integrity Principles and Values
Kean University is committed to nurturing the growth of intellectual reasoning, academic and professional values, individual ethics and social responsibility in all members of the campus community. Kean University provides academically rigorous undergraduate and graduate programs that adhere to the twin principles of honesty and academic integrity. These principles are essential for ensuring and maintaining excellence in the quality of its academic instructional programs and facilitating the intellectual development of its students, led by the faculty, staff, administration, and Board of Trustees of the University. Therefore, academic dishonesty in any form - written or non-written, media or technology - seriously compromises the Kean University mission to provide quality programs and opportunities for the optimum development of all students and employees.

There are five fundamental values that characterize an academic community of integrity (five values itemized below adapted from The Center for Academic Integrity, (http://www.academicintegrity.org/icai/home.php)

- **Honesty.** The quest for truth and knowledge requires intellectual and personal honesty in learning, teaching, research and service.
- **Trust.** Academic institutions must foster a climate of mutual trust and respect in order to stimulate the free exchange of ideas.
- **Fairness.** All interactions among the members of the Kean University Community should be grounded in clear standards, practices and procedures.
- **Respect.** Learning is acknowledged as a participatory process, and a wide range of opinions and ideas is respected.
- **Responsibility.** A thriving community demands personal accountability on the part of all members and depends upon action in the face of wrongdoing.

Maintaining high standards of academic integrity is the obligation and expectation of all members of the Kean community – students, faculty, staff, administrators and Board of Trustees. It ensures the application of the highest academic standards and principles of conduct, honesty and truth. An individual's work must reflect that person's own efforts and achievements. Any collaboration of effort by an individual or groups of individuals must be acknowledged. Failure to acknowledge such contributions constitutes an act of dishonesty and a misrepresentation of the individual's work. Academic and professional communities are built on ideas. These ideas are debated, investigated, tested, and applied. The evidence of these ideas and the work that stems from them includes, but is not limited to: research data, articles, books, computer programs, art, music, policies, and procedures. Academic and professional communities use this intellectual material to communicate ideas and to expand their body of knowledge. Reputable and respected members of these communities always acknowledge the sources of the material so used.

At Kean University, the demonstration of academic integrity falls into four categories:

- Mastery of material – All members of the Kean community are responsible for the truthful representation of their mastery of content and material on prepared documents or other academic, research or professional exercises.
- Representation of sources – All members of the Kean community are responsible for the complete, accurate, specific, and truthful acknowledgement of the work of others, including, but not limited to, their words, ideas, phrases, sentences, or data.
- Truthful submission of work – All members of the Kean community are responsible for the truthful representation of data, scholarly or creative works, research, its findings, projects, or other academic, research or professional exercises.
- Access and use of resources – All members of the Kean community, shall ensure that they protect their rights to access and use resources and engage only in authorized access and use of copyright of these resources.

Source: Kean University Academic Integrity policy.
View full policy at http://www.kean.edu/sites/default/files/u8/AcademicIntegrityPolicy.pdf

Student Code of Conduct

Kean University is committed to providing a campus environment that is conducive to academic inquiry in the university tradition. Kean is a metropolitan, comprehensive, teaching university that exists to foster inquiry and public discourse. It is also a community. At Kean, student members of the community are expected to abide by certain standards of conduct that form the basis of the Student Code of Conduct [Code] and ensure that their guests and visitors do likewise. These standards are embodied within a set of core values that include integrity, fairness, respect, community, and responsibility. When students fail to adhere to the community standards, appropriate proceedings may be initiated under the Code to address the failure and its consequences.

Kean University students exemplify honesty, integrity, and a respect for truth in all of their dealings. Behavior that demonstrates a lapse of integrity includes, but is not limited to:

1. Furnishing false information to any Kean University official, faculty member or office
2. Forgery, alteration, or misuse of any Kean University document, record, or instrument of identification
3. Tampering with the election of any Kean University registered student organization
4. Causing, condoning, or encouraging the completion of any Kean University record, document or form dishonestly
5. Initiating a false report or warning of fire, explosion, bomb threat, or other emergency

Source: Kean University Student Code of conduct
View full code at http://www.kean.edu/offices/community-standards-and-student-conduct/code-conduct

Equal Opportunity and Affirmative Action
Kean University is committed to establishing and maintaining a diverse campus community. Equal opportunity and diversity represent principles which are integrally woven into the University's mission. Kean University is committed to providing equal opportunity in employment and education, as well as equity of conditions for employment and education, to all employees, students and applicants without regard to race, creed, color, national

origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability. Sexual harassment is a form of unlawful gender discrimination and will not be tolerated.

Source: Kean University Office of Affirmative Action Statement

Equal Opportunity and Nondiscrimination Policies, and Procedures on Discrimination, Discriminatory Harassment and Sexual Harassment are maintained by the Office of *Affirmative Action* these policies govern students and employees of the University. For more information about these policies visit http://www.kean.edu/offices/affirmative-action.

Americans with Disabilities Statement & Non-Discrimination Statement:

Kean University is an affirmative action, equal opportunity institution. Students with documented disabilities who may need special instructional accommodations or who may need special arrangements in the event of an evacuation should notify the instructor as soon as possible, no later than the second week of the term. Students may contact the Office of Disability Services in Downs Hall Room 122 or call 908-737-4910 to discuss special needs.
Disability Services is available for students with a primary disability of Learning Disabilities (LD) or Attention Deficit Disorder (ADD/ADHD). *Counseling and Disability Services*: http://www.kean.edu/offices/disability-services

Title IX

Title IX of the Education Amendments of 1972 (Title IX) prohibit discrimination on the basis of sex in education programs or activities. Sexual harassment in any form will not be tolerated at Kean University. Sexual harassment by students should be reported to the Office of Affirmative Action Programs, Office of the Vice President for Student Affairs or the Office of Community Standards and Student Conduct immediately. Information about the University's Sexual Misconduct Policy may be found at the following: https://www.kean.edu/offices/policies/sexual-misconduct-policy

Kean University Non-Discrimination Policy:
Kean University is an affirmative action, equal opportunity institution.

Access to Education Records
Information from student educational records may be shared within the University by those officials with a "legitimate educational interest" (as defined in this document) in such information. Information from records, files and data directly related to student shall not be disclosed by any means to individuals or agencies outside the University without the written consent of the student, except in response to directory information or to a subpoena or court order, or in those cases of specifically designated educational and governmental officials as required by FERPA.

For more information visit http://www.kean.edu/policies/access-educational-records
Academic Probation and Dismissal

The School of Nursing follows the overall policy of the University in regards to academic probation and dismissal.

Matriculated students earning a cumulative grade point average of less than 2.0 are subject to academic probation. A cumulative average that would place a student on academic probation for the third time makes the student subject to dismissal from the University.

Notification of Academic Dismissal

Academic dismissal decisions are made after each academic year (after the conclusion of the spring semester). Students dismissed from the University are notified by certified letter from the appropriate college dean. Nursing students are notified by the Nathan Weiss Graduate College and Dean. (Also see Reinstatement After Academic Dismal section).

Source: 2018-2019 Undergraduate Catalog

Attendance Policy

Attendance is expected in all courses. Attendance will be a component of the grade of any course if so stated in the syllabus. Students are responsible for informing the instructor in advance or in a timely manner of the reasons for their absence. Instructors in consultation with their executive directors/department chairs are expected to respect University practices and policies regarding what counts as an excused absence. Typically excused absences include illness, bereavement or religious observances.

Serious tardiness may be dealt with at the discretion of the instructor. Observance of a religious holiday is to be considered an excused absence from class for any student. If a student misses a scheduled examination or other announced assignment because of observance of a religious holiday, the student and instructor shall agree upon a mutually convenient time as an alternate date for completion of the assignment.

Source: 2018- 2019 Undergraduate Catalog

Grade Grievances

If a student believes that he or she has not been graded fairly in a course, it is the student's right to initiate a grade grievance. A formal process exists for the resolution of such problems.

The overall guidelines are basically uniform from academic program to academic program, with each free to develop specific procedures within these guidelines. Requests for reconsideration of a grade must be brought to the faculty member as soon as possible after the conclusion of the course and no later than the end of the eighth week of the subsequent fall or spring semester. The steps in the process are outlined below; it is understood that if a satisfactory resolution is reached at any level, the process ends. If at a given step either party is dissatisfied with the proposed resolution, the dissatisfied party may request reconsideration to the next level. Decisions by the college dean are final, with no provision for further appeal beyond that point.

1. The student meets with the faculty member to request information about the faculty member's grading decision or evaluative judgment. If after receiving an explanation from the faculty member, the student remains dissatisfied, he or she may request reconsideration of the grade by the department chairperson/executive director/designee.

2. The student meets with the department chairperson/executive director/designee to discuss the assigned grade. The chairperson/ executive director may choose to intervene directly at this point and attempt to

seek a resolution or may decide to refer the question to the academic program's grievance committee and convene the committee in accordance with the program's policies and procedures.

3. The academic program's grievance committee, comprising faculty members and at least one student, hears the grievance. The committee determines (in accordance with prevailing program practices and the specifics of the particular grievance) a procedure to follow. Both the student and faculty member might be asked to submit materials in writing, and both might be invited or required to appear before the committee. The committee may schedule these meetings so that the parties appear separately or together. Additional information may be requested by the committee as needed.

4. The grievance committee makes a determination and notifies the student and faculty member in writing of its decision.

5. If the decision of the grievance committee is not acceptable to either of the parties involved or if implementation of the decision requires the attention of the college dean, the grievance is brought to the dean for resolution and all relevant materials are forwarded to the dean's office.

6. The final grade must be submitted to the Office of the Registrar before the baccalaureate degree is posted. Once the degree has been posted, the academic record is frozen and no changes are permitted.

Source: 2018-2019 Undergraduate Catalog

Graduation Requirements - Baccalaureate Degree Requirements

The baccalaureate degree is conferred by the authority of the Kean University Board of Trustees. To qualify, a student must be fully enrolled in a major program at Kean, and complete that program with a minimum of 120 semester hours of credit. A minimum of 32 degree credits, including one-half of the major requirements, must be earned at Kean. A maximum of 66 credits will be transferred at the lower division (1000/2000 level taken at four-year institutions combined with all credits taken at two-year/county colleges/community colleges). All credits transferred between 66 and the maximum of 92 total credits must be at the upper division (3000/4000 or junior/senior level) taken at a four-year institution. For more information see *Policies on Transfer Credit.*

All major courses in any program require a minimum grade of "C" to be counted toward the fulfillment of that requirement (some programs have higher grade requirements). Courses initially completed at a grade of "D" and repeated according to the policy do not earn duplicate credit toward overall degree requirements. General Education courses (other than ENG 1030) and free electives unless specifically designated by the major earn credit towards the degree with a "D" grade or better. ENG 1030 requires a grade of "C" or better. Some major programs do require grades higher than "C", and retaking the course does not earn duplicate credit toward the degree.

No course can fulfill both a major and a General Education requirement. In order to graduate, all students must successfully complete either GE 1000 (Transition to Kean) or GE 3000 (Transfer Transitions) at Kean University. Except in the case of specifically approved academic programs, no more than 40 semester hours in a major field will count toward the total credits for graduation.

Degree requirements must be completed within 10 years from the date of matriculation. Extension of time may be considered upon written request by the student to the appropriate college dean.

A 2.0 cumulative grade point average (GPA) is required for graduation, although some majors require a higher GPA. For students in teacher preparation majors, a 3.00 cumulative GPA is required for certification, effective beginning catalog year 2012-2013.

Kean does not authorize granting two baccalaureate degrees simultaneously. Students may pursue a double major which will appear on their academic transcript, but only one baccalaureate degree will be issued. After graduation, students have the option of pursing a second baccalaureate degree.

Candidates for New Jersey teacher certification must pass the Professional Assessment for Beginning Teachers (PRAXIS II) in the appropriate field.

The following outlines the degree completion requirements to participate in the graduation ceremony. Only students who have graduated in January or will graduate by May or August in the year of the May ceremony will be eligible to pick up a cap and gown and walk in this ceremony.
January - all coursework must be completed by the end of the current fall semester.
May - all coursework must be completed by the end of the current spring semester.
August - all coursework must be completed by the end of the current second summer session.

All requirements including outstanding transfer credits, waivers, CLEP, life experience credits, incomplete grades, change of grades and grade recalculations must be received by the Registrar's Office within two weeks of the graduation dates, for January, May and August.
Failure to submit all requirements by the end of this two-week time period may result in postponing graduation to the next graduation date.

Source: 2018-2019 Undergraduate Catalog

Application for Baccalaureate Degree
All students entering their senior year with 82 (students not considered seniors until 90 credits are earned) or more credits earned are notified of eligibility to apply for graduation.

Students are provided with information related to filing for the degree and graduation application deadlines from the Office of the Registrar.

Graduating with Honors
Students graduating with a cumulative grade point average of 3.45 or better, and who have completed a minimum of 45 semester hours at Kean (excluding credits earned on a Pass/Fail or a Satisfactory/Unsatisfactory basis) by the end of the first semester of their senior year are recognized with anticipated honors. Any candidate with a grade of "Incomplete" cannot be considered eligible for honors until the grade has been changed. The actual honors designation will appear on both the diploma and the final transcript.

Designations are as follows:
Average of 3.85-4.00 Summa cum laude
Average of 3.65-3.84 Magna cum laude
Average of 3.45-3.64 Cum laude

Students enrolled in Kean Ocean programs that do not offer the full 45 credits (which cannot include credits earned on a Pass/Fail or a Satisfactory/Unsatisfactory basis) at the Ocean County College location may request to substitute transfer courses with permission from their faculty advisor and as approved by the College Dean. Grades earned for the substituted courses will be used to determine honors eligibility (to satisfy the 45-credit

requirement), but will not be included in the final cumulative grade point average or final honors designation. The final cumulative grade point average will be determined by credits and grades earned at
Kean University (Kean Ocean) only.

Academic honors are awarded based upon completion of the final semester. In order to participate in the Commencement Ceremony with honors and be eligible to receive a gold tassel, the above requirements must be met by the end of the first semester of senior year (usually fall semester or end of winter break semester following fall semester).

Sigma Theta Tau:
Honor Society of Nursing. Students are invited to join the honor society based on the eligibility requirements outlined below:

- Completion of half of the nursing curriculum.
- Achieve academic excellence.
    - For universities/institutions of higher education that use a 4.0 grade point average system to measure academic achievement, baccalaureate students must have a cumulative grade point average (GPA) of at least 3.0. GPAs should be computed according to the policies of the university.
- Rank in the top 35% of the graduating class.
- Meet the expectation of academic integrity.

Open Educational Resources:
Open Educational Resources (OER) is an online resource for students to have access to textbooks online for free, or at a reduced price.
For more information, please see the Nancy Thompson Library Learning Commons:
http://libguides.kean.edu/OER

SCHOOL OF NURSING ADVISEMENT, REGISTRATION AND CLINICAL INFORMATION

Academic Advisement

Nursing students are advised by full time faculty members. Each semester students communicate with their academic advisor prior to registering for classes to discuss any questions or concerns and to review course offerings. Faculty advisors are many times, your first source of communication and information, share with them any accomplishments and concerns about the program. Student should arrange meeting times with their academic advisors, students should not walk in without a previously arranged appointment with the faculty advisor.

Blackboard System
Black board (Bb) is a virtual learning environment and course management system developed by Blackboard Inc. Kean University uses Black Board for all its courses, especially the online courses. The School of Nursing communicates with all students via its student Black board account. All students have access to Bb. To log in go to the university main website and click on the (Bb) icon at the bottom of the page. Log in by using your user ID (same as email account) and password (same as email account). If you have any questions, please contact OCIS at 908-737-6000 or support@kean.edu.
Professors inform all students if Blackboard is going to be used for in person courses.

Inclement weather policy

Students are strongly encouraged to register for the University's emergency notification system (http://www.kean.edu/campusalert) in order to be informed of campus emergencies, weather notices, and other announcements. Kean Ocean students would sign up via the following link: https://ocean.sendwordnow.com/LicensePage.aspx

Students need to follow campus/site's main websites for closures and delayed openings; E.g. Kean, Ocean County and Raritan Valley. In the case of a delayed opening, a professor may opt to cancel his/her class by notifying students via email.

Grading

A minimum grade of a C is required for all nursing, and additional required courses.

Numerical scores are converted to letter grades using the following scale:

94 - 100	A	76 – 79	C+
90 - 93	A-	70 – 75	C
87 - 89	B+	60 – 69	D
83 - 86	B	59 and bellow	F
80 - 82	B-		

Grade	Grade Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
F	0.0
IN	0
AF	0
W/WD	0
NC	0

E-mail Accounts

Upon admissions, all Kean University students are assigned an e-mail account. This email account will be the only email used by the University and the School to communicate any information. Faculty members will contact you via this email address. Your Kean email is also used to log into your Black Board (Bb).
Questions regarding your email account can be directed to the Office of Computer and Information Services at 908-737-6000, http://www.kean.edu/KU/Computer-and-Information-Services.

Kean Online Student Course Policy

All online students are required to read and understand the Kean Online Student Course Policy, which is found on Blackboard under policies and procedures.

Note: students need to log in to their backboard accounts and access the course for which they have registered to have access to the Online Student Course Policy.

Attestation Form

All students admitted to the RN-BSN program must read, sign, and submit an attestation form indicating:
1. They have read the student handbook and University catalog
2. Aware of the nursing requirement for clinical and comply with initiating and updating their Castlbranch as required
3. Complete and sign the Major-Minor Status Change form

See Copy of Attestation Form HERE

Clinical Placement Guidelines and Responsibilities

Many variables must be considered in matching clinical sites and students. For example, the availability of placement opportunities at clinical sites obviously is an important factor, as are the prior experiences and needs of a particular student and other students in the program. Students are not permitted to contact a clinical site or a preceptor about a clinical placement unless they have the prior approval of the Course Instructor to do so.

Before students are permitted to commence a clinical placement, they must fulfill the nursing requirements in Castlebranch and complete the health clearance process (valid for 1 year), background check (required every year), drug screening, mandatory training (if applicable), and have an updated CPR card, and RN license on file (CPR certification must be with American Heart Association for healthcare worker). Some clinical institutions may require additional screening (students are responsible for assuring compliance with all institutional requirements). ***Students will not be considered for a clinical placement until they have satisfied these requisites.***

Ordinarily, once a student accepts a clinical placement, changes in the placement will not be made. A student who does not complete all of the clinical hours required of a placement will not receive credit for that clinical placement and will receive a grade of an IN (Incomplete).

For more information about clinical, visit the school of nursing website:
https://www.kean.edu/nursing

For information about Castlebranch visit: www.castlebranch.com

A conflict of interest can arise if a student has a familial, social, or long term professional relationship with a person who would have direct supervision of the student during the clinical placement, grade the student or participate in the grading process. Students have the responsibility of disclosing to the course instructor, and program coordinator in which they are enrolled that any actual or potential conflict of interest. The course instructor will discuss with the program coordinator will assess the circumstances and determine whether there is an actual conflict of interest. If the Clinical Coordinator finds that the clinical placement would cause an actual conflict of interest, the student will not be permitted to start that clinical placement, and school of nursing will undertake reasonable efforts to identify another clinical placement for the student.

Engaging in clinical experiences outside of the university, professional attire is required. All students should wear their Kean University name badges at all times. Lab coats and/or clinical scrubs (contingent upon agency requirements) are required of all students.
All clinical documentation should be submitted prior to clinical, including:

- Malpractice insurance
- PPD
- Drug test
- Certified background check
- Annual health physical
- Immunizations with titers, including flu and Tdap where appropriate
- New Jersey Registered Nurse license verification
- Valid CPR certification (From American Heart Association)

Other clinical requirements may vary according to individual agencies and clinical affiliates. Please review course syllabi for information about clinical requirements.

Student Responsibilities:

1. Contact preceptor prior to beginning clinical practicum to:
    a. Determine the schedule/availability of the preceptor and discuss all scheduling issues (for examples vacations, number of hours per week)
    b. Determine any unknown issues/problems about clinical site and/or preceptor and report immediately to Course Instructor
2. Understand and practice within the scope of nursing practice as regulated by the Nurse Practice Act in the state where clinical experiences will be completed.
3. Discuss goal, objectives (from course and personal), and assignments according to the syllabus for fulfilling the clinical requirements with the faculty and preceptor.
4. Provide written documentation of educational and clinical experiences and assignments (on time) that meet goals and objectives according to the course syllabi.
5. Maintain a professional relationship with preceptor and faculty.
6. Provide written evidence of self-evaluation of clinical performance and the attainment of learning objectives.
7. Assume responsibility for individual learning needs through assessment of own strengths and limitations.
8. Report to preceptor and faculty immediately if unable to meet clinical experience commitment.
9. Communicate to the preceptor and faculty immediately about any issues that may arise during the clinical experience.
10. Participate in the clinical evaluation process with preceptor and faculty.

Weather Related Clinical Problems

Please make sure to sign-up for the University Mass Notification System on Kean University website:

Clinical/laboratory experiences only run when the University is holding classes. If the University closes for the day, no experiences are held. If a delayed opening starts after the clinical/lab is scheduled to begin, the experience is cancelled. If clinical/lab has already begun, and an early closure is identified, students should leave at the time of closure (providing it is safe to do so).

Students will not need to use the make-up day for a weather-related cancellation. Evaluating the educational impact of multiple closures on the same day, will be resolved by the Executive Director's/Dean's Office.

Professional Associations and Conferences

Students are strongly recommended to join professional associations. Nursing 4400, Professional Nursing Leadership, requires attendance to one Professional Conference (students are guided by instructors in the selection).

Current RN License Requirement

All students are required to maintain current New Jersey State Registered Nurse license while in the program. All students must provide proof of verification of license to the Office of Admissions and the School of Nursing. No student will be allowed to register for clinical coursework without this document.

Registration Information

Registration occurs every fall, winter, spring and summer. In order to ensure a smooth registration process, please use the following steps as a guide:

Steps for Registration:

1. Confirm your registration eligibility date. Please be sure to check the fall and summer System Availability charts to confirm the specific date you are eligible to register. *Non-matriculated students must fill out a Request for Registration Eligibility Form in order to register for courses.
2. Resolve any pending holds. Holds will restrict your access to registration. To view any current holds, log into your Kean Wise account and click the "Student Restrictions" link under the "Academic Profile" menu.
3. Meet with your Academic Advisor. All undergraduate students must meet with their academic advisor and have advisement holds removed prior to registering. Students with academic advisement holds are unable to register.
4. Sign the Financial Obligations Agreement. Log into your KeanWise account to sign the Financial Obligations Agreement located under the "Student Menu" tab. This must be completed prior to registering.
5. Search and register for sections. Register for courses by searching KeanWise for open sections. We encourage you to register as early as possible as courses have limited capacities and are filled on a first-come, first-serve basis.
6. Pay your tuition and fees. Be sure to fulfill all financial obligations on your account. Students must have enough Financial Aid or scholarship awards to cover all balances, pay in full, or enroll in a payment plan. Additional information is available in your Student Account Suite located on KeanWise.

Information extracted from: http://www.kean.edu/offices/registrar/registration-information

RN-TO-BSN PROGRAM

The program is composed of 120 credits that include 33 credits of General Education courses, 22 credits of Additional Required courses, and 31 credits in Nursing. In addition, there are 4 credits of required free electives. These courses constitute the major in nursing at Kean and can be completed by most full-time students in four semesters. Most part-time students complete the program in three to four years.

General Education requirements (33 credits)
Thirty three (33) credits in general education courses are required for graduation. General Education requirements are divided into Foundation Requirements (13 credits), Humanities (6 credits), Social Sciences (6 credits) and Science and Mathematics (8 credits).

Additional Required Courses (22 Credits)
PHIL 1100 - Introduction to Philosophy
SOC 1000 – Introduction to Sociology
CPS 1032 – Microcomputer Apps
BIO 2305 - Medical Microbiology
PSY 3110 - Life-Span Development Psychology
HED 3200 – Holistic Health

Nursing Courses (31 Credits)
A total of nine nursing courses make up the upper division nursing core. Four have a clinical component, and five are lecture/seminar courses.

Electives (4 Credits)
Additional coursework selected by the student.

The RN-to-BSN program at Kean University's School of Nursing is accredited by the Accreditation Commission for Education in Nursing (ACEN). The most recent accreditation by ACEN was 2017 and is valid through 2025.

For information on accreditation, you can contact:
Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road, Suite 850
Atlanta, GA 30326
404-975-5000
www.acenursing.org

New Jersey State Board of Nursing
PO Box 45010
Newark, NJ 07101
(973) 504-6430

BSN COURSE DESCRIPTIONS

NURS 3000 Conceptual Foundations in Nursing (3 credits): A comprehensive exploration of historical and contemporary nursing and related knowledge, including systems, the metaparadigm, philosophies, conceptual models, middle and grand theories as fundamentals of nursing practice.

NURS 3015 Health Assessment (3 credits, lab course): Introduction to holistic health assessment and physical examination. Comprehensive health assessment to include physiological, psychosocial with an emphasis on social determinants of health, cultural, developmental, nutritional, genetic and mental status assessment. Focus is on data gathering techniques, therapeutic communication skills, and use of a body systems approach to physical examination. Documentation of findings and use of the nursing process will facilitate clinical decision making in designing client-centered health promotion, risk reduction, and disease prevention activities.

NURS 3020 Foundations of Transcultural Care (3 credits): An introduction to concepts and theories relevant to healthcare for diverse populations. Diversity is examined relative to social organization, role and expectations, communication patterns and values/ beliefs underlying health-illness behaviors between Western and non-Western cultures. Emphasis on development of knowledge and skills in culturally congruent communication and cultural assessment. Comparative approach to global healthcare by understanding similarities and differences among commonly encountered diverse population groups. In addition, there is an introduction to the multiple dimensions of social determinants of health including: cultural, socioeconomic status, race, ethnicity, age, gender, equity, sexual orientation, and religion/spiritualty.

NURS 3030 Issues in Professional Nursing Practice: (3 credits): In-depth analysis of professional nursing history as it relates to an exploration of contemporary trends and issues in professional nursing. The importance of national nursing organizations, ethical imperatives, legal principles, standards of care, and healthcare policy are emphasized. The interrelationship of dialectical approaches as well as web-enhanced technology facilitate the development of critical thinking skills.

NURS 3400 Health Information Literacy and Technology (3 credits): Introduction to health information technology. Provides students with an understanding of the basics of healthcare informatics with emphasis on clinical applications of electronic medical records and utilization of healthcare software. Information on current trends in meaningful use and issues surrounding electronic medical records, including privacy, regulatory, and security concerns will be emphasized.

NURS 4020 Population Focused Nursing in the Community (5 credits): Integration of population health concepts in the design, coordination, and care management of diverse populations across the lifespan in the community setting. Emphasis is on client-centered health promotion and risk reduction with a population as the unit of care. Social determinants of health and the resulting health disparities they cause will be examined. Exploration of various professional nursing roles in the community setting. Clinical activities are centered around inter-professional approaches to care of vulnerable populations in the community setting, with a focus on the role of the baccalaureate-prepared nurse.

NURS 4200 Research and Evidence-Based Practice in Nursing (3 credits): Introduction to research and evidence-based practice in nursing. Approaches to critical appraisal of research reports and systematic review of research findings will be explored.

NURS 4400 Professional Nursing Leadership and Innovation (5 credits with clinical): Introduction of the principles of leadership and management in nursing with the integration of evidence-based practice, research, and quality improvement methods in direct and non-direct nursing practice. Topics include healthcare issues and policies that influence the decision-making process of the nurse leader in determining effective, quality patient care within complex healthcare delivery systems. Utilization of an inter-professional and holistic approach for improved patient outcomes will be explored.

NURS 4500 Transition to Professional Nursing Practice (3 credits): Concluding course in which the students synthesize knowledge from the liberal arts, along with nursing theory and practice gained throughout their baccalaureate education in the creation of an innovative nursing project. All other coursework must be completed, with the exception of the upper-level elective, which may be taken concurrently.

KEAN UNIVERSITY – NATHAN WEISS GRADUATE COLLEGE
(84100) B.S. IN NURSING: 120 SEMESTER HOURS (S.H.)
MAJOR GPA: 2.5 DECLARATION GPA: 2.5 GRADUATION GPA: 2.5
ver.05/10/19; Effective: Fall 2019

GENERAL EDUCATION REQUIREMENTS: 33 S.H.		**ACADEMIC MAJOR[3] : 61 S.H.**		
Foundation Requirements[1]:	**13 S.H.**	**Lower Division Nursing Courses:**		**30 S.H.**
GE 1000 Transition to Kean[2] **-or-** GE 3000 Transfer Transitions[2]	1	NURS 1999	Credit for NCLEX exam (CBE)	30
ENG 1030 College Composition[3]	3	**Upper Division Nursing Courses[3]:**		**28 S.H.**
MATH 1016 Statistics[3,4]	3	NURS 3000 Conceptual Foundations in Nursing		3
COMM 1402 Speech Communication	3	NURS 3015 Health Assessment		3
GE 2024 Research& Technology	3	NURS 3020 Foundations of Transcultural Care		3
DISCIPLINARY & INTERDISCIPLINARY DISTRIBUTION REQUIREMENTS[5]		NURS 3030 Issues in Professional Nursing Practice		3
Humanities:	**6 S.H.**	NURS 3400 Health Information Literacy and Technology		3
ENG 2403 World Literature	3	NURS 4020 Population Focused Nursing in the Community		5
*Select **One** course from below*		NURS 4200 Research and Evidence-Based Practice in Nursing		3
Fine Arts/Art History	3	NURS 4400 Prof. Nursing Leadership and Innovation		5
Foreign Languages (Must take I and II)	3	**Major Capstone[3]:**		**3 H.S.**
Music or Theatre	3	NURS 4500 Transition to Professional Nursing Practice		3
Interdisciplinary	3	**Free Elective 1000-4000 Level:** 50% of free elective must be completed at 3000-4000 level		**4 S.H.**
Social Sciences:	**6 S.H.**			
HIST 1062 Worlds of History	3			
PSY 1000 General Psychology[3,4]	3	**Special Notes:**		
Science and Mathematics:	**8 S.H.**	[1] See prerequisites & equivalencies		
BIO 2403 Anatomy and Physiology I[3,4]	4	[2] University Requirement for graduation for all undergraduate students that must be satisfied in one of two ways: Complete GE 1000 (all freshmen and transfers entering with 0-29 credits) OR complete GE 3000 (transfers entering with 30 credits or more)		
BIO 2404 Anatomy and Physiology II[3,4]	4			
Additional Required Courses[3,4]:	**22 S.H.**	[3] These Courses require a grade of C or higher		
PHIL 1100 Intro to Philosophy	3	[4] Pre-requisites for Nursing major		
SOC 1000 Intro to Sociology	3	[5] All courses under GE Disciplinary/Interdisciplinary Distribution requirements must be selected from the approved GE Distribution Course List (GEHU Humanities; GESS Social Sciences; GESM Science and Mathematics; GEHPE Health and Physical Education. Please see the following link: http://kean.smartcatalogiq.com/en/2018-2019/undergraduate- catalog/colleges-programs-by-college/college-of-liberal-arts/school-of-general-studies/approved-ge-distribution-courses		
CPS 1032 Microcomputer Apps	3			
BIO 2305 Medical Microbiology	4			
SOC 2100 Sociology of the Family	3			
PSY 3110 Life-Span Developmental Psychology	3			
HED 3200 Holistic Health	3			

FULL TIME PROGRAM OF STUDY

Year one Semester I NURS 3000 Conceptual Foundations in Nursing 3 NURS 3015 Health Assessment 3 HED 3200 Holistic Health 3 PSY 3110 Life-Span Development Psychology 3	**Year One Semester II** NURS 3020 Foundations of Transcultural Care 3 NURS 3030 Issues in Professional Nursing Practice 3 SOC 2100 Sociology of the Family 3 NURS 3400 Health Information Literacy & Technology 3
Year Two Semester III NURS 4020 Population Focused Nursing in the Community 5 NURS 4200 Research and Evidence-Based Practice in Nursing 3 _____ (GE course or Free elective) __	Year Two Semester IV NURS 4400 Prof. Nursing Leadership and Innovation 5 NURS 4500 Transition to Professional Nursing Practice 3 _____ (GE course or Free elective) __

PART TIME PROGRAM OF STUDY

Year one Semester I NURS 3000 Conceptual Foundations in Nursing 3 NURS 3015 Health Assessment 3	Year One Semester II NURS 3020 Foundations of Transcultural Care 3 NURS 3030 Issues in Professional Nursing Practice 3
Year Two Semester III NURS 3400 Health Information Literacy & Technology 3 NURS 4200 Research and Evidence-Based Practice in Nursing 3 SOC 2100 Sociology of the Family 3	Year Two Semester IV NURS 4020 Population Focused Nursing in the Community 5 HED 3200 Holistic Health 3
Year Three Semester V NURS 4400 Prof. Nursing Leadership and Innovation 5 PSY 3110 Life-Span Development Psychology 3	Year Three Semester VI NURS 4500 Transition to Professional Nursing Practice 3 _____ (Free elective) __

PRE-REQUISITE COURSES

Course Name and Title	Prerequisites
NURS 3000 Conc. Foundations in Nursing	No pre-requisites; Nursing majors only
NURS 3015 Health Assessment	No pre-requisites; Nursing majors only
NURS 3020 Foundations of Transcultural Care	NURS 3000; Nursing majors only
NURS 3030 Issues in Professional Nursing Practice	Nursing majors only
NURS 3400 Health Information Literacy and Technology	CPS 1032
NURS 4020 Population Focused Nursing in the Community	NURS 3000, 3015, 3020 and 3030 Declared Majors only
NURS 4200 Research and Evidence-Based Practice in Nursing	MATH 1016, NURS 3000
NURS 4400 Prof. Nursing Leadership and Innovation	NURS 3000, 3015, 3020, 3030 and 4200
NURS 4500 Transition to Professional Nursing Practice	NURS 3000, 3015, 3020, 3030, 3400, 4020, 4200, 4400

SCHOOL OF NURSING
RN-BSN END OF PROGRAM STUDENT LEARNING OUTCOMES (EPSLOS)

1. Integrate theories and concepts from liberal education into nursing practice, to build a holistic understanding of the human experience across the life span.

2. Apply leadership concepts, skills, and decision making in the provision of high quality nursing care, interprofessional care coordination, and assume accountability for one's own and delegated nursing care delivery in a variety of healthcare settings.

3. Utilize evidence, clinical judgment, interprofessional perspectives, and patient preferences in planning, implementing, and evaluating healthcare and outcomes.

4. Demonstrate skills in using patient care technologies, information systems, and effective communication to support culturally congruent and safe nursing practice.

5. Apply critical thinking, ethical principles and client advocacy to address social policies on health care, especially for vulnerable populations from a holistic caring framework.

6. Evaluate the impact of health/illness beliefs, values, attitudes, and sociocultural practices of individuals, families, groups, communities, and diverse populations across the health-illness continuum.

7. Demonstrate professionalism, including respect for self and others, and attention to professional boundaries with patients, families, and caregiver

IMPORTANT OFFICES AND RESOURCES

1. ADMISSIONS

Phone: 908-737-7100
Email: admitme@kean.edu
Location: Kean Hall First Floor
http://www.kean.edu/undergraduate-admissions

2. REGISTRAR'S OFFICE

Phone: 908-737-3290
Email: regme@kean.edu
Location: Administration Building First Floor
http://www.kean.edu/offices/registrar

Note: Any questions regarding transfer credits should be directed to the Registrar's Office

3. STUDENT ACCOUNTING

Phone: 908-737-3240
Email: stuactg@kean.edu
Location: Administration Building 3rd
http://www.kean.edu/offices/student-accounting

4. FINANCIAL AID

Phone: 908-737-3190
Email: finaid@kean.edu
Location: Administration Building 3rd
http://www.kean.edu/offices/financial-aid

5. TUTORING

Kean
Phone: 908-737-0339
Location: Center for Academic Success room 111A
http://www.kean.edu/content/tutoring-services

Ocean
Location: Bartlett 203
https://www.ocean.edu/content/public/study-on-campus/campus-life/tutoring.html

Raritan
Phone: 908-526-1200 x8413
https://www.raritanval.edu/student-life/student-services/tutoring-services

6. WRITING CENTER

Kean
Phone: 908-737-0317
Location: Center for Academic Success
http://www.kean.edu/offices/cas/writing-center

Ocean
Phone: 732-255-0400 x2083
Location: Russell 238
Email: thewritingcenter@ocean.edu
https://www.ocean.edu/content/public/study-on-campus/campus-life/tutoring/writing-center.html

Raritan
Phone: 908-526-1200 x8413
https://www.raritanval.edu/student-life/student-services/tutoring-services

7. LIBRARY

Kean
Phone: 908-737- 4629
Email: library@kean.edu
Location: Main campus
http://www.kean.edu/academics/library

Ocean
Phone: 732-255-0392
https://www.ocean.edu/content/public/study-on-campus/campus-life/library/about-the-library.html

Raritan
Phone: 908-218-8865
Email: reference@raritanval.edu
https://www.raritanval.edu/student-life/library

8. CAMPUS POLICE AND SECURITY

Kean
Phone: 908-737-4800
http://www.kean.edu/offices/university-police

Ocean
Phone: 732.255.0400, press 8
https://www.ocean.edu/content/public/study-on-campus/campus-life/security/emergency-response-and-evacuation-procedures.html

Raritan
Phone: 908-231-8800
https://www.raritanval.edu/general-information/rvcc-at-a-glance/campus-security

9. OFFICE OF COUNSELING & DISABILITY SERVICES

Kean
Phone: 908-737-4850
Location: Dawns Hall
Email: vkiefner@kean.edu
http://www.kean.edu/offices/office-counseling-and-disability-services

Ocean
Phone: 732-255-0400 x2945
Location: ICCT Bldg. #22 Room 108.

https://www.ocean.edu/content/public/study-on-campus/campus-life/career-employment-counseling-services/personal-counseling.html

Raritan
Phone: 908-526-1200 x8336
Location: College Center 1st Floor, Room C-165
https://www.raritanval.edu/admissions-info/advising-and-counseling

10. KEANONLINE
908-737-4275
keanonline@kean.edu

11. BOOK STORE

Kean
Phone: 908-737-4940
Location: Green Lane Bldg. First Floor
http://kean.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=24559&catalogId=10001&langId=-1

Ocean
Phone: (732) 255-0333
Location: 1 College Drive Bldg. 8 Toms River, NJ 08754
http://ocean.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=88251&catalogId=10001&langId=-1

Raritan
Phone: 908-231-8808
Location: College Center Building
http://www.bkstr.com/raritanvalleyccstore/home

12. HEALTH SERVICES

Kean
Phone: 908-737-4880
Location: Downs Hall 126
http://www.kean.edu/offices/student-health-services

Ocean
Phone: 732-255-0365 or 732-255-0364

13. COMPUTER AND INFORMATION SERVICES
Phone: 908-737-6000
Location: Technology Building 122
http://www.kean.edu/offices/computer-and-information-services

14. CAREER DEVELOPMENT AND ADVANCEMENT
Phone: 908-737-0320
Location: CAS Building, Room 123
http://www.kean.edu/KU/Career-Development-Advancement