
RN to BSN Degree Completion Program Detail Sheet/Plan of Study

The Bachelor of Science Degree (BSN) in Nursing is offered jointly by the College of Professional & Continuing Education (CPCE) at Rowan University and the University of Medicine & Dentistry of New Jersey (UMDNJ). It is designed to give additional professional education at the baccalaureate level to practicing nurses. The BSN degree prepares registered nurses to work in the ever-expanding field of nursing. Most classes are accelerated and some are offered online allowing the fastest and most convenient route to your BSN degree.

Overview of the Program

- The major courses for the RN to BSN degree completion program are offered through the College of Professional & Continuing Education (CPCE) at Rowan University.
 - These 9 courses are offered in a combination of the following:
 - 8 week, fully online courses
 - 14 week hybrid or web assisted courses
 - 16 week courses at the graduate level offered through UMDNJ (these are usually online but can be face-to-face)(For exact mode of delivery for each course, see the “Sample Course Sequence” Chart within this document.)
 - Admission and other requirements for this program are determined by the joint Rowan/UMDNJ-SN faculty committee.
-

Overview of the Coursework

- The RN to BSN degree completion program at Rowan University requires 121 credits taken within approved general education and major coursework in order to graduate with a Bachelor’s degree. Please note that the CPCE-administered program as outlined in this document is a degree completion program that provides students with 31 of the 121 required program credits.
- To obtain the BSN degree all students will complete the following coursework:
 - 31 credits (9 courses) in the major sequence (nursing coursework) as outlined in this document.
 - 30 credits are automatically awarded to licensed RNs for any and all pre-licensure nursing coursework
 - 60 credits in general education requirements (many of which, it may be possible to take through our online course offerings)
- This is a part-time program (although students may qualify as full-time if/when they register for any additional general education/elective credits that are required for the degree).
- Some classes and all clinical field experiences may be offered at locations outside of Rowan’s Glassboro campus.
- All students desiring this program will first connect with the CPCE Administrative Advisor for an overview of the program and admissions. (Students should let the CPCE Administrative Advisor know via an email/letter if they plan to transfer any courses that would take the place of one or more of the 9 required nursing courses outlined in this document.)
- Transfer credit (and therefore, the remaining required courses each student will have to take in order to earn the degree) is evaluated at two stages:
 - **Stage One/Unofficial Evaluation for Major Courses Only:** If any transfer credit is being requested to take the place of one or more of the 9 required nursing courses, then the CPCE Administrative Advisor will forward the student to an RN to BSN Faculty Advisor for an *unofficial* transcript and transfer credit review.
 - This unofficial review takes place before or during the admissions process in order to determine the student’s best entry point and is only performed if requested by the student.
 - Unofficial evaluations are based upon the transcript materials provided by the student and these evaluations are subject to change.
 - If an RN to BSN Faculty Advisor grants transfer credit in place of one or more of the 9 required nursing courses, this information will be shared with the CPCE Administrative Advisor who will then email a Personalized Course Sequence to the student once they are officially admitted.
 - This will reflect the exact sequence in which the student should complete the 9 required Nursing Courses.
 - Your Personalized Course Sequence that you receive from CPCE during this process will reflect any and all unofficial transfer credit of which CPCE is made aware at that time.
 - **Stage Two/Official Evaluation for Entire Degree Program:** *Official* transfer credit evaluations (which includes a review of all transcripts and courses as they relate to the 121 required credit hours for the degree) are automatically performed by the Registrar and an RN to BSN Faculty Advisor *for admitted students*.
 - Any credit awarded is officially posted by the Registrar on the student transcript after matriculation and initial registration.
 - Students must have a grade of "C" or higher in all nursing, science, and English composition courses for them to transfer.
 - Notification of this credit is mailed to the student by the Undergraduate Admissions Office.

- **Stage Two/Official Evaluation for Entire Degree Program Continued:**
 - It is important to note that if the official transfer credit evaluation is different than the unofficial transfer credit evaluation, you should consult with both the CPCE Administrative Advisor and your RN to BSN Faculty Advisor to discuss if/how this changes your Personalized Course Sequence. (An updated Personalized Course Sequence can only be created and sent to the student if requested of the CPCE Administrative Advisor.)
- The amount of transfer credits accepted varies. The transfer credit policy for the 9 required nursing courses is included in the “Transfer Credit Policy” section of this document. (The free electives and general education requirements may be met via transfer credit or courses taken before, during or after the major.)
- Depending upon the transfer credit awarded, most students will also need to complete additional general education or elective coursework in order to satisfy the 121-credit hour requirement for the RN to BSN degree.
 - An RN to BSN Faculty Advisor will also serve as the admitted student’s Academic Advisor and after admission, will work with each student to ensure that they:
 - Complete the 9 required Nursing courses as outlined in this document and their Personalized Course Sequence and
 - Complete any remaining credits necessary to receive the full BSN degree.
- Complete listings of all courses, as well as course descriptions, are include in the RN to BSN Course Description Sheet, which is available at www.rowan.edu/cpce. (Click on “Academic Services” and then the appropriate program.)

Program Entry Points

- Students may start the program in the following upcoming terms:
 - Fall 2009 (begins 09/01/09)
 - Spring 2010 (begins 01/05/10)
 - *(providing students have already completed the foundation course: Basic Statistics/Statistics I)*
 - Summer 2010 (begins 05/04/10)

Course Sequence and Timeline

The RN to BSN degree completion program is offered in an accelerated and hybrid format with a combination of 8-week, 14-week and 16-week courses that are either fully online or online and face-to-face. Including summer terms, and depending upon when you begin, the 31 required credits for the major (9 courses) can usually be completed within 5 to 6 consecutive semesters (1 ½ to 2 years). (Pre-requisites are noted in italics after each course in the chart below). If you begin your RN to BSN degree completion program in Fall 2009 you may be finished with your major (and possibly your degree depending upon transfer credit) as early as Spring 2011!

Sample Course Sequence for Students Beginning the Program Fall 2009

	Fall 2009	Spring 2010	Summer 2010	Fall 2010	Spring 2011
Across 14 weeks (See key for mode of delivery)	NURS 03.303: Comprehensive Health Assessment (3 s.h.) #, *, + (♦follows the 14-Week Web Assisted calendar under the “Modified Schedule”)			NURS 03.401: Community Health Nursing (6 s.h.) (<i>pre reqs: NURS 03.303, NURS 03.304, NURS 03.404</i>) ^, ** (♦follows the 14-Week Hybrid calendar under the “Modified Schedule”)	NURS 03.403: Nursing Care Delivery Systems (4 s.h.) ^, *, ** (<i>pre reqs: NURS 03.303, NURS 03.304, NURS 03.404</i>) (♦follows the 14-Week Hybrid calendar under the “Modified Schedule”)
Online 1st 8 Weeks		NURS 03.404: Research, Applications in Nursing Practice (3 s.h.) (<i>F-I</i>) (♦follows the Online Module Schedule)	NURS 03.309: Ethics in Healthcare (3 s.h.) (♦follows the Online Module Schedule)		
Online 2nd 8 Weeks	NURS 03.304: Nursing Informatics (3 s.h.) (♦follows the Online Module Schedule)	NURS 03.405 Healthcare Policy & Finance (3 s.h.) (♦follows the Online Module Schedule)			
UMDNJ Graduate Courses are 16 weeks, either online or in class at SN Stratford			NURS 03.504: Advanced Pathophysiology: UMDNJ (3 s.h.) (<i>pre-req: NURS 03.303</i>) + (See your Academic Advisor for start and end dates.)		NURS 03.505: Advanced Pharmacology: UMDNJ (3 s.h.) (<i>pre reqs: NURS 03.303 & NURS 03.504</i>) + (See your Academic Advisor for start and end dates.)

NOTE: All courses are subject to run based upon meeting enrollment minimums (s.h. = semester hours).

Key to Course Sequence Chart:

^ hybrid course with 8 weeks of online coursework and an additional 6 weeks of face-to-face meetings

web assisted course: face-to-face with some web content

** includes off-site clinical field experiences

*includes off-site lab work

+ This course has an additional fee

(F-#) requires completion of specific foundation crs. (See “How to Apply” section of this document for more details. Students should discuss this requirement with their CPCE Advisor and the RN to BSN Director.)

UMDNJ courses: Graduate-level courses offered through the University of Medicine & Dentistry of New Jersey. These are usually online but can sometimes be offered face-to-face (Registration for UMDNJ courses is handled in coordination with the RN to BSN Director)

♦All CPCE registration schedules can be found at: www.rowan.edu/cpceschdules.

Students are expected to follow the Personalized Course Sequence they are given. Individual personalized course sequences are determined with your CPCE Administrative Advisor during the admissions process. Only those who follow this sequence can be promised that all coursework will be offered in the timeline and format outlined above. It is important to know that a “missed class” may not be available to make up in a timely manner and may significantly delay the award of your degree/endorsement/program. If your enrollment plans change and you will fall out of sequence, you must notify both your CPCE Administrative Advisor and your RN to BSN Faculty Advisor as soon as possible.

Benefits of the Bachelor of Science in Nursing

- The program is designed for the working professional nurse who needs a part-time option to obtain a BSN in fewer than 2 years.
- The program is designed to allow the maximum amount of flexibility. It allows for the most transfer credits possible and offers flexibility to complete remaining elective coursework.
- The sequence is set for the entire length of the program and therefore students will always know their schedule well in advance.
- The schedule allows students to take 2 courses and earn 6 or more credits each term.
- If the outlined schedule is followed each term, students will meet the minimum credit hours required in order to be eligible for federal aid money.
- Tuition is competitive and all CPCE courses are discounted from regular Rowan rates. (Please note that UMDNJ classes have their own rates and fees for their courses. These will be clearly listed with each course in the registration system.)
- Online classes provide tech support 24/7.
- The online courses provide students with an ample opportunity for vital professional networking and ongoing support.
- The major provides an excellent interdisciplinary education for greater marketability.
- The application process for degree completion students is quick and easy and does not require any standardized tests or essays.
- All CPCE students have access to Rowan on-campus and online student resources.
- CPCE students will have access to two “Advisors.” In the early stages for general inquiries, admission, and general registration questions, they may consult with the CPCE Administrative Advisor. For transfer credit review and ongoing academic support/registration issues, they will consult with their RN to BSN Faculty Advisor.
- Preparation of nurses at the baccalaureate level will contribute to the career mobility and improving the health and quality of life of the citizens of New Jersey
- This program allows nurses to augment their knowledge base and thus enhance their careers. Students will receive a joint diploma from both Rowan University and the University of Medicine and Dentistry of New Jersey
- Not only is the RN to BSN program designed to give additional professional education at the baccalaureate level to practicing nurses but it also acts as a stepping stone for the nurse who wishes to pursue a Master of Science Degree in Nursing. There are six graduate nursing credits included in the core program curriculum with an option to complete three additional graduate credits as an elective within the program.

How to Apply

CPCE degree completion applicants will apply using the CPCE Transfer/Degree Completion Program Application Form. Forms are available from CPCE or to download online at www.rowan.edu/cpce. When you submit your application, be sure to mark “CPCE RN to BSN” and your entry term/module in the upper right-hand corner of any materials you submit.

Part A: Admission Requirements for the RN to BSN Program:

- ✓ Graduation from a National League for Nursing Accrediting Commission (NLNAC) associate degree or diploma program
- ✓ \$50 application fee
- ✓ CPCE Transfer/Degree Completion Application Form
- ✓ One official transcript from *all* colleges attended
- ✓ Courses in progress sheet (if applicable)
- ✓ Copy of student’s Social Security card
- ✓ Minimum cumulative GPA of 2.5
- ✓ Licensure or eligibility to be licensed as a Registered Nurse (RN) in the State of New Jersey

Part A: Basic Admission Requirements for the RN to BSN Program Continued:

- Please submit a copy of your current RN license
 - (Eligibility means you are licensed in another state and currently working as an RN.)
- OR
- If you have not yet received your RN license, however, you have successfully passed the NCLEX examination and have recently graduated from a National League for Nursing Accrediting Commission (NLNAC) associate degree or diploma program, you may submit a copy of your official NCLEX letter verifying your passing scores while you are waiting for your official RN license.

Part B: Nursing Verification Requirements to be submitted to the RN to BSN Administrative Advisor at CPCE at Rowan (Fax: 856-256-5638)

(Students should submit these with Part A. If not submitted with Part A, your RN to BSN Faculty Advisor will require these before students are able to begin coursework.)

- ✓ Please submit a copy of your current card in American Heart Association Basic Life Support (BLS) certification for Adult, Child, Infant.
- Plus:
- ✓ Eligible students should have a grade of "C" or higher in all Nursing, Science, and English composition courses.
- ✓ Please submit the CPCE Foundation Course Completion Form if applicable. (Be sure to attach all supporting materials including transcripts and syllabi, if possible).
 - Eligible students should have completed the following undergraduate foundation course: Basic Statistics/Statistics I.*
 - During the admissions process, the RN to BSN Director will determine foundation course equivalencies and how/when, if unfinished, the foundation course can be completed.
 - If applicable, official notification of any unfinished foundation courses will be included in the student's Personalized Course Sequence that is emailed from CPCE.
 - If not completed before admission, it is the student's responsibility to continue to coordinate with their RN to BSN Faculty Advisor regarding the successful and timely completion of the foundation course.
- ✓ Foreign Transcript Information & the TOEFL:
 - Any and all applicants (including U.S. citizens and U.S. permanent residents) who have transcripts from a college or university in a country where English is not the language of instruction are required to:
 - Have their transcripts *translated* into English *and evaluated* by: World Education Service, P.O. Box 745, Old Chelsea Station, New York, NY 10113-0745, <http://www.wes.org/>
 - Submit an official TOEFL (Test of English as a Foreign Language) scores of at least 78 on the internet-based TOEFL, or at least 550 on the written TOEFL, or at least 213 on the computer-based TOEFL.
 - The above items should be sent to the Rowan University, Office of Admissions, 201 Mullica Hill Road, Glassboro, NJ, 08028-1701.

**This foundation course must be completed before taking NURS 03.404: Research, Applications in Nursing Practice. It cannot be taken concurrently.*

Part C: Clinical Field Experience Requirements:

The following must be completed and submitted by the student to their RN to BSN Faculty Advisor prior to beginning either of the 2 classes with clinical field experiences which are: NURS 03.401 and NURS 03.403.

- ✓ Completion of a criminal background check
- ✓ Proof of personal malpractice insurance

Application Deadlines

Due to the complicated nature of the admissions evaluation process, students must apply at least one full month before their desired entry point. Complete applications received after this deadline will only be reviewed on a case by case basis at the discretion of the RN to BSN Director. (Please refer to the "Program Entry Point" dates.) Applications must be complete by this deadline in order to receive a decision before the module begins. (If a decision has not yet been reached, it *may* be possible--depending upon the program--for students to begin the course as a non-matriculated student while the official admission process completes).

Submit CPCE Application Materials to:

Rowan University, Enrollment & Extension Services, College of Professional & Continuing Education (CPCE), Education Hall, 201 Mullica Hill Road, Glassboro, NJ 08028, FAX: 856-256-5638.

Note: Please do not submit materials for CPCE programs to the Undergraduate Admissions Office or the Graduate School as this will delay processing.

CPCE Admissions is coordinated by Enrollment & Extension Services (Enrollment Team) at CPCE. Any questions you have about your CPCE application should be directed to 856-256-5435 or cpceacademicservices@rowan.edu

Health Immunization Requirements

Students matriculated in this program are required to comply with Health Immunization Requirements of Rowan University. Please refer to the CPCE website for more information: <http://www.rowan.edu/colleges/cpce/forms.cfm>.

Transfer Credit Policy

- The RN to BSN program allows incoming matriculated students to transfer up to 6 undergraduate *nursing* credits into the program providing a grade of B or better was earned, that the course/credits are from an accredited BSN program and deemed equivalent to required course-credits in the sequence, and that the coursework was taken within the past 10 years.
- The CPCE RN to BSN program *as a whole* allows incoming matriculated students to transfer up to 90 undergraduate credits (which will include the 30 credits automatically awarded for pre-licensure coursework) provided the course/credits are equivalent to required courses.
- Once a student is accepted to the program, an *official* evaluation of transfer credit is determined by the Registrar and approved by their RN to BSN Faculty Advisor. The Faculty Advisor returns the official transfer evaluation to the Registrar, who adjusts the student's official record if necessary. Official notification of transfer credit is mailed by the Undergraduate Admissions Office.
- The full transfer process for the RN to BSN program is discussed in the "Overview" section of this document.

CPCE Registration & Course Information

CPCE students are Rowan students taking Rowan courses; however, you will often follow different administrative deadlines and processes. This is especially true for registration and course information as detailed below.

- **CPCE Registration Plan:** As a special service, The CPCE Enrollment Team manually registers all matriculated CPCE students for all of the CPCE courses that are required for their program. Registration will follow the Personalized Course Sequence (PCS) that all CPCE students receive from their CPCE Administrative Advisor during the admissions process. Proper CPCE registration is highly dependent upon a correct PCS; therefore, it is very important that you keep this document handy and follow it carefully throughout your academic program at Rowan. Further details and step-by-step instructions for how to trigger CPCE registration are included in the CPCE Student Guide & Agreement and the CPCE admission decision packet.
- **CPCE Course Information & the Section Tally:** All CPCE course details such as start and end dates, meeting times and locations (if applicable), pre-reqs, as well as costs and texts can be found each term in the CPCE Course Section Tally located at www.rowan.edu/cpcecoursesearch.
 - Knowing how to navigate the Section Tally will help you find the information you need more quickly. For further instructions about how to locate details such as costs, texts, or pre-reqs for each CPCE course, please visit www.rowan.edu/coursesearch.
 - CPCE students should use the information in the Section Tally and not the Rowan Self Service site to make sure they have all necessary details about CPCE courses. (This is because CPCE course *details* do not appear properly in the Rowan Self Service site).
 - The Section Tally is also the tool to use if you are searching for additional classes you need to take outside of your CPCE program. Consult with your Academic Advisor for assistance.
 - **CPCE start and end dates** vary by course and often do not match the start and end dates for the official Rowan semesters. To be sure you always know when your CPCE course begins and ends, you should check the "Part of Term." "Part of Term" is the 5th column appearing in the Section Tally and it identifies when a CPCE course begins and ends. (To find start and end dates for any future classes not yet listed in the Section Tally, click on the CPCE Part of Term in the header row of the CPCE Registration-Related Deadline Chart at <http://www.rowan.edu/colleges/cpce/apply/register.cfm>.)
- **CPCE Registration-Related Deadlines:** CPCE has its own set of registration, payment, and drop deadlines. Sometimes there are even different schedules/deadlines for *each* course.
 - Deadlines are organized according to the "Part of Term" in which the CPCE course occurs. CPCE classes may be offered within a number of special CPCE "Parts of Term." "Part of Term" is the 5th column appearing in the Section Tally (www.rowan.edu/cpcecoursesearch) and it identifies when a CPCE course begins and ends. By matching the "Part of Term" for your course from the Section Tally to the one listed in the CPCE Registration-Related Deadline Chart available at <http://www.rowan.edu/colleges/cpce/apply/register.cfm#deadlines>, you will always be aware of the CPCE registration deadlines.
- **Changing CPCE Registration:**
 - If you need to drop or withdraw from a CPCE course, or change your registration in any way, please contact your CPCE Administrative Advisor or the CPCE Enrollment team right away at cpceacademicservices@rowan.edu to make sure this is handled properly and within appropriate deadlines. (Online dropping/adding is not possible with CPCE courses.)
 - A change to registration usually means a change to your PCS. Any time your Administrative Advisor changes your PCS a new one is sent to you, your Academic Advisor, and the CPCE Enrollment Team. Registration is then

- adjusted and a new registration confirmation email sent to you. In this way, we all continue to work together to keep you on track for your educational goals.
- **CPCE Information & Communication:** Many helpful handouts, including the CPCE Student Guide & Agreement, online or partner student expectations, and Rowan network and email instructions (Tech Guide) are available at www.rowan.edu/cpce under “Forms.”
 - Once a student is registered for a course/program, all official communication from Rowan University is sent only to the Rowan email; therefore, it is imperative that this is the email address you use and monitor daily as a CPCE student.

If you ever have any questions about CPCE registration, please contact your Administrative Advisor or the CPCE Enrollment Team at cpceacademicservices@rowan.edu.

CPCE Costs

- To make our programs even more accessible, with rare exceptions, all CPCE courses are discounted from the regular Rowan rates!
- CPCE costs are assigned according to either the specific program or the course level and delivery type.
- For the most up-to-date information about costs and aid, please see the “CPCE Costs, Billing, & Payment Information” documents at www.rowan.edu/colleges/cpce/forms/cfm.

A Note about Financial Aid

For an undergraduate-level student (including post-baccalaureate) 6 credit hours per term is the minimum required to qualify for federal financial aid. For a graduate-level (or doctoral) student, 4.5 credit hours per term is the minimum. (These are both considered part-time status.) Financial aid is therefore not applicable for those terms in which the total number of credits for which a student is registered is fewer than 6 (for undergraduates) or 4.5 (for graduates). Check the chart in this Detail Sheet and your Personalized Course Sequence (PCS) that you receive during admissions to determine in which terms you have enough credits to be eligible to receive federal aid. Most CPCE programs are set up such that matriculated CPCE students *will* meet the minimum credit hours required each term to qualify for federal financial aid, but there are a few exceptions.

Students are encouraged to apply for financial aid as soon as possible (even before receiving admission decisions) and in each year/term in which they will be eligible. If you wish to apply for financial aid, please visit www.fafsa.ed.gov right away. Rowan’s code is 002609. Students should stay in touch with the Financial Aid Office at 856-256-4250, financialaid@rowan.edu to ensure proper and timely processing. CPCE students are Rowan students so the aid process is the same regardless of whether the class/program is accelerated, off-campus, online, or on-campus. **NOTE:** Aid cannot be packaged or applied to your account until you are officially matriculated into the program. Aid also cannot be retro-actively applied to a previous term. For more details about financial aid, please consult the CPCE Student Guide & Agreement and the CPCE Financial Aid Quick Guide which are available at www.rowan.edu/cpce under “Forms.”

INTERESTED IN A CLASS BUT NOT THE WHOLE PROGRAM?

Join the Rowan community as a non-matriculated student* and get credit for just the class(es) that interest you!

Any of the RN to BSN courses that do not have pre-requisites are open to qualified non-matriculates who are licensed RN’s. In addition, you may browse and register for some of Rowan’s many other course offerings** by visiting the Rowan Section Tally at http://banner.rowan.edu/reports/reports.pl?task=Section_Tally. A CPCE course is easily identifiable in Rowan’s official Section Tally by a letter that is included after every course section number. **To sign up for a course as a non-matriculant**, please contact the CPCE Administrative Advisor, using the contact information below. (Some courses may not be available to non-matriculated students.) Remember, CPCE has its own set of registration related deadlines. Please visit the website at <http://www.rowan.edu/colleges/cpce/apply/register.cfm#deadlines> for the appropriate schedule and registration plan.***

*Usually limited to 9 credits total for graduates and 24 total (11/term) for undergraduates.

** Provided necessary pre-requisites and/or restrictions are met.

*** No refunds are possible after the official CPCE drop period.

Please remember financial aid is not possible any term in which a student is a non-matriculated student.

RN to BSN Program Contact Information

Tiffany Fortunato

CPCE Administrative Advisor

(Provides assistance from initial inquiry to initial matriculation)

Phone: 856-256-4742 Email: fortunato@rowan.edu

RN to BSN Program

(Provides academic assistance after initial registration through graduation clearance.) The RN to BSN Program will assign students to their official Faculty Advisor via email during their first matriculated term.

The information in this document was updated 09/01/09