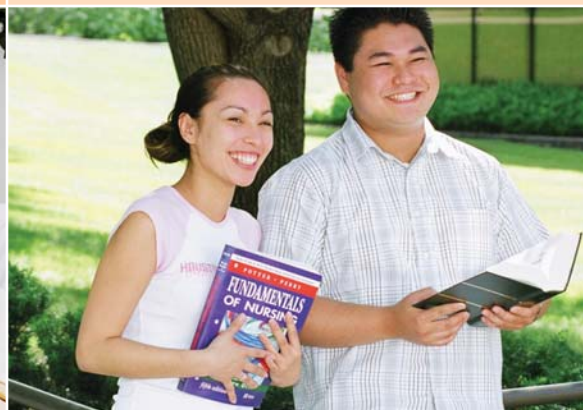


SETON HALL UNIVERSITY COLLEGE OF NURSING

Undergraduate Student Handbook



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INTRODUCTION

Welcome to Seton Hall University College of Nursing. The College's undergraduate programs of study lead to the degree of Bachelor of Science in Nursing, and it is accredited by the National League for Nursing Accrediting Commission, the Commission on Collegiate Nursing Education and the New Jersey Board of Nursing.

The purpose of this handbook is to inform you of the policies and opportunities particular to the College of Nursing. It is your responsibility to become familiar with this handbook as it provides necessary information relative to your academic career. It is to be used in conjunction with the Undergraduate Catalogue and Student Handbook of the University. The Undergraduate Catalogue is available online at www.shu.edu/news/ug_catalog/index.html; and the Student Handbook is available online at studentaffairs.shu.edu/handbook/.

COLLEGE OF NURSING

HISTORY

In 1937, the first nursing courses were offered establishing of the School of Nursing Education, within the Urban Division of Seton Hall College. Students were registered nurses preparing for careers in nursing education, nursing administration or public health nursing. In 1950, Seton Hall College became Seton Hall University, and the School of Nursing was established as one of four distinct schools within the University.

In September 1953, the four-year basic professional nursing program was initiated in Newark, New Jersey, where it remained until 1968 when the School moved to the South Orange campus. In 1971, the School was inaugurated as the College of Nursing. The Caroline DiDonato Schwartz Nursing Building was built in 1973. In 1977, the graduate program was established, followed in 1978 with the chartering of Gamma Nu Chapter of Sigma Theta Tau, the International Nursing Honor Society.

The College has educated many individuals who are in positions of leadership, both locally and throughout the country. The College currently comprises three departments: the Department of Adult Health; the Department of Family and Community; and the Department of Supportive Sciences and Health Systems. The Undergraduate Division provides a traditional program (formerly called "generic" program), an accelerated program for students who have earned a baccalaureate degree in another discipline and a B.S.N. completion program for registered nurses. The graduate program offers a variety of practitioner and degree programs in nursing administration and nursing education. Certificate programs in case management and school nursing are also available.

MISSION STATEMENT

The mission of the College of Nursing is to educate baccalaureate-prepared generalists and master's-prepared advanced practitioners of nursing who aspire to be innovators and leaders in the nursing profession. Both undergraduate and graduate curricula exist within a University community that embraces a student body that is made rich through cultural, ethnic and racial diversity, where religious commitment and academic freedom are valued. The College of Nursing strives to cultivate values in its students that enable a commitment to lifelong service to the nursing profession and humanity. Graduates of the College uphold the American Nurses Association's Standards of Clinical Nursing Practice as they contribute to the advancement of the profession while growing personally and professionally in lifelong learning.

(Approved by Faculty Assembly, December 11, 1996; revised April 22, 1998)

PHILOSOPHY, PURPOSE AND OBJECTIVES: UNDERGRADUATE DIVISION

An integral part of Seton Hall University, the philosophy and purpose of the College of Nursing are in accord with the Judaeo-Christian precepts that characterize the University's mission.

PHILOSOPHY

The philosophy of the faculty of the Undergraduate Division is predicated on the belief that body of nursing knowledge is formulated through scientific inquiry and that the professional practice of nursing rests upon the ability to synthesize knowledge from the sciences, humanities and the arts. The faculty believe that a strong liberal education prepares the graduate to meet the challenges of a rapidly changing multicultural society. Professional nurses exercise critical thinking and leadership skills, possess a commitment to continuous professional and personal growth, and support the continuous development of nursing knowledge. The philosophy incorporates the concepts of people, environment, health and professional nursing. The interaction of these concepts is the basis for baccalaureate nursing education and practice. The faculty of the Undergraduate Division of the College believe that people are integrated individuals with bio-physiological, psychological, sociocultural and spiritual dimensions. They are complex, unique, sentient beings who engage in activities that influence health, life and well being. People possess the ability to make choices while continuously interacting with the environment.

The environment is an aggregate of external surroundings, or the world in which people live. In this sense, family and community become the natural context within which people are viewed.

Health is dynamic; perceived by the individual; and reflective of biophysical, psychological, sociocultural and spiritual dimensions. The environment affects the ability of the individual to attain, maintain and restore optimal health. Health is influenced in part by developmental state; life cycle events; lifestyle choices; and participation in health-promoting, maintaining and restoring activities.

Professional nursing is a humanistic and scientific discipline that promotes, maintains and restores health of the individual, family and community through the use of the nursing process and current research findings. The professional nurse is a leader in nursing care situations and functions in roles such as teacher, counselor and advocate. As members of a caring profession, nurses function both autonomously and collaboratively to meet the health needs of diverse populations in a variety of socioeconomic, cultural and environmental settings.

PURPOSES

Based upon this philosophy, the purposes of the Undergraduate Division are as follows:

1. to prepare generalists in nursing, characterized by the qualities of the professional nurse competent to begin practice; and
2. to provide graduates with the foundation required for both continuing education and graduate education in nursing.

OBJECTIVES

At the conclusion of the program students will:

- synthesize knowledge from nursing, sciences and humanities for professional nursing practice;
- implement the nursing process to assist clients from diverse backgrounds to meet mutually agreed upon health goals in a variety of settings;
- practice in a manner that exemplifies the integration of professional, ethical, moral and legal dimensions of nursing;
- critique and appropriately utilize research findings in professional nursing practice;
- collaborate with other providers to maximize effective and efficient healthcare delivery; and
- demonstrate leadership and management skills in providing quality health care for individuals, families, groups and communities.

DEFINITION OF NURSING: NEW JERSEY NURSE PRACTICE ACT

*“The practice of nursing as a registered professional nurse is defined as **diagnosing and treating human responses to actual or potential physical and emotional health problems, through such services as case finding, health teaching, health counseling, and provision of care supportive to or restorative of life and well-being, and executing medical regimens as prescribed by a licensed or otherwise legally authorized physician or dentist.** Diagnosing in the context of nursing practice means the identification of and discrimination between physical and psychosocial signs and symptoms essential to effective execution and management of the nursing regimen. Such diagnostic privilege is distinct from a medical diagnosis. Treating means selection and performance of those therapeutic measures essential to the effective management and execution of the nursing regimen. Human responses mean those signs, symptoms, and processes which denote the individual’s health need or reaction to an actual or potential health problem.” (N.J.S.A. 45:11-23. Definitions) For more information regarding the New Jersey Nurse Practice Act visit www.njsna.org/practice/NPA.HTM.*

Copies of the entire New Jersey Nurse Practice Act may be obtained by writing or calling:

Board of Nursing
Division of Consumer Affairs
NJ Department of Law & Public Safety
P.O. Box 45010
Newark, NJ 07101
(973) 504-6430

STUDENT RIGHTS AND RESPONSIBILITIES

The faculty of the Undergraduate Division support the National Student Nurse Association's Bill of Rights and Responsibilities for Students of Nursing, and the American Nurses Association's Code of Ethics. The faculty expect students to practice in accordance with these documents as well as in accordance with division expectations.

NATIONAL STUDENT NURSE ASSOCIATION (NSNA) THE BILL OF RIGHTS AND RESPONSIBILITIES FOR STUDENTS OF NURSING

An NSNA student Bill of Rights and Responsibilities was initially adopted in 1975. The following updated version was adopted by the NSNA House of Delegates in San Antonio, Texas, 1991. For more information about the bill, visit www.nсна.org/pubs/billofrights.asp.

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom; students should exercise their freedom in a responsible manner.
3. Each institution has a duty to develop policies and procedures that provide and safeguard the students freedom to learn.
4. Under no circumstances should students be barred from admission to a particular institution on the basis of race, creed, sex, color, national origin, handicap or marital status.
5. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation or sexual orientation that instructors acquire in the course of their work or otherwise should be considered confidential and not released without the knowledge or consent of the student, and should not be used as a basis of evaluation.
8. The student should have the right to have a responsible voice in the determination of his or her curriculum.
9. Institutions should have a carefully considered policy as to the information that should be a part of a student's permanent educational record and as to the conditions of this disclosure.
10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
11. Students should be allowed to invite and to hear any person of their own choosing within the institution's acceptable realm, thereby taking the responsibility of furthering their education.
12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through a faculty-student council, student membership or representation on faculty committees.

13. The institution has an obligation to clarify those standards of behavior that it considers essential to its educational mission, its community life, or its objectives and philosophy.
14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.
15. As citizens and members of an academic community, students are subject to the obligations that accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.
16. Students have the right to belong or refuse to belong to any organization of their choice.
17. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.
18. Adequate safety precautions should be provided by nursing programs, e.g., adequate street lighting, locks and other safety measures deemed necessary by the environment.
19. Dress code, if present in school, should be established with student input in conjunction with the school director and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.
20. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.
21. Students should have a clear mechanism for input into the evaluation of nursing faculty.

AMERICAN NURSES' ASSOCIATION (ANA) CODE OF ETHICS

A code of ethics makes explicit the goals, values and obligations of the profession. The ANA Code of Ethics for Nurses was revised in September 2001 and can be found online at www.nursingworld.org/ethics/encode.htm.

PROFESSIONAL CHARACTERISTICS

As a profession, nursing places great reliance upon individual responsibility and accountability. Therefore, students are held responsible and accountable for their professional development.

PERSONAL AND EMOTIONAL CHARACTERISTICS

Students are expected to exhibit personal and emotional characteristics consistent with a developing professional nurse role. Students who do not display these characteristics can be required to seek appropriate assistance. Students who refuse to obtain assistance and/or persist in exhibiting unacceptable behaviors will not be permitted to continue in the nursing program.

HEALTH HABITS

Good mental and physical health habits are encouraged to allow students to meet the stress of a demanding curriculum. It is preferred that students not be employed. If outside employment is necessary, it is recommended that it be limited to 16 hours per week. Performance expectations will not be modified because of a student's work commitments. The health of each student will be reviewed each year by a qualified health professional as part of the annual health assessment.

ACADEMIC DISHONESTY

Nursing, as a profession, is in the public trust. The faculty of the College of Nursing believe that ethical behavior is expected in all situations. *Honesty underlies ethical behavior and is expected of all College students.* The faculty expects all work to be the student's own, whether in nursing or in other courses. Students who are suspected of lying, cheating, falsifying records or plagiarizing will be subject to course failure, a meeting with the department chairperson and possible dismissal from the College.

PROFESSIONAL ACTIVITIES

Nursing involves a commitment to lifelong learning and continuous education. Students are encouraged to participate in professional activities by joining and participating in the Nursing Student Association of Seton Hall University, as well as by attending programs of local and national nursing organizations.

DEPARTMENTAL EXPECTATIONS

1. Students have the right to receive information on the course syllabus related to course objectives, expectations for students, grading criteria for the course and guidelines for assignments.
2. Students must demonstrate professional behavior, responsibility and accountability. The following behaviors are consistent with developing the professional nurse role and are expected of all students:
 - a. Attendance at all nursing classes and clinical experiences.
 - b. Punctuality for appointments, classes and clinical experiences.
 - c. Appropriate preparation for all classes and clinical experiences.
 - d. Honest and open communication in all teaching and learning situations; plagiarism, cheating, falsifying information and lying are all considered serious breaches of professional conduct.
 - e. Prompt and proper notification of faculty prior to class or clinical if student anticipates being absent or late.
 - f. Submission of all required assignments on the specified due date/time.
 - g. Maintenance of the clients' rights to dignity, privacy and confidentiality.
 - h. Demonstration of courtesy and respect in all interactions.
 - i. Wearing of appropriate attire in all clinical and community experiences. (For more information, see Uniform Policy.)
 - j. Consistent use of culturally sensitive, as well as educationally and developmentally appropriate language.
 - k. Consistent use of appropriate scientific terminology in written and verbal communication.
 - l. Submission of evidence of professional liability (malpractice) insurance, CPR certification, background check and documentation of health information on an annual basis.
 - m. Knowledge of appropriate College of Nursing and University policies.
3. Students have the right to practice clinical skills and receive feedback and suggestions for improvement prior to evaluation.
4. Students have the right to receive feedback related to class and clinical experiences, as well as guidance and suggestions to enhance learning.
5. Students have the responsibility to actively participate in the learning process by asking questions in class, seeking out new learning experiences and integrating theory into clinical practice.
(Accepted by department faculty, April 1997.)

UNDERGRADUATE DIVISION NURSING POLICIES

GRADING SYSTEM

The faculty assembly adopted the following schedule of numerical equivalents for letter grades for the College of Nursing on October 15, 2004. This grading system is in effect starting the Spring Semester of 2005.

Letter Grade	Numerical Equivalent	Weight
A	93.0-100	4.0
A-	90.0-92.9	3.67
B+	87.0-89.9	3.33
B	83.0-86.9	3.0
B-	80.0-82.9	2.67
C+	77.0-79.9	2.33
C	73.0-76.9	2.0
C-	70.0-72.9	1.67
D+	67.0-69.9	1.33
D	63.0-66.9	1.0
F	62.9 and below	0.0

A grade of less than "C" is unacceptable for all NURN, NURS, NUTH, NUTC courses; **Anatomy and Physiology I and II**; and **Microbiology**, and precludes progression in the nursing curriculum without repeating the course(s).

CREDIT AND TIME EQUIVALENCY

Theory Course	1 credit = 1 hour
Supervised Laboratory	1 credit = 2 hours
Clinical Laboratory	1 credit = 3 hours

DEAN'S LIST

Please refer to the Undergraduate Catalogue available online at www.shu.edu/news/ug_catalog/index.html.

COMPREHENSIVE TESTING POLICY

The College of Nursing has adopted a testing package to provide comprehensive diagnostic reports detailing student performance in many content areas, critical thinking phases, cognitive levels and nursing process steps. Testing is administered via the Internet with immediate results.

All students must take the proctored R.N. Comprehensive Predictor Exam and pass the test as a requirement for graduation. A pre-set score on the individual national percentile is needed to pass. If the student does not achieve this score, he or she should seek and document remediation. The proctored R.N. Comprehensive Predictor can be retaken until the passing score on the individual national percentile is achieved.

In addition, ATI content tests are offered at the end of nursing courses. A pre-set score is required on the individual national percentile to pass. If the student does not achieve this score, he or she will receive a grade of INCOMPLETE for the course until a score of 90 percent or greater (individual national percentile) is achieved on the non-proctored version of the exam. The non-proctored version can be retaken as often as needed.

GUIDELINES FOR FORMAL PAPERS

Students are expected to follow the format described in the reference below for all written work: American Psychological Association (2001). APA Publication Manual (5th ed.) Washington, D.C.: Author

POLICIES ON COURSES AT OTHER COLLEGES

Please refer to the Undergraduate Catalogue available online at www.shu.edu/news/ug_catalog/index.html.

ACADEMIC STANDARDS

The student will receive notification by certified mail when any academic sanction is imposed. This letter is signed by the department chairperson and specifies any action to be taken on the part of the student.

Academic sanctions will be imposed for grades below “C” earned in any of the required science courses or nursing courses. These sanctions are also in effect for previously completed courses by students who transfer from within the University to the College of Nursing. **If a course is repeated and a grade of “C” or better is attained, it does not remove the imposed academic sanction.**

ACADEMIC SANCTIONS (POLICY, 2004)

Important note: The following policy regarding academic sanctions was adopted by the faculty assembly of the College of Nursing on December 12, 2003, and is in effect for all students admitted to the College of Nursing for the **Spring Semester of 2004 and later.**

Risk of Probation

A student is placed on **risk of probation** upon earning a first grade below a “C” in **any nursing course, Anatomy and Physiology I and II, and Microbiology.**

Students who receive the sanction of **risk of probation** must review his or her academic progress with their academic adviser within the time period specified in the letter of notification. Failure to do so will result in an **academic hold** being placed on registration.

College Dismissal

A student is placed on **college dismissal** upon earning:

1. A second grade below a "C" in **any nursing course, Anatomy and Physiology I and II, and/or Microbiology** in the same semester; or
2. A second grade below a "C" in **any nursing course, Anatomy and Physiology I and II, and/or Microbiology** in a subsequent semester.

A student who is placed on **college dismissal** must withdraw from the nursing curriculum by the end of the semester in which he or she was placed on the sanction. College dismissal does not necessarily require withdrawal from the University.

ACADEMIC SANCTIONS (POLICY, PRIOR TO 2004)

Important note: For students admitted to the nursing program before Spring 2004, the following policy applies regarding academic sanctions.

Academic Jeopardy

A student is placed on **academic jeopardy** upon earning a first grade of below "C" in **Group Dynamics**, or any **required science or nursing** course.

Risk of Non-Progression

A student is placed on **risk of non-progression** upon earning:

1. A second grade below "C" in **Group Dynamics**, or any **required science or nursing** course.
2. More than one grade below "C" in **Group Dynamics** or any **required science or nursing** course in the same semester, with or without prior assignment to **academic jeopardy**.

Students who receive an assignment of **risk of non-progression** must review their academic progress with their academic adviser within the time period specified in the letter of notification. Failure to do so will result in an **academic hold** being placed on registration.

Progression Failure

A student is placed on **progression failure** upon earning a grade of less than "C" in **Group Dynamics** or any **required science or nursing** course after having been previously placed on **risk of non-progression**.

A student who is on the sanction of **progression failure** must withdraw from the nursing curriculum by the end of the semester in which he or she was placed on the sanction. **Progression failure** does not necessarily require withdrawal from the University.

GRADUATION REQUIREMENTS

To attain the Bachelor of Science in Nursing degree, students must satisfactorily complete all of the general liberal arts, free electives and professional requirements. In addition, students in the traditional, second degree and accelerated programs must successfully complete a standardized nursing test selected by the College of Nursing within its discretion. All students must file an application for degree with Enrollment Services during the second semester of their junior year for traditional and second degree students, and one year prior to graduation for accelerated and R.N. extended campus students.

GRADUATION WITH HONORS

Please refer to the Undergraduate Catalogue available online at www.shu.edu/news/ug_catalog/index.html.

GRIEVANCE PROCEDURES

The entire academic grievance procedure can be found in the Student Handbook, available online at studentaffairs.shu.edu/handbook. The section of this procedure that applies to the Undergraduate Division is as follows:

DEPARTMENT/DIVISION PROCESS

1. Any student in a college or division who feels that he or she has cause for a grievance against another member of the college or division must confer with that individual in an attempt to resolve the question to the satisfaction of both parties.
2. When appropriate, parties to a grievance dispute must seek out the department chairperson or division coordinator. That official will set in motion the department procedures for resolution.
3. Should these measures fail to resolve the dispute, the aggrieved party must present a written complaint to the dean/director of the college/division, who will arrange for a face-to-face mediation hearing.

CLINICAL COURSE PLACEMENT

Many agencies are used for placement of students in clinical courses. Every attempt is made by the faculty to assign students to a variety of clinical placements in order to allow the students to care for diverse client populations and to interact with different groups of students within their clinical sections.

REQUIREMENTS FOR CLINICAL PRACTICE

In order to participate in any clinical course (clinical courses include those with the NUTC and NURN prefix) students must submit:

- required health information;
- criminal background check information **that must include all alias;**
- liability insurance that reflects coverage for the entire semester; and
- CPR certification.

This information is due two months before the clinical course begins; registration for the course may be cancelled if information is not submitted in a timely manner.

HEALTH INFORMATION

The College of Nursing requires yearly documentation of specific health information in addition to University requirements. Health information **must** be provided on the College of Nursing health forms. This form may be completed by a physician or other qualified healthcare provider. *Reports of immunity to specific diseases must be attached to this form as well as indicated on health form.* Forms are available from the College secretary.

LIABILITY INSURANCE

Coverage by liability insurance in the amount of \$1 million/\$3 million is required for all students. A copy of the policy reflecting the amount of coverage must be submitted. Liability insurance applications are available from the College secretary.

CARDIO-PULMONARY RESUSCITATION (CPR) CERTIFICATION

The American Heart Association's certification for Basic Cardiac Life Support (BLS) for healthcare providers is required. Courses leading to this certification are available at many hospitals and community agencies.

UNIFORM POLICY

It is expected that students dress in a neat, clean and professional manner for all clinical experiences. Students who are not dressed in an appropriate and professional manner may be asked to leave the clinical area. For students in the traditional and accelerated programs, when providing care in the acute care setting, the following uniform policy will apply. If variations are expected, you will be informed by your instructor. Students in the B.S.N. for R.N.s program should check with the clinical preceptor as to the appropriate professional attire.

UNIFORM

The basic uniform is a royal blue polo shirt monogrammed with "Seton Hall University College of Nursing"; white pants or skirt; and white lab coat with the Seton Hall University patch on the left pocket. In community health settings, students should wear the blue shirt with black or navy slacks. T-shirts must not be visible under the polo shirt. The basic uniform is to be worn only when engaged in Seton Hall University College of Nursing clinical practice.

Name Badge

The name badge should be printed on white background with blue text; information must include:

- First and last name;
- Seton Hall University; and
- "Nursing Student."

Shoes

Only all white shoes, or white sneakers, are permitted in the acute care setting. Black, brown or navy flat shoes are permitted in the community health setting. *Clogs and sandals are not acceptable.*

Hose

Neutral color or white hosiery is acceptable in the acute care setting, and neutral hosiery is acceptable in community health settings.

Sweaters

White sweaters are permitted in the acute care setting; black or navy sweaters are permitted in community health setting.

Jewelry

It is highly recommended that students wear no jewelry. Unless otherwise stated in agency policies, engagement and wedding rings may be worn except in operating rooms and parent/child settings. However, there is the risk of loss or damage to the rings, as well as potential harm to the patient. One pair of small stud earrings may be worn with faculty approval. *No other jewelry is permitted.*

Makeup and Grooming

Makeup is permitted in moderation; students are expected to be properly groomed.

Nails

Nails cannot exceed the length of the finger. If polish is worn, it should be clear or of a light shade and not chipped. *Tips, acrylics or artificial nails are not allowed.* Clinical agency policies regarding fingernails also apply.

Hair

Must be worn off the neck and neatly styled. Men should be clean shaven, or have neatly groomed facial hair.

Additional Equipment

Suggested additional equipment:

- a watch with ability to read seconds;
- small pocket notebooks;
- red and black pens;
- stethoscope, with the ability to hear both high and low-pitched sounds traditionally this has been a dual-headed model. Newer models allow the user to hear a range of sounds with one head;
- pen light; and
- kelly clamps.

Where to Purchase Uniforms and Equipment

Irene's Uniform Center
129 W. Mt Pleasant Avenue
Livingston, NJ 07039
(973) 994-1260

ACTIVITIES

COLLEGE OF NURSING COMMITTEES

Students are invited to participate on the Educational Policy Committee of the College of Nursing as well as appropriate departmental committees. For further information, contact the department chairperson.

CONVOCATION CEREMONY

Graduating students celebrate the completion of the nursing program with a pinning ceremony. This annual event generally takes place during commencement weekend in early May. Students who are within 9 credits of graduation are eligible to participate. The planning of this ceremony is the responsibility of the members of the graduating class. Input is sought from students in the B.S.N. for R.N.s program as well.

Departmental awards are given during this ceremony and graduating students receive their nursing pins. The nursing pin may not be worn until all graduation requirements are completed.

UNIVERSITY ACTIVITIES

Students are encouraged to be actively involved in the greater University setting. A wealth of opportunities exist for students, including SGA, athletics, Campus Ministry and other organizations.

FINANCIAL AID

The Office of Financial Aid is part of Enrollment Services. Scholarship information is available online at admissions.shu.edu/tuition/scholarships.htm. Do not automatically disqualify yourself from available federal or state grants and loans. If you find that you are having serious financial problems do not automatically drop out of school. Make an appointment with the dean of the College of Nursing to discuss your difficulties before taking such drastic action. The College of Nursing has a limited amount of scholarship money available to qualified students. An application form may be obtained from the assistant dean.

ACADEMIC ADVISEMENT AND REGISTRATION ADVISEMENT

Webster defines advisement as “careful consideration, deliberation, counseling, consultation,” and as such, it is an integral part of higher education. Each student in the College of Nursing is assigned to an adviser who is knowledgeable about the program requirements and options appropriate to the student’s status: traditional student, transfer student, registered nurse student, accelerated student or second-degree student. Usually, the student remains with the same adviser throughout his or her program.

ADVISERS

Upon completion of the freshman year, each student is assigned a faculty adviser in the College. An adviser will help with registration, schedule adjustments or any difficulties students are having with the academic program. Students must keep advisers informed of their progress. Since registration time is especially busy, be sure to schedule appointments early; keep any appointments made; and cancel well in advance if unable to keep an appointment. Students must register with their assigned faculty adviser since he or she is most familiar with the students’ academic plan. Each student should meet with his or her adviser during the first semester of the sophomore year to discuss the topics, including:

- general information about Seton Hall University and the College of Nursing;
- life and career goals;
- appropriateness of the program for the student;
- understanding of the program and its requirements; and
- appropriate courses that the student must take, as well as other courses.

Although an adviser may contact the student for an appointment to discuss the student's progress toward meeting personal and professional goals and progression through the program, the primary responsibility for arranging such advisement meetings lies with the student. Continuing advisement meetings such as these should be scheduled each semester, in advance of the registration period, and whenever there is an actual or potential academic problem. The academic adviser is knowledgeable of the resources available to assist students in successfully completing the program of study.

All students must file the application for degree form one year prior to anticipated graduation. This form will review the credits completed for the degree and specify those that remain to be completed.

This official evaluation is essential to ensure that all requirements for graduation have been or will be met.

REGISTRATION

All students who are matriculated and currently enrolled in courses *must preregister*. Failure to preregister may result in courses being closed to the student. During each semester there is a designated registration period. Prior to the official registration period, the academic advisers will post sign-up sheets for appointments on their office doors. Students may also e-mail their adviser to set up a meeting. A list of students and assigned academic advisers may be found on the Undergraduate Division bulletin board or with the secretary. Students' responsibilities are as follows:

1. Sign up for an appointment before the scheduled day to preregister.
2. Come to the appointment with a tentative plan for proposed courses.
3. Review your academic progress online.
4. Write down any questions that you may have for the adviser regarding academic progress or professional goals.

The adviser will provide and review the current counseling report with each student. This report is issued by Enrollment Services and provides information regarding the student's progress in the curriculum. Based upon the review of this report, the adviser will recommend a plan for completing the curriculum. The adviser may also sign the grid sheet and give the student a copy of the counseling report. Students will not be permitted to register until they have met with their assigned adviser. This is to ensure that students receive accurate information and develop a relationship with the academic adviser.

Students who are receiving dual advisement, such as student-athletes or Equal Opportunity Program students, must meet with *both advisers*.

SCHEDULE REVISIONS

If students find it necessary to revise their schedule because of closed courses, they are expected to see their adviser to facilitate the changes and ensure that proper courses are selected.

ADD/DROP PERIOD

Please refer to the Undergraduate Catalogue available online at www.shu.edu/news/ug_catalog/index.html.

WITHDRAWAL

Please refer to the Undergraduate Catalogue available online at www.shu.edu/news/ug_catalog/index.html.

LEAVE OF ABSENCE FROM THE UNIVERSITY

Any student who is not planning on enrolling for one or more semesters is to file a Leave of Absence form with Enrollment Services. During this leave, students are encouraged to keep in contact with their academic adviser to allow ongoing planning of their academic program.

AWARDS

JEAN NAPPY R.N. STUDENT AWARD

Jean Nappy, a faculty member in the College of Nursing from 1976-81, made significant contributions to the development of courses appropriate to R.N. students in the baccalaureate program at the College. Nappy exemplified excellence as a teacher, role model and mentor for all students and was held in high esteem by her colleagues for her professionalism and commitment to nursing. She died in April, 1982. This award was established in her memory; the purpose of which is to recognize the outstanding achievement of an R.N. student.

Criteria for this award are:

1. Scholastic achievement minimum of 3.4.
2. Professional activities: Active involvement in professional organizations, such as but not limited to, NJSNA or Sigma Theta Tau.
3. Evidence of excellence in clinical practice.
4. Demonstration of community service.

MATERNAL CHILD HEALTH AWARDS

Criteria for these awards are:

1. Highest combined grade above 87.5 in courses:
 - NUTC 3014 Dimensions of Nursing: The Childbearing Family; and
 - NUTC 4016 Dimensions of Nursing: The Childrearing Family.
2. Recommendation of clinical instructor familiar with the quality of work in this area.

PSYCHOSOCIAL NURSING AWARD

Criteria for this award are:

1. Highest grade above 87.5 in NUTC 3015 Dimensions of Psychosocial Nursing.
2. Recommendation by clinical instructor familiar with the quality of work in this area.

ADULT NURSING AWARDS

Criteria for these awards are:

1. Highest grade above 87.5 in courses:
 - NUTC 3013 Adult Nursing I; and
 - NUTC 4017 Acute Adult Nursing.
2. Recommendation by clinical instructor familiar with the quality of work in this area.

PATHOPHYSIOLOGY AWARD

This award is given to one graduating student who achieves the highest grade above 87.5 in NUTH 2003 Pathophysiology.

COMMUNITY HEALTH AWARD

This award is given to one graduating student who achieves the highest grade above 87.5 in NUTC 4018 Community Health Perspectives.

RESEARCH AWARD

This award is given to one graduating student who achieves the highest grade above 87.5 in NUTH 3003 Research in Nursing.

GENERAL EXCELLENCE AWARD

The General Excellence Award is given annually to the senior student who has contributed significantly to the Judeo-Christian, academic and professional image of the College of Nursing. Senior students may be nominated by the dean, a faculty member or by another student. All students are eligible, whether they began the nursing program directly following high school, transferred from other nursing program or transferred from a liberal arts program. There are two awards given annually: one to a traditional or second degree student; and one to an accelerated program student.

Criteria for this award are:

1. Commitment to Seton Hall University, demonstrated by activities within the College and within the University at large.
2. A cumulative GPA of 3.4 or higher.
3. Interpretation of baccalaureate education to the public, other than in the student role.
4. Informed and compassionate service to clients.
5. Demonstration of community service.
6. Completion of at least 60 credits at Seton Hall University (50 credits for accelerated students).

THE SISTER AGNES REINKEMEYER PROFESSIONAL PROMISE AWARD

The Professional Promise Award is given annually by the Alumni Association of the College of Nursing to a graduating senior. This award is named after Sister Agnes Reinkemeyer, who served as dean of the College from 1968-77. She was tragically killed while serving the people of Kenya. This award is presented in her honor. Reinkemeyer exemplified excellence in nursing demonstrated by leadership and commitment to the profession and those in need. All students are eligible. Students may be nominated by a faculty member, another student or themselves. Each candidate will be asked to submit a written self-evaluation based on

the criteria of the award. The faculty of the College will subsequently be asked to validate each candidate's eligibility for the award.

The criteria for this award are:

1. Active involvement in professional or student nurse association.
2. Demonstration of leadership in student activities.
3. Accurate assessment of his or her strengths and weaknesses; and demonstration of career goals consistent with this appraisal.
4. Realistic, yet visionary perception of nursing as a profession.
5. Act to effect change in the provisions of nursing as a profession.
6. Improve his or her own practice by seeking new and divergent approaches to meeting patient's needs.

ANN MURPHY AWARD

Ann M. Murphy, M.A., R.N., was the first director of the nursing program offered by Seton Hall (1937-44). From 1944-46 she served as dean of Georgetown University School of Nursing and, in 1946, took a faculty position at the University of Indiana. In 1949, she returned to New Jersey as director of nursing, Jersey City Medical Center.

In 1956, Seton Hall's centennial year, Murphy was awarded an honorary doctoral degree. At this time, the Ann M. Murphy Medal was struck and awarded for the first time in June 1957. The medal is given annually to the graduating senior who has earned at least 60 credits and has the highest cumulative average.

PEER MENTOR AWARD

One award is given to a student in each program: traditional, accelerated and B.S.N. for R.N.s, who has consistently provided support for his or her peers. Students in each program choose the recipient.

LEARNING RESOURCES

The College of Nursing learning resources consist of the audiovisual and computer laboratory on the second floor and the Patient Care Simulation Laboratory and two auxiliary laboratory rooms on the first floor.

COMPUTER LABORATORY

The Helene Fuld Computer Laboratory of the College of Nursing was dedicated on June 13, 1986. The computer lab is available to nursing students from Monday to Thursday, 8:45 a.m. - 9 p.m.; and Friday 8:45 a.m. - 4 p.m. The lab contains IBM desktop computers with CD-ROM, network and Internet connections for student use. Students can print their work to the network printer located in the computer lab. These computers may be used by any nursing student for any assignment. The computers will run any IBM-compatible program. Word-processing programs are available for student use. Instructional classes are provided by the Seton Hall University, Computer Training Center (CTC) located in the Walsh Library building, lower level.

READING ROOM

Adjacent to the audiovisual laboratory is the reading room, or Student Lounge, Room 201. This room is available for small group meetings or for relaxation.

THE UNIVERSITY COMPUTER CENTER

The Computer Training Center (CTC) is located in the Walsh Library building, lower level.

THE PATIENT CARE SIMULATION LABORATORY

The Patient Care Simulation Laboratory, Room 112, located on the first floor of the Caroline D. Schwartz College of Nursing, provides students opportunities to practice cognitive, affective and psychomotor skills in a non-threatening setting so that anxiety is minimized and mistakes are opportunities for learning. Students are introduced to patient care scenarios in the laboratory with use of demonstrations, videos, manikins and the patient care simulator. Involvement in the scenarios helps students learn to make sound decisions and choose appropriate nursing interventions. Students articulate their thinking and actions with direct faculty coaching and supervision. Additional practice opportunities are provided outside of class time for students to attain comfort and proficiency of the newly learned skills and practice in small groups of four to six students with faculty and graduate assistants supervising and guiding.

By practicing and honing skills in the simulation laboratory from simple to complex and fundamental to advanced, nursing students build on previous learning.

The laboratory and an adjacent room have seven beds; seven health assessment cubicles; a crib; Sim Man, the patient care simulator; adult, pediatric and infant manikins; a torso trainer for heart and breath sounds; and a blood pressure simulator. There is a mobile cart for medication preparation and intravenous access models and pumps. Faculty and students are permitted to borrow equipment for classroom demonstrations or for health education or health promotion projects off campus. For example, the Glow Germ and black light are frequently loaned to demonstrate correct hand washing procedures. In some courses, equipment is borrowed by students such as the Denver Developmental Screening Tests in pediatrics and the community health bags for home care.

Students are reminded that they are responsible for College of Nursing equipment in their custody. Students will be required to pay for repair or replacement of equipment lost or damaged while in their possession.

ORGANIZATIONS

SIGMA THETA TAU — GAMMA NU CHAPTER

Sigma Theta Tau is the International Honor Society of Nursing. The Gamma Nu Chapter, Seton Hall University, received its charter at formal induction ceremonies on April 7, 1978.

The purposes of Sigma Theta Tau are to:

1. recognize superior achievement;
2. recognize the development of leadership qualities;
3. foster high professional standards; and
4. strengthen commitment to the ideals and purposes of the profession.

The criteria for membership for baccalaureate students is as follows:

1. A cumulative GPA of 3.0 on a 4.0 scale.
2. Completion of 1/2 of nursing coursework with earned grades.
3. No incomplete grade in any courses.
4. Upper 1/3 class rank per cohort group.

Undergraduate students are invited to apply for membership in the Spring Semester. The top 15 percent of the junior class, 20 percent of the senior class and 35 percent of the accelerated class during the Spring Semester are invited into membership. The B.S.N. for R.N.s student cohort group consists of those students who are enrolled in NURN 3001 and NURN 4020 — Professional Nursing I and II during the Fall and Spring Semester of each year.

AMERICAN NURSES' ASSOCIATION

The American Nurses' Association (ANA) is the professional association for registered nurses. The purpose of the ANA is to foster high standards of nursing practice and to promote the professional and educational advancement of nurses so that all people may have better nursing care.

NEW JERSEY STATE NURSES' ASSOCIATION

The New Jersey State Nurses' Association (NJSNA) is one of 53 state or territorial associations within the ANA. The NJSNA comprises nine constituencies. The NJSNA adheres to the purposes of the national organization. Each constituency holds monthly or bi-monthly business and educational meetings that students may attend. Students may attend the state convention, which takes place annually.

NATIONAL STUDENT NURSES' ASSOCIATION

The National Student Nurses' Association (NSNA) is the national organization for students in programs preparing them for registered nurse licensure. The purpose of the NSNA is to assume responsibility for contributing to nursing education in order to provide for the highest quality health care; to provide programs representative of fundamental and current professional interests and concerns; and to aid in the development of the whole person, his or her professional role and responsibility for the health care of all people. All undergraduate students in the College of Nursing are members. Annual dues are charged. Applications and more information are available at the reception desk on the second floor in the College. *Imprint*, the official magazine of the NSNA, is issued four times during the academic year and sent to each member. Members can also take advantage of discounts to the *American Journal of Nursing*, as well as reduced rates to the NSNA and the American Nurses' Association Convention. Scholarships are available through the NSNA. The New Jersey Nursing Students (NJNS) is a constituent of the national organization.

NURSING STUDENT ASSOCIATION OF SETON HALL UNIVERSITY

The Nursing Student Association of Seton Hall University (NSA) holds monthly meetings throughout the academic year. The purpose of the organization is to promote the objectives of NSNA and NJNS.

The NSA is run by an executive board that consists of four elected officers and committee chairpersons. Elections take place in the spring of each year. Terms of office run from June through May. All nursing students are encouraged to run for any of these offices. Diverse representation brings greater exchange of ideas, which results in better educational and service programs for students. Annual dues are collected and allow the students to participate in events sponsored by the NSA at reduced rates.

Meetings are educational and organizational in nature. Examples of events are blood drives, food drives, health fairs and nursing home visits. Each year, this association presents the Elizabeth Baumgartner Award to a student who demonstrates outstanding leadership to the association.

COLLEGE OF NURSING ALUMNI COUNCIL

The College of Nursing Alumni Association is a member of the Seton Hall Alumni Federation. **Graduation from Seton Hall results in automatic membership**, and this membership is an important means of influencing the College after graduation. All graduates are encouraged to become active in the organization.



**COLLEGE OF NURSING
SETON HALL UNIVERSITY**

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