



KEAN

Department of Nursing

Caring • Holism • Ethics • Integrity • Excellence



Master of Science in Nursing Student Handbook
Graduate
2024-2025

WELCOME

Dear Graduate Student,

Welcome to Kean University Department of Nursing! At Kean, we provide a holistic student-centered education committed to excellence. Providing a holistic student-centered nursing education comes with the expectation that the students will ultimately provide holistic client-centered care to their clients, families, and the communities they serve. Kean University offers an innovative education for the mind, body, and spirit.

The faculty facilitates the education of students in the art and science of nursing to provide ethical, holistic, culturally competent, and population-based care in collaboration with various healthcare systems. We pride ourselves on creating an energetic, engaging learning environment that emphasizes self-care, evidence-based nursing, critical thinking, ethical practice, community service, and a commitment to social justice.

The Department of Nursing has a rich history of innovation across its nursing programs, including the first three-year Prelicensure BSN (PLBSN) Program in New Jersey utilizing a clinical immersion model. We take pride in the quality of our graduates. Throughout New Jersey hospitals and tertiary institutions of learning, graduates from our programs are at the head of organizations and departments, leading teaching and practice innovations in classrooms and healthcare organizations.

In the Department of Nursing, we believe in:

- A strong emphasis on nursing ethics
- A knowledgeable, caring, committed faculty who are expert clinicians, researchers, teachers, and mentors
- A commitment to improve the health and well-being of culturally diverse individuals, groups, and communities across the nation and globe
- Technology-infused, evidence-based programs

We are pleased to have you as part of our Department of Nursing.

Sincerely,

Prisca Anuforo

Prisca Anuforo, PhD, DNP, RN, CTN-A

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Introduction

The Department is one of ten academic departments within the College of Health Professions and Human Services (CHPHS). The Department of Nursing administrator, the Executive Director, reports to the Dean of CHPHS.

History of the Department of Nursing

Baccalaureate Degree Program

RN- BSN Option

In January 1980, then Kean College of New Jersey was one of two institutions among fourteen selected by the Department of Higher Education in New Jersey to develop an upper-division baccalaureate program in nursing for registered nurse students only. In 1983, the initial National League for Nursing (NLN) accreditation was granted. Beginning in the Fall of 2016, the RN-BSN program was offered online. Today, the 120-credit program may be completed in 2 years or less of full-time study and is offered in person on the main campus in Union Township and online.

Prelicensure BSN Option

In 2024, the Department of Nursing received approval from the New Jersey (NJ) Board of Nursing and the NJ State President's Council and Commission on Higher Education to begin a Prelicensure BSN program. The first cohort was admitted in Fall 2024. The PLBSN option uses in person instruction and is located at the main campus in Union, NJ.

MSN Programs

Planning for the MSN program began in 1985. The program approval document was presented to the College in January of 1993. Final permission to open the program was received by the NJ State President's Council and Commission on Higher Education in December 1994. The first

track available for the Master of Science in Nursing specializing in clinical management with a transcultural focus, opened in January 1995, and admitted ten students to the 33-credit program. Over the years, Community Health and School Nurse options were added. Initial accreditation was granted by the National League for Nursing Accrediting Commission (NLNAC) in 2001. The curriculum has undergone several revisions since its inception to align with current changes in the healthcare environment. Today, the MSN program has two options: Nursing Leadership and Community Health Nursing. The Nursing Leadership option is a 32-credit program, while the Community Health Nursing option has 38 credits. The graduate program was designed as an evening program to accommodate the working student; additionally, a student may complete any of the MSN programs within 2 years of full-time study. The university policy stipulates a limit of 10 years to complete any degree. Currently, the MSN program courses are offered in a hybrid format.

School Nurse Certificate

A Graduate Certificate in School Nursing was added in 2019 following approval by the Department of Education (DOE). It has two tracks: Instructional and Non-Instructional. The non-instructional track has 12 credits in addition to 11 credits of prerequisite courses. The instructional track has 16 credits in addition to 11 credits of prerequisite courses. Students are admitted in the summer of each year. Courses are offered in a hybrid format in the evenings and weekends.

University Mission Statement

Kean University, New Jersey's first Urban Research University, creates a world-class, innovative, and inclusive society through equity and excellence in teaching, learning, global research, and impactful public engagement. The mission statement can be found [here](#).

College of Health Professions and Human Services Mission Statement

Our Mission

Prepare future professionals to provide culturally responsive, holistic, evidence-based care to individuals through interprofessional education and collaborative practices.

Department of Nursing Mission

The mission of the Department 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 students for clinical practice and leadership roles as professional registered nurses within the context of an ever-changing healthcare system.

Nurses educated at the baccalaureate level are prepared as nurse generalists able to practice in a variety of settings and clinical situations with the aim of improving health outcomes for individuals, families, and communities. Nurses educated at the master's level are prepared for nursing leadership roles in various healthcare and community settings, with a focus on improving patient outcomes, reducing health disparities, continuous quality improvement, and implementation of evidence-based practice.

The Department of Nursing embraces the values of caring, holism, ethics, integrity, and excellence, which are essential in the provision of person-centered care. We are committed to training culturally competent nurses who can think critically, creatively, holistically, and globally, and who excel in dynamic social, economic, and technological conditions within the healthcare environment.

Department of Nursing Philosophy

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

education.

The Department of Nursing's philosophy includes beliefs related to the nursing metaparadigm, beliefs about levels of nursing practice, and values underlying nursing education.

Human Beings

The faculty believes that people are holistic beings with dynamic capacities for evolution and growth across the lifespan, and whose life experiences influence their perceptions and interactions with their environment. Evolution and growth, in this sense, are uniquely constituted in each person's systems of meanings and values, which are shaped by biological, psychological, and sociocultural factors.

Understanding humans as holistic beings relies upon the discovery of everyone's values and beliefs that inform their behaviors, providing meaningful insight into their healthcare and lifestyle choices.

Environment

The environment is the surroundings or conditions in which the human being lives and operates. Understanding the ongoing and dynamic interactions between individuals and their surroundings, and how these interactions influence health or health decisions, is essential in nursing. These interactions occur within a multitude of biological, physical, geographical, ecological, and social contexts. Environment can be conceived as the immediate space or the community where the patient lives, to broader levels such as the state, country, world, and the universe. These environmental contexts influence individuals and their communities, shaping health behaviors, outcomes, and overall well-being. Individuals may have the capacity to

influence and transform their environments to support their health and enhance their healthcare outcomes. However, the individual's environment may also be impacted by biases, social injustices, and other factors beyond their control that influence health outcomes. Thus, the environment is a dynamic component of health that both affects and is affected by individuals, underscoring the importance of considering environmental factors, including the social determinants of health, in nursing practice and healthcare delivery.

Health

Health is a universal concept that is socially and culturally defined, valued, and practiced and reflects a continuum of wellness and illness across the lifespan. 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. 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, ecological, and cultural dimensions characterize health. The meaning of health is embedded in the emic worldview of the individual, family, and society. Health can be a resource or an obstacle in the achievement of life goals. The same conceptualization of the health continuum is applicable to systems. Health, in this sense, is the system's ability to function productively with optimal participation by its members in goal achievement.

Nursing

Care is the essence of nursing and is the distinct, dominant, central, and unifying focus of nursing (Leininger, 1991, 2006). Human caring is universal, 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 practices of the individual, family, community, and/or society. 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 may be facilitated through culturally congruent, competent, and outcomes-oriented nursing care. 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 community and population-focused health care. Nursing has both process and outcome. The nursing process is grounded in critical thinking, clinical judgment, and a scientific body of knowledge. It is a collaborative process between the nurse and their patient, emphasizing empathic, caring, and therapeutic relationships. The provision of compassionate and competent holistic nursing care facilitates the achievement of improved client outcomes. Nursing values include caring, holism, ethics, integrity, and excellence. Aware of the internal and external trends and demands, nurses take an active role in defining and shaping healthcare delivery. Addressing these evolving challenges and complexities of healthcare delivery requires the nurse to commit to lifelong learning. The faculty upholds the baccalaureate degree 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 primary, secondary, and tertiary care continuum. Graduates of baccalaureate programs are prepared to provide holistic, person-centered care in all settings, with an emphasis on health promotion, disease prevention, population health, and cost-effective, coordinated care. The baccalaureate

curriculum prepares professional nurses for expanding roles in the rapidly changing healthcare 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), Quality and Safety for Education of Nurses (QSEN), and the New Jersey Board of Nursing, and individual specialty organizations.

Professional nursing practice demands critical thinking, sound clinical judgment, effective decision-making, and proficient use of technology. This role entails the design and management of holistic patient care through interprofessional collaboration, health promotion, patient education, and advocacy.

Master's level nursing education builds upon the generalist foundation of the baccalaureate graduate. Master's level nursing education is appropriate for nursing professionals seeking advanced knowledge and skills to lead care delivery. This specialized preparation is necessary to meet the changing needs of the healthcare system in providing quality, cost-effective, and culturally competent care to diverse populations in various settings. To conclude, the faculty endorses the domains recommended by AACN (2021), including knowledge for nursing practice, person-centered care, population health, scholarship for nursing practice, quality and safety, interprofessional partnerships, system-based practice, information healthcare technologies, professionalism, and personal and professional leadership development.

Underlying Values of Nursing Education

The approach to teaching used by the Department of Nursing is rooted in the values of caring, holism, ethics, integrity, and excellence. The faculty respects the unique experiences each student brings to the learning environment. These experiences are used to examine the complexity and meanings of nursing phenomena and extend and refine understanding and

valuing of nursing. Faculty serve as facilitators, mentors, and role models of professional nursing practice. The faculty recognizes that students possess diverse learning styles and preferred modes of learning and are committed to preparing teaching strategies that ensure student success.

The faculty views learning as a dynamic process of growth and change. For effective learning to occur, the environment must be both supportive and challenging, providing essential resources and diverse methods for their use while engaging with the demands of the learning process. To foster such growth, the faculty commits to creating a positive and equitable learning environment that recognizes a progression in complexity from baccalaureate to graduate level education. The faculty serves as facilitators and role models of scholarship and excellence in nursing practice. In this environment, collegial relationships between faculty and students thrive, accelerating the overall learning experience.

Essential Functions for Nursing

Participation in and successful completion of the Nursing program at Kean University requires that all students possess the ability to acquire academic knowledge, perform essential physical functions, and demonstrate professional attitudes and behaviors involved in nursing practice. The nursing degree awarded at the completion of the program certifies to the public that each individual has acquired this broad foundation of knowledge and skills requisite for safe, effective, and efficient care to the community. The Department faculty has outlined the Technical Standards deemed essential for the successful completion of the nursing curriculum and future success in the provision of nursing services.

Students admitted to the nursing program must review the Technical Standards and submit a signed form at the time of matriculation. Every student in the Kean nursing program must

demonstrate the ability to perform these essential functions throughout the program. Kean University has a strong commitment to full inclusion and equal opportunity for all persons with disabilities. The University adheres to the requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Every effort is made by our staff to provide every student with the opportunity to participate in all areas of student life.

The Office of Accessibility Services at Kean University (OAS) provides assistance and accommodations for all students with documented physical, medical, learning, emotional, and/or psychological disabilities, both temporary and permanent. The OAS website is located at <https://www.kean.edu/oas>. Students should review the "How to Apply" section on the website for information about the required documentation and how to submit a request for accommodations.

Professional Behaviors in All Settings: Nursing students are expected to exhibit professional behaviors, including teamwork, emotional regulation, effective interpersonal communication, honesty, integrity, and accountability. They must interact effectively with patients, families, peers, instructors, preceptors, and others they encounter during their education. In all settings, students must uphold the standards set forth in the Department of Nursing, College of Health Professions and Human Services, and Kean University policies.

After reviewing the Expectations for Nursing Students, applicants should assess their abilities and contact the Office of Accessibility Services to discuss any specific concerns regarding the physical, emotional, or cognitive requirements needed to complete the nursing program at Kean University. Reasonable accommodation may not: (1) fundamentally alter the nature of the didactic or clinical education curriculum, (2) compromise the essential elements of the program, (3) cause an undue financial or administrative burden for the University, or (4) endanger the safety of patients, self or others. It should also be noted that completion of all clinical education courses is a graduation requirement and some facilities with which the program affiliates may not be able to meet the same accommodations as those

offered to the students by the University during the didactic portion of the curriculum.

Pregnant and Parenting Students

The Office of Affirmative Action Programs provides important information for pregnant and parenting students via this website. Please contact the Kean University Title IX Coordinator at titleix@kean.edu with any questions or to request support services and accommodations.

Accreditation

The MSN programs at Kean University's Department of Nursing are accredited by the Accreditation Commission for Education in Nursing (ACEN). The most recent accreditation by ACEN was in 2017 and is valid through 2025. For information on accreditation, you can contact:

Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000 https://www.acenursing.org	New Jersey State Board of Nursing 124 Halsey Street Newark, NJ 07102 (973) 504-6430 https://www.njconsumeraffairs.gov/nur
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MASTER OF SCIENCE IN NURSING PROGRAMS

MSN END OF PROGRAM STUDENT LEARNING OUTCOMES (EPSLOS)

1. Formulate innovative solutions to problems within complex health delivery systems across diverse healthcare settings by incorporating concepts from economics, public health, and organizational sciences with empirical, ethical, and aesthetic nursing knowledge.
2. Evaluate theory and evidence-based research for incorporation into the design of advanced nursing practices that facilitate safety, quality, resource utilization, and equitable healthcare at the systems level.
3. Develop effective communication strategies and leadership behaviors to lead collaborative interprofessional teams toward the improvement of quality and safety in healthcare and the achievement of optimal health outcomes.
4. Integrate concepts from population health, health policy, and social advocacy in the development of culturally congruent strategies to reduce health disparities, increase access to care, and improve health outcomes of individuals and populations at the local, national, and global levels.
5. Support the advancement of nursing practice through the skilled application of leadership behaviors that are informed by professional nursing standards, ethics, national benchmarks for quality and safety, local, national, and global health initiatives, and personal and professional integrity.

6. Utilize information technology to communicate, educate, mitigate errors, and support decision-making at the systems level

Master of Science in Nursing Degree in Leadership

Program Description

The Department of Nursing offers a Master of Science in Nursing Degree in Leadership with an emphasis in transcultural nursing concepts. Students entering the program pursue part-time or full-time study (3-9 credits per semester). If enrolled full-time, the program can be completed in four academic semesters.

The program objective is to prepare nurses with expertise in leadership emphasizing system planning and protocols of care development, which are responsive to culturally diverse health teams and patient populations. It is this unique combination of transcultural nursing care and managerial skills, which prepares graduates of this program with the competence necessary to take a leadership role in the clinical arena.

Applicants with a bachelor's degree in a discipline other than nursing who are currently RNs may still apply for this program and are eligible for conditional admission to our bridge option.

Applicants accepted into the bridge option are required to complete the additional three undergraduate courses listed below. These three courses below are prerequisite courses and the associated 11 course credits do not count towards the MSN degree requirements.

NURS 3015 - Health Assessment

NURS 4020 – Population-Focused Nursing in the Community

NURS 4500 – Transition to Professional Nursing Practice

Nursing Leadership Program Requirements

6 hours weekly clinical time associated with each of the two 2 credit clinical courses

MSN CORE – 16 CREDITS		
NURS 5000	Nursing Science	3 credits
NURS 5001	Scholarly Writing for Nurses	1 credit
NURS 5601	Informatics and Healthcare Technologies	3 credits
NURS 5800	Health Care Policy and Fiscal Management in Nursing	3 credits
NURS 5915	Research and Evidence-Based Practice I	3 credits
MATH 5500	Statistical Methods for Analyzing Data	3 credits

NURSING LEADERSHIP CORE – 13 CREDITS		
NURS 5010	Nursing and Organizational Theory & Practice	5 credits
NURS 5020	Organizational Communications and Systems Leadership and Practice	5 credits
NURS 5920	Research and Evidence-Based Practice II	3 credits

GUIDED ELECTIVES – 3 CREDITS

Courses selected with approval of Program Coordinator

TOTAL OF 32 CREDITS TO COMPLETE PROGRAM

Master of Science in Nursing – Leadership
Full-time Students

Total Credits - 32

Year One (Total Credits- 18)			
FALL	CR	SPRING	CR
NURS 5000: Nursing Science	3	NURS 5010: Nursing & Organizational Theory & Practice	5
NURS 5601: Informatics & Healthcare Technologies	3	NURS 5001: Academic Writing	1
Elective Course (At the 5000 level)	3	MATH 5500: Statistical Methods for Analyzing Data	3
Total Fall	9	Total Spring	9
Year Two (Total Credits – 14)			
FALL	CR	SPRING	CR
NURS 5020: Organizational Communications and Systems Leadership and Practice	5	NURS 5800: Health Care Policy & Fiscal Management in Nursing	3
NURS 5915: Research & Evidence-Based Practice I	3	NURS: 5920 Research & Evidence-Based Practice II	3
Total Fall	8	Total Spring	6
Total Program Credits		32	

Master of Science in Nursing – Leadership

Part-time Students

Total Credits - 32

Year One (Total Credits- 12)			
FALL	CR	SPRING	CR
NURS 5000: Nursing Science	3	NURS 5010: Nursing & Organizational Theory & Practice	5
NURS 5601: Informatics & Healthcare Technologies	3	NURS 5001: Academic Writing	1
Total Fall	6	Total Spring	6
Year Two (Total Credits – 14)			
FALL	CR	SPRING	CR
NURS 5020: Organizational Communications and Systems Leadership and Practice	5	NURS 5800: Health Care Policy & Fiscal Management in Nursing	3
MATH 5500: Statistical Methods for Analyzing Data	3	NURS: 5915: Research & Evidence-Based Practice II	3
Total Fall	8	Total Spring	6
Year Three (Total Credits – 6)			
FALL			
NURS 5920: Research & Evidence Based Practice II	3		
Elective Course (At the 5000 level)	3		
Total Credits	6		
Total Program Credits		32	

Master of Science in Nursing – Community Health Option

Program Description

This program is designed for RNs with bachelor's degrees who plan to have careers in Community Health Nursing clinical management. It provides in-depth knowledge and skills related to Community Health Nursing Advanced Practice. Graduates acquire a unique combination of knowledge and skills in clinical management, transcultural nursing, and community health. Graduates of the program are eligible to sit for certification in Nursing Administration and Transcultural Nursing. Students entering the program pursue part-time or full-time study (3 to 9 credits per semester). If enrolled full-time, the program can be completed in four academic semesters and one summer session.

The objective of this program is to prepare nurses with expertise in community health nursing and clinical management to plan systems and protocols of care that are responsive to culturally diverse health teams and patient populations. It is this unique combination of community nursing and managerial skills in transcultural contexts that will prepare the graduate of this program with the competence necessary to take a leadership role in the community clinical arena.

Applicants with a bachelor's degree in a discipline other than nursing who are currently RNs may still apply for this program and are eligible for conditional admission to our bridge option.

Applicants accepted into the bridge option are required to complete the additional three undergraduate courses listed below. These three courses below are prerequisite courses and the associated 11 course credits do not count towards the MSN degree requirements.

NURS 3015 - Health Assessment

NURS 4020 – Population-Focused Nursing in the Community

NURS 4500 – Transition to Professional Nursing Practice

Nursing – Community Health Program Requirements

6 hours weekly clinical time associated with each of the two 2- credit clinical courses

MSN CORE – 16 CREDITS		
NURS 5000	Nursing Science	3 credits
NURS 5001	Scholarly Writing for Nurses	1 credit
NURS 5601	Informatics and Healthcare Technologies	3 credits
NURS 5800	Health Care Policy and Fiscal Management in Nursing	3 credits
NURS 5915	Research and Evidence-Based Practice I	3 credits
MATH 5500	Statistical Methods for Analyzing Data	3 credits
NURSING LEADERSHIP CORE – 13 CREDITS		
NURS 5010	Nursing and Organizational Theory & Practice	5 credits
NURS 5020	Organizational Communications and Systems Leadership and Practice	5 credits
NURS 5920	Research and Evidence-Based Practice II	3 credits
COMMUNITY HEALTH NURSING SPECIALTY CORE – 6 CREDITS		
NURS 5400	Epidemiology in Advanced Practice Nursing	3 credits
NURS 5500	Theoretical Foundation for Advanced Practice in Community Health Nursing	3 credits

GUIDED ELECTIVES – 3 CREDITS

Courses selected with approval of Program Coordinator

TOTAL OF 38 CREDITS TO COMPLETE PROGRAM

Master of Science in Nursing – Community Health Option

Full-time Students

Total Credits – 38

Year One (Total Credits- 18)			
FALL	CR	SPRING	CR
NURS 5000: Nursing Science	3	NURS 5010: Nursing & Organizational Theory & Practice	5
NURS 5601: Informatics & Healthcare Technologies	3	NURS 5001: Academic Writing	1
Elective Course (At the 5000 level)	3	MATH 5500: Statistical Methods for Analyzing Data	3
Total Fall	9	Total Spring	9
Year Two (Total Credits – 14)			
FALL	CR	SPRING	CR
NURS 5020: Organizational Communications and Systems Leadership and Practice	5	NURS 5800: Health Care Policy & Fiscal Management in Nursing	3
NURS 5915: Research & Evidence-Based Practice I (NURS 5915)	3	NURS: 5920: Research & Evidence-Based Practice II	3
Total Fall	8	Total Spring	6
Year Three (Total Credits – 6)			
FALL	CR		
NURS 5400: Epidemiology in Advance Practice Nursing	3		
NURS 5500: Theoretical Foundations for Advanced Practice in Community Health Nursing	3		
Total Fall	6		
Total Program Credits	38		

Master of Science in Nursing – Community Health Option

Part-time Students

Total Credits – 38

Year One (Total Credits- 18)			
FALL	CR	SPRING	CR
NURS 5000: Nursing Science	3	NURS 5010: Nursing & Organizational Theory & Practice	5
NURS 5601: Informatics & Healthcare Technologies	3	NURS 5001: Academic Writing	1
Total Fall	9	Total Spring	9
Year Two (Total Credits – 14)			
FALL	CR	SPRING	CR
NURS 5020: Organizational Communications and Systems Leadership and Practice	5	NURS 5800: Health Care Policy & Fiscal Management in Nursing	3
MATH 5500: Statistical Methods for Analyzing Data	3	NURS: 5915: Research & Evidence-Based Practice I	3
Total Fall	8	Total Spring	6
Year Three (Total Credits – 6)			
FALL	CR	SPRING	
NURS: 5920: Research & Evidence-Based Practice II	3	NURS 5400: Epidemiology in Advance Practice Nursing	3
Elective Course (At the 5000 level)	3	NURS 5500: Theoretical Foundations for Advanced Practice in Community Health Nursing	3
Total Fall	6	Total Spring	6
Total Program Credits	38		

GRADUATE CERTIFICATE IN SCHOOL NURSING

Program Description

The Department of Nursing offers a Graduate Certificate in School Nursing which reflects contemporary School Nursing practice from the Whole School, Whole Community, and Whole Child perspective. Through the integration of the National Association of School Nurses (NASN) Framework for 21st Century School Nursing Practice, students are prepared for excellence and leadership in school nursing practice. The program contains two tracks: the Non-instructional Endorsement track and the Instructional Endorsement track, which prepare students to apply for certification with the New Jersey Department of Education.

Program Requirements

Create grid for prerequisites

Required Courses for Non-Instructional Endorsement Track – 12 CREDITS		
NURS 5520	School Nursing I	5 credits
NURS 5530	School Nursing II	5 credits
NURS 5540	School Nursing Practicum	2 credits
Required Additional Courses for Instructional Endorsement Track – 4 CREDITS		
NURS 5503	School Nurse as Educator	2 credits
NURS 5511	School Nurse Education Practicum	2 credits

For Students enrolled in the Graduate Certificate in School Nursing

All students in the Graduate Certificate in School Nurse program must meet and fulfill the nursing requirements in EXXAT. Specific packages with codes are clearly labeled in EXXAT. All packages must be completed to meet the clinical requirement.

For more information, visit [School Nursing Certificate | Kean University](#) (graduate school nurse certification)

MSN COURSE DESCRIPTIONS

NURS 5000 Nursing Science (3 credits)

Examination and application of theories and frameworks from nursing, organizational science, epidemiology, and public health in advanced nursing practices. Transcultural nursing concepts will be emphasized by exploring specific subcultures within the context of healthcare delivery systems.

NURS 5001 Scholarly Writing for Nurses (1 credit)

This course will assist students in developing the writing skills necessary for graduate nursing practice, with emphasis on the application of guidelines of the Publication Manual of the American Psychological Association and the preparation of manuscripts for submission to peer-reviewed journals.

NURS 5601 Informatics and Healthcare Technologies (3 credits)

This course prepares the student to utilize informatics and healthcare technologies in the management of individuals, groups, and organizations for the improvement of patient outcomes. An examination of important informatics tools that are currently being utilized in healthcare to ensure safety and quality care will be completed.

Electronic Health Records (EHR), Telehealth, and evidence-based practice (EBP) will be emphasized. Development of computer skills for healthcare applications in patient care, personnel, and unit management systems will be an additional focus.

NURS 5800 Health Care Policy and Fiscal Management in Nursing (3 credits)

The learner will be introduced to the economic and financial factors affecting practice

in a complex healthcare environment. Principles of healthcare economics, budgeting, leadership to assure ethical and critical decision-making, and advocacy for policy changes that influence healthcare will be explored. The impact of fiscal responsibility on global quality outcomes will be investigated.

NURS 5915 Research and Evidence-Based Practice I (3 credits)

Synthesis of current research with identification of a problem in the area of nursing leadership or practice. There is an emphasis on the critical appraisal of qualitative and quantitative evidence that leads to the development of an Evidence-Based Practice (EBP) question using the PICO format. Knowledge, skills, and attitudes required for the successful implementation of an evidence-based practice project will be discussed. Concepts include patient safety and quality principles, quality/process improvement, and evidence-based practice processes.

MATH 5500 Statistical Methods for Analyzing Data (3 credits)

A course designed to give graduate students with some mathematical maturity basic skills in the use of statistics in research. The course includes the use of the computer to do statistical analysis. Some topics are review of descriptive statistics; correlation and regression; hypothesis testing for different types of data; distributions of data; and estimation. An undergraduate course in statistics, or the equivalent.

NURS 5010 Nursing and Organizational Theory and Practice (5 credits)

Analysis of nursing and organizational behavior with an emphasis on theories of leadership. Motivation, learning, team building, quality and safety, organizational culture, and staff development will be discussed within the context of nursing leadership. The theories will be discussed in relation to individual differences among

staff and client populations. The clinical components of this course will emphasize the development of nursing leadership skills to include designing and implementing care in complex organizations for culturally diverse groups of patients. Required for MSN Students.

NURS 5020 Organizational Communications and Systems Leadership and Practice (5 credits)

Analysis and integration of communication theories in nursing leadership. Clinical applications will focus on advanced concepts in healthcare leadership, conflict management; healthcare work environment, ethics, human resources, change strategies, inter-professional collaboration, and organization governance. Required for MSN students.

NURS 5920 Research and Evidence-Based Practice II (3 credits)

Emphasis of

this course is on planning and developing practice changes, creating outcome measures, and identifying additional gaps in nursing knowledge. The course will address issues associated with leading practice changes to include ethics, policies, quality and safety measures, and understanding the principles of patient-centered care and population health. Interprofessional perspectives and other resources will guide the clinical decision-making process that is integral to improving patient, population, and organizational outcomes. Evidence-based practice (EBP) processes are explored, which will culminate in the creation of a ready-to-implement EBP project. Critical appraisal of the literature developed in NURS 5915 will form the basis for the EBP project. All MSN courses must be completed before taking this course.

NURS 5400 Epidemiology in Advanced Practice Nursing (3 credits)

This course examines the epidemiological and nursing processes from the

perspective of advanced practice nursing. Emphasis is on the synthesis of theories and models of epidemiology and nursing with special attention to nursing practice from an epidemiological view, within the context of cultural and social pluralism.

NURS 5500 Theoretical Foundation for Advanced Practice in Community

Health Nursing (3 credits)

This course explores the theoretical basis for advanced practice in Community Health Nursing (including home health care, public health, and managed care) through analysis of models and theories that contribute to this unique area of the Nursing discipline. Emphasis is placed on the design of community health nursing processes that emphasize community-nursing practice that is population-focused and based on theories and models from nursing and supportive disciplines. The dialectical process includes the examination of the relationship among theory, research, and practice.

GRADUATE CERTIFICATE IN SCHOOL NURSING COURSE DESCRIPTIONS

NURS 5520 School Nurse I (5 credits)

This course facilitates the development of school nurse competencies through exploration of the principles and trends in evidence-based school nursing practice, with a specific focus on the National Association of School Nurses (NASN) Framework for 21st Century School Nursing Practice. Includes 2 field observation experiences in special education.

NURS 5530 School Nurse II (5 credits)

This course enables students to identify problems and plan solutions related to the organization and administration of a school health program, based on the Whole School, Whole Community, and Whole Child approach and informed by the National Association of School Nurses (NASN) 21ST Century School Nursing Framework. Specific topics include ethics, legal mandates pertaining to school health, social determinants of health & the reduction of health disparities, evidence-based practice (EBP), quality & safety in school health, and professionalism in school nursing practice.

NURS 5540 School Nursing Practicum (2 credits)

This University-supervised practicum provides the student with opportunities to apply the Key Principles of the NASN's 21st Century School Nursing Framework in approved primary and secondary school settings, including opportunities to participate in the delivery of state-mandated school health services.

NURS 5503 School Nurse as Educator (2 credits)

This course focuses on the preparation and delivery of culturally and

developmentally appropriate health education curricula in the Pre-K- 12th grade school setting. Specific topics include methods and materials used in health education, learning assessment, classroom management techniques, student engagement, and creative lesson planning including evaluation methods. Focus areas of the NASN's Framework for 21st Century School Nursing Practice pertaining to health education will be addressed.

NURS 5511 School Nurse Education Practicum (2 credits)

This University-supervised practicum provides the student with opportunities to apply the knowledge gained in NURS 5503, including curriculum development and methods of teaching health in the Pre-K-12th grade setting. Required for School Nurse Certification Program. Successful completion of all required prerequisites and courses for the School Nurse Certification. Non-Instructional Endorsement track, formal declaration of the School Nurse Certification-Instructional Endorsement track, current CPR/AED certification, current individual malpractice insurance & clinical clearance (including flu vaccination). Students must apply for clinical placement at least 4 weeks before course registration. The course includes a total of 90 hours of clinical practice.

RECOMMENDED LIST OF ELECTIVE COURSES

PUBLIC ADMINISTRATION:

- PA 5010 Public Bureaucracy
- PA 5110 Human Resources
- PA 5215 Grants Process
- PA 5750 Social Entrepreneurship and Enterprise Management and Models
- PA 5810 Healthcare Administration

MANAGEMENT:

- MGS 5010 Strategic Management

COMMUNICATION:

- COMM 5006 Organizational Culture
- COMM 5016 Current Issues: Communication Crisis
- COMM 5525 Communication and Technology

COUNSELOR EDUCATION:

- CED 5501 Survey Alcohol/Drug Abuse Counsel
- CED 5502 Coordinator of Alcohol, Tobacco and Drug Programs and Services
- CED 5503 Impact Alcohol, Tobacco, and other Drugs across the Lifespan
- CED 5915 Multicultural Counseling
- CED 5997 Research Methods in Counseling

Policies and Procedures

Policies and Procedures

Kean University Catalog

All information pertaining to University-wide policies can be found on the Kean University webpage under “Catalog” or by [clicking here](#). Students must review and will be held accountable for information provided within the catalog. Students are governed under the catalog the year they begin their studies.

Ethics

Ethics in professional practice and academia is the policy of Kean University and the Department 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 Kean University Catalogs and Department of Nursing Handbook. More information regarding ethics at Kean University can be found [Ethics Office | Kean University](#).

Academic Integrity Principles

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. Detailed information regarding Academic Integrity can be found [Academic Integrity.qxp](#). It is expected that students will review this information and will be held accountable.

Student Code of Conduct

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 community standards, appropriate proceedings may be initiated under the Code to address the failure and its consequences. Detail information regarding the Student Code of Conduct can be found [Student Code of Conduct | Kean University](#). It is expected that students will review this information and will be held accountable.

Equal Opportunity and Affirmative Action

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.

Detailed information regarding Equal Opportunity and Affirmative Action can be found [Affirmative Action | Kean University](#) It is expected that students review this information and

will be held accountable.

Americans with Disabilities and Non-Discrimination

Office of Accessibility provides assistance and accommodation for all students with documented medical, learning, emotional and/or physical disabilities both temporary and permanent. As an Americans with Disabilities Act (ADA)-compliant employer, Kean is committed to prohibiting discrimination and harassment and providing reasonable accommodations to employees and applicants with disabilities, to provide equal employment opportunities. Detailed information as well as information on how to request an accommodation can be found in [Office of Accessibility Services | Kean University](#).

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. Detailed information about the University's Sexual Misconduct Policy can be found [title-ix-policy-2024](#) It is expected that students review this information and will be held accountable.

Grade Grievances

The Department of Nursing adheres to the Kean University policy for grade grievances which can be found in its entirety in the University Catalog by [Catalog | Kean University](#). It is expected that students review this information and will be held accountable.

Course Withdrawal

After initial registration, students can make changes to their schedule during the add/drop period. Once the add/drop period has ended in order to remove course(s) from their schedule the student will need to complete a withdrawal form. The full course withdrawal procedure can be found [Withdrawal From Classes | Kean University](#) or by visiting the Kean University webpage. It is expected that students review this information and will be held accountable.

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 detailed information regarding this resource, please visit the Nancy Thompson Library Learning Commons or [What is OER? - OER - Research Guides at Kean University](#)

Academic Advisement

Full time faculty members advise nursing students. 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. Students should arrange meeting times with their academic advisors and should not walk in without a previously arranged appointment with the faculty advisor.

Email Accounts

Upon admission, all Kean University students are assigned an email account and expected to use it. All Kean University and Department of Nursing correspondence will be communicated via this Kean email account. Questions regarding your email account can be directed to the Office of Computer and Information Services (OCIS) at 908-737-6000.

Learning Management System

Canvas LMS, commonly referred to as Canvas, is a learning management system Kean University uses for all its courses. Students have access to and are required to use Canvas. To access, students may visit the Kean University homepage and from the “Quick Links” dropdown menu select “Canvas” and will then be prompted to sign in with your Kean credentials.

Grading Scale

MSN Grading Information

A minimum grade of B is required for all Nursing graduate courses. Numerical scores are converted to letter grades using the following scale:

Letter Grade	Numerical Scores	Grade	Grade Points
A	95-100	A	4.0
A-	90-94	A-	3.7
B+	85-89	B+	3.3
B	80-84	B	3.0
		INC	0
		AF	0
		W/WD	0
		NC	0

Nurse Faculty Loan Program

The Nurse Faculty Loan Program (NFLP) is a federally funded loan program administered by the Bureau of Health Professions, Health Resources and Service Administration (HRSA). The purpose of this funding is to increase the number of qualified nursing faculty by offering loans to students enrolled in graduate nursing degree programs who are committed to becoming nurse faculty. In exchange for full-time post-graduation employment as a nurse faculty, the program

authorizes forgiveness of up to 85 percent of the NFLP loan. Faculty positions may be in any state and at any accredited nursing program. For more information [Nurse Faculty Loan Program 2022 - 2023 | Kean University](#)

Health and Clinical Requirements for Nursing Students

Health and immunizations are monitored to meet the basic requirements of clinical affiliations and to assist in the maintenance of physical and emotional health necessary to meet the demands of the curriculum. Any preexisting health issues must be documented and these health issues may not interfere with the goals of the program. Kean University Department of Nursing uses the program Exxat PRISM, an invitation only system, to manage all aspects of clinical compliance for clinical education.

Clinical requirements for Graduate Nursing

- 1) Criminal background check (completed via link in Exxat to CastleBranch)
- 2) Drug screen (completed via link in Exxat to CastleBranch)
- 3) Physical Examination Health Clearance Form
- 4) Professional Liability Insurance for Registered Nurse
- 5) Current RN license card or verification of licensure through the state of your residence
- 6) Measles, Mumps, Rubella (MMR) immunity (2 doses of MMR vaccine or positive titers)
- 7) Annual Tuberculosis (TB) test
- 8) Varicella immunity (2 doses of Varicella vaccine or date of disease or positive titers)
- 9) Hepatitis B vaccine (Hep B) (3 dose series or positive surface antibody titer)
- 10) Tetanus, Diphtheria, and Pertussis (Tdap) vaccine within 10 years
- 11) Current CPR certification (American Heart Association BLS Provider CPR certification)
- 12) Flu (influenza) vaccine (Documentation of a flu shot administered anytime between August 1st and March 31st of the academic year.)
- 13) COVID-19 Vaccination

Clinical requirements for Graduate Certificate in School Nursing

- 1) NJ DOE Criminal History and Fingerprinting (Process can be completed at <https://www.nj.gov/education/crimhist>. The archived document must have been completed within a year of the start of program.)
- 2) Physical Examination Health Clearance Form
- 3) Professional Liability Insurance for Registered Nurse
- 4) Current New Jersey RN license card
- 5) Measles, Mumps, Rubella (MMR) immunity (2 doses of MMR vaccine or positive titers)
- 6) Annual Tuberculosis (TB) test
- 7) Varicella immunity (2 doses of Varicella vaccine or date of disease or positive titers)
- 8) Hepatitis B vaccine (Hep B) (3 dose series or positive surface antibody titer)
- 9) Tetanus, Diphtheria, and Pertussis (Tdap) vaccine within 10 years
- 10) Current CPR certification (American Heart Association BLS Provider CPR certification)
- 11) Flu (influenza) vaccine (Documentation of a flu shot administered anytime between August 1st and March 31st of the academic year.)
- 12) COVID-19 Vaccination

Professional Associations and Conferences

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

Graduate Certificate in School Nursing students are required to maintain active membership in NASN, NJSSNA & county school nurse organizations.

Current RN License Requirement

All students are required to maintain the current New Jersey Board of Nursing Registered Nurse license while in the program. All students must provide proof of verification of their license to the Office of Admissions and the Department of Nursing. No student will be allowed to register for clinical coursework at the 4000 level or higher without an active, unencumbered RN license.

Registration

Registration occurs every fall, spring, and summer for MSN and Graduate School Nurse Certification students. Graduate Certificate in School Nursing candidates enter the program in Summer 1.

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 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 before registering. Students with academic advice holds are unable to register.
4. Sign the Financial Obligations Agreement. Log into your Kean Wise account to sign the Financial Obligations Agreement located under the “Student Menu” tab. This must be completed before registering.
5. Search and register for sections. Register for courses by searching Kean Wise 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.

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 KeanWise from:

<http://www.kean.edu/offices/registrar/registration-information>

Policy on Professionalism

Professionalism is a fundamental aspect of nursing practice. It encompasses behaviors, attitudes, and values that are essential for providing high-quality patient care and maintaining the trust of patients, families, and the healthcare team. This policy outlines the expectations for professional conduct, including attendance, interprofessional interactions, hygiene standards, and dress code in clinical, lab, and classroom environments for students enrolled in nursing programs at Kean University.

Attendance

Revised Fall 2024

Attendance is crucial for the successful completion of the BSN program and for ensuring the continuity and quality of patient care.

General Attendance Requirements

- Students are expected to attend all scheduled classes.
- Attendance is mandatory for all planned clinical, simulation, lab, and related activities.
- Absences must be reported to the course instructor and the clinical site (if applicable) in advance of the start of the scheduled class or activity.
- Unexcused absences or repeated tardiness may result in disciplinary action, up to and including failure of the clinical course, or dismissal from the program.

Excused Absences

- Excused absences are granted for personal illness, family emergencies, or other extenuating circumstances on a case-by-case basis.
- Documentation will be required to validate the reason for the absence.
- Students must follow the appropriate procedure for notifying the instructor and clinical site (if applicable).

Make-Up Policy

- Students are responsible for arranging and completing make-up lab and clinical hours as directed by the instructor.
- Make-up sessions must be completed in a timely manner to ensure course requirements

are met within the allocated clinical semester.

Clinical Warning and Remediation for Absence and Tardiness

Absence from Clinical

- Any unexcused absence from clinical places the student in a clinical warning status and requires a meeting with the instructor and the program coordinator to create a remediation plan.
- A second absence, regardless of whether excused or unexcused, requires a meeting with the instructor and program coordinator to create (or update) a remediation plan, which will include a plan to complete the required activity, assignment, or clinical hours. If a third clinical absence occurs, or, if the student fails to abide by the terms of the previously established remediation plan, the student will be at risk of failing the course.

Tardiness

If there is anticipated tardiness, the faculty should be notified before the start of clinical hours. Tardiness for more than 30 minutes is considered an absence. It shall be treated as such and will follow the absence policy. Repeated instances of tardiness less than 30 minutes will result in a clinical warning status and the student will be required to meet with the instructor and program coordinator to create a remediation plan.

Professional Conduct

Maintaining professional conduct is essential for the integrity of the nursing profession and the quality of patient care.

Substance Use Policy

The Department of Nursing upholds Kean University's [Substance Use Policy](#). Additionally, due to the nature of the Nursing curriculum and experiential education, students suspected of impairment due to substance use and who are deemed a safety risk to patients, themselves, or others may be removed from the lab or clinical setting and may be required to complete a drug test at their own expense. Drug test results must be submitted to and reviewed by the Department of Nursing prior to returning to clinical.

Interprofessional Interactions

Professionalism in nursing extends to interactions with all members of the healthcare team, including physicians, nurses, allied health professionals, support staff, and peers, as well as stakeholders in the community setting. Students are expected to abide by the clinical agency's policies and procedures.

Respect and Collaboration

- Students are expected to treat others with respect and dignity, upholding Kean University's commitment to inclusivity by recognizing that our strength lies in the varied perspectives and experiences within the learning community.
- Effective communication and collaboration are essential for providing high-quality nursing care.
- Students should actively engage in team meetings, rounds, and discussions, offering input and seeking guidance when necessary and appropriate.

Communication Standards

- Communication should be clear, concise, and appropriate for the audience.
- Students must always use professional language and tone, foul or abrasive language is not permitted.
- Documentation in patient records and other communications must be accurate, timely, and reflect the highest standards of professional practice.

Conflict Resolution

- Conflicts should be addressed promptly and professionally.
- Students are encouraged to use problem-solving and conflict resolution skills to handle disagreements with peers.
- If a conflict cannot be resolved independently, students should seek guidance from their instructor.

Ethical Practice

- Students must adhere to the [American Nurses Association \(ANA\) Code of Ethics](#) for Nurses and other relevant ethical guidelines.
- Confidentiality of patient information must be maintained at all times (HIPAA).
- Any form of dishonesty, including falsifying records or plagiarism, is strictly prohibited and will result in disciplinary action.

Social Media Use

The Department of Nursing upholds the guidelines set forth in the National Council of State

Boards of Nursing's (NCSBN) [A Nurse's Guide to the Use of Social Media](#). Further, students are STRICTLY PROHIBITED from creating social media posts or commenting on others' social media posts with content that has the potential to compromise the confidentiality of patient information or that contains any image showing a clinical partner site or community setting where a clinical rotation is occurring.

Accountability and Responsibility

- Students are accountable for their actions and must take responsibility for their learning and professional development.
- Students should receive feedback with openness and use it constructively to improve their practice.
- Errors or omissions in patient care must be reported immediately, and appropriate corrective actions should be taken.

Graduate Academic Probation and Dismissal

After a graduate student attempts six total graduate credits as a matriculated student, a 3.0 cumulative GPA must be achieved. Failure to meet this minimum may result in the student being placed on Academic Probation. Additionally, conditions of the probation may be set at the discretion of the Dean of the College and/or the program/department.

Upon completion of 12 attempted graduate credits, if a student fails to achieve a cumulative GPA of 3.0, the student may be academically dismissed from Kean University at the discretion of the program/department, for more information click [Kean University - Probation and Dismissal](#). If the student achieves a cumulative GPA of 3.0 or higher, they will be removed from academic probation. However, if at any time during subsequent semesters the student falls below a cumulative

3.0 GPA, they will be academically dismissed from Kean University. All notices of academic probation and/or dismissal will occur after the fall and spring academic semesters.

If a student is academically dismissed from Kean University, the student is entitled to appeal the dismissal and apply for reinstatement. Reinstatement applications are reviewed by the Academic Standards Committee. [Kean University - Probation and Dismissal](#)

If a student is academically dismissed from Kean University, they will have the opportunity to apply for reinstatement at no time earlier than two subsequent semesters. For example, if a student is dismissed after the spring semester, that student would not be eligible to apply for reinstatement until the following spring, with an anticipated start term of the following fall semester. An appeal for reinstatement must be submitted to the Office of Student Success and Retention no later than October 1 for a spring reinstatement or July 1 for a fall reinstatement. Included with the appeal there should be any supporting documentation which can include but is not limited to proof of academic growth, in the form of taking non-matriculated courses at another college/university, letter(s) of recommendation, or a personal statement expressing the student's growth, both academically and personally. The reinstatement appeal will be reviewed by the Academic Standards Committee and a recommendation will be sent to the Office of the Dean to grant or deny reinstatement. The Dean's decision is final, and there is no further provision for appeal beyond that review. .

*Kean University reserves the right to make decisions regarding academic probation and dismissal based on a student's academic performance at their discretion. Some graduate programs may have additional requirements and/or conditions. Please review your department's requirements with your respective Program Coordinator, as well as all published handbooks.

Graduation Requirements

Graduate Degree Graduation Information

Application for Graduate Degrees

Students who are candidates for graduate degrees must file an application with the Office of the Registrar. Complete information and deadlines can be found at [Graduation Information | Kean University](#)

Awarding of Degrees

Formal commencement exercises are held each year at the close of the spring semester.

Conferral is also available in January and August for students who complete degree requirements during the fall semester or the summer session.

January graduates and May and August candidates will be invited to participate in the formal May commencement ceremony. To participate in the May commencement ceremony, all required coursework must be completed by the end of the Summer II session of the same year.

Graduation with Distinction

Graduate students who have completed their degree requirements with a cumulative grade point average of 4.0 and a commendation on their Graduate Comprehensive Exam (when required) are recognized as graduating with distinction.

Graduation with Distinction will be recognized through a letter from the Dean of the Nathan Weiss Graduate College and such a notation will appear on the student's transcript and diploma.



**Kean University School of Nursing
Graduate Certificate in School Nursing**

Preceptor Guidelines

Preceptor Role Definition

A NJ Certified School Nurse in a PreK-12th grade public school who volunteers to provide support and guidance for Kean University student pursuing a Graduate Certificate in School Nursing in preparation for NJ State Department of Education standard certificate as a School Nurse – either Non-Instructional or Instructional Endorsement.

The Preceptor is not responsible for grading but will be asked to provide an overall evaluation of the student.

Preceptor Activities

PRIOR TO OR AT BEGINNING OF PRACTICUM:

- Negotiate placement details (days, times)
- Orient student to school health office
- Familiarize student with documentation methods/requirements
- Familiarize student with school's emergency action plan
- Review course objective and focused content for practicum
- Provide a tour of the school

PRECEPTOR ACTIVITIES DURING PRACTICUM:

- Provide opportunities for practice of identified school nursing skills included on practicum checklist
- Communicate periodically with course faculty on student progress
- Directly supervise the student during practicum days/hours
- Debrief student at end of day, provide feedback
- Sign off on skills checklist

PRECEPTOR ACTIVITIES END OF PRACTICUM:

- Complete & submit final practicum evaluation form
- Communicate concerns/suggestions for improvement/recommendations for content to course faculty

PRECEPTOR ATTESTATION

Name: _____ Work Phone: _____ Preceptor Email: _____

NJ Endorsement Type: Instructional	NJ RN License #: _____ Exp. Date: _____
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Please attach a proof of certification along with signed form.

To be completed by preceptor:

I, _____, attest that I am a NJ Certified School Nurse with a currently active NJ RN license, practicing full time in a NJ public school. I agree to abide by the Preceptor Guidelines provided to me by Kean University.

Preceptor Signature: _____ Date: _____

Student Signature: _____ Date: _____

To become an MSN declared Major:

Complete, sign and scan this Attestation Form and email it along with a New Jersey RN-License verification to nursing@kean.edu.

The Change of Major status form is available online at:
<http://www.kean.edu/offices/registrar/forms-and-policies> and clicking on the
Major- Minor Status Change Form.

I also acknowledge that failure to obtain a valid New Jersey RN License or having a positive criminal background and/or drug test, will prevent me from completing the MSN program at Kean; and that I must report any changes to the status of my criminal background and/or actions to my RN license by the Board of Nursing to the Kean University Department of Nursing. I acknowledge that failure to do so will prevent me from completing the BSN degree program at Kean.

Name: _____ Student ID: _____ Campus: _____

Signature: _____

This form must be signed and returned to the Department of Nursing before enrollment to the University. Please sign and return or scan and send as an email attachment to nursing@Kean.edu

**KEAN UNIVERSITY DEPARTMENT OF NURSING
CLINICAL REQUIREMENT ATTESTATION FORM**

GRADUATE CERTIFICATE IN SCHOOL NURSING

By signing below, I attest that I have read and understand the policies and regulations of the Kean University Department of Nursing and Kean University, found in the Kean University Student Handbook and University Catalog, which are available to me online on the Department of Nursing website and the Kean University Website see links below).

Link to Student Handbook:

Link to Kean University Catalog: <https://www.kean.edu/offices/academic-affairs/catalog>

Furthermore, my signature attests that I am aware that I am admitted as a School Nursing Certificate Candidate and that in order to progress in the program I must comply with the Kean University Department of Nursing's immunization, health clearance, drug test requirements and the NJ Department of Education Criminal Background and Fingerprints.

I acknowledge that failure to maintain a valid New Jersey RN License, or having a positive criminal background and/or drug test, will prevent me from completing the Graduate Certificate in School Nursing program at Kean University; and that

I must report any changes to the status of my criminal background and/or actions to my RN license by the Board of Nursing to the Kean University Department of Nursing.

I acknowledge that failure to comply with any or all of the above stipulations will prevent me from completing the Graduate Certificate in School Nursing program at Kean University.

Student Name (Print):

Student ID:

Student Signature:

Please sign and return (scan and send as an email attachment) to nursing@Kean.edu

Revised Fall 2024

Important Offices and Resources

Admissions	Phone: 908-737-7100 Email: admitme@kean.edu Location: Kean Hall First Floor
Bookstore	Union Phone: 908-737-4940 Location: Green Lane Bldg. First Floor Ocean Phone: (732) 255-0333 Location: 1 College Drive Bldg. 8 Toms River, NJ 08754
Campus Police and Security	Union Phone: 908-737-4800 Ocean Phone: 732.255.0400, press 8
Career Services	Phone: 908-737-0320 Email: career@kean.edu Location: CAS Building, Room 123
Computer and Information Services	Phone: 908-737-6000 Email: support@kean.edu Location: Technology Building 122
Financial Aid	Phone: 908-737-3190 Email: finaid@kean.edu Location: Administration Building 3 rd
Health Services	Union Phone: 908-737-4880 Location: Downs Hall 126 Ocean Phone: 732-255-0365 or 732-255-0364
Library	Union Phone: 908-737- 4629 Email: library@kean.edu Location: Main Campus Ocean Phone: 732-255-0392

One-stop service	<p>Phone: 908-737-3290 Email: regme@kean.edu Location: Center for Academic Success (CAS) Building, 1st floor <i>Note: any questions regarding transfer credits should be directed to the Transfer Admissions Office at transfer@kean.edu</i></p>
Office of Accessibility Services	<p>Union Phone: 908-291-3137 Location: Downs Hall Email: accessibilityservices@kean.edu</p> <p>Ocean Phone: 732-255-0400 x2945 Location: ICCT Bldg. #22 Room 108.</p>
Student Accounting	<p>Phone: 908-737-3240 Email: stuactg@kean.edu Location: Administration Building 3rd</p>
Tutoring Services	<p>Union Location Phone: 908-737-0339 Location: Center for Academic Success room 111A</p> <p>Ocean Location: Bartlett 203</p>
Writing Center	<p>Union Phone: 908-737-0317 Location: Center for Academic Success</p> <p>Ocean Phone: 732-255-0400 x2083 Location: Russell 238 Email: thewritingcenter@ocean.edu</p>

Department of Nursing Contact Page

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*This handbook is intended to inform students about policies, procedures, and services available at the University and within the Department of Nursing. Policies in this handbook are subject to change and 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 Department; and/or any student or other person.*

Name _____ Signature _____ Da _____

