WELCOME TO
JFK MEDICAL CENTER
MUHLENBERG
HAROLD B. AND DOROTHY A. SNYDER SCHOOLS

Dear Students:

The Faculty and Staff join me in welcoming you to the Cooperative Nursing Program with Union County College, and to the JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing, also referred to as JFK Muhlenberg Snyder Schools or the Schools, an affiliate of the JFK Health.

By entering this program you have committed yourself to an education which will make many demands of you and which also will offer many rewards to you. Exercise your rights and privileges as a student in the academic community; but, always be aware of your responsibilities.

Your first responsibility lies in reading and understanding the policies, rights, rules and regulations set forth in this Student Handbook. You are expected to abide by all stated policies, rules and regulations.

We hope that those of you who have chosen to live in the residence will find residence life comfortable and enjoyable.

The Faculty, Staff and Administration trust that you will join with us in the common purpose of affording you a well-rounded educational experience.

Sincerely,

Judith Mathews, R.N., Ph.D.
Dean
JFK Muhlenberg Harold B and Dorothy A. Snyder Schools
JFK Health

Accreditations:
Accreditation Commission for Education in Nursing
3343 Peachtree Rd., NE, Suite 850
Atlanta, GA 30323
(404) 975-5000
www.acenursing.org

New Jersey Board of Nursing
124 Halsey Street
PO Box 45010
Newark, NJ 07101
(973) 504-6430
www.board-of-nursing.com
JFK HEALTH SYSTEM
MISSION & VISION

Our Mission
JFK Health is committed to excellence in providing quality and compassionate healthcare services to its diverse communities.

Our Vision
At JFK Health, we recognize the value of every person and are guided by our commitment to excellence and leadership. We demonstrate this by providing exemplary physical, emotional and spiritual care for each of our patients and their families; by balancing a commitment to caring for those most in need with the provision of highly specialized services to a broader community; and, by fostering a work environment where each person is valued, respected and has an opportunity for personal and professional growth.
Title of Contents

NOTE:

☐ All rules, regulations, policies and procedures are subject to change.

☐ Failure to read this or other College or Schools of Nursing publications does not excuse students from rules and regulations in effect at the School. For the most current information, log onto the School’s website: www.jfkmuhlenbergschools.org

☐ JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools do not discriminate on the basis of race, color, national origin, sex, sexual orientation, marital status, religion, age, disability, handicap, or other legally protected status in its provision of employment, education and activities, or other services.

☐ At the time of printing, all information contained herein was deemed accurate and current. However, the School reserves the right to change any provisions, requirements, charges, programs, offerings or services without notice or obligation and assumes no responsibility for typographical errors.

☐ The on-line Student Handbook 2016/2017 was reviewed and revised in April 2017.

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STUDENT RIGHTS AND REGULATIONS

www.jfkmuhlenbergschools.org JFK Muhlenberg Harold B. & Dorothy A. Snyder Schools 3
ABOUT US

- Muhlenberg School of Nursing (SON) was established in 1894
- Cooperative program with Union County College was established in 1971 granting an Associate in Science Degree along with the Diploma in Nursing
  - Currently over 350-400 students enrolled in SON – part time and full time
  - 89.77% of students who graduated in 2015 passed the NCLEX-RN (National Council Licensure Examination) – Registered Nurse Licensing Exam on the first attempt. The national first time pass rate in 2015 is 84.33%
- Retention rates, as well as Completion/Graduation and Transfer-out rates are collected in the IPEDS (Integrated Postsecondary Education Data System) Fall Enrollment Survey. For more information: http://nces.ed.gov/ipeds. This information is also available from Student Services upon request.
- Diversity of Total Student Population in Spring 2016
  - White non-Hispanic – 140 (38%)
  - Asian – 50 (14%)
  - African American – 83 (23%)
  - Hispanic – 63 (17%)
  - American Indian – 2 (1%)
  - Unknown – 9 (2%)
  - Native Hawaiian/Pacific Islander – 5(1%)
  - More than two races – 13 (4%)
  - Males – 57 (16%)*
- Diversity of Graduates in Spring 2015: 96 Graduates, 12 males, 25 African Americans, 12 Asian, 11 Hispanic/Latino, 1 American Indian, 36 White non-Hispanic, 2 Native Hawaiian/Pacific, 4 Two or More Races, 5 Unknown
- Graduates earn a Diploma in Nursing from JFK Muhlenberg Snyder Schools and an Associate in Science Degree from Union County College
- Articulation agreements for upper division in nursing with Kean University, Rutgers University and Wagner College
- Credit transfers to other BSN programs
- 4 tracks, all leading to registered nursing licensure, are offered: Generic, Accelerated, LPN to RN Transition, and Pathways to BSN
  - The Audrey Snyder Single Parent Program was developed to support single parent student nurses’ academic and economic needs.
- Day and Evening program are offered

*57 males dispersed throughout diversity pool therefore not included in the diversity total
Revised: 7/2016
Contact Information

JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing
Park Avenue & Randolph Road
Plainfield, NJ 07061
www.jfkmuhlenbergschools.org

- General Information
  (908) 668-2400

- Admissions
  (908) 668-2405/2407/2450

- Application
  www.jfkmuhlenbergschools.org

- Dean
  (908) 668-2403/2418

- Associate Dean
  (908) 668-2473

- Assistant Dean
  (908) 668-2779

- Director of Student Services
  (908) 668-2471

- Fax number
  (908) 226-4640

- Financial Aid Office
  (908) 668-2408/2963

- Registration & Enrollment
  (908) 668-2410/2412

- Student Billing
  (908) 668-2404

- Union County College Cranford Campus
  1033 Springfield Ave.
  Cranford, NJ 07016
  (908) 709-7000
  - Academic Learning Center
    (908) 709-7526
  - Office of Admissions
    (908) 709-7500
  - Director of Testing
    (908) 709-7538
  - Transcript Information
    (908) 709-7132

- Kean University
  1000 Morris Ave
  Union, New Jersey 07083
  (908) 737-5326
Please refer to the academic calendar posted on the School’s website – [www.jfkmuhlenbergschools.org](http://www.jfkmuhlenbergschools.org) or on Union County College’s website – [www.ucc.edu](http://www.ucc.edu). JFK Muhlenberg Snyder Schools follows the same academic calendar.

The convocation dates for the next two graduating classes are:

Sunday, January 8, 2017 – 1:00 p.m.

Thursday, June 9, 2017 – 7:00 p.m.
**PREFACE**

The Student Handbook serves as a reference source for all students. It contains the policies and regulations under which the School functions. Students are required to sign a statement acknowledging receipt the Student Handbook each academic year.

The School and all students are held responsible for knowing the contents of the Student Handbook. Failure to read these publications or posted official notices of the School does not excuse members of the School Community from the rules and regulations in effect.

The Student Handbook is reviewed and revised annually and is distributed at the opening of each academic year. Enrolled students may secure access to a copy of the current catalog at the Secretary's Office. The student is responsible for obtaining the 2016-2017 Student Handbook. Official notices are posted as needed throughout the school and on the bulletin board by the first floor elevator in the School.

The regulations and procedures set forth in the Handbook and the Catalog constitute student rights and responsibilities. It is the responsibility of each student to be acquainted with the regulations and procedures. Failure to note the regulations will not excuse noncompliance.

The School reserves the right to change any provisions, requirements, charges, programs, offerings or services without notice or obligation. The faculty reserves the right to make decisions in situations of unusual complexity. Announcements published in the Catalog and Student Handbook may not be regarded in the nature of binding obligations on the School.

The information contained in this Handbook officially supersedes information found in Handbooks published in previous years. All policies and procedures, and rights and responsibilities found herein are in effect for all students enrolled in any status in the JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing/Union County College Cooperative Nursing Program or who seek entry or reentry into the Program.

JFK Muhlenberg Snyder Schools, Union County College, and Kean University, while jointly conducting amplified programs, remain autonomous institutions and establish their own policies and procedures. Therefore, all students being dually enrolled in two or more institutions must be knowledgeable of their rights and responsibilities at each institution in which they are enrolled.

The major areas of difference in policy, in which JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing policy does not take precedence, include: attendance policy for non-nursing courses, challenge examinations in non-nursing courses and conduct on the other college campuses which is subject to disciplinary action and the associated college judicial process.

Therefore, all students, being dually enrolled in the two institutions must not only be knowledgeable of their rights and responsibilities at JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing but also at Union County College. Every student is therefore advised to become familiar with the Union County College Student Handbook, the Union County College Catalog and other college publications. Students enrolled in the Pathways to BSN Track will be enrolled in three institutions: JFK Muhlenberg Snyder Schools, Union County College and Kean University and are advised to become familiar with all three institutions’ catalogs, handbooks and other college publications.

Consistent with requirements of Section 504 of the Federal Rehabilitation Act of 1973, JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing does not discriminate on the basis of disability in admission to its program and activities as long as the disabled person does not present a safety hazard to himself/herself or clients.

Applicants to the School of Nursing must be able to perform specific skills in order to care for patients safely and perform all the procedures that would be required of a graduate nurse in the work force.
NON-DISCRIMINATION POLICY

It is the policy of JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools to comply with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Older Americans Act of 1975, and the Americans with Disabilities Act of 1991.

These laws prohibit discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age or disability in all educational programs and activities as long as the disabled person does not present a safety hazard to himself/herself or clients. JFK Health is an Equal Opportunity Employer.

Americans with Disabilities Act (A.D.A.)
The following information is being provided as required by the federal government, Section 504 of the Rehabilitation Act of 1973. Applicants to the School of Nursing must be able to perform specific skills in order to care for patients safely and perform all the procedures that would be required of a graduate nurse in the work force.

The following standards have been accepted by the JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing for applicants to the program.

Corrective devices are allowed to meet the minimum requirements or standards.

To enter the School of Nursing, applicants must be able to:

1. Communicate in English to the patient, family and other support staff both verbally and in writing.
2. Hear a patient talk in a normal tone from a distance of 20 feet.
3. Visually observe the patient in order to assess the patient's condition and/or needs from a distance of, at least, 20 feet.
4. Read all written medical information pertaining to the patient.
5. Assess all readings and functions of technical equipment pertaining to patient care.
6. Render services and/or assistance to all patients, depending on the individual patient's needs and abilities in moving, turning and lifting. Be able to push, pull and lift 40 pounds.
7. Manipulate a stretcher, wheelchair and/or portable equipment within the medical facility without injury to self, patient or others.
8. Draw up sterile solutions without contaminating the syringe and/or needles, etc.
10. Physically, be able to administer emergency care including performing CPR.
11. Be able to stand for periods as long as 2 hours and to walk a distance of 2 miles during a normal workday.

DISABILITIES POLICY

JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools does not discriminate in the recruitment, admission or treatment of students. Students with documented disabilities may request modifications, accommodations, or auxiliary aids which will enable them to participate in and benefit from all activities for the program they are enrolled. Students must be able to meet the minimum requirements listed on the Consumer Information Sheet for the program they wish to pursue. The School will endeavor to make changes to facilitate academic success; however, it is the responsibility of the student to self-identify to make his/her need known. Individuals with concerns regarding accommodations should contact the Director, Student Services.

March 2007, Updated 2010, Reviewed 6/25/12, Reviewed 06/10/15
SCHOOL PHILOSOPHY

The philosophy of JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing is derived from and is in accord with, the central purpose and philosophy of JFK Medical Center of which it is a part.

The Faculty of JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing believe that:

Man* is a complex rational being capable of self-determination. Interacting with his environment, Man uses his intellect to engage in self-care activities aimed at meeting universal and developmental self care requisites. Subsumed in Man’s freedom of choice is that he is responsible and accountable for his actions.

Health is a dynamic state of well-being encompassing both structural and functional wholeness. It is sustained by self-care activities that are learned and reinforced by values, beliefs and habits. The faculty believes that the pursuit of health is a basic right of all individuals.

Nursing is a health service with the goal of collaborating with the client and helping him acquire the knowledge and abilities to achieve the highest level of well-being possible. This is accomplished by nurses designing a series of nursing systems within the context of evidence based practice to help individuals meet universal and developmental self-care requisites. The nurse engages in cooperative relationships in an integrated health care system in order to deliver quality outcomes that the client may require.

Nursing is an art and a science. It is a unique body of knowledge drawing on the contributions from the natural and behavioral sciences and the humanities and synthesized and developed through nursing research. Caring is an essential element of this art and science. It involves comforting, empathizing, nurturing and supporting clients to attain and maintain self-care.

Education for professional nursing practice prepares individuals from various types of educational programs to sit for a common licensing examination. The faculty believes that one means of preparation as a registered nurse is through diploma education. Accordingly, the faculty embraces the belief that the graduate of this program is prepared for entry into practice to function as a generalist in organized nursing services where nursing roles are well defined. The graduate can assess, diagnose and treat commonly occurring human responses of clients to actual and potential health problems where outcomes tend to be predictable.

Teaching-learning is an interactional, ongoing process in which a person integrates new and previously held knowledge and beliefs to form new insights and ideas. Learning is a self-directed activity with the faculty functioning as facilitators of learning creating an environment which promotes self-discovery, creativity, problem solving, and beginning critical thinking skills. As a result of the teaching-learning process the learner demonstrates growth and/or a change in behavior.

It is the responsibility of the School to provide an environment in which the student can acquire the knowledge and skills necessary to function as a beginning practitioner, and it is the responsibility of the School to socialize the student into nursing and foster accountability in the individual.

Society is a complex social system created by Man for nurturing, protection, education and welfare. It is the responsibility of the school, its faculty, students and graduates to be aware of the multicultural diversity of the community, to be responsive to its health needs and to strive to interact with members of the community in order to meet these needs to the fullest extent possible.

Within the profession of nursing, opportunities must be actively fostered to provide educational opportunities for individuals who wish to change goals and advance from one level of nursing practice to another.

*The use of the term Man, he or she is intended for convenience sake and does not connote sexual discrimination.
ADMINISTRATIVE INFORMATION

ACADEMIC ADVISEMENT
The Office of Registration and Enrollment is available to all enrolled students wishing academic counseling. The Registration Office works closely with students in matters related to planning for courses at the request of the student, covering new students with admission requirements and with students on probation/continued probation. Students should go online to webservices.ucc.edu and use the Program Evaluation feature to track their progress. In matters relating to work in specific courses, students are encouraged to see the course instructor.

ADDRESS OR NAME CHANGE
When an applicant’s or student’s home address, telephone number, email address and/or name is changed during the application process or enrollment at the Schools (even as an extended student or student on a Leave-of-Absence), he/she must provide written notification to the Schools’ Student Billing Office as soon as the change is effective. Legal documentation must be provided. Names on correspondence, transcripts and diplomas will be the same as the name with which the student enrolled, unless legal documentation of name change is provided.

AUDITING A COURSE
A student may audit the theory portion of a nursing course and/or practice in the Skill Simulation Lab during open Lab hours, pending written approval of the Associate Dean and completion of the Audit Request form. A student cannot audit a course before having taken the course. Refer to the current fee schedule for auditing a course.

Courses may be audited only after the first withdrawal at mid-term. Exception: Students who are entering NURM 120 or NURM 141 may audit NURM 119 once, on a seat-available basis. While auditing, students may only attend lectures and may not sit for exams, exam reviews, or attend course laboratory experiences, including clinical.

BILLING, TUITION AND FEES GUIDELINE

TUITION GENERAL INFORMATION
Billing for all semesters is done by and at the JFK Muhlenberg Snyder Schools. Billing is coordinated with the Finance Department of JFK Medical Center. The due dates for each semester billing will be posted in the Schools. Payment for all tuition, fees and room charges is required by the due dates for each semester. The following options may be used for satisfying payments: money order, certified check or online with credit card. The school does not accept cash, personal checks or American Express.

Registration will not be considered complete for any student who has an outstanding balance after the invoice due date. The student will not be permitted to attend class. However, the student may still have a financial obligation unless proper procedures for withdrawal have been followed.

Students who register for a class and do not drop the class either through the office of Registration and Enrollment or through Union County College’s Web Services will owe JFK Muhlenberg Snyder Schools for the class.

Grades, transcripts and letters of recommendation will not be released until all financial obligations to the Schools have been met. Students with a billing balance are placed in defunct status and unsettled accounts are subject to collection procedures by an outside agency.

If a student’s account has been put on registration/transcript hold, the Schools have up to seven working days from when payment has been received to release the hold.

Students obtaining financial aid, loans and chargeback are required to complete paperwork before the dates that bills are due to be paid. If they can not present proof of expected financial aid, loans, and/or chargeback, they are responsible for the entire bill by the due date.
Student Financial Aid Award letters will be e-mailed to all eligible students when all requested documents are completed by the student, and as government funding permits. Expected loan funds are deducted at time of billing and students are required to pay the balance at time of billing. Students are informed by the Financial Aid Office of their total aid/loans. Students must compare Award Letters to bills and pay any remaining balances by billing due dates.

Since the student financial aid award letter is broken down by semesters, each recipient can readily know how much of the total award is applicable to each semester’s bill. If a student is awarded more financial aid than the semester’s bill the balance will be credited to the student and a refund check will be processed.

ALL FEDERAL AND STATE GRANTS, AND ALL TUITION AND FEES, ARE SUBJECT TO CHANGE. STUDENTS WILL BE GIVEN AS MUCH NOTICE OF THESE CHANGES AS POSSIBLE.

RESIDENCY STATUS
A twelve month residency in Union County with a minimum of one-year residency in New Jersey is required for all students to qualify for the lower county or state rates.

CHARGE-BACK ASSISTANCE (out-of county students)
- Students who reside in New Jersey but outside of Union County, may be eligible for the lower in-county tuition rate if they qualify for a chargeback. The JFK Muhlenberg Snyder Schools Office of Student Accounts must be provided with a properly signed Certification of Inability to Admit from the student’s home county college and Certification of Residency forms. The Student Accounts office will forward these forms to Union County College’s Student Accounts office for approval.
- The Certification of Inability to Admit must be completed by the Registrar or Admissions Officer of the home county college. The Certification of Residency form must be completed by the county fiscal officer (treasurer) of the student’s home county.
- Students will be charged in-county tuition if these forms are submitted and approved before the semester bill due date. If students pay out-of-county tuition and subsequently file properly executed chargeback forms that have been approved then, the charges will be reduced to the in-county rate, and if applicable, a refund will be issued.
- Students have 30 days from the first day of the regular semester to submit the required chargeback certificates.

DROP/ADD AND OTHER FEES
- The Schools attempt to send calculated bills as soon as individual registrations have been completed. In the event that drop/add fees or any other additional fees are charged by Union County College during the reconciliation process, these fees will be added to the next unpaid semester bill.

EMPLOYEE DISCOUNT - BILLING POLICY FOR EMPLOYEE’S IMMEDIATE FAMILY RELATIVES
Any student who is a JFK Health permanent (not per diem) employee or is an immediate family relative (son, daughter, spouse) of a permanent (not per diem) employee in the JFK Medical Center may receive a thirty percent (30%) discount on the balance of each semester’s clinical bill (laboratory fee) after all financial aid has been credited. Employee discount can only be applied to those courses taken at JFK Muhlenberg Snyder Schools, not courses taken at Union County College.

The student must be in good standing in the Schools. The student must maintain a C (70%) average or better to receive this discount.
BUCKLEY AMENDMENT GUIDELINES

- Do not give out any information about a student to anyone without the student’s written permission.

- Require an ID when a student requests a copy of his or her schedule or Counseling Advising Report.

- Do not give out any information about a student over the telephone, even to the student. ID cannot be confirmed by phone.

- Parents who want information about a child, but lack written permission, may only be accommodated if they provide a copy of their most recent U.S. tax return showing the student as a dependent to the Registrar or Director of Student Services.

- Police personnel who want information about a student must submit a subpoena.

- Grades may not be posted in any manner by either name or social security number.

- In the event of a real emergency, the College will accept an emergency message. Security will make every effort to deliver the message if the student is enrolled and attending class that day. The college will not confirm delivery of the message. It is the student’s responsibility to return the call.

- When in doubt, refer the request to either the Registrar, or Director of Student Services on your campus.

OUTLINE STATEMENT

THE BUCKLEY AMENDMENT

I. Date of Effectiveness: November 19, 1974

II. Objectives of the Legislation: To provide students and parents greater:
   A. access to student records
   B. control over information contained in such records
   C. control over release of personal data without student consent

III. Definitions:
   A. Challenge Hearing must be granted the student to contest the content of his/her educational records or to insure accuracy of recording. (Grades may only be challenged for accuracy of recording, not in terms of the reflection of performance.)
   B. Educational Records are those, which include files, documents and other materials that contain information directly related to a student and are maintained by the college or school.
      1. Records excluded from access:
         a. Confidential letters of recommendation written prior to November 1974.
         b. Personal notes of individual faculty or staff for their own use which are in their sole possession and are not accessible or revealed to others.
         c. Medical and Mental Health Information:
            1) Provided such are not available to anyone other than person providing treatment.
            2) Student has right to select a physician or appropriate professional to review.
         d. Parent’s financial statements (PCS forms)
         e. Records kept by Security Personnel
            1) If Security Personnel does not have access to other student records
            2) If security records are kept separate from other student records
            3) If records are maintained solely for law enforcement purposes
            4) If records are not made available to persons other than security or local law enforcement personnel
C. Student includes any person with respect to whom the college or school maintains educational records and who is attending or has attended the institution, regardless of age.
D. Waiver of Rights occurs when a student relinquishes rights to see certain classifications of documents, such as letter of recommendation, if some are used solely for purpose for which intended. A waiver may not be required as condition for admission or receipt of financial aid, other services or benefits.

IV. Access to Student Educational Records Without Student Consent

A. Those eligible for such access are:
   1. Instructors and administrators currently employed by the institution who have an educational interest in the information.
   2. Officials of other schools in which the student seeks to enroll provided the student is notified of the release.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)
The CLEP Program provides a method of earning college credit by taking examinations in various subject areas. Students may apply for CLEP through collegeboard.com. Union County College recognizes CLEP scores and will apply credit in subject areas if the CLEP scores meet the college requirements. Credit will not be given where there is evidence of previous academic work.

Challenge exams for NURM100 (Math for Pharmacology) may be taken at the School of Nursing. Check the School’s website for available testing dates. This opportunity is offered to accepted applicants and current students only.

CRIMINAL BACKGROUND CHECKS
As of September 1, 2004, the Joint Commission has required the following standard be met.

   ~(Standard HR .1.20 for staff, students and volunteers who work in the same capacity as staff who provide care, treatment, and services, at EP 5 states criminal background checks are verified when required by law and regulation and organization policy.) This means that if state law, regulation or hospital policy requires background checks on all employees, volunteers and students, the Joint Commission expects them to be done on all three categories.~

The State of New Jersey Professional Responsibility and Reporting Enhancement Act (N.J.S.A. 18A:6-7.1 et. seq.) requires all health care professionals to have a criminal history record background check. Therefore, in order to complete your educational program at JFK Muhlenberg Snyder Schools, the performance of a completed criminal background check is required prior to a student’s first clinical course, and annually thereafter, and/or before moving into the School Residence. The Schools engage the services of a consumer-reporting agency (TABB Inc.) to conduct this background check. Students must order the background check and results deemed favorable by JFK Muhlenberg Snyder Schools and/or clinical facilities are conditions for continued enrollment.

Please note the fee for the criminal background check will be paid directly to TABB Inc. This fee will cover charges for annual background checks. The Student Background Check Instruction Sheet can be found in Addendum N.

Revised: 04/17

DEFUNCT STATUS
Any student who has his/her registration cancelled either due to non-payment of the semester bill or for failure to attend the courses for which she/he has registered in any given semester will be placed in Defunct Status. Students failing to register for two semesters without notifying the Director of Registration, JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools, will also be placed in defunct status. Defunct students are allowed to re-apply and will be required to pay the non-refundable application and acceptance fee.
DISMISSAL - NON-ACADEMIC
The School reserves the right to dismiss students from the program if they are found guilty of violations against the School community, the medical center community, or civil and/or criminal laws which are of such nature that the administration of the School of Nursing, and/or the Medical Center, deems dismissal to be warranted.

DISMISSAL - ACADEMIC
A student will be dismissed from the program when he/she:
1. Has been on academic probation for two consecutive semesters.
2. Falls within the Dismissal Range on the Quality Grade Point Scale.
   Exception: A first semester student who: a) is not enrolled in a nursing course; b) has not been previously dismissed by the school, and c) has not had specific academic requirements levied by the Admissions Committee, will not be dismissed from The School for academic reasons. If his/her grade point average is in the dismissal range, he/she will be placed on probation. Following the first semester of enrollment, all academic policies apply.
3. Withdawrs from the same nursing course a third time.
4. Earns two failing grades below a -C- in NURM 100 (Math for Pharmacology), and/or in a curriculum-required science course. Students are encouraged to seek counseling from the Registrar or Dean.
5. Earns two failing grades below a -C- in any two nursing courses, or twice earns a grade below -C- in the same nursing course.
6. Fails to complete the program within 150% of the program length from the first nursing course.
7. Unsafe clinical performance. For more information, refer to the Student Handbook.
8. Meets the criteria for a Union County College dismissal.

Any JFK Muhlenberg Snyder School of Nursing student who has failed two JFK Muhlenberg Snyder Nursing courses is dismissed from the School. This dismissal is final and the student may not reapply to the JFK Muhlenberg Snyder School of Nursing.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)
To protect the privacy of students and families, Federal law sets certain conditions on the disclosure of personal information from records kept by schools that participate in the SFA programs. The relevant law is the Family Educational Rights and Privacy Act of 1974 (FERPA). The ED regulations that implement FERPA were recently re-published in the Federal Register (2011-30683).

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day the JFK Muhlenberg Snyder Schools receives a request for access. A student should submit to the Dean, Director of Registration or Director of Student Services, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the JFK Muhlenberg Snyder Schools to amend a record should write the school official responsible for the records, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the JFK Muhlenberg Snyder Schools decides not to amend the record as requested, the School will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the JFK Muhlenberg Snyder Schools discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorized disclosure without consent. The JFK Muhlenberg Snyder Schools discloses education records without a student’s prior written consent under the FERPA exception for the disclosure to school officials with the legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the School who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

Upon request, the JFK Muhlenberg Snyder Schools will disclose education records without consent to officials of another school in which a student seeks or intends to enroll. Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.

An exemption also exists for law enforcement. Student consent or disclosure by the JFK Muhlenberg Snyder Schools is not required in the event the US Attorney General or designee serves the JFK Muhlenberg Snyder Schools with an ex parte court order collecting education records relevant to an investigation or prosecution. Another important exception concerns the concept of “Directory Information.” Information specifies as “Directory Information” can be released without the consent of the student unless the student specifically requests that such information be withheld (also known as “opting out”). A student may opt out of directory information disclosure by submitting a written request to the Director of Registration and Enrollment specifying which directory information the student wishes not to be disclosed. Such a request must come from the student and only applies to what is otherwise non-confidential directory information. Such a request is not necessary for personally identifiable information already protected as confidential under FERPA.

Directory information is defined as: name, address, telephone listing, date and place of birth, level of education, academic major, degrees received and the educational institution in which the student was most recently enrolled. Please note that the JFK Muhlenberg Snyder Schools does not publish a student directory.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the JFK Muhlenberg Snyder Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy of Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

This document is not intended as an exhaustive representation of FERPA, nor does it explain all rights afforded student under FERPA. More FERPA information can be found online at: http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html
GRADUATION REQUIREMENTS
All courses required for graduation must be successfully completed before licensing eligibility is certified. It is the sole responsibility of the student to track their course completion to insure that ALL required courses for the respective program are completed prior to graduation eligibility. Neither the administration, Registrar, faculty or staff, will accept responsibility for missing courses.

Students are graduated when all course work is satisfactorily completed and financial obligations met. A cumulative GPA of 2.0 is required for graduation. All graduation requirements must be met before the student will be certified eligible to sit for the Registered Nurse (RN) Licensing Examination (NCLEX-RN). A comprehensive Assessment Test will be administered via computer in Nursing 222 and Nursing 242. This mandatory test provides a review of and assessment of retention of course content. This Assessment Test indicates areas of knowledge, strengths and areas for growth. If a student receives below the determined score set by The School on the Assess Test, he/she may be required to take additional steps before the student is endorsed to sit for State Board NCLEX-RN. Final course grades will not be released until all course requirements are met.

Prior to being endorsed for the NCLEX-RN, it is mandatory for each graduate to enroll in and sit for a State Board Examination Review Course which has been approved by The School.

Convocation will be held by JFK Muhlenberg Snyder School of Nursing twice a year. Students must have completed all courses in the program and satisfied all student financial billing obligations, in order to be eligible to participate in the convocation ceremony. Also, all graduating students are expected to attend.

All graduating JFK Muhlenberg Snyder School of Nursing students are eligible to participate in the Union County College graduation ceremonies.

GRADUATION AWARDS
The Faculty Organization meets twice a year at the end of the Fall and Spring semesters to select award recipients. With the exception of the Thomas Pellino Humanitarian Award, the recipient will be a current graduating student. The following criteria have been established as guidelines for determining recipients of each award which is presented at the convocation ceremonies.

Board of Directors Award for General Proficiency in Theory and Practice
1. GPA in top ten
2. Consistently provides high quality nursing care
3. Demonstrates professionalism in nursing practice
4. Demonstrates independent judgment
5. Supports peers in evaluative process
6. Establishes roles and delegates responsibilities
7. Collaborates effectively with the health team through application of interpersonal and therapeutic communication skills.

Florence Alice Held Award for Clinical Excellence
1. Consistently excels in clinical practice
2. Consistently bases clinical practice on nursing theory
3. Demonstrates professionalism in nursing practice
4. Collaborates effectively with the health team through application of interpersonal and therapeutic communication skills
5. Demonstrates independent decision making when identifying patient needs for health maintenance through the use of community resources.

Carolyn Jean Hamm Award –
The Student has the highest G.P.A.

New Jersey League for Nursing
Special Honorary Membership Award
1. Residency in the State of New Jersey (This will allow for active participation within the constituent league).
2. Evidence of involvement in student class activities, either as an officer or committee member in some nursing activity.
3. Evidence of involvement in community activities, particularly those related to consumer health projects.

Thomas Pellino Humanitarian Award
The student has completed Nursing 221.
The student will demonstrate the following:
- compassion and empathy
- strong patient advocacy
- administrating care in a holistic manner
- be a source of inspiration to others
- be recognized by the health team for quality of care

Good Citizenship Award
Being a good citizen is an important priority in school and in the community. Developing citizenship means being a productive, responsible, caring and contributing member of society. Qualities a good citizen should possess include:
1. Being successful in school – academically and clinically
2. Making responsible decisions
3. Demonstrating caring about others – patients, families, peers, community
4. Making a contribution to the community
5. Developing social and personal skills
6. Demonstrating moral and ethical behavior
GRADUATION - UNIFORM FOR CONVOCATION EXERCISES
A regulation uniform, chosen by the School, will be worn for convocation exercises. Hair must be off the collar. Only one pair of post earrings may be worn. Standard white nursing shoes will be worn as well as white stockings for women and white socks for men. (No sneakers allowed).

HEALTH INSURANCE
All clinical students and dorm residents are required to show evidence of health insurance.

HISTORY OF THE MEDICAL CENTER
Muhlenberg Regional Medical Center was located at the corner of Randolph Road and Park Avenue in Plainfield, New Jersey. It was a voluntary, non-profit, community teaching medical center. Chartered in 1877, it was named after the Rev. Dr. William A. Muhlenberg, former rector of the Protestant Episcopal Church of the Holy Communion in New York and the founder of St. Luke’s Hospital in New York. Its doors were opened December 1, 1881, as Muhlenberg Hospital, in a small frame building on what was known as Muhlenberg Place.

The hospital came into being to fulfill a definite need. The story told in the report from the year which closed with June 6, 1904, states: –Near the close of 1876, a railroad accident to a stranger, necessitating a serious operation amid the bustle and distracting surroundings of the railway station, indicates the need for a hospital in Plainfield.‖

Dr. Charles A. Hart, then a practicing physician, urged establishment of such an institution and his suggestion received careful consideration during the ensuing few months.

In 1903, the hospital moved to the Randolph Road site with a bed capacity of 60. The main building was completed in 1962.

In April 1986, the hospital changed its name to the Muhlenberg Regional Medical Center, Inc., which more accurately described the growth in programs and services of the institution as well as symbolized the scope of the geographic area it served.

In 1998, the hospital merged with John F. Kennedy Medical Center in the forming of SOLARIS HEALTH SYSTEM. The Schools became an affiliate of the JFK Health System.

In 2006, the Schools moved into a new state of the art teaching facility on the Muhlenberg campus donated through the generosity of the daughter of Harold B. and Dorothy A. Snyder. The Schools then included the names of Harold B. and Dorothy A. Snyder.

In 2008, JFK HEALTH SYSTEM closed the Muhlenberg Regional Medical Center as an acute care facility and transferred sponsorship of the educational programs to JFK Medical Center in Edison, New Jersey.

In 2011, SOLARIS HEALTH SYSTEM became JFK HEALTH SYSTEM. JFK entities include:
- JFK Medical Center
- JFK-Muhlenberg Campus S.E.D.
- JFK Muhlenberg Snyder Schools of Nursing, Medical Imaging and Therapeutic Sciences
- JFK Johnson Rehabilitation Institute
- JFK Hartwyck Nursing and Rehabilitation Centers
- JFK NJ Neuroscience Institute
- Whispering Knoll Assisted Living
- Diabetes Center of New Jersey
- JFK-Mediplex Surgery Center

In 2013, JFK HEALTH SYSTEM became JFK HEALTH.

6/16/14
HISTORY OF THE SCHOOL
The School of Nursing was founded in 1894. Since that time it has maintained a level of excellence in nursing education worthy of the reputation that it holds. Further, in 1971, by a Resolution of the Board of Higher Education of New Jersey, the School of Nursing was given unconditional approval to institute a Cooperative Program with the, then private, Union College. This Cooperative Nursing Program continues, as an excellent example of nursing education, with Union County College. Since its inception, the Cooperative Nursing Program has been the recipient of numerous commendations from the Department of Higher Education for its innovation, and commitment to excellence. It has been cited by the Department of Higher Education as a model for nursing education in New Jersey.

The School celebrated its Centennial in 1994. It graduated its first class, two (2) in number, in 1896. At that time, the program was two (2) years in length.

Today, the School has an enrollment of over 400 students and graduates on the average 70-80 students annually.

Since its inception, the School had been associated with Muhlenberg Regional Medical Center, and in 2008 sponsorship was transferred to JFK Medical Center. The JFK Muhlenberg School of Nursing is governed by JFK Medical Center, 80 James St., Edison, NJ. JFK Medical Center is part of JFK Health which consists of three long term care facilities and one assisted living facility.

Upon completion of the program, the JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing graduate is awarded a Diploma in Nursing by the School and an Associate in Science Degree by Union County College. The diploma entitles the graduate to write the New Jersey State Board of Nursing licensing examination and, if successful, to use the title R.N. (Registered Nurse). The degree entitles the graduate to use the title A.S. (Associate in Science).

The JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing provides a program to prepare people for a career in nursing. Since 1984, the School has offered a nationally accredited Diploma Program in Nursing.

The unique combination of the best elements of the two (2) schools affords the graduate a broad, in-depth background and the ability to seek entrance into institutions of higher learning with advanced standing. JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing has a written articulation agreement with Kean University, Rutgers University and Wagner College for an upper division B.S.N. program, and with Union County College’s Practical Nursing Program.

The School is accredited by the New Jersey State Board of Nursing and the Accreditation Commission for Education in Nursing:

<table>
<thead>
<tr>
<th>New Jersey Board of Nursing</th>
<th>Accreditation Commission for Education in Nursing</th>
</tr>
</thead>
<tbody>
<tr>
<td>124 Halsey Street</td>
<td>3343 Peachtree Rd., NE, Suite 850</td>
</tr>
<tr>
<td>P.O. Box 45010</td>
<td>Atlanta, GA 30323</td>
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<tr>
<td>Newark, NJ 07101</td>
<td>(404) 975-5000</td>
</tr>
<tr>
<td>(973) 504-6430</td>
<td><a href="http://www.acenursing.org">www.acenursing.org</a></td>
</tr>
</tbody>
</table>

In addition, the School is approved for Veteran Training and Non-Immigrant Alien students. The School holds membership in the National League for Nursing.

LATE WITHDRAWALS - NURSING COURSE
Students who withdraw after the withdrawal date of the semester will have a grade of "F" recorded on their permanent record UNLESS a late withdrawal request is submitted in writing to the Dean. The request for late withdrawal must include an explanation of the extraordinary circumstance(s) for said request. Supporting documentation is necessary, and should be submitted to the Dean’s office. The statement of personal reason for appeal will be treated confidentially. NOTE: Late withdrawals are not granted to students whose grades suggest they may fail the course.
LEAVE OF ABSENCE
A Leave-of-Absence request form must be completed prior to the start of the Fall and Spring semester. Leave-of-Absences are granted for up to one semester to matriculated students in good standing. Applications may be obtained from the registration office. Students must return the signed applications to the Registration Office for processing and distribution. The Leave-of-Absence becomes effective on the date of approval by the Registrar. The non-refundable processing fee is payable in the Student Accounts Office at the time the form is returned to the Registrar. Leaves of absence are included in the time limit the student has to complete the program. Students return from a leave-of-absence on a seat-available basis. A Leave-of-Absence becomes an automatic defunct if the student does not officially register, withdraw or apply for the next semester, or if the leave is denied and the student does not continue studies. College credits earned, at Union County College or any other institution, during a Leave-of-Absence will not be transferable during the semester for which the leave of absence was approved. Copies of the application will be distributed to appropriate personnel by the Registration Office after approval has been granted.

Leaves-of-Absence will only be granted before the start of the semester for which the student is requesting a Leave-of-Absence. If a student is on leave during a semester, the student must be cleared by Occupational Health at JFK Medical Center before returning to a clinical (nursing) semester.

Please Note: Students applying for a Leave-of-Absence or Official Withdrawal who have an obligation to the Schools will not be granted a Leave-of-Absence. Students returning from a leave-of-absence will be on a seat-available basis.

LEAVE-OF-ABSENCE EXTENSION
Leaves-of-Absence Extension applications may be obtained in the Office of the Registrar, must be completed and signed before the start of the semester for which the student is requesting a Leave-of-Absence Extension. The signature of the Director of Registration indicates approval of the leave-of-absence extension. The non-refundable fee is payable in the Student Accounts Office at the time the form is completed.

MATERNITY LEAVE
The student is responsible for notifying the Dean’s office as soon as verification of pregnancy is received. The student is to obtain her physician's written consent to remain in the current courses and written consent to resume classes/clinical post-partum. The physician’s written consent must be presented to the Health Clearance Nurse at JFK Muhlenberg Snyder Schools. All costs of medical care and hospitalization associated with pregnancy shall be the responsibility of the student. The student must also speak to the Director of Registration and Enrollment and sign a Leave-of-Absence form if she is taking a Maternity Leave. Students receiving financial aid must also see the Director of Financial Aid.

PROGRAM COMPLETION LIMITS
No student may take more than the below stated time limit to complete the program, inclusive of time accrued during a leave of absence. This does not include time accrued due to a seat being unavailable. An extension of one semester only, under extenuating circumstances, may be granted by the Dean. Failure to comply with this policy will result in dismissal from the program.

It is the standard of the Accreditation Commission for Education in Nursing (ACEN) and the School that all students complete the program in 150% of the program length as follows:

<table>
<thead>
<tr>
<th>Track</th>
<th>Time Limit</th>
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<tbody>
<tr>
<td>Generic Track</td>
<td>8 semesters</td>
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<tr>
<td>Accelerated Track</td>
<td>5 semesters</td>
</tr>
<tr>
<td>LPN to RN Track</td>
<td>5 semesters</td>
</tr>
<tr>
<td>Pathways to BSN Track</td>
<td>8 semesters</td>
</tr>
</tbody>
</table>

TRANSFER STUDENTS
Once accepted into one of the above Nursing Tracks, the student has 150% of the program length to complete the program.
QUALITY POINT SCALE MATRIX

This matrix is used in conjunction with the academic progression, probation and dismissal policies of the School to determine the degree to which the student is making satisfactory progress in the program. Such determinations are made by the Dean, School of Nursing upon the recommendation of the Promotion and Evaluation Committee of the School's Faculty Organization. Additionally, the Academic Evaluation Committee of Union County College (on which JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing faculty hold full membership) recommends decisions relative to probation and dismissal to the College. Students are advised to consult the Union County College Student Handbook and Catalog relative to actions of the Union County College Academic Evaluation Committee. Decisions by the JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing take precedence over decisions by the AEC of Union County College.

Any student wishing a further explanation of the scale is requested to speak to the Registrar, the Chairman of the Promotion and Evaluation Committee or the Associate Dean, School of Nursing.

<table>
<thead>
<tr>
<th>CREDITS ATTEMPTED</th>
<th>MINIMUM ACCEPT GPA MRMCSON</th>
<th>MINIMUM ACCEPT Q.P. MRMCSON</th>
<th>MINIMUM ACCEPT Q.P. UCC</th>
<th>PROBATION RANGE Q.P. MRMCSON</th>
<th>PROBATION RANGE Q.P. UCC</th>
<th>DISMISSAL RANGE MRMCSON (Below)</th>
<th>DISMISSAL RANGE UCC (Below)</th>
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RE-ADMISSION POLICY
A student who has withdrawn from the JFK Muhlenberg Snyder School of Nursing Cooperative Nursing Program and who seeks reinstatement must complete the application process, including payment of applicable fees. Readmission is not automatic or guaranteed. If the student has attended other institutions since leaving JFK Muhlenberg Snyder Schools/Union County College Cooperative Nursing Program, official transcripts from these institutions must also be submitted. Readmission into the Schools is contingent upon the attainment of the required grade point average and the approval of the Admissions Committee.

REFUND POLICY
The JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools comply with the Refund Policy of Union County College.

- Refunds can take up to four weeks to be processed and checks to be drawn. Refund checks will be mailed to students at their address of records. The student is not eligible for a refund unless he or she fills out the proper form or uses UCC’s online e-services to drop the course(s). The amount to be refunded is determined by the official drop date recorded on the student’s account. Registration fees are not refundable.
- “Withdrawn” or “W” grades are not eligible for refunds and students are responsible for payment for these courses.
- Students are financially responsible for all semester tuition and fee charges incurred despite their non-attendance. Students should adhere to the college policy regarding dropping or withdrawing.
- Balances in excess of charges, including deposits, held at the time of withdrawal will be applied to outstanding charges. Any overpayment of tuition or fees will be refunded. Financial aid program payments applied to charges are subject to recalculation in accordance with Federal and State regulations. Refunds will be made in accordance with the Federal refund allocation schedule.

Courses dropped prior to the start of a semester:
Courses officially dropped prior to the first scheduled day of a semester will result in a 100% credit of tuition and general fees.

Courses dropped after the start of a semester:
Students may add or drop courses without penalty during the drop/add period indicated in Union County College’s Academic calendar (at www.ucc.edu), provided the number of credits dropped is equal to the number of credits added. If drops/adds take place at differing times during the drop/add period, students will be charged or credited in accord with the College’s Tuition and Refund policy. At the conclusion of the drop/add period, students will be refunded or charged based on whether the total credits dropped equals the total credits added. If the net of the credits added and dropped does not equal, the student’s account will be refunded or charged in accord with the College’s Tuition and Refund policy. After the drop/add period, no reduction in charges will be made for dropped courses.

Withdrawals by Federal Financial Aid Recipients:
- Federal Regulations require that Federal financial aid recipients be subject to a reduction of their financial aid if they withdraw or stop attending all classes.
- All financial aid recipients are responsible for the costs incurred for tuition, fees, books, and related costs should their financial aid be revised or cancelled for any reason.
- Students who do not pay an outstanding balance resulting from a change in their financial aid will be turned over to a collection agency and will be responsible for the added cost of collection, court costs and legal fees. The cost of collection can add as much as 40% to the amount already owed and will result in the disruption of your credit worthiness when the collection agency reports the delinquent account to national credit bureaus. Revised 05/13
REGISTRATION

All students must register online through Union County College’s Web Services (www.ucc.edu). For the Fall and Spring semesters, a full-time student may carry 12-18 semester credit hours. Students must check the Academic Calendar at www.ucc.edu for registration dates. There is a fee for late registration.

Students who decide not to attend the ensuing semester, after having registered, must withdraw from courses prior to the first day of the semester via Union County College’s Web Services, or by completing a withdrawal form with the Registration office at the JFK Muhlenberg Snyder Schools.

No student will be registered who has an outstanding obligation to the Schools or Union County College.

The Schools will not automatically reserve seats for students on waiting lists. Students on waiting lists are not to register until they have received permission/clearance from the Director of Registration and Enrollment.

In accordance with prevailing academic convention, the School reserves the right to cancel courses due to insufficient enrollment, lack of qualified faculty or lack of clinical facility. Moreover, the School reserves the right to schedule courses at any time, including evenings and weekends.

Note: Once a student has been accepted into the nursing program, all courses must be taken at JFK Muhlenberg Snyder Schools, Union County College or Kean University (only for Pathways to BSN students). Credits taken at other colleges will not be transferred into our programs without pre-approved written permission from the Director of Registration and Enrollment.

All courses required for graduation must be successfully completed before licensing eligibility is certified. It is the sole responsibility of the student to follow the track of their curriculum design to insure that ALL required courses are completed prior to graduation eligibility. Neither the Administration, Registrar, Faculty or Staff will accept responsibility for missing courses. Students should review their program evaluation through UCC’s Web Services.

REPEATING COURSES - ALL STUDENTS

When a student repeats a course, the higher grade will be substituted for the lower grade in the student’s average. This altered average is known as the “adjusted average.” The student’s record, however, will show all courses attempted and all grades received.

School of Nursing students may repeat science courses only once after a failing grade (below a C). If the student fails any science course the second time, he/she is dismissed from the nursing program.

A student may not repeat a nursing course (in which a grade other than W has been received) more than once. The policy relative to repeating non-nursing courses (other than the sciences) is found in the Union County College Catalog and Student Handbook.

For courses taken at Union County College, a student may not attempt a course for the third time without the Dean of the Department approval. Final grades of W will count as an attempted course and will be included in the course-repeat process. For nursing courses taken at JFK Muhlenberg Snyder Schools, a student can withdraw from the same nursing course twice. After the third withdrawal, the student will be dismissed from the nursing program.

The minimum acceptable grade in science courses and all nursing courses is a C.

SCHEDULE CHANGES

Limitations on section size and available instructional resources make it impossible for each student to arrange a schedule which will meet his/her personal convenience in each instance. Changes of schedules are made through the School of Nursing registration office or through Union County College Web Services. Charges may be incurred.

GRANTED PETITION

Student must be granted petition to register for the next nursing course. Students progressing through nursing courses are granted petition. The Director of Registration and Enrollment will notify student on the waiting lists, newly admitted students and students who wish to repeat a nursing course when they have been granted petition to register for a nursing course.
STUDENT CLASSIFICATIONS
Courses bearing institutional credits are accumulated to determine Full-Time, Half-Time, or less than Half-Time status.
Full-Time Student – A student is considered full-time academically when he/she pursues 12 or more credit hours. A full-time student may carry 12 to 18 credit hours.
Half-Time Student – A student is considered half-time, academically, when he/she pursues 6 – 8 credit hours.
Three-Quarter Student – A student is considered three quarter-time, academically, when he/she pursues 9 – 11 credit hours.
Less than Half-Time Student – A student is considered less than half-time, academically, when he/she pursues 1 – 5 credit hours.

STUDENT RECORDS
JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing complies with the provisions of the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). All official educational records of students are maintained by the Director of Registration and Enrollment. No information concerning a student's or graduate's academic status is released without the written consent of the student, graduate or supporting parents, if the student is a minor. Character references may only be released after similar written consent.

• RECORD RETENTION POLICIES
Documented, filed records provide information about the School, faculty, students and graduates.
Academic records of new admits, current students and the most recent graduates are housed in secured metal files in the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools File Room for seven (7) years. Thereafter, limited records are kept on CD’s in a secure area and on a secured website. Academic records of other students and persons who have withdrawn from the program are kept secured in files. The Director of Registration is responsible for these records.

In maintaining and in processing all records, the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools are in compliance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment).
No information concerning a student or graduate academic status is released without the written consent of the student, graduate or supporting parents, if the student is a minor. Character references, during student tenure, may only be released after similar written consent.

The financial aid records are secured in the Financial Aid Office. Confidentiality is maintained in accordance with federal law.
• Inspection and Review of Records
1. Staff and faculty use of a student file shall be documented on the Access to Student Records Form, inner front cover of the student file.
2. Student records may not be removed from the school premises.
3. Students may review their educational records upon written request to the Dean. The Dean comply within 10 days after the request has been made.
The student has the right to review all the documents in the file EXCEPT:
   b. Evaluations after that date if the student has waived his/her right to view therecords.
   c. Financial records and statements of parents.
   d. Documents classified by the law as non-educational.
   e. Anecdotal comments by staff
4. If, after reviewing his/her record, the student has a question about them, he/she may request an oral or written explanation of them.
• Disclosure of Information from Records
  1. The records of a student will be disclosed without his/her written consent to those federal and state government agencies and officials provided by law.
  2. The records of a student will be disclosed without his/her written consent to an agency to which the student has applied for or from which he/she has received financial aid, or which has made decisions concerning eligibility, amount, conditions, or enforcement of terms of such aid.
  3. The School reserves the right to furnish to parents or guardians of financially dependent students any information relating to such students' academic status. The School will assume that the student is financially dependent unless the student informs the School in writing within ten days of registration each term that he or she is financially independent.
  4. The records of a student will be disclosed without his/her written consent to comply with a judicial order or subpoena.
  5. The records of a student will be disclosed without his/her written consent in a health or safety emergency, as provided by law.
  6. The following information related to a student is considered "directory information." The School reserves the right to disclose it to anyone inquiring without the student's consent unless the student informs the Office of the Director of Registration and Enrollment that any or all such information about this student is not to be made public without the student's written permission: the student's name, home and local addresses, telephone numbers, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational institution attended by the student, and other similar information. (See Addendum B)

• Correction of Record
  If after inspecting and reviewing his/her record, the student believes that information contained therein is inaccurate or misleading or violates his/her privacy or other rights, he/she may request in writing that the record be amended.

• Right of Complaint
  A student who believes that the School is not complying with the requirements of the Family Educational Rights and Privacy Act or the regulations issued by the Department of Education implementing that Act, may file complaints in writing with:
  The Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Avenue, SW
  Washington, D.C. 20202-5901
  (800) 872-5327

  The full text of the Family Educational Rights and Privacy Act as amended, and the full text of the final regulations of the U.S. Department of Education for the implementation of the Act, are available for inspection at the Office of the Director of Registration and Enrollment.

• Retention Periods for Student Records
  Student records are maintained in accordance with guidelines from the American Association of Collegiate Registrars and Admissions Officers (AACRAO).
SURVEY OF PAST GRADUATES
The population of nursing students who attended JFK Muhlenberg Snyder School of Nursing and Union County College and upon whom a Diploma in Nursing and an Associate of Science degree was conferred in academic years 2008-2009, 2009-2010, 2010-2011, was surveyed in the Summer of 2012. This survey is completed every three years. Revised 06/13

TRANSCRIPTS
All requests for graduate transcripts from the School of Nursing permanent academic record must be made in writing to the Schools. All requests for transcripts prior to graduation must be made to Union County College. Dates of attendance and present address must be included in the written request. A fee is charged for each transcript. Students are not entitled to transcripts until all obligations to The School of Nursing have been met. Please allow a minimum of seventy-two (72) hours to generate transcripts.

TRANSFERS BETWEEN DAY AND EVENING DIVISIONS
Students wishing to change from the Day Division to the Evening Division and vice versa must request in writing approval by the Director of Registration and Enrollment. Seats are granted on a seat-available basis and students transferring divisions are not given priority seating over established students in those divisions.

TRANSFERSTUDENTSWITH ADVANCEDSTANDINGINNURSING
The School of Nursing may grant advanced standing for nursing courses that correspond in subject matter and credit value to the courses offered by the JFK Muhlenberg School of Nursing/Union County College Cooperative Nursing Program. Both general education and Nursing courses considered for transfer must have been successfully completed at the previous school(s) attended. Nursing courses are reviewed by the Associate Dean/Assistant Dean and must have been completed within the last five years.
JFK MEDICAL CENTER MUHLENBERG
HAROLD B. & DOROTHY A. SNYDER
SCHOOL OF NURSING

TUITION & FEES EFFECTIVE
Academic Year 2016 - 2017

AVERAGE OVERALL COST OF PROGRAM* (Based on In-County Rates)

Nursing – Generic Program (75 credits) .................................................................$37,237.00
Nursing – Accelerated Program (54 credits) (assumes transfer in of 21 general education credits) ....$33,081.00
Nursing – LPN to RN Program (59 credits) (assumes transfer in of 16 general education credits) ....$22,286.00
Nursing – Pathways to BSN 75 credits plus 14 credits towards BSN ........................................$42,297.00

Clinical Laboratory Fee – For Clinical Nursing Courses
Nursing 120 - LPN Transition Course ................................................................. $1,417.50
Nursing 121 - (4 Clinical Credits) ................................................................. $4,860.00
Nursing 122 - (4 Clinical Credits) ................................................................. $4,860.00
Nursing 221 - (4.5 Clinical Credits) ................................................................. $5,467.50
Nursing 222 - (4.5 Clinical Credits) ................................................................. $5,467.50
Nursing 141 - (6.5 Clinical Credits) ................................................................. $7,897.50
Nursing 241 - (4.2 Clinical Credits) ................................................................. $5,562.00
Nursing 242 - (6.5 Clinical Credits) ................................................................. $7,897.50

TUITION
Union County Resident - $ 183.00 per credit
New Jersey Resident - $366.00 per credit

FEES
Assess Test (Nursing IV) ..................................................................................$  60.00
Audit Fee (Lecture) .......................................................................................... $ 150.00
Audit Fee (Laboratory) .................................................................................. $ 350.00
Building Technology Fee ............................................................................ $ 225.00
Challenge NURM 119 Fee .......................................................................... $ 549.00
Course Change Fee (Drop/Add) .................................................................. $  50.00
Criminal Background Check ....................................................................... $ 120.00
Drug screening fee ...................................................................................... $  25.00
Essential Equipment Kit ............................................................................ $  0.00
Graduation Fee (non-refundable; payable last semester of program; includes Convocation and Commencement) ..............................................................................$ 300.00
Health Office Fee – Fall, Spring ..................................................................$ 100.00/semester
Late Registration Fee .................................................................................. $ 100.00
Leave-of-Absence Fee ................................................................................ $  20.00
Library Fee (per semester) ....................................................................... $  35.00
Math Challenge Fee ................................................................................... $ 183.00
Mid-Semester Room Change Fee ............................................................... $  40.00
Online Course Fee ..................................................................................... $  30.00
Orientation Fee (payable first semester in the program) ......................... $  60.00
Registration Fee (per semester) ................................................................. $  35.00
Residence Fee (per semester) ................................................................. $1,950.00
Returned Check Service Charge ............................................................... $  40.00
Skills/Technology Lab Fee ....................................................................... $ 125.00
Transcript Fee ........................................................................................... $  10.00
Union County College Parking Permit Fee ..............................................$  65.00

*All charges are subject to change at any time pending appropriate approval. All School of Nursing students are enrolled in the JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing/Union County College Cooperative Nursing Program. Additional course fees may apply.

Updated 5/2016

www.jfkmuhlenbergschools.org  JFK Muhlenberg Harold B. & Dorothy A. Snyder Schools  Administrative Information
**Tuition and Fees Effective Academic Year 2016-2017**

The table on this page is for estimate purposes only. It illustrates the cost of the nursing program on a semester by semester basis. The tuition and fees shown are for nursing courses only. For credits taken at Union County College, estimate $183/credit (in-county) or $366/credit (out-of-county) plus any course fees. All charges are subject to change at any time pending appropriate approval. All School of Nursing students are enrolled in the JFK Muhlenberg Snyder School of Nursing/Union County College Cooperative Nursing program.

<table>
<thead>
<tr>
<th>NURSING 2016-2017</th>
<th>NURM119</th>
<th>NURM121</th>
<th>NURM122</th>
<th>NURM221</th>
<th>NURM222</th>
<th>NURM141</th>
<th>NURM241</th>
<th>NURM242</th>
<th>NURM120</th>
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<tr>
<td>Per Unit</td>
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<tr>
<td>Number of credits</td>
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<td>9</td>
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<td>Clinical Fee</td>
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<td>$5,005.80</td>
<td>$5,631.50</td>
<td>$5,631.50</td>
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<td>$6,257.25</td>
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<td>Tuition*</td>
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<td>$1,464.00</td>
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<td>Skills Lab Fee</td>
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<td>Health Office Fee</td>
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<tr>
<td>Library Fee</td>
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<tr>
<td>Building Technology Fee</td>
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<td>Drug Screening (Nursing I)</td>
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<tr>
<td>Assess Test (Nursing IV)</td>
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<tr>
<td>Graduation Fee (Nursing IV)</td>
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<td>Total in-county charges</td>
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<td>Total out-of-county charges</td>
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<td>$3,589.00</td>
</tr>
</tbody>
</table>

*In county rate - For out of county rate, double the tuition amount*
WITHDRAWAL FROM A COURSE
Students who register for a course and elect to withdraw may do so through Union County College’s online Web Services or by completing a drop/add form with the School’s Office of Registration and Enrollment. Withdrawal dates for each semester are on the Academic Calendar on Union County College’s website (www.ucc.edu). Withdrawals are not permitted after the withdrawal date for courses. A student who fails to comply with the withdrawal procedure or withdraws after the published withdrawal date will receive a grade of –F–. NOTE: –F– grades impact negatively on a student’s GPA, financial aid and advancement in the program. Seek counseling from a program official before withdrawing from any course.

WITHDRAWAL FROM A NURSING COURSE
A student can withdraw from the same nursing course a maximum of two times. A third withdrawal from the same nursing course will result in dismissal from the program.

WITHDRAWAL FROM THE PROGRAM
Notification of withdrawal from the program must be submitted in writing to the Dean, School of Nursing or the Director, Schools of Medical Imaging and Therapeutic Sciences. The student also needs to: 1) see the Director of Registration and Enrollment to sign a Withdrawal Notification Form and 2) see the Student Account office to review any financial obligations. Students are asked to give a reason for the withdrawal. Students who are receiving financial aid must also see the Director of Financial Aid.

A student who has withdrawn from the Schools’ Program in good standing and seeks reinstatement must complete the admission process in order to be re-admitted. If he/she has attended other institutions since leaving the Cooperative Nursing Program, he/she must also submit official transcripts from these institutions. An application fee is required of a student applying for re-admission. Re-admission to the program will be on a seat available basis.

If a student is seeking to go into a different JFK Muhlenberg Snyder School program, the student must complete a new application, pay a new application fee, provide an official updated Union County College transcript, provide adequate Entrance Exam scores (this may require retaking the entrance exam), provide one reference from one of the student’s prior JFK Muhlenberg Snyder instructors, and write an essay addressing the reason(s) why the student is seeking to change into a different JFK Muhlenberg Snyder School program. Each program has its own entrance requirement; prior acceptance does not guarantee readmissions.
NURSING PROGRESSION & ACADEMIC POLICIES

PROGRAMGOALSANDSTUDENTLEARNINGOUTCOMES

PROGRAM GOALS
1. To educate graduates who are eligible to sit for the professional registered nurse licensing examination.
2. To instill in the graduate the desire for continued learning, critical thinking and self-development.

STUDENT LEARNING OUTCOMES
Upon entry into the practice of nursing, the graduate of this program is expected to demonstrate the following behaviors:
1. Function as a graduate professional nurse within structured health settings.
2. Provide competent nursing care to patients with commonly occurring health deviations through application of nursing theory, evidence-based practice and concepts from the behavioral and natural sciences, the humanities, ethical principles and legal standards.
3. Utilize opportunities for continuing personal and professional development.
4. Accept accountability/responsibility for professional practice as a nurse.
5. Teach patients self care practices related to the promotion, maintenance and restoration of health.
6. Cooperate with health team members to facilitate optimal health of patients in primary, secondary and tertiary settings.
7. Select appropriate communication, coordination and collaborative skills when interacting with individuals and groups.
8. Apply critical thinking to nursing care situations.
9. Demonstrate an understanding of evidence-based practice as a research participant.

The graduate of the JFK Muhlenberg Snyder School of Nursing is eligible to sit for the State Board Licensing Examination for Registered Nurse Licensure.
Revised 06/13

ORGANIZING FRAMEWORK
The organizing framework of the curriculum is eclectic in approach. An interactional model, patterned after Orem’s Self Care Theory, serves as the primary unifying element in the curriculum. This model is built on the faculty’s belief that Man is a complex rational being who interacts with his fellow human beings for purpose of preserving the well being of self, society and the environment. Subsumed, as an integrative and complementary factor affecting human interaction, is Maslow’s theory of human motivation. An organizing strategy for implementation of this curriculum is the identification of the nursing needs of patients experiencing commonly occurring health problems.

Theoretical Framework of the Curriculum
1. The interactional model serves to organize the curriculum around the understanding of human needs, abilities and interpersonal relationships. Through interaction, the nurse employs deliberate use of self to foster Man’s abilities.
2. Abraham Maslow’s theory of human motivation characterizes the individual as one who is capable of using his intellect and other abilities for growth. The ability to move toward self-actualization by both the nurse and the recipient of nursing services is necessary to support the interactional model.

Maslow’s and Orem’s descriptions of various need categories are held to be mutually complementary and serve to embody a positive view of Man and his/her interaction with society and an environment. Moreover, Maslow’s idea of needs existing in a hierarchy provides a basis for identification of priorities when more than one unmet need exists. It thereby provides a basis for the development of nursing judgment.

Organizing Constructs of the Curriculum
Threads in the curriculum arise from the philosophy and objectives of the program. They are the process threads and the integrative threads.
1. Process threads are those threads arising from the theorist in the conceptual framework – Orem and Maslow.
2. Integrative threads are as follows:
   - Role of the Nurse (encompasses management/delegatory role and quality care)
   - Nursing Process/Critical Thinking
   - Communication/Cultural Diversity
   - Growth and Development (encompasses physical, intellectual, psychosocial, spiritual)
   - Pathophysiology: Concepts and Health Deviations
PROGRAM OUTCOMES
Program Completion rate: All students will complete the program in 150% of the program length.

<table>
<thead>
<tr>
<th>Track</th>
<th>Length of Track</th>
<th>150% Completion Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generic Track</td>
<td>5 semesters</td>
<td>8 semesters</td>
</tr>
<tr>
<td>Accelerated Track</td>
<td>3 semesters</td>
<td>5 semesters</td>
</tr>
<tr>
<td>LPN to RN Track</td>
<td>3 semesters</td>
<td>5 semesters</td>
</tr>
<tr>
<td>Pathways to BSN Track</td>
<td>5 semesters</td>
<td>8 semesters</td>
</tr>
</tbody>
</table>

- **Transfer Students** – once you enter the program you have 150% of the time to complete the program.
- 90% of the seniors surveyed (Senior Program Evaluation) will rate their preparations to achieve student learning outcomes at a 3 or above on a Likert Scale of 1-5, 5 being the highest.
- The School of Nursing will maintain a pass rate at or above the national average on the NCLEX-RN examination.
- 80% of the graduates who passed NCLEX-RN will attain positions in nursing within one year from the time of graduation.
- 85% of the graduates/employees surveyed will rate their perception of the quality of their nursing performance at a 3 or above on a Likert Scale of 1-5, 5 being the highest.
- 20% of the graduates who pass NCLEX-RN will enroll in an upper division program (BSN) (MSN) (three year survey).
- Maintain accreditation from the New Jersey Board of Nursing.
- Maintain accreditation from the Accreditation Commission for Education in Nursing (ACEN)

ACADEMIC PROBATION
A student who has fewer than 15 credits will be placed on probation according to The School of Nursing Quality Point Index Scale which can be found in the Student Handbook (available on the website, www.jfkmuhlenbergschools.org). A student with 15 or more credits will be placed on probation with a cumulative Grade Point Average below a 2.0.

A student falling in the dismissal range according to the Quality Point Index Scale, and, who has not been on probation the previous semester, will be placed on probation for that semester rather than being dismissed.

Exception: A student seeking to repeat a nursing course in which a grade of —F‖, —D‖, or —D+‖ was earned, who because of that grade is unable to meet the grade point average of 2.0, will be permitted to repeat the nursing course while on probation.

The probationary period is one semester. Students on probation may take non-nursing courses. However, they may not carry over five courses (16 credit hours) without written approval of the Dean, School of Nursing. Students on probation may not hold office in any student organization.

At the conclusion of the one semester probationary period, the academic progress of the student is again reviewed. If the student’s grade point average is determined to be satisfactory according to the Quality Point Index Scale, probationary status is automatically terminated.

Continued Probation: At the end of the initial probationary semester, a student will be placed on continued probation, if his/her grade point average remains within the probationary range based on the Quality Point Index Scale. Students on continued probation may not take nursing courses; non-nursing courses at Union County College may be taken. A maximum of 12 credits may be attempted. Students on continued probation must attain a semester grade point average of 2.0 with no grade below a —C‖. If the student meets the above stated requirements, and also achieves a cumulative grade point average of 2.0 at the close of the semester, probationary status is automatically terminated.
ACADEMIC PROGRESSION POLICY
Students matriculate into the JFK Muhlenberg Snyder School of Nursing program when they register for their first course, Academic or Nursing.

- Applicants with previous college experience are required to have a 2.5 cumulative grade point average (GPA) in all relevant courses. See Curriculum Design.
  Note: To transfer nursing credits, the nursing course must match in content and sequence. A passing grade must have been earned from the school from which it is transferred.
- Accepted students are eligible to take the NURM 100 (Math for Pharmacology) Challenge examination prior to entry into NURM 121 (Nursing I). Students may challenge NURM100 one time only. Information is available on the Schools’ website, www.muhlenbergschools.org.
- All pre-requisite and co-requisite requirements must be met.
  1. All nursing courses and all science courses must be completed with a grade of —C‖ or better before entry into the next nursing course. This applies to BIO 105/BIO 106/BIO 108/CHE 105, NURM 100, NURM 119, NURM120, NURM121, NURM122, NURM221, NURM141, and NURM241.
  2. A student must achieve a cumulative grade point average of 2.0 or higher to enter NURM 119 (Introduction to Nursing Concepts).
  3. A student must achieve a cumulative grade point average of 2.0 or higher at the end of each semester in order to progress into the next nursing course. EXCEPTION: A student seeking to repeat a nursing course in which a grade of —F‖, —D‖, or —D+‖ was earned, who because of that failing grade is unable to meet the grade point average of 2.0, will be permitted to repeat the nursing course if it is being offered again by The School of Nursing and if there is a seat available. After the course is completed, the student’s grade point average must be a 2.0 or better.
  4. For courses taken at Union County College, a student may not attempt a course for the third time without the Department Chairperson’s approval. Final grades of —W‖ will count as an attempted course and will be included in the course-repeat process.
  5. LPN Transition Academic Progression Policy: Upon successful completion of NURM120 (LPN Transition), advanced standing will be awarded for NURM100 (Math for Pharmacology – 1 credit), NURM119 (Introduction to Nursing Concepts – 3 credits), NURM121 (Nursing I – 8 credits) and NURM122 (Nursing II – 8 credits). The Nursing 120 (LPN Transition) course may not be repeated. If a student fails to obtain a grade of —C‖ or higher, he/she must take NURM119 (Introduction to Nursing Concepts) on a seat-available basis and progress sequentially through the Generic track nursing courses.
  6. Students who are enrolled in the Generic Track may not transfer to the Accelerated Track if they have failed any nursing course in the Generic Track.

- All pre-requisite (except for Humanities electives) and co-requisite courses of the LPN Career Ladder must be satisfactorily completed in order for the student to progress to the next nursing course.
- Academic progress is evaluated at the end of each semester using the Quality Point Scale found in the Student Handbook. The Student Handbook is available on the Schools’ website, www.jfkmuhlenbergschools.org.
- All nursing courses are sequential.

The following pertains to the Accelerated Track:
If a student fails NURM 141 (a 13 credit course) and requests to enter the Generic Track and not repeat NURM 141, the student may challenge NURM 119 (Introduction to Nursing Concepts – 3 credits), and if successful take NURM 121 (Nursing I – 8 credits) and NURM 122 (Nursing II – eight credits). Subsequently, the grade from NURM 141 would be excluded from the cumulative GPA. If student does not challenge N119, the student must take and pass N119, N121 and N122.

If a student fails NURM 241 (an 11 credit course) and requests to enter the Generic Track and not repeat NURM 241, the student must take and pass both NURM 122 (an eight credit course) and NURM 221 (a nine credit course). Subsequently, the grade from NURM 241 would be excluded from the cumulative GPA.

If a student fails NURM 242 (a thirteen credit course) and requests to enter the Generic Track and not repeat NURM 242, the student must take and pass both NURM 221 and NURM 222 (each a nine credit course). Subsequently, the grade from NURM242 would be excluded from the cumulative GPA.

The following pertains to the LPN to RN Transition Track:
If a student fails Nursing 120 (the four credit LPN to RN Transition Course), he/she may not repeat the course and must enter into the Generic Track. That student must take and pass NURM 119 (a three credit course) and NURM 121 (an eight credit course). Subsequently, the grade from Nursing 120 would be excluded from the cumulative GPA.
ANECDOTAL NOTES
Instructors write weekly anecdotal notes, as soon as possible after clinical experiences. It is the student’s responsibility to read, sign and date these notes weekly. If desired, the student may respond in writing to the anecdotal received at the time of signing.

ATTENDANCE POLICY - NURSING COURSES
ATTENDANCE AT ALL CLASSROOM AND SKILLS SIMULATION LABORATORY SECTIONS OF EACH COURSE IS VITAL FOR THE STUDENT TO MEET THE OBJECTIVES OF THE COURSE. ATTENDANCE WILL BE TAKEN AT ALL CLASSES.

Students are expected to attend all lectures, clinical laboratories and practice laboratory hours. If, for any reason, a class, lab or practice laboratory is missed, it is the student's responsibility to obtain the material covered. Absence from the course work may jeopardize the attainment of the course objectives.

The clinical laboratory experience is a dynamic and important component of the student's nursing education. It allows the nursing student to apply the theoretical concepts learned in the classroom.

The nursing student is expected to be present at each classroom, clinical laboratory, and practice laboratory day to meet course objectives.

NOTIFICATION SYSTEM FOR CLINICAL ABSENTEEISM - ALL STUDENTS MUST FOLLOW
In the event the student cannot be present in the clinical laboratory he/she is expected to undertake the following:

1. Have knowledge of the telephone number for the assigned unit prior to the absence.
2. Day students are to notify the assigned clinical area by 7 A.M. on the assigned day of his/her plan to be absent.
   Evening students are to do the same by 3 P.M. The student is to (a) ask the staff member his/her name, (b) request that the absence be communicated to appropriate staff members and the assignment sheet, and (c) make note of the time of the call.

Students will notify instructors personally if the instructor requests this at the beginning of the semester or clinical rotation. If the student fails to receive health clearance for clinical laboratory, he/she is expected to confirm this absence with the clinical unit and the course instructor immediately (See Health Policies). If the nursing student does not follow the notification system for clinical absenteeism at any time during the program, the following disciplinary action will occur:
   First Offense - A written disciplinary warning will be completed by the clinical instructor. A copy will be given to the student, the Associate Dean and the Dean, School of Nursing.
   Second Offense - A written disciplinary warning will be issued by the Associate Dean of the School of Nursing.
   Third Offense - The student will be subject to dismissal by the Dean, School of Nursing.

GUIDELINES FOR ABSENCES FROM PRACTICE LABORATORY
Practice Labs (previously called TAC) are part of clinical credit hours. Attendance is important and mandatory. If a Practice lab is missed, it must be made up within 2 weeks of the practice lab. If the Practice lab is not made up within 2 weeks, a clinical warning will be issued by the clinical instructor. If a Practice lab is missed the student must contact the clinical lab instructor in person, by email or phone to schedule a make-up appointment.
BIBLIOGRAPHY AND FOOTNOTE FORMAT
Students are expected to obtain and use a standard form and style book, for example - Campbell, W.G., and S. Ballou; Turabian; A.P.A. or similar book - when preparing all papers. A.P.A. Style books can be purchased at Union County College Bookstore. They are also available in libraries. Please include the style book used in the bibliography for each paper.

COMPUTER LABORATORY
The Computer Lab houses 23 computers, software, videos, audiocassettes and films. Students are encouraged to use the lab to learn or reinforce course content and skills by using designated audio visuals, computer assisted instruction and reference readings. The Computer Laboratory facilities are available for individual self-study, assigned projects, online course work and research. A catalog of the holdings of the software is available in the laboratory. Students are encouraged to be self directed in review of the catalog for the identification of materials which they can use to enhance their own learning. No food or drink is allowed in the laboratory. Student Identification Badges are required to be worn in the Computer Laboratory.

Academic Computing Network Use Policy:
The School’s computing facility and network connections provide academic support to the students of JFK Muhlenberg Snyder Schools. Students are encouraged to use computers, e-mail and the Internet. However, it is the responsibility of the students to guarantee that these systems are used in a proper and lawful manner at all times.

Network Policy:
JFK Muhlenberg Snyder Schools expects all members of its community to use electronic communications in a responsible manner. The School may restrict the use of its computers and network systems for electronic communications. Specifically, the School reserves the right to limit access to its networks through School-owned or other computers, and to remove or limit access to material posted on School-owned computers.

The School seeks to enforce its policies regarding harassment and the safety of individuals; to protect the School against damaging or legal consequences; to prevent the posting of proprietary software or the posting of electronic copies of literary works in disregard of copyright restrictions or contractual obligation; to safeguard the integrity of computers, networks, and data either at JFK Muhlenberg Snyder Schools or elsewhere; and to ensure that use of electronic communications complies with policies of the School that have been established for maintaining public order and the educational environment. The School reserves the right to amend this policy.

Social Media Policy:
Social networking, both professional and personal, is a popular way to connect with friends, foster relationships and create a complex group of online networks and online communities. However, these new communication and networking opportunities also creates new responsibilities for those who engage in social networking. Students who choose to use or contribute to online media are not only impacting their personal image, but may be potentially impacting the image of JFK Muhlenberg Snyder Schools. The purpose of this policy is to provide reasonable guidelines for online behavior for students of JFK Muhlenberg Snyder Schools.

GENERAL RULE
When communicating in social media you ACT AT YOUR OWN PERIL. Students must never engage in communication which injures the reputation of JFK Muhlenberg Snyder Schools or JFK Health or its patients or which discloses confidential information. Also, remember that your own reputation is at risk – what you say or do, even if not otherwise connected to JFK Muhlenberg Snyder Schools or JFK Health, may be seen by patients, vendors, competitors or others who will make judgments about you based upon what you place online.

This social media policy applies, but is not limited, to use of the following multi-media and social networking websites:
- Media such as, but not limited to, Facebook, Twitter, MySpace, LinkedIn, and You-Tube
- Websites and Blog Site(s) including Personal Blog(s)
- Wikis such as Wikipedia and any other site(s) where text can be edited or posted
- Social bookmarks such as Digg and Delicious

Please be aware that a violation of this policy may result in disciplinary action up to and including dismissal from JFK Muhlenberg Snyder Schools.
CREDIT TRANSFERABILITY POLICY

PURPOSE: To ensure that each individual receives an accessible, non-discriminatory and consistently applied policy of credit transfer

POLICY: The School of Nursing’s policy on transfer of credits complies with the Higher Education Opportunity Act and the ACEN Policy #25 Transfer of Credit. JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing strives to recognize and award advanced standing for comparable credit from another institution when the following criteria are met:

General Education Courses:
1. General education credits will be awarded provided the courses taken are requirements of the nursing program.
2. Course content must be comparable in content and credit hours to the course being sought. All science courses must have a lab.
3. Students must have cumulative grade point average (GPA) of at least 2.5, and no grade lower than a C, in all relevant courses.
4. Students may be granted up to 32 college credits of advanced standing toward an Associate in Science degree.
5. Students who have previously been awarded a bachelor’s degree may receive up to 40 transfer credits toward an Associate in Science.
6. Credits earned in Anatomy and Physiology I, Anatomy and Physiology II, and Microbiology taken more than five years prior to application for admission will NOT be accepted for transfer credit. Chemistry is transferable for ten years. There is no time limit on liberal arts courses for transfer. Courses that exceed the time limit must be retaken.

Nursing Courses:
1. It is the responsibility of the accepted applicant to provide the detailed course outline for each course that transfer credit is being sought. The outline must be the one from the semester in which the accepted applicant took the course.
2. The accepted applicant must have earned a passing grade for the sending institution for each course being transferred.
3. To receive advanced standing for a nursing course, the course content must be comparable in content and credit hours to the course being sought.
4. Nursing credits may be transferable for up to five (5) years.
5. Up to twenty (20) credit hours of advanced standing in nursing (clinical) courses for the Generic and LPN Tracks that correspond in subject matter and number of credit hours to JFK Muhlenberg Snyder nursing courses may be granted.
6. A applicant seeking to transfer any nursing courses must include a letter of reference from the director of the school of nursing or from the respective course instructor.

PROCESS:
1. The student must apply to the JFK Muhlenberg Snyder Nursing School
2. General Education and Nursing credits: - Send all official transcripts from the transferring institution to the School of Nursing Office of Admissions
3. Nursing Courses:
   A. Obtain the nursing course(s) outline(s) from the previous nursing schools attended.
   B. The Associate Dean will review the content and credit to determine advanced standing in nursing courses.
4. General Education Courses:
   A. The Director of Registration will review the transcript to determine advanced standing in general education courses.
5. The student must contact the Director of Registration and Enrollment to ascertain the status of advanced standing.

Revised: 08/10
CURRICULUM DESIGN
1. Students are responsible for acknowledging and following the Curriculum plan for their respective class. It is expected that the student recognize all course requirements in preparation for program completion. The student is expected to maintain his/her own personal record of courses completed, grades, grade point average and copies of course work submitted for grading. The accuracy of these personal records is the student’s responsibility.

2. The Curriculum Design is as listed on the following page.

   A. The Generic Track
   B. The LPN to RN Track
   C. The Accelerated Track
   D. The Pathways to BSN
JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools  
Nursing Curriculum Design

All tracks lead to a Diploma in Nursing from JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools and an Associate in Science (AS) degree from UNION County College

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Nursing Credits: 38  
General Education Credits: 37  
Total Credits: 75  
*Transfer limits: BIO sciences – 5 years  
CHE sciences – 10 years  
**These 4 credits are held in escrow and upon passing NURM120, advanced standing awarded for:  
NURM 100 1 credit  
NURM 119 3 credits  
NURM 121 8 credits  
NURM122 8 credits  

Note: CHE 113 and CHE 114 may be needed for transfer into a BSN program.

See next page for Accelerated track and Pathways to BSN track
### Accelerated Track

<table>
<thead>
<tr>
<th>Course</th>
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### Pathways to BSN – 20 Kean University B.S.N. Credits

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**Nursing Credits:** 38  
**General Education Credits:** 37  
**Total Credits:** 75  

*Transfer limits: BIO sciences – 5 years  
CHE sciences – 10 years  

***Condensed 12 week course

Note: CHE 113 and CHE 114 may be needed for transfer into a BSN program.

Revised 5/14
EXAMINATION POLICIES

All examinations and answer sheets are the property of JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing and may not be retained by students for any reason. All students are responsible for taking scheduled examinations as part of the course requirements.

If an examination is missed because of illness, the student must contact the lead teacher of the course prior to the start of the exam. The student has twenty-four (24) hours (excluding weekends and holidays) to take the examination upon return from illness. This period of time may be extended at the discretion of the course faculty. If the student fails to contact the lead teacher within the twenty-four (24) hour period, the student may receive a failing grade (XF) for the designated exam and consequently the course.

If an examination is missed due to an emergency situation other than illness, the student is expected to contact the lead teacher of the course or School of Nursing administration on the day of the examination. If the student's absence is excused by the course faculty, the student shall sit for the examination within twenty-four (24) hours of the time that the examination was originally scheduled. This period of time may be extended at the discretion of the course faculty.

What constitutes an excused absence will be at the discretion of the course faculty; however, acceptable absences are defined as: illness documented by a medical certificate signed by a physician or nurse practitioner or verified by a member of the faculty, life threatening illness or death in the immediate family. If the absence is deemed unexcused by the course faculty, the student must sit for the examination within twenty-four (24) hours of the time that the examination was originally scheduled and shall receive no higher than a grade of seventy percent (70%) on the examination.

When taking a make-up exam, due to illness or emergency as per policy, the student will sit in a room with an instructor or member of administration while taking the examination. A different but comparable exam must be given for all make-up exams.1

No retake of any examination in any nursing course will be allowed.

In conjunction with the Ethics policy, The Faculty adopted the following policies regarding examination administration:

1. All students will be required to sign an Honor Code Pledge at the beginning of each semester (see Addendum C). This will be kept in each student’s permanent School of Nursing file. In addition, each student will be required to write and sign an honor code statement on each examination and assigned written work (see Addendum D). Students shall not give, seek or receive aid in any form before, during or after an examination when such aid might create an unfair advantage. Students are not permitted to sit at their desks with notes prior to the exam. Any last minute studying must be conducted outside the classroom. Students questioning instructors during the exam about content on the exam or explanation of content is not permitted.

2. Students are required to come to the testing classroom with a school picture ID. ID badge packet must be removed before the start of exam. Examinations will be numbered consecutively prior to distribution to the students. All examinations and answer sheets will be counted by the instructors at the completion of the examination.

3. Student will print his/her name and exam number on the examination paper and scantron answer sheet. In addition the student is required to bubble in his/her name, test form and ID number on the scantron form prior to beginning the exam.

4. Students will be allowed out of the room during an examination at the discretion of the instructor.

5. Calculators will be provided by the instructor; no personal devices may be used.

6. All personal belongings (books, purses, coats, electronic devices including cell phones and recorders) must be left at the front of the room.

7. Proctors will provide each student with a sheet of scrap paper if needed. All scrap paper will be collected by the course instructors at the completion of the examination period.

8. No talking among students/faculty will be permitted while test materials are being distributed or during the examination.

9. If a student has a question during the examination period, he/she must raise his/her hand and remain seated. An instructor will go to the student. Content will not be discussed.

10. Only the response placed on the scantron answer sheet will be considered as the desired answer.

11. If the student wishes to change a response to an examination item during the examination, the original response must be completely erased. The new response must be clearly filled in on the scantron answer sheet.
**EXAMINATION CALCULATION POLICY**

Examination, quizzes and final examination grades will be recorded in whole numbers. They will be calculated by rounding off from one decimal to the nearest whole number after each examination. The average of the unit examinations is worth fifty percent (50%) of the final grade. The lowest quiz grade will be dropped and the average of the remaining quizzes will be worth ten percent (10%) of the final grade. The final exam is worth forty percent (40%) of the final grade. An example follows: (Note: The Scantron correcting/grading machine automatically rounds off each exam and quiz to the nearest whole number).

The number resulting from multiplying the unit exams by 50%, the whole number resulting from multiplying the 5 highest quiz grades by 10%, and the number resulting from multiplying the final exam by 40% are added together for the final grade. The final grade will be calculated by rounding off from one decimal to the nearest whole number.

(Note: The Scantron correcting/grading machine automatically rounds off each exam and quiz to the nearest whole number)

Example:

**UNIT EXAM**: I II III IV V  
83 79 73 85 82

Add the exam results: 83 + 79 +73 +85 + 82 = 402  
Average of Exams I through V = 402/5 = 80.4  
Multiply the 5 unit exams’ average by 50%: 80.4 x 50% = 40.2

**QUIZZES**: I II III IV V VI  
90 80 100 90 80 100

Drop the lowest quiz grade (80).  
Average the 5 highest quizzes – 90+80+100+90+100=460/5 = 92  
Multiply the average of the 5 highest quizzes by 10%: 92 x 10% = 9.2

**FINAL EXAM**: 82  
Multiply the final exam grade by 40%: 82 X 40% = 32.8  
Then add the averages of the unit examinations, quizzes, and final examination in whole numbers together for the final grade:  
i.e., 40.2 + 9.2 + 3.83 = 82.2 (B).

**Quizzes will:**  
- Be announced  
- Have 10-15 questions at the discretion of the Instructor  
- Include one alternate format  
- Be given after content delivery  

The lowest quiz grade will be dropped. Quizzes cannot be made up and no extra time will be given if student arrives late to class.

*The number of quizzes and unit exams is contingent on the individual course.

**ACADEMIC MIDTERM WARNING:** An academic midterm warning is completed at midterm if a student has a grade below 70% in a nursing course. (See Appendix J – Academic Mid-term Warning.)

**OMISSION OF EXAM QUESTIONS:** If the course faculty deems it necessary to omit a question when grading the examination, the question will be omitted for everyone whether correct or incorrect. The examination grades will be recalculated based on the original amount of questions.
**FINAL GRADES FOR THE COURSE:**
The final grade for the course will be derived by rounding to the nearest whole number. For example:

<table>
<thead>
<tr>
<th>EXAM GRADE</th>
<th>FINAL GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>69.4</td>
<td>69</td>
</tr>
<tr>
<td>69.5</td>
<td>70</td>
</tr>
<tr>
<td>79.4</td>
<td>79</td>
</tr>
<tr>
<td>79.5</td>
<td>80</td>
</tr>
<tr>
<td>89.4</td>
<td>89</td>
</tr>
<tr>
<td>89.5</td>
<td>90</td>
</tr>
</tbody>
</table>

**PROCEDURE FOR “EXAM IN PROGRESS” IF CLASSROOM EVACUATION IS NECESSARY.**
Objective: To maintain security of exam and integrity of exam takers if classroom evacuation is necessary (e.g. fire drill)
Procedure: The following steps will be taken:
1. The proctor will ask the students to turn over all exam papers and leave them on the desk.
2. The proctor will verbally remind students that they are not to talk to one another or communicate in any way until the exam is finished.
3. All belongings will remain at the front of the classroom.
4. Everyone will exit the classroom and proceed to the nearest exit.
5. The proctor will lock the classroom door upon exit.
6. With the proctor, the students will remain together silently as a group and return to the classroom as a group when the “all clear” is designated.
7. Upon return to the classroom, the exam papers will remain turned over until the proctor announces that the exam may begin again.
8. The proctor will allow the same period of time for the students to complete the exam as was left before the fire drill.

Nov. 2009

**REVIEW OF EXAMINATIONS**
Examination grades will NOT be posted. Students will receive their grades no sooner than twenty-four (24) hours after the completion of the examination. (except in the NURM120, LPN Transition course) Grades will NOT be released via telephone. Grades will only be reported by electronically with written permission from the student each semester using the Electronic Grade Release Permission form (see Addendum F). This form will be kept by the lead teacher of the current nursing course with a copy to the student.

The students will receive their copy of the exam, a copy of their scantron answer key and the scantron student grade report.

Students will have the opportunity to review their unit and final examinations, at the examination review. Any student who wants to review their exam again must do so within one week with any faculty member in the course. Students will have twenty four hours after exam review to discuss any concerns regarding the exam. Once the review process is complete for each exam the student may not go back to previous exams and ask for credit for any questions. Students will not be permitted to have writing implements or recording devices, including cellular phones and any other electronic devices, at their desks during the review. Students will not be allowed to take any notes; they can only read the exam and discuss questions with other students or the faculty. All books and personal belongings must be left in the front of the room. All exams and answers sheets are the property of the School.

All exam reviews will be conducted in a respectful manner for instructor and student. Any student who cannot conduct themselves in an appropriate manner will be asked to leave the review, and will need to make arrangements to see instructor for meeting after review is completed.
MATH PHARMACOLOGY TESTING
Due to the unpredictable nature of the clinical area to provide realistic math skills related to pharmacology for all nursing students, the faculty of JFK’s Muhlenberg Harold B. & Dorothy A. Snyder School of Nursing believes that paper/pencil mathematical/pharmacology testing is necessary. The math skills related to pharmacology testing is a type of written simulation experience that can be used as a clinical evaluation tool for teachers and as a diagnostic tool for students and teachers. As a clinical evaluation tool, the testing indicates whether the student has demonstrated satisfactory knowledge of math skills related to pharmacology as a diagnostic tool, the testing identifies the student’s strengths and weaknesses.

With this philosophy in mind, the faculty decided that the following clinical objective be added to the clinical evaluation tool in N120, N121, N122 and N141:

Pass a written mathematical/pharmacology test with a grade of 80% or better. This test may be taken no more than three times in an attempt to achieve the passing grade.

For students in N221, N222, N241 and N242, the clinical objective is as follows:
Pass a written mathematical/pharmacology test with a grade of 80% or better. This test may be taken no more that two times in an attempt to achieve the passing grade.

In order to assist the student in meeting this objective, each course will offer at the beginning of each semester a math skill review related to pharmacology. The first test will follow one week later. If a student passes with an 80 or above it indicates that the student has demonstrated satisfactory knowledge of math skill related to pharmacology. He/she may administer medications at the discretion of the instructor. If the student fails the test, a clinical warning is issued (See Addendum E). Remediation is mandated. One faculty member per course will be designated to guide the student on available resources. Remediation resources are available as follows:
1. Practice problems are available on the JFK Muhlenberg schools web site under Math Resources
2. Union County College interactive pharmacology practice on their web home page.
3. Union County College Academic Learning Center (tutors available).
4. Math 100 faculty will receive a copy of student’s exam to review with student.
ALL REMEDIATION MUST OCCUR WITHIN ONE WEEKS TIME. Medications may be administered under the supervision of the instructor.

If this is a N120, N121, N122 or N141 student who fails the first time he/she has 2 more times to show competence. If this is N221, N222, N241 or N242 student, he/she has 1 more time to show competence.

In either case, if the student passes the second or third time, it indicates that the student has demonstrated satisfactory knowledge of math skill related to pharmacology. The student may administer medication at the discretion of the instructor. If the student fails for the second time in the lower level courses he/she remains on warning. Remediation is mandatory. Medications may be administered under the supervision of the instructor.

If the student fails for the second time in the upper level courses or third time in the lower level courses the student has not demonstrated competence in math /pharmacology. Therefore, the student fails the objective and fails the clinical component of the course.

Update 4/12

MATH RESOURCES
Listed below are some math links with practice problems, explanation to problem set up and correct answers that you may find useful.

- www.testandcalc.com
- Nursesaregreat.com
- www.dosagehelp.com
GRADE POINT AVERAGE (GPA) - ALL STUDENTS

A student's academic standing is based upon his/her performance in all courses expressed in terms of the "academic grade point average" he/she receives. In computing this average, the following numerical values are assigned to each letter grade.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
</tr>
<tr>
<td>B-</td>
<td>3.25</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>C-</td>
<td>2.25</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D+</td>
<td>1.5</td>
</tr>
<tr>
<td>D-</td>
<td>1.25</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>XF</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Numerical quality points are then determined by multiplying the above values by the number of credit hours which a course carries. For example, a 3 credit hour course in which the student receives a "B" represents 9 quality points earned. The academic grade point average is determined by dividing the total number of quality points by the total number of credits attempted, whether passed or failed. The following is an illustration of this computation:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 106</td>
<td>4</td>
<td>C (2)</td>
<td>8</td>
</tr>
<tr>
<td>Psychology 205</td>
<td>3</td>
<td>A (4)</td>
<td>12</td>
</tr>
<tr>
<td>Nursing 121</td>
<td>8</td>
<td>B (3)</td>
<td>24</td>
</tr>
<tr>
<td>Total Attempted Credits: 15</td>
<td>Total Quality Points Earned: 44</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

44 divided by 15 results in a 2.93 grade point average

Institutional and transfer credits are not included in the computation of averages. Institutional credits are awarded for preparatory and basic skills courses. When a student repeats a course, the higher grade will be substituted for the lower grade in the student's average. This altered average is known as the "adjusted average". The student's record, however, will show all courses attempted and all grades received.

Students may repeat science courses only once after a failing grade (below a C). If the student fails any science course the second time, he/she is dismissed from the nursing program.

GRADING OF NURSING COURSES: NURM 100, 119, 120, 121, 122, 221, 222, 141, 241 and 242

The minimum acceptable grade in these courses is a "C". Nursing 100 and Nursing 119 are theoretical courses. A letter grade is assigned to the student's achievement in theory. All other courses are comprised of theoretical and laboratory components. The laboratory is graded on a Satisfactory/Unsatisfactory basis, while a letter grade is assigned to the student's achievement in theory. A student must pass both the theory and the laboratory component of a course. A failure in either component will result in a failure in the total course. All grading, both theory and clinical is a measurement of the degree to which the student has met course objectives.

THE GRADING SYSTEM

Courses are recorded in terms of credit hours. The fall and spring semester each consist of 15 weeks of instruction plus a one-week final examination period. Summer sessions may vary in length. One theory credit hour is equivalent to a 50-minute period of class work per week per semester. One laboratory credit hour is equivalent to a three-hour period of laboratory experience per week per semester. Students receive a grade report following the close of each semester.
The School uses the following system of grading to indicate on its records the quality of a student’s work:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>90-100</td>
</tr>
<tr>
<td>B+</td>
<td>Very Good</td>
<td>85-89</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>80-84</td>
</tr>
<tr>
<td>C+</td>
<td>Above Average</td>
<td>75-79</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>70-74</td>
</tr>
<tr>
<td>D+</td>
<td>Below Average</td>
<td>65-69</td>
</tr>
<tr>
<td>D</td>
<td>Unsatisfactory</td>
<td>60-64</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>Below 60</td>
</tr>
</tbody>
</table>

1 | Incomplete
2 | Incomplete changed to failing
2 | Unofficial Withdrawal

1. Minimum passing grade for nursing and science course

1. NURM 100, 119, 120, 121, 122, 221, 222, 141, 241, 242; BIO 102, 105, 106, 108; CHE 005, 105, 113, 114.

2. Transfer credit for nursing & non-nursing courses taken in the JFK Muhlenberg Harold B. & Dorothy A. Snyder School of Nursing/Union County College Cooperative Nursing Program is awarded at the discretion of the receiving institution.

3. A grade reported as incomplete at the end of a semester in a nursing or non-nursing course will be permanently recorded as –XF if the incomplete is not removed within the first six weeks of the next regular semester. The student will be officially withdrawn from any sequential course if the incomplete is not removed from the prerequisite course within the stated six-week time period. However, students may NOT progress in the nursing sequence with an incomplete in the prerequisite nursing course.

4. The last date to withdraw for each semester and for each summer session is posted on the Union COUNTY COLLEGE website and on the JFK Muhlenberg Snyder Schools’ website. Withdrawals are not permitted after the withdrawal date. A student can withdraw from the same nursing course twice. After the third withdrawal, he/she is dismissed from the nursing program.

Any JFK Muhlenberg Snyder School of Nursing student who has failed two JFK Muhlenberg Nursing courses is dismissed from the School. This dismissal is final and the student may not reapply to the JFK Muhlenberg Snyder School of Nursing. (Updated 08/16)

SKILL SIMULATION LABORATORIES
The Jean Hamm Skill Simulation Laboratory and the Towbin Skill Simulation Laboratory are located on the first floor of the Schools and provide practice laboratory experiences for nursing skills. The labs are equipped with life-size demonstration models, beds and equipment to simulate the clinical area. Simulation manikins are also housed in the skills simulation laboratory. A Classroom/Lab Instructor is available at posted times during the Spring, Summer, Fall and Winter semesters. The laboratory practice provides “hands-on” experience with equipment for skill refinement or in preparation for a clinical assignment; or by creative problem solving when carrying out a simulated nursing situation that combines theory and practice and is also used for skills appraisal. Open Lab hours are posted on the School’s website – www.jfkmuhlenberg.org. No food or drink is allowed in the laboratory. Student Identification Badges are required to be worn in the Skill Simulation Laboratory.

REFERRAL TO SKILLS SIMULATION LABORATORY
Students exhibiting skill deficiencies, or lacking skill experience, or having difficulty transferring theory to practice, may be referred by the Course/Clinical Instructor to the Skill Simulation Lab Instructor.

All students should self-evaluate their skill ability and be aware where improvement is needed. They are encouraged to utilize the lab. Students who have failed the clinical portion of a nursing course, or who have not been enrolled in a nursing course for more than one semester, may practice in the Skills Simulation Laboratory. Practice in this lab will enhance potential for success in the nursing program.
NCLEX-RN (NATIONAL COUNCIL LICENSING EXAMINATION) REVIEW COURSE

Nursing students are required to pay for and attend a mandatory review course after graduation, prior to sitting for the NCLEX-RN (licensing) examination. Students must attend a NCLEX review course approved by the school.

SKILLS APPRAISAL

Whereas the Skills Simulation Laboratory is a supportive environment for students to practice previously learned and newly acquired clinical skills under the guidance of the Clinical Laboratory Instructor(s), the Skills Simulation Laboratory can also be used by the faculty to appraise the students’ clinical skills so that the safety of the patient is not jeopardized. A clinical objective related to skills appraisal is found in each courses’ clinical evaluation tool. It reads as follows: If unsuccessful, the student has two more opportunities to pass the skills appraisal. Retesting must be completed within three weeks of the initial failure. If the student fails for the third time, the student receives an unsatisfactory clinical evaluation at the time of the appraisal.

The following guidelines will apply for skills appraisal:

1. A skills appraisal will occur once or twice each semester as determined by the individual nursing course. A student must pass the skills appraisal (s). If unsuccessful, the student has two more opportunities to pass the skills appraisal (s). Retesting must be completed within three weeks of the initial failure. If the student fails for the third time, then the student receives an unsatisfactory evaluation at the time of the appraisal. The following guidelines will apply for skills appraisal:

   It is highly recommended that students will go to the Skills Practice Lab to practice the skills which will be covered during the skills appraisal (s).

2. The instructor will determine how many skills a student must demonstrate. The minimum number of skills is three.

3. If the student demonstrates competency in all the skills, that student receives a satisfactory skills appraisal.

4. If the student cannot demonstrate competency in one (1) or more skills satisfactorily, that student will receive documentation of an unsatisfactory skills appraisal. (See Addendum G)

5. Students with an unsatisfactory skills appraisal will receive a skills referral slip to the skills simulation laboratory for further practice of the skill(s) in which they were deficient.

6. Students who are deficient will make an appointment with the Skills Simulation Laboratory Instructor, presenting the instructor with the referral slip so that they may practice the deficient skill(s). One week time is given for practice.

7. Students who received an unsatisfactory skill appraisal may continue to care for patients on the clinical unit under the supervision of the course instructor.

8. When the Clinical Lab Instructor determines that the failed skill(s) has been practiced satisfactorily, the Clinical Lab Instructor will notify the student and write on the referral slip that the student is ready for testing of that skill(s) by the course instructor/clinical lab instructor or clinical lab coordinator.

9. At the end of one (1) week, an appointment is made by the student with the course instructor/clinical lab instructor or clinical lab coordinator for retesting. When the skill appraisal becomes satisfactory, the unsatisfactory will be changed to satisfactory. If the student is unsuccessful for the second time, the student refers to guidelines numbers 5-11 for practice and testing. At the discretion of the course instructor, when a student successfully demonstrates a required skill in the clinical setting, she will not be required to perform this skill during the skills appraisal.

Procedure: To utilize Skills Simulation Lab, the student will:

1. Select date and time when the lab and clinical lab instructor are available.
2. Time schedule must be in students' free time.
3. Indicate specific skill to be practiced.

The Clinical Simulation Laboratory Instructor will provide hardware, software and equipment needed for student use.

Skills Policy for Returning Students

1. Students who are returning to the School of Nursing from a medical illness, personal leave of absence or academic leave should practice in the Skills Simulation Laboratory prior to the beginning of the semester.

2. Returning students will practice these skills in Open Hours in the Skills Simulation Laboratory during the two weeks preceding the semester of their return, in order to prepare you for the Skills Appraisal and success in the course.

As with all students, if a returning student does not perform a skill competently in the clinical area, the course instructor will issue a Referral Slip to that student.
STANDARDIZED EXAMINATIONS
A computerized “Assess Test” will be administered in Nursing 222 and Nursing 242. This test provides a review of and retention of program content. This Assess Test indicates areas of knowledge, strengths and areas for growth.

This standardized test is mandatory. The time and place will be posted well in advance of such testing. Final course grades will not be released until all course requirements are met.

If a student receives below the determined score set by the School on the Assess Test, he/she may be required to take an additional practice test and/or to practice additional review questions and/or to develop a remediation plan. These requirements must be met before the student is endorsed to sit for State Board NCLEX-RN.

PRACTICE LABORATORY HOURS
Practice Laboratory hours are specified times in the Skills Simulation Laboratory in which practice is guided by the Clinical Lab Instructor. When assigned, practice lab hours are mandatory. Practice lab hours are required in NURM 120, 121, 122, 141, 241 and 242. Attendance at tutorial and/or review sessions in any course is strongly recommended.

UNSAFE CLINICAL PERFORMANCE
Unsafe Clinical Performance is defined as the student’s inappropriate action or inaction that endangers the safety of the patient and/or self and/or violates the procedures of the Medical Center and/or the School of Nursing. In the event that the instructor deems the student’s performance to be unsafe, at any point in the semester, regardless whether or not a clinical warning has been issued, the instructor has the right and responsibility to require that the student leave the clinical area. In the event that the student’s performance is unsafe, this may result in dismissal from the program.

Examples: May include but are not limited to:
- Behavior indicating substance abuse
- Abandonment of patient
- Insubordinate behavior towards faculty or staff
- Flagrant disrespect of patient, faculty, staff and/or peers
- Gross negligence
- Verbal abuse or physical abuse/neglect to patient, faculty, staff and/or peers
- Possession of a weapon
- Theft of any medical center property
- Unsafe practice which causes potential or actual harm to a patient
- Lack of knowledge and/or incompetence of previously learned skills
- Falsification of documents
WARNING NOTICES FOR UNSATISFACTORY CLINICAL/CLASSROOM PERFORMANCE

A student who functions in a manner which shows inconsistent growth in knowledge and skill and is unsatisfactory in meeting the clinical objectives of the course, at any point during the semester, will have a conference with his/her current instructor. Subsequently the instructor must issue a clinical warning. Once a clinical warning is issued, the student remains on warning throughout the semester. A written clinical warning must precede a clinical failing.

Written documentation of the clinical warning will be distributed as follows:

- Narrative:
  - student nurse
  - clinical instructor’s anecdotal file/course
- Clinical Warning Notification:
  - student nurse
  - clinical instructor’s anecdotal file/course
  - student’s academic record after written acknowledgment by Associate Dean and Chair, Promotions and Evaluation Committee
- Academic Warning: same as Clinical Warning Notification (see Addendum I)

A Warning notice may also be issued in one other instance: If a student receives below an 80% on the math/pharmacology test, he/she will be placed on clinical warning (see Addendum E — Clinical Warning re: Math Policy). Individual course outlines will contain details.

The instructors in collaboration with the student will decide on need for 1:1 with Clinical Lab Coordinator/Instructor in the Skills Simulation Laboratory.

The minimum acceptable grade in a nursing designated course is a "C". If a student earns a "D+", "D" or "F" in a nursing designated course he/she will have to repeat the course. The "D+", "D" or "F" will initially be recorded on the transcript and will be computed in the student's grade point average. This grade will be deleted from the grade point average after a satisfactory grade is achieved, but will remain on the transcript.
SCHOOL LIFE

ALMA MATER
Tune: May The Good Lord Bless and Keep You

With our voices raised to heaven
And with joy that's born above,
May we sing to our profession
And the School we love.

May the standards you have taught us
Last throughout the years ahead,
And no matter what's before us
It's by God we're led.

May our faith be there to guide us,
And our courage to see us through;
May endurance be our password In everything we do.

As the years will pass before us,
And we think of student days,
May we sing to thee, dear Muhlenberg
With these words of praise.

May we sing to thee dear Muhlenberg
With these words of praise.
APPEAL PROCESS

I. APPEAL PROCESSES
An academic and non-academic appeal process is detailed below. All other issues are addressed to the Dean on an individual basis. The documentation is maintained in the Office of the Dean.

All students within the School of Nursing have the right to appeal certain decisions through procedures that afford due process. Nursing course grades may not be appealed at Union County College.

II. NON-ACADEMIC APPEAL PROCESS
Non-academic appeals cover all issues related to student conduct, excluding grades and clinical evaluations. The student is given the right to an orderly, unbiased examination of a decision of the Dean or his/her designee when such decision is perceived by the student to be capricious, arbitrary or based on inadequate rationale/documentation or other evidence, when considered as a whole.

A student seeking review of a decision by the Dean which, if enforced against the student, will result in some form of significant sanction or other negative consequence for the student, shall be entitled to a review of such decision in accordance with the following procedure:

A. Within seven (7) working days of receiving WRITTEN notice of the Dean’s initial decision, if the student wishes to seek review of this decision, the student shall submit, to the Dean, a written statement of his/her grievance (the “Grievance Statement”), indicating the nature of the charge(s) made against him/her and his/her response thereto. This statement serves as the student’s request for a review in accordance with the process set forth herein.

B. The Dean shall promptly convene an Investigative Committee for the purpose of investigating the matter. The Dean shall provide to the Investigative Committee a copy of the student’s Grievance Statement.

C. The Investigative Committee will consist of the following individuals:
   The Associate Dean
   One faculty member (appointed by the Dean)
   President of the Student Government Association
   (or)
   Vice President of the Student Government Association

D. The Investigative Committee shall use best efforts to schedule a hearing within five (5) working days from original receipt by the Dean of the student’s Grievance statement.

E. At least three (3) working days prior to the appeal hearing date, the Dean or designee will submit a statement regarding the rationale/documentation upon which decision concerning the student’s conduct was based.

F. The student and a representative of the School will appear before the Investigative Committee at the designated time and place to present the issues and to address any questions that the Committee may have concerning the matter.

G. The student and representative of the School may each bring a support person to the hearing. The support person may serve as a consultant, but may not actively participate in the hearing. The hearing is not intended to be a trial or similar proceeding and, therefore, the support person may not participate in the hearing in the capacity of a lawyer or advocate of the student’s position (e.g., presenting evidence, examining witnesses, making argument to the Investigative Committee, or otherwise actively counseling the student).

H. The hearing will be audio taped and the tape will be retained by the Dean. The purpose of doing so is to create a record of the hearing in order to ensure that the matter was fairly reviewed by the Investigative Committee and that both the student and the Dean’s position were fairly presented and considered by the Investigative Committee.

I. At the conclusion of the hearing, the Investigative Committee will make a final written decision, unless extraordinary circumstances preclude the committee from making an immediate decision, in which case the committee will render its decision within two (2) business days of the completion of the hearing. A majority vote will constitute the final decision of the Investigative Committee.

J. The decision of the Investigative Committee will be given in a written statement to the Dean.
K. The Dean shall, within one (1) business day of the student’s receipt of the written decision of the Investigative Committee, review the written materials considered during the hearing, review the Investigative Committee’s recommendations and issue a written decision accepting, rejecting or modifying the Investigative Committee’s recommendations. The Dean will notify the student of the written decision which has been issued.

L. Following the issuance of the written decision by the Dean, either party may request an Administrative Hearing if he/she believes due process was not afforded. The purpose of this Administrative Review is to examine the process to determine if student and administrative rights were upheld (see Academic Process, Section D. —Administrative Hearing Process for a further description of the Administrative Hearing Process applicable to this phase of the review process).

M. If the student does not agree with the decision of the Administrative Hearing Panel, he/she has the right to document this disagreement within three (3) working days of the decision and have it placed in his/her permanent record. The decision rendered as a result of the Administrative Hearing Process, however, shall be final and binding on the student.

III ACADEMIC APPEAL PROCESS

The appeals process applicable to academic matters cover only issues involving grades and clinical evaluations.

A. A student must be notified of his/her academic status/performance. In the event a student seeks review of a grade or clinical evaluation (in accordance with the conditions and limitations set forth herein), the student must be given the right to an orderly, unbiased examination of a decision.

The following shall be the only bases upon which a student is entitled to an academic appeal:

(1) Faculty bias
(2) The instructor did not adhere to previously announced standards.
(3) Violation of student rights as described in the NSNA Student Bill of Rights including the failure to provide due process for the student.
(4) Calculation or recording error -
   Academic Appeals will be limited to unsatisfactory clinical evaluations and the inaccurate recording and/or reporting of an academic grade.

B. The following relates to an academic numerical grade
   The student may request that the Lead Teacher and the Associate Dean review the scoring of all examinations taken by the student. A review is instituted by the student submitting a request in writing to the Associate Dean within seven (7) working days of receipt of the final semester grade (students are not entitled to a review of individual test grades). The tabulation review will be conducted and the student will be notified of the results promptly. All grades will be reviewed for accuracy in calculation and in recording. Following this process, the academic grade is binding.

C. The following relates to clinical evaluations:

1. Informal Resolution
   (a) The student should attempt to resolve the disagreement related to the clinical evaluation with the involved faculty member(s). A copy of the evaluation tool and the anecdotal should be given to the student at this time.
   (b) The Associate Dean should be contacted to attempt to mediate the issue.
   (c) If the student is not satisfied with the outcome of the meetings, he/she may request an appeal. This is instituted by submitting a written statement of intent to the Dean, School of Nursing, within three (3) working days of the student/Associate Dean conference. At this meeting, the Dean will determine if the issue meets the stated criteria for a valid appeal (see above). The Dean will immediately notify the Chairperson of the Promotion and Evaluation Committee and the instructor(s) involved.
2. Appeals Committee Hearing

(a) If the student is not satisfied with the outcome of these efforts, he/she may request a hearing. This is instituted by submitting a written statement of intent to the Dean within three (3) working days of the student/Associate Dean conference.

(b) No later than three (3) working days following receipt of the student’s written statement of intent, the Dean will hold a conference with the student and determine if the issue meets the stated criteria for a valid appeal (see above). The Dean will immediately notify the Chairperson of Promotions and Evaluation.

(c) The student shall submit a formal appeal to the Chairperson of Promotions and Evaluations within ten (10) working days of the initial student/Dean conference. This letter shall clearly state the reason for the appeal. The letter shall refer to the specific facts relevant to the course objectives and should not include extraneous issues or referral to previous semesters. The student may seek assistance from a faculty member when preparing the formal appeal letter.

(d) Within three (3) working days of receipt of the formal appeal, the student will receive, from the Chairperson of Promotions and Evaluations, a description of the procedure/guideline to be used in the hearing and the Dean will notify the Appeals Committee that the student has been provided with a copy of the procedures/guidelines.

(e) At least two (2) working days prior to the hearing, the Chairperson of Promotions and Evaluations will give a copy of the student’s formal letter of appeal to the instructor(s) involved. At the hearing, the members of the appeal panel may read all relevant documents, including, without limitation, the student’s appeal letter, the Clinical Warning(s), and the Final Clinical Evaluation tool plus the anecdotal notes.

(f) The Dean will ordinarily schedule, and notify the student of, the formal appeal date within five (5) working days of receiving the student’s formal letter.

1. The student may select two (2) appointed faculty members or two appointed alternates (one faculty member from each level). The faculty member has the right to disqualify himself/herself. (The student cannot choose a faculty member in the course that the student is presently enrolled.)

2. The student will select two (2) students or alternates (one from each level). The student member has the right to disqualify himself/herself. (The student cannot choose a student in the course that the appealing student is presently enrolled.)

(d) The student and instructor(s) will appear before the Appeals Panel at the designated time to present the issues and answer questions from the Appeals Panel.

(e) The student and instructor may each bring a support person to the hearing before the Appeals Panel. This person may serve as support but may not actively participate in the hearing in the role of lawyer or advocate of the student’s position (e.g., presenting evidence, examining witnesses, making arguments, etc.).

(f) The hearing will be audiotaped and this tape will be retained by the Dean. The purpose of doing so is to establish a record of the hearing to ensure that the matter was thoroughly reviewed by the Appeals Panel and that both parties’ positions were fairly presented and considered by the Appeals Panel.

(g) The Appeals Panel makes recommendation to the Dean, but does not have the authority to change the clinical grade to “Satisfactory.” The decision of the Appeals Panel requires a majority vote and shall be presented as a recommendation to the Dean at the conclusion of the hearing. The Dean will review the written materials from the hearing and the Appeals Panel’s recommendation. Within one (1) working day of receipt of the Appeals Panel’s recommendation, the Dean will notify the student and the instructor(s) involved of the Dean’s decision. The decision of the Dean will be written.

(k) In the event a majority of the Appeals Panel is unable to reach a decision, the Panel will be dismissed and a new Appeals Panel will be empanelled within five (5) working days. The members of the new Panel will consist of two faculty members drawn by lot (any faculty member involved in the evaluation being appealed will not be eligible) and two (2) students (one from each level) drawn by lot. (The student cannot be in the course that the student is presently enrolled.)
D. Administrative Hearing Process

1. Following the decision by the Dean (upon completion of the hearing), either party may request an Administrative Hearing if he/she believes due process was not afforded. The purpose of this Administrative Hearing is to examine the process to determine if student and faculty rights were upheld.

2. A written request for a hearing must be submitted to the Dean by a party seeking an Administrative Hearing within two (2) working days of the receipt of the Dean’s decision.

3. This written request must state the reason(s) that the requesting party believes that due process was not accorded to him/her during the hearing. The Administrative Hearing Panel will consist of:

   (a) Dean, Schools of Nursing, Medical Imaging and Therapeutic Sciences

   (b) Vice President and Chief Operating Officer, JFK Health

   (c) Senior Vice President and Chief Nurse Executive

4. All written materials from the Academic Appeals Hearing are to be retained in the Office of the Dean and will be presented to the Administrative Hearing Panel by the Dean.

5. The Administrative Hearing will ordinarily be scheduled within ten (10) working days from the time of the request and the student will be promptly notified of the Administrative Hearing date by the Dean of the Schools.

6. The chair of the Appeals Committee, the student and faculty may each make an oral or written presentation to the Administrative Hearing Panel.

7. The Administrative Hearing Panel will render its decision within three (3) working days of the Administrative Hearing. A majority vote of the Panel will constitute the decision of the Panel.

8. The decision of this Panel will be forwarded to the instructor(s) and the student within one (1) working day after the decision has been made. The decision is final and binding and there shall be no further right of appeal of the decision.

9. If the student does not agree with the decision of the Academic Appeals Panel (in the case of academic appeal) or the Administrative Hearing Panel, he/she has the right to document this disagreement within (7) working days of the Academic Appeals Panel’s decision and have it placed in his/her permanent record.

10. During the appeal process, the student should proceed with his/her course work and clinical experience except for reasons of his/her physical or emotional safety and well-being or other reasons related to the safety of other students, faculty, patients or School or Medical Center property.

Additionally, JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools comply with the provisions of the Family Educational Right and Privacy Act of 1974 (Buckley Amendment). A summary of the provisions of the amendment is published yearly in the Student Handbook.

BLS (BASIC LIFE SUPPORT)

BLS - Healthcare Provider: All students enrolled in clinical courses must have current BLS certification prior to their first clinical day. To take the course at JFK, contact the Education Dept at – (732) 321-7000 Ext. 62091. The course title is –Health Care Provider‖. It is a 4 ½ hour course and the cost is $65.00. You may take the course at another facility, but it must be a –Health Care Provider‖ course sponsored by the American Heart Association, –AHAI.

CHAPLAINCY SERVICE

There is an Interfaith Chaplaincy Service which may be utilized by all students at any time. If you have need for pastoral services or counseling, please refer to the Interfaith Chaplaincy Service list by calling the main JFK Medical Center telephone operator. The telephone number is (732) 321-7000.

COUNSELING - PERSONAL

At the beginning of their first clinical semester, each student receives a comprehensive directory of personal counseling services available in Union County and neighboring communities.
FINANCIAL AID INFORMATION

JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools recognizes that many students and their families need assistance in meeting the cost of education. Financial need should not deter a student from applying to school, as there are multiple sources of financial aid available to incoming and current students. Students may be eligible for a variety of financial aid opportunities, including a Federal Pell Grant, New Jersey Tuition Aid Grant, Educational Opportunity Grant, New Jersey STARS Program, as well as other loan and scholarship programs.

Many students are surprised to learn that the actual cost of attending JFK Muhlenberg Snyder Schools after they receive grants and loans may be less than they think. The primary purpose of the financial aid program is to provide economic assistance to students who demonstrate financial need, and who, because of this need, would otherwise be unable to pursue their education. The Schools, within the limits imposed by funds available, makes every effort to provide a financial aid package, which equals the determined need. A financial aid package may include a combination of grants, loans and some scholarships. The total amount of financial aid offered a student shall not exceed his/her need. After reviewing the aid you are offered you will know the actual bottom-line cost of the school. In the meantime, visit our Net Price Calculator for an estimate.

For more information:

Review our Frequently Asked Questions on the School’s website.

APPLYING FOR FINANCIAL AID

You may qualify for need-based assistance from the federal or state government, the only way to find out if you qualify is to file the Free Application for Federal Student Aid (FAFSA).

Why file?
Many families are under the impression that they shouldn’t bother filing the FAFSA form because their income is too high and they won’t receive any financial aid. This is a common misconception because the FAFSA takes more than income into consideration. While you are not guaranteed to receive need-based grants, everyone who files the FAFSA qualifies, at a minimum, for a low-interest student loan.

How to file
The FAFSA is the only form required at JFK Muhlenberg Snyder Schools. There is no fee to apply and you can apply online by visiting www.fafsa.gov. Make sure you list JFK Muhlenberg Snyder Schools on your FAFSA form, our Title IV School code is: 006421.

What happens after you file?
It will take about 72 hours for the government to process your FAFSA and students are notified by email with instructions for downloading the results, a form called a Student Aid Report (SAR). This lets you know your expected family contribution (EFC) and if you qualify for a need-based grant from the federal government. The federal government will also send your results to your state so they can review your data and determine if you qualify for a need-based grant from the state. If you are from New Jersey, please be advised that the State of New Jersey will also need you to answer a few additional questions. For more information, visit the Report Additional Information tab on the website for the Higher Educational Student Assistance Authority (HESAA) at www.hesaa.org.

Why is your EFC important?
The student’s financial need is the difference between the cost of attendance (COA – educational cost including tuition, fees, books, maintenance at home or room at the Schools, transportation and certain incidental expenses) and the estimated family contribution (EFC). Your level of need will also determine if you qualify for, and if your student loans will be subsidized or unsubsidized.
When will I know the bottom line?
If you filed a FAFSA and listed JFK Muhlenberg Snyder Schools, we will receive your FAFSA results from the government and use this to put together a financial aid package for you. This package will provide you with a summary of the total cost of education (tuition, fees, books, room and board, travel, personal expenses, etc.) and also all forms of financial aid you qualify for, such as Federal Pell Grant and Federal Supplemental Educational Grant (FSEOG). In addition, your award letter will inform you of the loans for which you are eligible. The financial aid package is intended to give you a clear understanding of the bottom-line or net cost after all financial aid is applied.

FEDERAL TITLE IV PROGRAMS

Federal Pell Grant
A Federal Pell Grant is an award to help undergraduate students pay for their education after high school. For the Pell Grant program, an undergraduate is one who has not earned a bachelor’s or professional degree. A professional degree would include a degree in such fields as pharmacy or dentistry. The dollar amount is based on the student’s and/or his/her family’s resources. Documented need is determined through the results of the Free Application for Federal Student Aid (FAFSA). This grand award does not have to be repaid.

Federal Supplemental Educational Opportunity Grant (FSEOG)
This is a federal grant for undergraduates with exceptional financial need, as determined by JFK Muhlenberg Snyder Schools. The amount per year varies depending on need and availability of funds awarded to JFK Muhlenberg Snyder Schools by the federal government. Documented need is determined through the results of the Free Application for Federal Student Aid (FAFSA). This grand award does not have to be repaid.

The William D. Ford Federal Direct Loan Program
Direct Loans are low-interest loans for students and parents to help pay for the cost of your college education. The lender is the U.S. Department of Education (DOE) rather than a bank or other financial institution. If you choose to borrow Direct loans, you must complete Direct Loan Entrance Counseling and sign a Master Promissory Note (MPN) at: www.studentloans.gov.

Direct Subsidized loan eligibility is based on need. No interest is charged to the student nor is repayment required while the borrower is enrolled at least half-time.

Direct Unsubsidized loans are available to students who do not qualify for a Direct Subsidized Loan or qualify for only a partial Direct Subsidized Loan. Under this program the borrower is responsible for the interest which accrues while the student is in school. The student may choose to make monthly payments while enrolled or defer all payments until six months after leaving school.

The Facts Regarding Federal Stafford Loans:

- In order to receive a disbursement of Direct Loans students must meet the student eligibility requirements. Interest rates will be established each year for Direct Subsidized, Direct Unsubsidized and Direct Plus loans. The interest rate will be the sum of a uniform index rate plus and add-on that varies depending on the type of loan and the borrower’s grade level. For current rates, please visit: www.studentloans.gov.

- The federal loan limits for the Direct subsidized loan is $3,500 for freshmen and $4,500 for sophomores. JFK Muhlenberg Snyder Schools programs are all Associate Degree level and thus no student is higher than a sophomore level student. An additional $2,000 unsubsidized loan is available to both grade levels.
- The Direct Loan Program offers loan repayment plans (this should link to studentaid.gov loan repayment) designed to meet the needs of almost every borrower. Borrowers may choose from the standard, extended, graduated, income contingent, or the income-based repayment plan.

- Students must complete Direct Loan Entrance Counseling in order to receive the loan disbursement. Loan Entrance Counseling allows you to understand your rights and responsibilities as a loan borrower. To complete the Loan Entrance Counseling, please visit: www.studentloans.gov.

- Students must also complete a Master Promissory Note (MPN). The MPN is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the Department. It also explains the terms and conditions of your loan(s). To complete your MPN, please visit: www.studentloans.gov.

- In most cases, once you've submitted the MPN and it's been accepted, you won't have to fill out a new MPN for future loans. You can borrow additional Direct Loans on a single MPN for up to 10 years. Once you've completed the MPN you'll receive a disclosure statement that gives you specific information about any loan that the school plans to disburse under your MPN, including the loan amount, fees, the expected disbursement dates and the expected disbursement amounts.

**Additional Information**

While every student wants free money in the form of scholarships and grants, not everyone can get enough free money to cover the entire cost of their programs. If you’ve filled out your FAFSA and have been offered federal student loans, here are some things to consider:

- You don’t have to start paying back your federal student loans until you graduate or stop attending school at least half-time. If you get a private loan, you’ll probably have to start making payments right away.
- The interest rate on a federal student loan is almost always lower than that on a private loan—and much lower than that on a credit card!
- Students with greater financial need might qualify to have the government pay their interest while they are in school.
- You don’t need a credit record to get a federal student loan.
- You don’t need a cosigner to get a federal student loan.
- Federal student loans offer a variety of repayment plans, including one that base monthly payments on the borrower’s income.
- Some borrowers are able to have at least a portion of their loans forgiven if they work in certain jobs for which there is a high demand.

As you can see, a federal student loan is a much better option than a private loan or a credit card. However, do remember that you are responsible for repaying your loan, so don’t borrow more than you need for school-related expenses. If you find you’re going to have trouble making your payments, be sure to get in touch with your lender as soon as possible to see what arrangements can be made.

**PARENT LOANS**

The U.S. Department of Education offers a loan program called the Direct Parent (PLUS) Loan. Parents can borrow a Parent PLUS Loan to help pay your education expenses if you are a dependent, undergraduate student. You must file a FAFSA and be enrolled at least half-time in an eligible program at an eligible school. Parents must be creditworthy to receive the loan.
The Facts Regarding Parent PLUS loans:

- The annual borrowing limit on a Parent PLUS Loan is equal to the student’s Estimated Cost of Attendance minus any other financial aid received.

- Parent PLUS loans are the financial responsibility of the parents, not the student.

- For Parent PLUS Loan interest rates, please visit: www.studentloans.gov. Interest is charged on a Parent PLUS Loan from the date of the first disbursement until the loan is paid in full.

- The Parent PLUS Loan currently requires a 4.288% fee.

- There are two repayment options available for the Parent PLUS loan: either 60 days after the loan is fully disbursed or to begin repayment six months after the dependent student graduates or ceases to be enrolled on at least a half-time basis.

To apply for the Parent PLUS loan, the parent borrower must complete a Master Promissory Note (MPN) and a loan application by visiting the www.studentloans.gov.

OTHER FEDERAL ASSISTANCE
Veterans’ benefits are available for approved candidates. Students who are requesting Veterans’ Administration benefits must do so through the Admissions Office of Union County College.

NEW JERSEY STATE PROGRAMS

New Jersey Tuition Aid Grant (NJTAG)
NJTAG is a state grant program for undergraduates who show documented need through the Free Application for Federal Student Aid (FAFSA) and who have lived in New Jersey for at least 12 consecutive months before the semester for which aid is desired. This aid is paid through Union County College and all students receiving NJTAG must abide by Union County College’s rules and regulations for administering these programs.

New Jersey Educational Opportunity Fund (NJEOF)
NJEOF is a New Jersey state grant program available to students from an educationally disadvantaged background with exceptional financial need, who have been New Jersey residents for at least 12 consecutive months prior to receiving the grant. This aid is paid through Union County College and all students receiving NJTAG must abide by Union County College’s rules and regulations for administering these programs.

New Jersey STARS Program (NJSTARS)
NJSTARS is a state merit-based program, which will fund full-time students up to 15 college level credits per semester for up to five semesters. This program must be utilized in the immediate academic year following high school graduation. Students must have graduated their New Jersey high school in the top 15% of their class and attend the county college in which they reside.
NEW JERSEY CLASS LOANS

New Jersey CLASS Loans are non-need based loans for student or parents who want to borrow to help pay for their children’s education. CLASS Loans are made through the New Jersey Higher Education Student Assistance Authority (NJHESAA). These loans enable students or parents with good credit histories to borrow up to the student’s cost of education minus any estimated financial aid received. The interest rate and administrative fee on the NJCLASS Loan is dependent on the payment option chosen.

Further information on NJCLASS Loans can be found at: http://www.hesaa.org/Pages/NJCLASSHome.aspx.

PRIVATE LOANS

Private or Alternative Loans are monies offered by lenders to help students meet loan needs that are not otherwise met by financial aid, grants, scholarships and parents. Students can apply s creditworthy or credit-ready or with a co-borrower. Students must be at least 18 years of age and a U.S. Citizen or Permanent Resident. Students must be enrolled in an eligible program and have at least acceptable credit. Either the student or their co-borrower must be employed or have sufficient income to support the debt. They must also have a stable residence, employment and credit history.

For additional information on the Private/Alternative Loans available to students attending JFK Muhlenberg Snyder Schools, please visit the following website: http://beta.elmselect.com/link/query?schoolid=335.

SCHOLARSHIPS

JFK Muhlenberg Snyder Schools annually receive scholarship monies from private donors. Scholarships are gift monies and do not have to be paid back. Usually the scholarships are need-based, however, students who demonstrate academic excellence are highly considered. Documented need is determined by the Free Application for Federal Student Aid (FAFSA).

STUDENT RIGHTS AND RESPONSIBILITIES

In accepting the Financial Aid Award Notice, students are indicating that they understand the procedures and accept the responsibilities involved in receiving financial aid. Students should be aware that if they or their family knowingly make false statements or misrepresentation on any application or form for financial assistance, the student may be liable for prosecution and repayment of all assistance obtained. JFK Muhlenberg Snyder Schools reserves the right to change or cancel all student assistance awards due to new regulations, revised allocations, and/or additional information gathered concerning the student’s financial aid eligibility. Awarding of financial assistance by JFK Muhlenberg Snyder Schools does not imply any obligation or commitment to continue such awards beyond the period indicated. For each year aid is desired, the student must apply for financial assistance and such assistance will be dependent upon the availability of funds, demonstration of financial need, and satisfactory academic progress.

STUDENT RIGHTS

1. To have complete information regarding fees, payment and refund policies available to you.
2. To have all personal and family financial information treated with confidentiality.
3. To appeal in writing if the student has special circumstances that might affect the amount the student and his/her family are expected to contribute.
STUDENT RESPONSIBILITIES

1. Advise the Office of Financial Aid if the student changes his/her enrollment status from full-time to less than full-time.
2. All address changes are to be submitted in writing to the Office of the Registrar.
3. Advise the Office of Financial Aid of any additional aid received not indicated on your financial aid award notice.
4. If student expects to withdraw or take a leave of absence from the college, student is expected to inform the Office of Financial Aid. Please refer to policy. (insert link to Treatment of Federal Financial Aid Funds and Consequences of Withdrawing from Classes)
5. Submit to the Office of Financial Aid any required documentation for verification of financial and other relevant information pertaining to student’s application.
6. Give permission to the Office of Financial Aid to relate pertinent financial, academic information and other information to donors of aid as requested.
7. Maintain satisfactory academic progress for financial aid. (insert link to SAP Policy)
8. Grants and scholarships in excess of tuition, books, and fees are taxable income for the Federal Government. If student receives grants and/or scholarships in excess of tuition, books, and fees, the student must report this excess as income on his/her federal income tax return.

SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID RECIPIENTS

Federal and state regulations require that students receiving financial aid maintain satisfactory academic progress (SAP) to be eligible to continue to receive funding. This policy applies to all students receiving assistance from any financial aid program administered by the Financial Aid Office at JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools.

Qualitative and Quantitative Standards
Financial aid recipients must meet both a qualitative and a quantitative standard to maintain eligibility for financial aid. Students must maintain a cumulative 2.0 grade point average (GPA) to meet the qualitative standard. Students must also successfully complete 70 percent of all credits in which they enroll to meet the quantitative standard.

Developmental Education courses (designated by course numbers below –100) are included in the calculation of a student’s enrollment status. However, no more than 30 Developmental Education course hours can be used to determine a student’s enrollment status for financial aid purposes.

Transfer credits from institutions other than JFK Muhlenberg Snyder Schools will be totaled and counted in the determination of completion rate and maximum time frame. Grades of –W, –I, –UF and –F do not count as successfully completed courses but do count as credits attempted and are used in the determination of enrollment status and maximum time frame. Audited courses are not eligible for financial aid funding and are not included in the determination of a student’s enrollment status for financial aid purposes.
A student is permitted to repeat a previously passed course one additional time for the repeated course to be eligible for financial aid. A student can repeat a previously-failed course. All earned grades will be used to determine a student’s compliance with the 2.0 cumulative GPA requirement and all attempted hours will be included in the calculation of maximum time frame.
Timing of Measurement
Satisfactory academic progress is measured after every semester. All terms of enrollment at JFK Muhlenberg Snyder Schools are included in the measurement, even if the student did NOT receive financial aid. Summer sessions are also included.

Failure to Achieve Satisfactory Academic Progress
If a student fails to meet either the qualitative (2.0 cumulative GPA) or quantitative standard (successful completion of 70 percent of all courses in which enrolled) or both, s/he will receive a warning notice. The preferred method of notification is electronic; messages are sent to the student’s e-mail address on record. Students on warning are eligible to receive one semester of financial aid and are expected to use this period to reestablish satisfactory academic progress.
If a student fails to meet either standard for a second consecutive semester, s/he will receive a suspension notice. No financial aid will be awarded to a student on suspension until the student corrects the academic progress deficiencies. Students who do not meet the satisfactory academic progress requirements for financial aid eligibility can enroll at JFK Muhlenberg Snyder Schools without financial aid to correct the deficiencies.

Appeal Process for Probationary Semester
The right to appeal is granted to any student whose financial aid eligibility has been suspended. An appeal must be based on significant mitigating circumstances that seriously impacted academic performance.
The student should submit a written appeal to the Financial Aid Office. An appeal letter must include why the student failed to make satisfactory academic progress and what has changed that will allow the student to make progress at the next evaluation (i.e., at the end of the next semester of enrollment).
An appeal letter must be accompanied by:
1. A typed academic plan clearly stating how the student intends to meet progress standards, and
2. A copy of the student’s program evaluation, which is available on the student’s Web Advisor account. The program evaluation displays completed courses and courses still required for program completion.

An appeal submitted without adequate documentation will be denied.
The appeal letter and supporting documentation submitted by the student will be forwarded to the Financial Aid Satisfactory Academic Appeals Committee.
Please note that merely filing an appeal does NOT guarantee continued eligibility for financial aid.
Typically, appeals are reviewed within 15 business days. Students will be notified of the Committee’s decision. The preferred method of notification is electronic; the decision notice is sent to the student’s e-mail account on record. The decision of the Financial Aid Satisfactory Academic Progress Appeals Committee is final and cannot be further appealed.
If the appeal is denied, the student may reestablish financial aid eligibility for subsequent semesters ONLY by taking courses, without benefit of financial aid, until s/he is in compliance with all components of the JFK Muhlenberg Snyder School’s satisfactory academic progress policy (70% completion rate and 2.0 minimum cumulative GPA).
If the appeal is approved, the student regains financial aid eligibility for one probationary semester. During the probationary semester and all subsequent semesters, the student must achieve an 80% completion rate and maintain a term GPA of 2.0. Failure to do so will result in suspension of financial aid eligibility after which the student will regain eligibility ONLY by taking courses, without benefit of financial aid, until s/he is in compliance with all components of the JFK Muhlenberg Snyder School’s satisfactory academic progress policy (70% completion rate and 2.0 minimum cumulative GPA).
**Maximum Time Frame**

Federal regulations also establish 150 percent of the published length of the program as the maximum time frame allowed in which to complete an educational program. Maximum time frames allowed to complete JFK Muhlenberg Snyder School’s programs, measured by credits attempted as a percentage of credits required for graduation, is typically as follows, but will vary with each individual program:

<table>
<thead>
<tr>
<th>Program</th>
<th>Number of credits required for graduation</th>
<th>Maximum number of attempted credits for financial aid eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generic Nursing</td>
<td>75</td>
<td>112</td>
</tr>
<tr>
<td>Accelerated Nursing</td>
<td>75</td>
<td>112</td>
</tr>
<tr>
<td>Radiography</td>
<td>80</td>
<td>120</td>
</tr>
<tr>
<td>Diagnostic Medical Sonography</td>
<td>83</td>
<td>124</td>
</tr>
</tbody>
</table>

Information on specific programs is available in the Office of Financial Aid.
If a student earns 70 percent of the credits attempted each semester, the student should complete the program of study within the maximum time frame.
The 150% count will include transfer credits and all credits attempted in all programs of study in which the student has been enrolled, regardless of whether or not a degree was received. The number of credits attempted will be measured against the student’s current active program of study.

**Student Responsibilities**

It is the student’s responsibility to monitor satisfactory academic progress as it relates to maintaining eligibility for financial aid. The Financial Aid Office assists with periodic measurement and notification to students who fail to meet the standards.
It is the student’s responsibility to notify the Financial Aid Office of any grade change made after the official posting of semester grades.
It is the student’s responsibility to follow up with the Financial Aid Office if s/he does not receive an appeal determination notice within three weeks of submitting the appeal.

Rev. 3-2017
HEALTH PROGRAM

PHILOSOPHY
Health is a dynamic state influenced by Man's reciprocal interaction with the environment. The perception of health is influenced by beliefs of the client, health care provider and society. The faculty believes that the pursuit of health is a basic right of all individuals.

PURPOSE
The purpose of the Student Health Program is to promote the health of the student through organization and implementation of the components of this Health Program, which are health appraisal, health service and health education.

OBJECTIVES
As a participant in the Health Program for JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing, the student will be expected to:
1. Demonstrate knowledge of health principles important in health promotion and health maintenance.
2. Practice health promotion and health maintenance.
3. Utilize available health facilities and services.
4. Evaluate health practices of self and others.
5. Become self-directing in the improvement of health practice.

DESCRIPTION AND IMPLEMENTATION OF COMPONENTS

HEALTH APPRAISAL
Health appraisal is that phase of the School Health Program that seeks to assess the health status of the individual student for the early detection of health problems. This is done through the utilization of varied, organized and systematic procedures such as: Screening tests, laboratory tests, medical examinations, dental examinations, and health history. Health appraisal is a part of health education to promote, maintain or to restore health, and to aid in developing knowledge, attitudes and practices relating to health, and factors that affect health. Health appraisal is an essential part of the total health evaluation of the individual student and constitutes a team effort.

CLINICAL REQUIREMENTS:
A report of satisfactory physical examination, including a drug screening test and respiratory fit testing is required prior to a student’s first clinical course. Students moving into the dormitory do not require respiratory fit testing, unless they will also be starting the clinical component. The physical examination may be done by a personal physician, however the drug screening test and respiratory fit test MUST be done by The JFK Occupational Health Office. Health forms should be printed from the school's website: www.jfkmuhlenbergschools.org. Call JFK Occupational Health to schedule an appointment for your physical (currently a $50 charge payable at time of physical examination), drug screening and respiratory fit testing — 732 321-7000 X 62526. Fax: 732 906-4928. There is no charge for fit testing. The drug screening fee is billed on your tuition and fee bill, so no fee is due to Occupational Health for first time drug screenings.

Students entering NURM121 and transfer-in students in Fall Semester
- Physical examinations including first PPD (Mantoux test) must be completed in July and August
- Second PPD due 1-3 weeks after initial PPD

Students entering NURM121, N141 and transfer-in students in Spring Semester
- Physical examinations including first PPD (Mantoux test) must be completed in November and December
- Second PPD due 1-3 weeks after initial PPD

Annual Physical Examinations are required while in the Nursing program. These examinations must be completed in July and August or November and December (depending on the date of the initial physical exam)

NOTE: If a drug test is questionable, it is sent to an outside laboratory for verification, and then reviewed by the Medical Review Officer. The student is responsible for any additional fees to cover this process.

The health record is kept confidential.
Americans With Disabilities Act (ADA) 1973

In accordance with Americans with Disabilities Act (ADA) 1973 applicants to the School of Nursing must be willing and able to do the following:

Corrective devices are allowed to meet the minimum requirements.

1. Communicate clearly and succinctly in English to the patient, family and other support staff, both verbally and in writing.
2. Hear a patient talk in a normal tone from a distance of 20 feet.
3. Visually observe the patient in order to assess the patient’s condition and/or needs from a distance of at least 20 feet.
4. Read all written medical information pertaining to the patient.
5. Assess all readings and functions of technical equipment pertaining to patient care.
6. Render services and/or assistance to all patients depending on the individual patient’s needs and abilities in moving, turning and lifting.
7. Be able to push, pull and lift 40 pounds.
8. Manipulate a stretcher, wheelchair and/or portable equipment within the medical facility without injury to self, patient or others.
9. Draw up sterile solutions without contaminating the syringe and/or needles, etc.
10. Manipulate dials, buttons and switches.
11. Physically be able to administer emergency care including performing CPR.
12. Be able to stand for periods as long as 2 hours and walk a distance of 2 miles during a normal work day.

HEALTH SERVICE
The term Health Service, as used here, means that an appraisal of one's health and health education is being done.

A health service fee is charged each semester, which includes the following services:
1. Follow-up for exposures and other problems related to infection control.
2. Annual tuberculin test, on all previously negative reactors, or a questionnaire must be completed if previous PPD test is positive. Additional precautions for PPD positive findings are required in some clinical affiliation sites.
3. Respiratory Fit testing.
4. After an absence of five or more consecutive days, a physician's excuse will be required in order to return to school.
The fee also covers:
5. Evaluation and referral for treatment of school related injuries and illness.

In addition to the student health fee, the following policy applies to the payment of medical/hospital bills:
1. All bills incurred because of school related injury will be billed to student's health insurance after initial evaluation by JFK Medical Center Occupational Health Office. School related injuries are defined as that occurring while the student is attending classes at the Medical Center or while working in the skills simulation laboratory.
2. Students will be billed for all medications, laboratory tests, x-rays, and physical therapy.
3. Students seeking medical care through the Emergency Room are to be screened and charged as any other out-patient with the exception of exposures to blood or body fluids. (See –Infection Control)
4. Students will not be billed for any charges incurred as result of an exposure to a contagious disease while on duty.
5. Students will be billed for any supplies obtained from CSR.
6. Students requiring hospital admission will be expected to pay their own hospital and medical bills.

Care During Illness or Injury:
1. Students who become ill or injured while in classes, clinical, or as a resident at JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools may be referred to the Health Office for triage and referral as necessary to their private medical doctor.
2. If a student is referred for further medical treatment or is treated in the Emergency Room, the student will pay on a fee for service basis.
3. If diagnostic tests or medical therapy are required, the student will be referred to his/her private physician.
4. All incidents, injuries/accidents on JFK Health property must be reported and an incident report must be made immediately following the incident for person(s) injured and sent directly to the Health Office. Students injured on JFK Health property must be evaluated either in Health Office or Emergency Room the same day of injury.
5. Students with school related injuries will be triaged through the Health Office and will be referred to a specific medical specialist in keeping with standing policy and insurance carrier requirements.
6. Injuries occurring at home or away from school are to be treated by the student's private physician.

7. Hospital Admission:
   a. Admissions to any hospital should be arranged through the student's private physician. Financial responsibility rests with the student and his/her family.
   
   b. The Health Office should be notified of pending, planned hospitalization and the nature of the illness.

Procedure for Reporting Illness or Injury:

1. When a student is ill and cannot attend classes/clinical or the laboratory he/she must call the School and the appropriate clinical unit. Students will notify instructors personally, if it is required of students by the particular instructor.

2. Any student who has been absent for five or more consecutive days is required to report to the JFK Medical Center Occupational Health Office before returning to classes or the laboratory with a note from their private medical doctor including diagnosis and any restrictions.

3. Students must be cleared for classes/ laboratory whenever they have been absent due to a possible infectious disease. They do not need to be cleared by the Health Office if they have been out with conditions such as dysmenorrhea. Students must also be cleared before classes/ laboratory, if they have been hospitalized, if they have had surgery, a back injury, or pregnancy related absences.

4. Students violating health requirements will be issued two reminders by the JFK Medical Center Occupational Health Office. Failure to comply with the second reminder will result in a referral to the Dean of the School of Nursing. Such action carries with it a possible suspension from classes and laboratory experiences until requirements are met.

5. Students are expected to abide by the Infection Control Policies of JFK Health and those of affiliating clinical agencies.

Infection Control:

1. Immunizations required:
   a. A two-step Mantoux Tuberculin skin test with 5TU of PPD. See the –Immunization and TB Surveillance‖ form.
   b. Tuberculin test must be read 48-72 hours after they are administered. Students who do not comply will not be allowed in clinical until testing is done.
   c. Prophylaxis for converters will be followed as outlined by the assigned clinical affiliate.

2. When students are exposed to patients or other students, family members and/or employees with infectious diseases (i.e. tuberculosis, hepatitis, meningococcal meningitis, varicella, rubeola, rubella, mumps) the Health Office should be notified immediately and an incident report should be completed and forwarded to the Health Office. Prophylactic medications may be given and follow-up completed as ordered by the Health Office Physician.

3. Students sustaining puncture wounds, blood splashes or permucosal contact with blood or body fluids in the clinical areas should report this immediately to their instructor and the Employee Health Office. An incident report should be made out and student must be seen in the Health Office or Emergency Room the same day the incident occurs.

4. Refer to the Infection Control Manual available on the JFK Health Intranet - Home > Corporate > Safety > Infection Control

Note: the School of Nursing reserves the right to require additional testing depending on contract requirements of affiliating clinical agencies.
HEALTH EDUCATION
The Health Service Staff and Faculty work with students, reinforcing health principles that are taught in the curriculum and help them to apply these principles individually.

Other Requirements for Students:

1. Training and Education - All students of the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools will complete training sessions to address the issues contained in:
   a. OSHA Blood borne Pathogen Standards
   b. OSHA Tuberculosis Standard

2. Work Practices
   a. The Blood borne Pathogen Exposure Control Plan
   b. Policies that address the proper handling and disposal of sharps and contaminated materials
   c. Proper Hand washing
   d. Standard Precautions

Reviewed 05/13
Dear Student,

Congratulations on your acceptance as a student in the JFK Muhlenberg Harold B. & Dorothy A. Snyder Schools. Prior to moving into the residence hall, beginning the first day of clinical courses, or going to any of our clinical affiliates, you will be required to receive medical clearance through the JFK Muhlenberg Snyder Schools.

Medical clearance requirements are attached and **MUST** be received by the JFK Muhlenberg Snyder Schools prior to your first day of class, or moving into the Dormitory Residence. Please see the document –Health Clearance Requirements- this will provide detailed instructions regarding requirements for medical clearance.

Incoming clinical students will need to supply ALL of the following information:

- A complete physical examination with medical clearance by a licensed physician or Nurse Practitioner.
- 2-Step Mantoux tuberculin test (PPD test). Explanation of the 2 Step Mantoux test will be found on the clearance requirements which is attached.
- Lab titers are required for Rubeola, Rubella, Mumps, and Varicella. Immunization record and/or lab titer is required for Mumps.
- Proof of Hepatitis B vaccination series, or lab antibody report, If series has been completed.
- An 11 panel drug screening is required. The test can only be schedule with the JFK Medical Center Occupational Health Office. Outside test agencies will not be considered. Please state that you are in the Nursing program when scheduling your appointment.
- A Respiratory Fit Test is required. This test can only be scheduled with JFK Occupational Health.
- **All Dormitory Residents** are required, in addition, to be immunized against meningococcal meningitis.
- Tdap Vaccination.
- Influenza Vaccination during Flu season.
- CPR for Healthcare Provider.

Your **completed** medical package may be **HAND DELIVERED** to the school, or **MAILED** to:

JFK Muhlenberg Snyder Schools  
P.O. Box 4649  
Metuchen, New Jersey 08854  
Attention: Kate Fredericks, RN

Physical exams, vaccines, and required lab work can be performed at JFK Occupational Health Services (fee for services) by calling **732 321-7610**

Student will be emailed a Health Clearance letter upon completion of all above requirements.

You **WILL NOT** be permitted on any clinical area of the Medical Center, Residence Hall, or Clinical affiliates until you have received health clearance.

Please contact me if you have any questions regarding these requirements, or are need any guidance, before scheduling your appointment at JFK Occupational Health. I can be reached at: **kfredericks@jfkhealth.org** or (908) 668-2594.
Dear Doctor,

Please be advised, the client you are now performing a physical exam on is preparing to enter the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools as a student. Prior to performing this physical, please take a minute to review the physical requirement of the program the student has chosen.

The following information is being provided as required by the Federal government, Section 504 of the Rehabilitation Act of 1973.

Applicants to the Schools must be able to perform specific skills in order to care for patients safely and perform all the procedures that would be required of a graduate in the work force.

The JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools have accepted certain standards for applicants to the program. On the back and front of this letter are standards designated for each individual program. When clearing this student please consult this sheet and take these physical activities into consideration.

Correctible devices are allowed to meet the minimum requirements or standards.
In accordance with Americans with Disabilities Act (ADA) 1973

Applicants to the School of Radiography must be willing and able to do the following:

Corrective devices are permitted to meet the minimum requirements.

1. Communicate in English in order to converse and instruct patients, to relieve anxiety and gain their cooperation during procedures.
2. Hear a patient talk in a normal tone from a distance of 20 feet.
3. Observe the patient in order to assess his condition and/or needs from a distance of at least 20 feet.
4. Read a patient’s medical chart and/or physician’s orders.
5. Evaluate radiographs using a view box to make certain that the films contain proper identification and are of diagnostic value.
6. Render services and/or assistance to all patients depending on the individual patient’s needs and abilities when moving, getting on and off the radiographic table or stretcher and when moving in and out of a wheelchair.
7. Push, pull and lift 40 pounds.
8. Push and manipulate a portable X-Ray machine in turning corners, maneuvering on and off elevators and within a patient’s room.
9. Manually move and maneuver the X-Ray tube at standard and non-standard heights up to 7 feet.
10. Draw up sterile contrast media and other solutions without contaminating the syringe, needle and/or injecting device.
11. Select the exposure factors necessary to produce a radiograph by manipulating dials, buttons, and switches.
12. Place X-Ray cassettes in Bucky trays and spot film devices and properly manipulate all locking devices.
13. Physically be able to administer emergency care including CPR.
14. Physically be able to stand for periods as long as 2 hours while wearing lead aprons and to walk a distance of 2 miles during a normal work day.

In accordance with Americans with Disabilities Act (ADA) 1973

Applicants in the Diagnostic Medical Sonography must be willing and able to do the following:

Corrective devices are allowed to meet the minimum requirements.

1. Communicate in English in order to converse and instruct patients, to relieve anxiety and gain their cooperation during procedures.
2. Hear a patient talk in a normal tone from a distance of 20 feet.
3. Observe the patient in order to assess his condition and/or needs from a distance of at least 20 feet.
4. Read a patient’s medical chart and/or physician’s orders.
5. Transport, move, lift and transfer patients from a wheelchair or cart to/from a sonography table or patient bed.
6. Move and manipulate a variety of sonographic equipment including physical transport of mobile sonographic machines.
7. Physically be able to administer emergency care including CPR.
8. Physically be able to stand for periods as long as 2 hours and walk a distance of 2 miles during a normal work day.

In accordance with Americans with Disabilities Act (ADA) 1973

Applicants to the School of Nursing must be willing and able to do the following:

Corrective devices are allowed to meet the minimum requirements.

1. Communicate clearly and succinctly in English to the patient, family and other support staff, both verbally and in writing.
2. Hear a patient talk in a normal tone from a distance of 20 feet.
3. Visually observe the patient in order to assess the patient’s condition and/or needs from a distance of at least 20 feet.
4. Read all written medical information pertaining to the patient.
5. Assess all readings and functions of technical equipment pertaining to patient care.
6. Render services and/or assistance to all patients depending on the individual patient’s needs and abilities in moving, turning and lifting.
7. Be able to push, pull and lift 40 pounds.
8. Manipulate a stretcher, wheelchair and/or portable equipment within the medical facility without injury to self, patient or others.
9. Draw up sterile solutions without contaminating the syringe and/or needles, etc.
10. Manipulate dials, buttons and switches.
11. Physically be able to administer emergency care including, but not limited to, CPR.
12. Be able to stand for periods as long as 2 hours and walk a distance of 2 miles during a normal work day.
IMMUNIZATIONS & TB SURVEILLANCE

Student Name: ________________________________
Date of Birth: ___________________ Telephone (cell) #: ________________________
Email address: ________________________________________________________________
Emergency Contact: ___________________________ Phone #: ________________________

TB Surveillance (PPD)

<table>
<thead>
<tr>
<th>IF PREVIOUSLY PPD NEGATIVE</th>
<th>DOCUMENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mantoux (PPD) Testing</td>
<td></td>
</tr>
<tr>
<td>A 2-Step Mantoux Skin Test is Mandatory for all students entering the program.</td>
<td></td>
</tr>
<tr>
<td>Step 1: Must be done at time of physical exam.</td>
<td></td>
</tr>
<tr>
<td>Step 2: Must be done within 1-3 weeks of first step.</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>Quantiferon Gold Test Lab report required</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 1 PPD</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Mfg./Exp. Date/Lot #:</td>
<td></td>
</tr>
<tr>
<td>Site:</td>
<td></td>
</tr>
<tr>
<td>Administer by:</td>
<td></td>
</tr>
<tr>
<td>Results</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
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<tr>
<td>Induration:</td>
<td>mm</td>
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<tr>
<td>Read by:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 2 PPD</th>
<th></th>
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<tbody>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Mfg./Exp. Date/Lot #:</td>
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<tr>
<td>Site:</td>
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<tr>
<td>Administer by:</td>
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<tr>
<td>Results</td>
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<td>Induration:</td>
<td>mm</td>
</tr>
<tr>
<td>Read by:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>IF PREVIOUSLY PPD POSITIVE</th>
<th>POSITIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>If previously PPD positive, provide documentation of the date tested, with millimeters of induration, and INH prophylaxis dates, if given.</td>
<td>Documentation of positive PPD results attached, which includes date, induration, and facility received.</td>
</tr>
<tr>
<td>If documented PPD positive, attach a copy of Chest X-ray report. <strong>Report MUST be within 3 months of first clinical date in the Medical Center.</strong></td>
<td>INH Therapy: Yes ( ) Dates: ____________</td>
</tr>
<tr>
<td>Copy of Chest X-ray report attached.</td>
<td>No ( )</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HISTORY OF BCG VACCINATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical students with history of BCG vaccination will be required to have 2-Step Mantoux (PPD) skin test unless previous positive results are attached. If positive, copy of Chest X-ray report within 3 months of first clinical</td>
<td></td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>DOCUMENTATION</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------</td>
</tr>
<tr>
<td>All clinical students <strong>MUST</strong> provide proof of immunity by lab titer—<strong>WITH LAB RESULTS ATTACHED</strong></td>
<td>Vaccination records must be submitted on appropriate letterhead/prescription with MD signature.</td>
</tr>
<tr>
<td><strong>Rubeola (Measles)</strong></td>
<td><strong>Rubeola (MMR)</strong></td>
</tr>
</tbody>
</table>
| Lab Titer required. Current vaccination is required for negative or equivocal titer. | #1 Vaccination  
Date:__________________________  
Mfg./Lot/ Exp. Date:__________________________  
Administered by:__________________________  
#2 Vaccination  
Date:__________________________  
Mfg./Lot/ Exp. Date:__________________________  
Administered by:__________________________ |
| **Rubella (German Measles)** | **Rubella (MMR)** |
| Lab titer required. Current vaccination is required for negative or equivocal titer. | #1 Vaccination  
Date:__________________________  
Mfg./Lot/ Exp. Date:__________________________  
Administered by:__________________________  
#2 Vaccination  
Date:__________________________  
Mfg./Lot/ Exp. Date:__________________________  
Administered by:__________________________ |
| **Mumps** | **Mumps (MMR)** |
| Lab titer required. Current vaccination is required for negative or equivocal titer. | #1 Vaccination  
Date:__________________________  
Mfg./Lot/ Exp. Date:__________________________  
Administered by:__________________________  
#2 Vaccination  
Date:__________________________  
Mfg./Lot/ Exp. Date:__________________________  
Administered by:__________________________ |
| **Varicella (Chicken Pox)** | **Varicella (Chicken Pox)** |
| Lab titer required. | #1 Vaccination  
Date:__________________________  
Mfg./Lot/ Exp. Date:__________________________  
Administered by:__________________________  
#2 Vaccination  
Date:__________________________  
Mfg./Lot/ Exp. Date:__________________________  
Administered by:__________________________ |
<table>
<thead>
<tr>
<th><strong>Hepatitis B Series</strong></th>
<th><strong>Hepatitis B Series</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab titer or proof that vaccination series has been started is required.</td>
<td>Please check appropriate area:</td>
</tr>
<tr>
<td>(  ) Lab report of antibody results attached.</td>
<td>(  ) Immunization series started, proof attached.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Meningococcal Meningitis</strong></th>
<th><strong>Meningococcal Vaccine</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dormitory Students Only</strong></td>
<td>Date: _____________________</td>
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<tr>
<td></td>
<td>Mfg./Lot/ Exp. Date: __________</td>
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<tr>
<td></td>
<td>Administered by: ___________</td>
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<table>
<thead>
<tr>
<th><strong>Tdap Vaccination</strong></th>
<th><strong>Tdap</strong></th>
</tr>
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<tbody>
<tr>
<td>Date: ___________</td>
<td>Mfg./Lot/ Exp. Date: __________</td>
</tr>
<tr>
<td>Administered by: __________</td>
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<table>
<thead>
<tr>
<th><strong>Influenza Vaccination</strong></th>
<th><strong>Influenza Vaccination</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: _____________________</td>
<td>Mfg./Lot/ Exp. Date: __________</td>
</tr>
<tr>
<td>Administered by: __________</td>
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</table>

**PHYSICAL EXAMINATION**

All clinical students must have a physical examination by his/her personal physician. All areas of the History and Physical forms **MUST** be completed including clearance from the physician and his/her signature.  

Attach completed History & Physical form.

---

*This certifies that all aspects of the Immunizations & Tuberculosis Surveillance have been reviewed by the physician.*

**Physician’s Stamp:**
PHYSICIAN PHYSICAL FORM

Student Name: ________________________________________________

Date of Birth: __________________ Telephone (cell) #: __________________________

Email address: _____________________________________________________________

Physician: __________________________________ Telephone #: __________________________

Blood Pressure: __________________ Pulse: __________________________

Height: __________________ Weight: __________________

Vision: Does applicant wear glasses or contacts? Yes / No - Vision done with / without glasses

Vision: Far: OS: __________ OD: __________ OU: __________

Vision: Near: OS: __________ OD: __________ OU: __________

Color Vision: Within normal limits __________ Not within normal limits __________

<table>
<thead>
<tr>
<th>Evidence of Past or Present Disease of Abnormality</th>
<th>YES/NO</th>
<th>EXPLAIN IF YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eyes</td>
<td></td>
<td></td>
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<tr>
<td>Teeth</td>
<td></td>
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<tr>
<td>Skin</td>
<td></td>
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<tr>
<td>Thyroid or other Endocrine Glands</td>
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<tr>
<td>Lungs</td>
<td></td>
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<tr>
<td>Abdominal Organs</td>
<td></td>
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<tr>
<td>Hernia</td>
<td></td>
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<tr>
<td>Musculoskeletal System</td>
<td></td>
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<tr>
<td>Deformities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vascular System (Varicose Veins)</td>
<td></td>
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<tr>
<td>Nervous System</td>
<td></td>
<td></td>
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<tr>
<td>Reflexes</td>
<td></td>
<td></td>
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<tr>
<td>Ears</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Heart

Location of apex beat: __________________________

Murmur: __________________________

Any other abnormality: __________________________

General Condition:

Good _______ Questionable: _______ Poor: _______

Clearance

_______ I find the above-mentioned applicant in good health, and approve him/her to participate in all physical clinical activities as a student in his/her curriculum.

_______ I DO NOT approve this applicant to participate in the physical clinical activities as a student in his/her curriculum.

__________________________ __________________________
Physician Signature Date
**STUDENT NAME:** _____________________________ **Date:** _____________________________

**Date of Birth:** ________________ **Telephone (cell) #:** _____________________________

**ALLERGIES:** *(If none, document none):* ____________________________________________

Specific allergy needs: _____________________________________________________________

### PERSONAL MEDICAL HISTORY

#### PAST HISTORY

**Applicant MUST answer all questions, if YES please explain:**

<table>
<thead>
<tr>
<th>Have you ever consulted or been treated by a doctor For:</th>
<th>YES or No</th>
<th>Explain if Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brain or Nerve Disease, Dizzy Spells, Epilepsy, Severe Headaches, Unconsciousness, Paralysis, Nervous Breakdown or Mental Disorder.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lung disease</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuberculosis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blood Disease, Anemia, or Varicose Veins</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heart Disease</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blood Pressure (High or Low)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ulcers, Indigestion, Rectal Disease, Hernia, Gall Bladder Disease, Jaundice, Hemorrhoids</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kidney Disease; Bladder or Prostate Disease</td>
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<tr>
<td>Arthritis, Allergy, Skin Disease, Syphilis, or Gonorrhea</td>
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<tr>
<td>Latex Allergy</td>
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<td>Cancer, Tumor, Thyroid Disease or Diabetes</td>
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<td>Eye or Ear Disease</td>
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<td>Back Trouble</td>
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<td><strong>Any Surgical Operations</strong></td>
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<td><strong>Any Accidents</strong></td>
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<tr>
<td>Breast Disease, Miscarriage or Female Disorder</td>
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<tr>
<td><strong>Are you pregnant now?</strong></td>
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<tr>
<td><strong>Have you ever received payment or benefits for illness, or injury?</strong></td>
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<tr>
<td><strong>Any present ailments?</strong></td>
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</tbody>
</table>

Have you had any illness, injury or hospitalizations other than already noted? Details: _____________________________

Are you currently under treatment by a physician? Please give date of treatment and reason: _____________________________

Do you take any medication? Please list all medications and dosages including over-the-counter medication and reason for taking: _____________________________

Do you have any physical limitations that may require assistance in performing the clinical duties required in this program? If yes, please explain special physical needs: _____________________________

I certify that the above statements are true to the best of my knowledge.

Students Signature: _____________________________ **Date:** _____________________________
HEALTH CLEARANCE
INFORMATION – NURSING
PROGRAMS

HEALTH FORMS: MD/APN must check off that you are medically cleared, then sign and date the form. Please make sure that all aspects of the physical are completed, including vision far/near, and color. Keep copies of all medical clearance forms before turning them in. Physicals should be done July/August for Fall Semester, November/December for the Spring Semester, and April/May for the Summer LPN Transition.

- All immunization records MUST BE STAMPED/CERTIFIED BY THE PHYSICIAN/ APN in order to be accepted. All immunizations, and PPD testing must include lot number and expiration date.

- Lab titters are required for Rubeola. Rubella and Varicella. Immunization records and/or titer is acceptable for Mumps. Current vaccination is required for negative or equivocal titters.

- Lab titter and/or physician documentation of completed Hepatitis B Immunization Series MUST BE provided. If not previously immunized, please provide documentation that the series has been started.

- A TWO-STEP PPD is required. The PPD test is administered intradermally, and then read 48 to 72 hours later. The 2nd Step PPD MUST BE DONE WITHIN 1-3 WEEKS OF THE FIRST TEST. Please contact me if you have been doing yearly Tuberculosis testing. Quantiferon Gold Testing is also accepted.

- If previously PPD positive: PLEASE PROVIDE DOCUMENTATION OF THE POSITIVE TEST DATE WITH “MM” OF INDURATION. A CHEST X-RAY REPORT IS REQUIRED WITHIN THREE (3) MONTHS OF CLINICAL START DATE. If INH therapy was prescribed, documentation of therapy is also required. Thereafter a Tuberculin Surveillance Monitoring Form must be completed annually.

- Submit Personal Medical History form, please be sure to indicate any allergies.

- 11 Panel Drug Screening Test - Done at JFK Occupational Health Service (OHS). Please state you are in the Nursing program when scheduling your appointment.

- If the JFK OHS physician has to review the results of your drug test, an additional fee is charged.

- Respiratory Fit Testing - Done at JFK OHS. DO NOT EAT ANYTHING SWEET ½ HOUR BEFORE TEST, men must have less than 1 inch of facial hair. Fit Testing is done annually. You will be advised when you are due.
Proof of Health Insurance is required. You may visit the government website, www.healthcare.gov, or contact them at 1-800-318-2596 if you need to obtain insurance. If you cannot afford insurance, proof of charity care is also accepted. Failure to comply will result in your being unregistered from the course. Please be aware that Union County College no longer offers health insurance. Please contact me if you have any questions.

Proof of Tdap vaccination (Must contain Pertussis component).

Flu Vaccine, during flu season, is required & offered free of charge at the school.

All aspects of medical clearance can be done with your personal physician, EXCEPT THE DRUG SCREENING & RESPIRATORY FIT TESTING WHICH MUST BE DONE AT JFK OHS. JFK Occupational Health Services can also do your exam and labs at cost.

Incidents that occur during clinical must be reported to your instructor. An incident report needs to be completed, and you must follow up at JFK Occupational Health Office.

Exposures to Bloodborne Pathogens must be reported immediately to your instructor, and followed up at JFK OHS.

If you are absent from school, for a period of five, or more days, you need to be seen at JFK OHS in order to return to class. You must bring a medical clearance note from your physician indicating diagnosis and any restrictions.

If you become pregnant while in school, you must submit a note from your obstetrician stating that you are medically cleared to participate in clinical without restriction.

Dorm student requires a Meningococcal vaccine.

Please contact the Student Health Nurse at (908) 668-2594 if you have any questions regarding these requirements, or are need any guidance, before scheduling your appointment at JFK Occupational Health.
LIBRARY - MEDICAL
The JFK Medical library is organized to provide access to information and resources to all JFK Health employees, medical staff and students. With its continuously expanding collection of instructional materials and information capabilities, it is indispensable learning resource. It is located on the 2nd floor next to the physicians' lounge. Complete contact information is available on the intranet by clicking on the library link on the bottom right of the homepage.

All students have access to extensive collection of full-text current electronic nursing books and electronic journals. For seamless access from any in house computer go to JFK Health Home page on Intranet. All digital resources are available for print.

The training includes use of online databases, current periodicals, consumer and nursing collections, electronic media and full-text resources. The library operates an active interlibrary loan program and is a member of several consortia. All users have borrowing privileges and access to photocopying services. The books and electronic media may be borrowed for 3 weeks. Journals and reference materials do not circulate. To meet requirements and receive grades all materials should be returned prior to the last day of classes, school graduation or course withdrawal.

ROLE OF LIBRARIAN
The librarian provides general reference service, online searching, maintains on-line card catalog listing individual books by author, title, and subject and audiovisuals by title and subject. Orientation is given by the librarian for students in the School of Nursing on an individual and group basis.

RULES AND REGULATIONS
a) Library privileges are extended to the medical staff, the schools and their faculties and students, the affiliated schools and their staffs, and the employees of JFK Health, and non-affiliated personnel.

b) Borrowing privileges shall be extended only to students, staff, affiliated staff, and employees of JFK Health.

c) Smoking and eating in the library are not permitted.

d) No student may borrow more than three books on the same subject at any one time.

LOANS
a) Most books may be borrowed from the library for three weeks. This may be extended upon request provided that the book has not been reserved by another user. All books and journals loaned are subject to recall for emergency request. Requests for extension of loans may be made in person, by note left at the library, or by calling the library.

b) Reference books, such as dictionaries, encyclopedias, indexes, and those books marked, "Reference Only - Not to be Taken from Library", may not be borrowed from the library.

c) It is the responsibility of the library staff to process the materials for the computer and security systems.

d) For convenience in returning publications at hours when the library is not officially open, a box is provided outside the library entrance.

e) To meet requirements for graduation, all library books must be returned prior to the last day of classes and all fines paid. The library must be reimbursed for lost books.

FINES
a) Overdue materials, including audiovisuals, for which extension of the regular three-week loan period has not been requested, are subject to a fine of $.25 per item for each day late.

b) If a book is lost, the borrower will be expected to pay the cost of the replacement.

c) Notices of overdue books will be sent by the librarian at intervals.

d) Students leaving the School for vacation or a leave of absence, should return library books before they go.

e) Fines are credited to the library book budget.

ALL LIBRARY FINES MUST BE PAID AND/OR BOOKS RETURNED BEFORE:
■ COURSE WITHDRAWAL
■ WITHDRAWAL FROM SCHOOL
■ SCHOOL GRADUATION

Reviewed: July, 2014
MALPRACTICE INSURANCE
All students enrolled in a course that requires clinical experiences must be covered by malpractice liability insurance in the amount of $2 million/$4 million. Students will be required to submit proof of their current insurance policy at the beginning of each course, to the course instructor. Students will not be allowed in the clinical area without this insurance, which, if not obtained, may jeopardize their ability to meet course objectives.

Obtaining malpractice liability insurance is the responsibility of the student. The School does not endorse any particular company.

THE NURSE'S PLEDGE
I solemnly pledge myself before God and in the presence of this assembly, to faithfully practice my profession of nursing. I will do all in my power to make and maintain the highest standards and practices of my profession. I will hold in confidence all personal matters committed to my keeping in the practice of my profession. I will collaborate with physicians in their work and will devote myself to the welfare of my patients, my families and my community. I will endeavor to fulfill my rights and privileges as a good citizen and to take my share of responsibility in promoting the health and welfare of my community. I will constantly endeavor to increase my knowledge and skills in nursing and to use them wisely. I will zealously seek to nurse those who are ill where ever they may be and whenever they are in need. I will be active in assisting others in safeguarding and promoting the health and happiness of mankind*....

Adapted from the Nurses Pledge....Marion G. Howell, R.N., Dean Emeritus France Payne Bolton School of Nursing, Western Reserve University, Cleveland, Ohio.

*Denotes a human being regardless of sex or age.

OTHER SCHOOL EXPENSES
Students must purchase textbooks, other books, manuals, uniforms, stethoscopes, and consumable supplies and equipment, which are required for the course of instruction. An Essential Equipment Kit will be issued at the beginning of NURM121.

Residential and commuting students may purchase food from the vending machines located in the School or in the former hospital.

OFFICIAL SCHOOL COLORS
Maroon and Gold
STUDENT GOVERNMENT ASSOCIATION
All students belong to the Student Government Association, which governs certain student activities. It meets on a regular basis during the academic year to conduct business and sponsor a variety of activities including social events, fund raising projects, group discussions, and community service activities. Association members participate in the state and national student nurse organizations. Representatives of the Association have the opportunity to participate in the state and national conventions of these organizations. Also, representatives of the Student Government Association serve on Faculty Organization, Student Services, and Curriculum Committees.

STUDENT GOVERNMENT ASSOCIATION BYLAWS

Article I
Name

Section 1 The name of this organization shall be Student Government Association of JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing.

Article II
Purpose

Section 1 To represent students in determining policies affecting the social, economic, physical, and intellectual welfare of students.

Section 2 To sponsor and coordinate extracurricular activities.

Section 3 To promote student/faculty cooperation.

Section 4 To promote acceptance of policies and regulations necessary for group living.

Section 5 To promote unity and solidarity in the student body through coordination and communication.

Section 6 To establish and preserve school custom and traditions.

Article III
Membership

Section 1 The Association shall consist of all students enrolled as JFK Muhlenberg Harold B. and Dorothy A. Snyder School students.

Section 2 The Association shall consist of fourteen (14) elected representatives as follows:

Preclinical two representatives
Nursing 121 two representatives
Nursing 122 two representatives
Nursing 141/242 two representatives
Nursing 221 two representatives
Nursing 222 two representatives
All Evening Students two representatives

Section 3 An additional Nursing 221, Nursing 222 or Nursing 242 student shall be elected by the student body to hold the office of Student Government Association President.

Section 4 The term of office shall begin in September/January. Each student nurse shall be represented in this Association from the time of his/her entrance into JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing until his/her finishing date.
Article IV

Officers

Section 1 The officers of the Association shall be:

President - Nursing 221, Nursing 222 or Nursing 242
Secretary

Class designation implies incoming class.

The term of office for all Student Government Association officers shall begin in September/January and last until his/her graduation date. A student elected as a Student Government Association officer must maintain a grade point average of 2.0 and satisfactory clinical performance to continue in the position. This also applies to officers and delegates representing the School at state and national conventions.

Section 2 Duties of the President
a. Preside at all business meetings of this Association.
b. Attend regular Faculty Organization Meetings.
c. Appoint special committees with the approval of the Association.
d. Serve as ex-officio member of all committees.
e. Deliver to his/her successor all Student Government Association property in his/her possession within thirty (30) days after expiration of term of office.

Section 3 Duties of the Secretary
a. Attend all business meetings of the Association.
b. Record and distribute the minutes of all meetings of this Association.

Section 4 Duties of the Representatives
a. Attend all business meetings of the Association.
b. Serve as a representative from each nursing course to the Student Government Association.
c. Coordinate activities to raise funds for the functions of the Student Government Association.
d. Communicate concerns of the students to Student Government Association.

Section 5 Student Government Association Meetings
a. Meeting dates will be posted on the Student Bulletin Board and throughout the School.

Article V

Faculty Advisors

Section 1 Duties of Faculty Advisors
b. Act as advisors for all activities and functions of the Student Government Association.
Article VI

Meetings

Section 1 The meetings of the Association shall be held monthly as scheduled, or shall be called at the discretion of the President.

Section 2 A simple majority of the elected representative from each class and Student Government Association officers shall constitute a quorum for the transaction of business at all meetings.

Section 3 Procedure in meetings not covered by Bylaws shall be governed by Robert's Rules of Order.

Section 4 A simple majority shall be necessary for action on all regular motions.

Section 5 All students are encouraged to attend all Student Government Association meetings.

Article VII

Elections

Section 1 The President and Secretary will be elected at the first meeting in September/January.

Section 2 Representatives to faculty committees will be elected at the first meeting in September/January.

Section 3 A simple majority will be required for election.

Article VIII

Provision for Amendment

Section 1 Any member of the student body shall have the right to propose amendments to the Bylaws. Such amendments shall be adopted when approved by a two-thirds vote of the entire Association, provided the amendment has been presented to and has been posted for the student body at least one week before being brought to vote. The Faculty shall act as a recommending body in cases of Bylaws revisions.

Reviewed 8/2010
JFK MUHLENBERG HAROLD B. AND DOROTHY A. SNYDER SCHOOL OF NURSING

FORMAT FOR MINUTES
Student Government Association

Date, Time & Place: ____________________________

Presiding Officer: ____________________________

Roll Call:
Total number members present ________________
Also present: ____________________________, Advisor

Minutes of
Previous Meetings: "Accepted as circulated." (or dispensed with)
If dispensed, state reason why:
If corrected, corrections.

Announcements:

Format for Minutes, Continued

Committee Reports:

Convocation
Social Recreation
State Organization
Union County College Representation

Nursing Course Reports:
Preclinical
Nursing 121
Nursing 122
Nursing 221
Nursing 222
Nursing 141 or
Nursing 242
Evening Division

Old Business

New Business

N.B. Proper form for recording a motion is as follows:
Ex: Motion made by Miss A., seconded by Miss B., that the proposal be accepted as presented. Motion carried. Abstentions: Miss W.; Opposed: Mr. J.

Adjournment: ____________________________
Signed: ____________________________
Secretary
TEXTBOOKS
Rittenhouse Book Company in Philadelphia offers the student a 10% to 15% discount on all books. However, the student may purchase his/her books from any vendor. If using another vendor, be sure to obtain the proper edition of the required text. If books are purchased from another vendor, it is the student’s responsibility to obtain the proper edition of the required textbook.

To view the required textbooks for your class, go to www.rittenhousebookstore.com.

For courses N100, N119, N121, N122, N221 Enter the Access Code provided for each course to determine which books are required.

For course number N141

All required and recommended titles and prices will be available. Simply select the titles you would like to purchase, provide your shipping and payment information, and check out.

Payment: MasterCard, Visa, and American Express accepted.

If you would prefer to pay by check, simply select your titles and print the shopping cart. Mail a copy of the shopping cart and a check for the full amount, plus $4.95 for shipping to: Rittenhouse Book Distributors, Inc. attn: ORDER PROCESSING 511 Feheley Drive King of Prussia PA 19406.

If you do not have access to the Internet, simply call customer service at 1.800.345.6425 to place your order. Please have your access code available.

Shipping: We regret that we cannot ship to post office boxes.

Questions: Please email customer service at customer.service@rittenhouse.com. Please include your access code on all correspondence.

You may also print the list and purchase the textbooks wherever you like.
TRANSPORTATION/PARKING
Each student is responsible for providing his/her own transportation to and from Union County College, agencies used for clinical experiences, and other places of learning or recreation. Each student assumes full responsibility for any risk, loss, injury and/or damages incurred relative to the use of any means of transportation and the parking of bikes and motor vehicles. Students with cars must park their vehicles in the spacious, well-lighted parking lot immediately across the street from the main entrance of the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools. Parking is also provided at Union County College. Every student attending Union County College must purchase the Union County College parking decal at the Union County College Student Accounts Office.

TUTORIAL SERVICES
JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing students may use the tutorial services for academic (Non-Nursing) courses given at Union County College’s Academic Learning Centers. Tutorial services are also available at JFK Muhlenberg Snyder Schools. Appointments made be through the School Secretary’s office, and in the Skills Simulation Laboratory.

UNION COUNTY COLLEGE ACTIVITIES
All JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing students hold full status as Union County College students and are encouraged to participate in student activities at the college. Recently, JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing students have been active members of the college's athletic team, student government, radio station, various student clubs and the Union County College chapter of Phi Theta Kappa, the national honor society for students attending community colleges.

Union County College also provides English as a Second Language counseling and courses to develop proficiency in the English language. In addition, EOF counseling and provisions are available at Union County College.

Free movies are regularly shown at Union County College on the Cranford campus. Plays, concerts and sports events are regularly sponsored by Union County College at much reduced rates. All JFK Muhlenberg Snyder School of Nursing students are eligible to take part in these events, and encouraged to do so as they pay general fees which contribute to student activities. Students must show their validated Union County College identification card to participate.

UNION COUNTY COLLEGE HONOR SOCIETY  (Phi Theta Kappa)
Students who achieve outstanding scholastic records and demonstrate qualities of good citizenship are eligible to receive recognition through admission into Phi Theta Kappa. Phi Theta Kappa is the national honor society which aims to promote scholarship, develop character, and cultivate fellowship among students of two-year colleges. Iota XI is the chapter of Phi Theta Kappa at the College. Full-time students who have earned 12-24 credits, at the College, with a cumulative average of 3.5 or 24 or more credits, at the College, with a 3.40 average are eligible for admittance into Iota XI Chapter.

Part-time students are also eligible for membership and are required to have earned 18 credits and have a cumulative grade point average of 3.75; or 18-30 credits with a cumulative grade average of 3.60 or above 30 credits with a cumulative grade average of 3.50. In addition, part-time students are also required to carry 6 credits each semester. Membership requirements are higher for part-time students because they don't carry a full course schedule. All students meeting these qualifications are urged to apply for membership at Union County College. The Dean of JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing can answer questions which you may have about the society.
UNION COUNTY COLLEGE LIBRARY
The Union County College Libraries serve as the major learning resource of the College. Library holdings total more than 130,000 volumes, over 300 periodical subscriptions, and over 3,000 videos and DVDs. In addition, the Libraries provide access to nearly 30,000 of full text journals, newspapers and reference sources via the Library’s website. The Library’s Web site includes virtual tours, staff information, study guides, instruction modules, and links to dozens of resources that can be accessed on campus or from home.

The Kenneth Campbell MacKay Library on the Cranford Campus contains the major reference and research collections of the College. The libraries on the Elizabeth and Plainfield Campuses serve as the learning resource centers on those campuses, with collections and services geared toward the specific programs offered at those campuses. Students have access to the total holdings of the College Libraries. Materials can be borrowed from or returned to any campus by intercampus deliver on one-day notice.

UNION COUNTY COLLEGE SERVICES
Students attending the School of Nursing are also students of Union County College and entitled to student services of the college. Please refer to the current Union County College Student Handbook for information concerning policies and services.

WHO'S WHO IN UNION COUNTY COLLEGE
Students in the JFK Muhlenberg Harold B. & Dorothy A. Snyder School of Nursing-Union County College Cooperative Nursing Program are eligible for election to Who's Who in Union County College.
STUDENTS’ RIGHTS AND REGULATIONS

ALCOHOL/SUBSTANCE ABUSE POLICY

PURPOSE
JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools strive to provide an optimal environment for learning and a safe working environment to assure quality services are provided to patients. JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools are concerned about the welfare of its students affected by alcohol/drug abuse.

The purpose of this policy is to assure that students, employees and patients are free from the hazards and inefficiencies that can be generated by alcohol/drug use or abuse. Students must understand that JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools expect full cooperation with its efforts to achieve this goal and that violation of this policy, or failure to cooperate with a rehabilitation program may lead to disciplinary action, up to, and including dismissal.

Participation in any treatment program for alcohol/drug abuse will not jeopardize continued enrollment, provided the student discontinues involvement with the use of alcohol/drugs, and complies with the Schools’ policies.

JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools is prepared to be supportive of students in the treatment or recovery from alcoholism/drug abuse. However, students must recognize that they are expected to remedy behavioral problems arising from the use of alcohol/drugs, and JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools has the discretion to impose discipline on any student who violates JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools’ rules including, but not limited to rules against alcohol/drug use.

The School policy is compatible with the JFK Health Substance Abuse Policy.

POLICY

DRUGS/ALCOHOL
The possession, unauthorized use, sale, distribution, dispensing or manufacture of a controlled substance, or the possession of drug paraphernalia, or the misuse of a prescription or over-the-counter drug, on or off JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools property, is strictly prohibited. Also, anyone who is convicted of any criminal drug violation must so notify the Dean no later than five (5) days after such conviction.

The unauthorized use, sale, purchase, possession of alcoholic beverages on JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools property, or reporting to school under the influence of same, or with the odor of an alcoholic beverage on the breath, is prohibited. Students suspected of reporting to JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools under the influence of alcohol or drugs will not be allowed to attend class or clinical experience.

Violation of these rules will result in disciplinary action.

STUDENT ASSISTANCE PROGRAM
JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools recognize that alcohol/drug addiction is a treatable disease and the School will assist alcohol/drug addicted students who are willing to follow a prescribed and approved rehabilitative process.

All communications and records will be maintained on a confidential basis in the health office.

Students will not be subject to discipline for voluntarily acknowledging their drug/alcohol addiction; however, appropriate action will be taken by the Schools, if such a disease interferes with the student's ability to perform functions of his or her student role safely. Furthermore, a student's status as an alcoholic or drug addict will not excuse violations of the Substance Abuse policy for which the student is subject to discipline. A request for assistance does not exempt the student from routine performance expectations, nor does it confer any immunity - legal or disciplinary - from the consequences of misconduct.

Thus, it is not intended that a request for assistance be used by students as a means for avoiding disciplinary action for violation of JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools rules against alcohol/drug use or poor performance, and the School has the discretion to impose discipline for violations of such rules.
There are instances when a student's drug or alcohol-related addiction or disease may mandate that a report be made to a State licensing board and nothing contained in this policy is meant to suggest that the Medical Center will not honor its obligations in such instances.

The student must enter an appropriate treatment program as a condition of continued enrollment in the school. The decision regarding this treatment program will be made jointly by the Dean and the student.

The Dean has the final decision regarding all disciplinary decisions.

**DEFINITION OF DRUGS**
Reference to drugs in this Policy includes all such substances, illegal or legal, including among others: alcohol, marijuana, heroin, hashish, cocaine, inhalants, hallucinogens and depressants or stimulants not prescribed for current personal treatment by a physician.

**PRESCRIPTION/OVER-THE-COUNTER DRUGS**
JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools believe that students who take prescription drugs as directed by a physician, or use over-the-counter drugs in compliance with package directions are presumed to be behaving responsibly. All other uses of drugs are unacceptable and constitute drug abuse. However, even students using such drugs in an appropriate manner need to discuss with their physician and alert the employee Health Office about possible performance safety (class, lab, clinical) effects of the drugs.

**INVOLVEMENT WITH ILLEGAL DRUGS OR MISUSE OF PRESCRIBED AND OVER-THE-COUNTER DRUGS**
Any student's involvement with illegal drugs or the misuse of prescribed or over-the-counter drugs on the job can impair his/her school performance and adversely affect the safety of patients and others. The school will take appropriate action to assure competent performance when such situations occur.

Students suspected of reporting to the Medical Center/Harold B and Dorothy A. Snyder Schools under the influence of drugs or alcohol will not be allowed to attend class or clinical experience.

**TESTING BASED ON REASONABLE SUSPICION OF DRUG/ALCOHOL IMPAIRMENT**
During the physician examination in the Emergency Department, the student will be required to submit to blood, urine or other diagnostic tests to detect alcohol and/or drugs (or drug metabolites) in his or her system whenever the student is involved in an on- premises accident or the student's observed behavior raises a reasonable suspicion of drug or alcohol use. Any testing requested will be conducted in the Emergency Department. If an initial screening test indicates positive findings, a confirmatory test will be conducted.

The Medical Center may require a student who has resumed school attendance after he/she violated his/her policy to agree to unannounced testing as a condition of his/her return.

A student who refuses to submit to testing shall be subject to disciplinary action up to and including dismissal.

**SAFETY AND SECURITY PROCEDURES - SUSPECTED POSSESSION /SALE**

A. Upon notification of an incident involving suspected drug possession/sale by a student, the Security Supervisor will ask all persons involved in the incident to stay for questioning. However, no person should be forcibly detained, nor given the impression that he or she is not free to leave at any time. If not already notified, the Dean of the Schools should be notified at once.

B. The Security Supervisor will, if practical, question each involved person separate from others.

C. Statements will be obtained from all individuals (no joint statements allowed).

D. All evidence will be gathered by the Security Supervisor and secured at once. Only if the police are involved may the Supervisor release such evidence.

E. As soon as possible, the Director of Safety and the Director of Security will be notified.

F. All such evidence and statements will be reviewed with the assigned Administrator.
RECORDKEEPING AND CONFIDENTIALITY

Information regarding a student's use of alcohol and/or drugs will be released outside the Medical Center only as required in the rehabilitative process or as required by law.

For instance, certain information concerning a student's involvement with drugs and/or alcohol may be required to be reported by the Medical Center to State licensing boards or supplied in response to a subpoena or other court order. In such instances, the Medical Center will comply with its legal obligations.

All laboratory results will remain in the confidential medical charts of the Occupational Health Office, and will be retained as a permanent part of the medical records. A progress note should be entered in the medical chart detailing the disposition of each case.

STUDENT NOTIFICATION OF POLICY
A. This substance abuse policy is contained in the Student Handbook.
B. All students must receive and sign the Standards of Conduct form.
C. Students who have problems with drug/alcohol abuse may be ineligible for Financial Aid. Determination will be made following Federal Guidelines by the Financial Aid Director.

FITNESS FOR SCHOOL GUIDELINES
A GENERAL

All students are expected to report to JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools in a physical and mental/emotional condition fit for the safe and proper performance of their role as a student and to remain in a fit condition throughout their assignments.

B DETERMINING FITNESS FOR SCHOOL AND CONSEQUENCES OF BEING UNFIT

1. General Responsibilities
   The determination of whether a student is fit for school is a supervisory responsibility. Generally, a student is unfit for duty when there is reason to believe, based on objective evidence, that the student's ability to perform the student functions in a proper, safe and competent manner is adversely affected for some reason.

   A student may be unfit for a variety of reasons, ranging from the relatively simple, such as illness, fatigue or reaction to prescribed medications, to the more complex, such as emotional distress arising from personal problems, or substance (e.g., alcohol or drug) use.

   In making the determination that a student is unfit, the faculty should rely on objective facts and observations rather than vague "hunches" or feelings.

   The faculty should document his or her observations when determining that a student is unfit. Documentation is highly recommended, not only because it will provide an important record of the facts if the student contests the determination of unfitness, but also because the very exercise of putting one's thoughts in writing tends to force faculty to be precise in stating the facts.
2. Consequences of being Unfit Where Substance Abuse is Suspected

Any student who engages in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol will receive one of the following actions or combination of the following actions:

a. Short-term suspension from Nursing, Medical Imaging and Therapeutic Sciences classes for a period of up to 5 school days.
b. Long-term suspension from Nursing, Medical Imaging and Therapeutic Sciences classes for a period of up to one full semester.
c. Dismissal from JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools
d. Loss of specific residence privileges for up to a period of one full semester.
e. Short-term revocation of the privilege of remaining in the residence up to a period of one full semester.
f. Long-term revocation of the privilege of remaining in the residence up to a PERIOD OF ONE ACADEMIC YEAR.
g. Permanent revocation of the privilege of residing in the residence.
h. Any other disciplinary action deemed appropriate by School authorities after consideration of all the facts and circumstances of the particular case.

Moreover, activities of students may, at times, result in violation of law. Such students may incur penalties by Civil, State, Federal authorities.

In addition, students may be required to make restitution to the school, the Medical Center, or other individuals for personal injury or property damage.

The student will be required to enter an appropriate treatment program if the Dean determines that continued school enrollment is indicated. The student will not attend class or clinical until Guidelines listed below (Section C) are followed.

C. GUIDELINES FOR RETURN TO THE SCHOOL

Policy

The student may return to the Harold B. and Dorothy A. Snyder Schools program when written documentation from the treatment program and Dean determine readiness. The student must be cleared by the Occupational Health Office prior to return. The student will be monitored by the Dean weekly for the first semester and bi-monthly for subsequent semesters. All instructors who will be involved with the student will be informed of the status of the returning student.

Behaviors

1. Compliance with the following behaviors/restrictions will be expected of the student. A contract will be established by the Dean to this effect.

2. The faculty of the Schools feels that the completion of the following is essential for success in recovery. The student must arrive on time for class and skills simulation laboratories. The student must submit completed assignments on time. The student must attend all clinical and class sessions.

The student must attend all meetings with the Dean. The student must follow the treatment/recovery program established for him/her. This information will be shared with the Dean. The student must remain substance-free. The student must inform the instructor every time the narcotics computer code and/or keys are in his/her possession. The student's formal evaluation of practice is based on class/clinical grade using the same criteria that is used for all students.

The student must attend at least one nurse recovery group meeting per month. It is strongly recommended that the returning student nurse not take more than 10 credits in the returning semester. Although the Harold B. and Dorothy A. Snyder Schools recognize that chemical dependency is a chronic disease characterized by relapse, relapse will not be tolerated. Any relapse will result in final dismissal from the program.

Reviewed 8/2009
AUTOMOBILE REGISTRATION

Each student owning or operating a motor vehicle at JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing must register it through the Student Accounts Office. If a new vehicle is purchased, a new registration is required.

BADGES

Photograph Identification Badges must be obtained from JFK Human Resources (address below) by the end of the first two weeks of class and must be worn at all times when in the Medical Center/JFK Muhlenberg Snyder Schools. If badges are lost, there is a fee assessed for replacement. If lost, request for replacement must be arranged immediately through JFK Medical Center Human Resources, 80 James St., Edison, NJ 08818, (732) 321-7000, x 68501.
Revised 08/10

CAMPUS SEXUAL ASSAULT POLICY STATEMENT

• PURPOSE
This statement is promulgated to comply with federal Department of Education regulations published at 38 C.F.R. 668.47 (a) (12) and outlines JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools’ (School) sexual assault programs to prevent sex offenses on School and Medical Center premises and procedures to follow when a sex offense occurs on School and Medical Center premises.

• POLICY
The School considers sex offenses (including sexual assault) committed against any student as a serious conduct violation. Students and/or employees who are found to have any sex offense may be subject to discipline, up to and including dismissal or discharge, as the case may be.

• PROCEDURES TO FOLLOW IN THE EVENT OF THE COMMISSION OF A SEX OFFENSE
1. Any student who has been sexually assaulted on the School or Medical Center premises should immediately contact or report to the Medical Center’s Emergency Room.

2. Preserving evidence for proof of a criminal offense is important. Therefore:
   (a) Students who are victims of a sexual assault should not douche, bathe or cleanse in any way prior to being physically examined;
   (b) Students who are victims or witnesses to a sexual offense should make every effort to remember everything possible about the offender, the location and any details about the incident; and
   (c) To the extent possible, students who are victims or witness to a sexual offense should not touch any object handled by the offender or rearrange the scene of the offense.

3. Sexual offenses occurring on School or Medical Center premises must be reported to either the Dean of the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools or to the student’s immediate supervisor. (For additional information on reporting sexual offenses, please refer to Medical Center Policy No. 47, –Sexual Harassment.)

4. A student who is a victim of a sexual offense may also, at his/her option, notify local law enforcement authorities. School and/or Medical Center personnel will assist a student in notifying these authorities, if the student requests such assistance.
ON AND OFF-PREMISES STUDENT SERVICES FOR VICTIMS OF SEX OFFENSES

1. The following on- and off-premises counseling and mental health services are available to students who are victims of sexual offenses.
   
   Medical Center Clergy: (732) 321-7000 extension 67512
   
   Union County Rape Crises Center: (908) 233-RAPE (7273)
   
   Priority Systems: (908) 654-6199
   
   Union County College Student Assistance Counselor: (908) 709-7164
   
   At his/her request, School and/or Medical Center officials will assist the student in contacting these or any other counseling service.

2. School and/or Medical Center officials will change a victim’s academic and/or living situations after an alleged sex offense if changes are requested in writing by the victim and are reasonably available.

INVESTIGATION OF ALLEGED SEX OFFENSE COMPLAINTS INVOLVING A STUDENT OR MEDICAL CENTER EMPLOYEE OFFENDER

Student sex offense complaints filed with School officials against another student or Medical Center employee will be processed as generally described below:

1. The Dean or the student’s supervisor will report the complaint to the Medical Center’s Vice-President of Human Resources immediately.

2. The Vice President of Human Resources or his/her designee will direct all activities and commence an investigation, when possible, within five days of receipt of the complaint. The Dean will also be involved in the investigation, as set forth below, as long as he/she is not the alleged offender.

3. The Vice President of Human Resources or his/her designee, in consultation with the Dean, will interview the complaining student and the alleged student/employee offender. If the student is allowed to have others present during the interview proceedings, the accused will be afforded the same opportunity.

4. The Vice President of Human Resources or his/her designee, in consultation with the Dean, will interview witnesses and evaluate any relevant documents.

5. The Vice President of Human Resources or his/her designee, where appropriate, will request that statements, including the complaint of sexual offense, be reduced to writing and signed.

6. After all the parties and witnesses have been interviewed and the investigation is otherwise deemed complete, the Vice President of Human Resources or his/her designee, in consultation with the Dean, will review the investigation results in light of School and Medical Center policies, and take appropriate action based on their final determination.
   a. An investigative file will be maintained in a separate confidential file in the Human Resources Department.
   b. If the final determination is that a sexual offense (i.e., rape, acquaintance rape or other forcible or nonforcible sex offense) did occur, the School or Medical Center will take appropriate corrective action including discipline up to and including dismissal (in the case of a student) or discharge (in the case of an employee). Documentation of the offense and action taken may become part of the offender’s student/personnel file.
   c. The Vice President of Human Resources or his/her designee, in consultation with the Dean, will explain to the accusing party the disposition of the complaint and the disciplinary action taken, if any.
   d. The Vice President of Human Resources or his/her designee, in consultation with the Dean, will communicate to the accused party the disposition of the complaint and implement the disciplinary action, if any.
CELL PHONE USAGE POLICY

As per JFK Medical Center policy:
A. Good judgment and discretion should be used when receiving personal telephone calls. Personal calls should not impact on an employee’s (student’s) ability to complete their work and Medical Center business should not wait as the result of personal phone calls.
B. Cell phones should be turned off during an employee’s (student’s) scheduled shift (clinical time). Incoming calls to employees (students) should not be answered while they are working (on the clinical unit).

While in the school building, students may only use their cell phone during their break times and at lunch.

Cell phones must be turned off and placed at the front of the classroom during exams and exam review.

CODE OF CONDUCT

☐ CONDUCT SUBJECT TO DISCIPLINARY ACTION

The following conduct is subject to disciplinary action:

1. Conduct involving violations against the School and Medical Center community.
   A. Violations of the rules and policies stated in the Student Handbook or promulgated from time to time by school authorities.
   B. Violations of the rules and policies as stated in the JFK Health Administrative Policy and Procedures Manual or promulgated from time to time by Medical Center authorities.
   C. Violence against or forcible interference with the freedom of movement of any member or guest of the School and/or Medical Center community.
   D. Behavior which deliberately infringes upon the rights of others or endangers their well-being or safety.

2. Conduct involving trespass or damage to School/Medical Center property
   A. Unauthorized entrance into the School/Medical Center buildings or rooms.
   B. Intentionally causing damage to School/Medical Center property or to personal property to others on School Medical Center grounds.
   C. Theft of personal or School/Medical Center property.

3. Conduct involving the provision of false information to the School/Medical Center
   A. Misuse of I.D. Cards, School/Medical Center records.
   B. Plagiarism, cheating.
   c. Knowingly giving false information, including falsification of documents.

4. Use, possession or distribution of illegal drugs, prescription drugs illegally obtained, alcoholic beverages or other dangerous substances or weapons on School or Medical Center property. See JFK Health employee policies located in the Dean's Office.

5. Conduct involving violations of Civil and Criminal laws.
   A. The student has full responsibility for obeying State and Federal laws, as well as City ordinances.

6. Any other conduct prejudicial to good order and discipline within the School of Nursing or the Medical Center.

☐ DISCIPLINARY ACTION

Infraction of the rules and regulations made known by the School of Nursing authorities, JFK Health, the State of New Jersey, the County of Union, the City of Plainfield or the Federal Government may lead to disciplinary action.
Appeals Process is outlined in the Student Handbook. The nature of the infraction will govern the disciplinary action taken. The following actions or any combination of them can be taken in each case. Repetition of an infraction will result in a more severe penalty:

1. Short-term suspension from nursing classes for a period of up to 5 school days.
2. Long-term suspension from nursing classes for a period of up to one full semester.
3. Dismissal from JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing.
4. Loss of specific residence privileges for up to a period of one full semester.
5. Short-term revocation of the privilege of residing in the residence up to a period of one full semester.
6. Long-term revocation of the privilege of residing in the residence up to a period of one academic year.
7. Permanent revocation of the privilege of residing in the residence.
8. Any other disciplinary action deemed appropriate by School authorities under all the facts and circumstances of the particular case.

There will be no refund of tuition or fees in relation to disciplinary actions taken. Moreover, activities of students may, at times, result in violation of the law. Such students may incur penalties by civil authorities. In addition, students may be required to make restitution to the School, the Medical Center, or other individuals for personal injury or property damage.

ETHICS

The JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing Faculty has adopted the following policy regarding ethics. In preparation for licensure as a registered nurse, students are expected to uphold the standards set forth in the New Jersey Nurse Practice Act regarding honesty, competency, conduct and moral integrity. A copy of the New Jersey Practice Act is available in the Dean’s office as well as on-line at www.njsna.org/practice/NPA.htm. In keeping with these standards, the School of Nursing Faculty and Staff have established certain definitions and policies including administration of examinations. They are as follows:

1. **Cheating** will be defined as intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise (adapted from the University of Maryland Student Honor Council, 2003).
   
   The proctor of the exam/exercise will determine cheating. As it is the responsibility of each member of the School of Nursing community – students, faculty, administration and staff – to bring forth observations or documentation of cheating, input may be received by the proctor from any member of the School of Nursing community.

2. **Plagiarism** is defined as submitting of another’s work, in whole or in part, as one's own.
   
   The instructor(s) involved in reading/grading the assignment will determine plagiarism. The faculty reserves the right to use the computer program – Turn It In – to determine plagiarism. As above, input may be received from any member of the School of Nursing community.

3. **Disciplinary Measures: Cheating or plagiarism**
   
   The student will be dismissed from the Program.

4. The following applies to the use of drugs or alcohol:
   
   a) Any student appearing in the clinical area under the influence of drugs or alcohol (as indicated by their behavior, admission or input from any member of the School of Nursing community or medical center community) will be immediately dismissed from the clinical area. That student will see the Dean of the School of Nursing immediately.

   b) Possession, use or distribution of illegal drugs, of prescription drugs illegally obtained or of alcohol by any student, or guest of a student in the residence is prohibited. Any infraction of this rule will result in dismissal from the residence. See policies located on-line at www.jfkhealthsystemhs.org.

COMPUTER KNOWLEDGE/PRINTER ACCESS

The student is expected to be able to access and use a computer and printer. Course material, certain exams, review material and hospital technology require the use of computers and printers.

Faculty will distribute course material, assignments and other information using the CANVAS network of Union County College. Students are expected to be able to log on to Union County College’s e-services at www.ucc.edu.
COPYRIGHT INFRINGEMENT POLICY
Unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject a student to civil and criminal liabilities. Students who engage in illegal downloading of copyrighted materials using the School’s information technology system will be subject to disciplinary action as outlined under the Code of Conduct section above.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.
08/10
EMERGENCIES, PERSONAL
Any personal emergency is to be reported immediately to an official of the School of Nursing.

EMERGENCY CLOSING DUE TO INCLEMENT WEATHER
1. When Union County College is closed, the School of Nursing is automatically closed.
2. You may determine closure for Union County College by listening for the radio announcement relative to Union County College. Closing information may also be found on the Union County College’s website, www.ucc.edu.
3. All students will be formally excused from all school commitments.
4. Faculty will schedule make-up time on another day for missed clinical experiences.
5. Faculty will notify affiliate agencies of School of Nursing closure.

Note: Any student needed to work in the Medical Center will be hired as casual labor. The School of Nursing relinquishes any responsibilities for student performance or supervision when in such a role.

EMERGENCY CODES: To report any emergency code,
At JFK Medical Center, DIAL *8 on the telephone. Do not use a phone in a patient’s room.
At the Muhlenberg Campus call Security (908) 668-2121 or X52121 from an in-house phone

<table>
<thead>
<tr>
<th>Code</th>
<th>Description of Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code Red</td>
<td>Fire or Smoke - PULL FIRE ALARM BOX and call Security (908 668-2121) or X52121 from an in-house phone. Follow RACE and the FIRE PLAN for your area.</td>
</tr>
<tr>
<td>Code Blue</td>
<td>Adult Medical Emergency, Cardiac / Pulmonary Arrest - Nursing Supervisor, Respiratory Therapy, EKG Tech, Intensivist or Medical Resident and Critical Care Nurse respond.</td>
</tr>
<tr>
<td>Code White</td>
<td>Pediatric Medical Emergency, Pediatric Cardiac / Pulmonary Arrest - Nursing Supervisor, Respiratory Therapy, EKG Tech, Pediatric Intensivist or Resident and Critical Care Nurse respond.</td>
</tr>
<tr>
<td>Code Amber</td>
<td>Infant / Child Abduction - Monitor all exits, hallways and elevators for any person(s) attempting to leave with a child, baby or small bundle. Call Security with a description.</td>
</tr>
<tr>
<td>Code Orange</td>
<td>Hazardous Material Incident, Chemical / Radiological / Biological - A patient suspected of being exposed to a chemical, radiation or biological agent is coming to the ED or a chemical spill incident has occurred that cannot be handled by the immediate staff. A TRAINED RESPONSE TEAM WILL RESPOND.</td>
</tr>
<tr>
<td>Code Gray</td>
<td>Security Emergency / Patient Elopement - Security officers will respond to a threatening or out of control situation.</td>
</tr>
<tr>
<td>Code Silver</td>
<td>Person with a Weapon / Hostage Situation - Security officers will respond to a threatening or out of control situation.</td>
</tr>
<tr>
<td>Code Yellow</td>
<td>Bomb / Bomb Threat - Security officers will respond.</td>
</tr>
<tr>
<td>Code Clear</td>
<td>The situation has been cleared.</td>
</tr>
<tr>
<td>Trauma Alert</td>
<td>Trauma Team Awareness - Patient with severe injuries has arrived in the ED: Trauma team on stand-by.</td>
</tr>
<tr>
<td>Trauma Code</td>
<td>Trauma Team Responds - Patient with severe injuries has arrived in the ED: Trauma team to respond.</td>
</tr>
<tr>
<td>Code Stroke</td>
<td>Stroke Team Responds - Patient presents with / develops new onset neurological symptoms.</td>
</tr>
<tr>
<td>Code Seven</td>
<td>Injury / illness on the grounds - Code Seven team responds.</td>
</tr>
</tbody>
</table>
EMERGENCY PHONE NUMBERS
JFK HEALTH SYSTEM - MUHLENBERG CAMPUS

EMERGENCY CODES: To report any emergency code,
At JFK Medical Center, DIAL *8 on the telephone. Do not use a phone in a patient’s room.
At the Muhlenberg Campus call Security (908) 668-2121 or X52121 from an in-house phone

<table>
<thead>
<tr>
<th>Security: JFK 67568</th>
<th>Safety Director: 67677/67678</th>
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</thead>
<tbody>
<tr>
<td>Muhlenberg 52121</td>
<td></td>
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<tr>
<td>Building Services: JFK 67558</td>
<td>Security Director: 67567</td>
</tr>
<tr>
<td>Emergency Dept.: JFK 67601</td>
<td>Employee Health: JFK 67610</td>
</tr>
<tr>
<td>Muhlenberg 52212</td>
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</tbody>
</table>

POISON CONTROL: 1-800-222-1222

EMERGENCY - ARMED INTRUDER/HOSTAGE SITUATION

In the event the intruder is armed, or there is gun fire:

- Alert everyone in the building via intercom phone, #7777, “Armed Intruder Lock Down” or “Hostage Situation Lock Down” “This is not a drill”
- Any faculty/staff hearing or seeing this activity is to remove any students into a safe area either into locked classroom or to a closet.
- Upon hearing the announcement for an armed intruder, all staff members are to lock their doors securing the safety of all students known not to be a threat by pulling them from halls and corridors into their classroom. In the even that an instructor secures a student not assigned to his/her classroom that instructor is to attempt to notify the main office.
- Inside of the classroom the instructor is to move all students to the furthest corner of the room on the same side as the classroom door and away from windows.
- Students are to take a safe position on the floor below window level.
- Instructors take an accurate count of students.
- The administrative office is to be notified giving as much information about the individual(s) as possible.
- Make special mention of the type of weapon being carried, if possible.
- A member of the administrative staff is to notify JFK Security at *8.
- No one is to be allowed to leave the room. Do not answer the door unless there is a clear view of the situation outside and it is determined to be safe.
- Administration is to institute a method to inform faculty, staff members and families of students directly affected.
- The instructor and students are to remain in this location until help arrives
- The Dean/designee should assist with escorting or directing law enforcement to the necessary areas or with providing building floor plans.
- Refer media contact to the Dean’s Office.
- The Dean is responsible for the safety of the student, staff and visitors of the building. Unless she has been relieved by proper authority, she must maintain control of the situation.
- In order to institute an all clear, the Dean/designee is to designate staff members to deliver the all clear message to each instructor/classroom. An all clear should not be given over the public address system and the instructor should disregard it.
- Contact the Crisis Team to assist students and staff in dealing with the aftermath.

In the event the lockdown becomes a hostage situation, follow procedures above and:

- Have a prepared list of anyone who is a potential hostage and their last known locations.

6/2013
JFK HEALTH
EMERGENCY PREPAREDNESS PLAN

See JFK Health’ —EMERGENCY MANAGEMENT PLAN‖ which is available on the —Safety‖ – —Environment of Care‖ link on the JFK Health Intranet..

There is one —incident command center‖ which is located at the JFK Campus. JFK Muhlenberg students, faculty and staff are to remain on standby alert if an emergency or disaster is declared on either campus until an —all clear‖ is announced.

TYPES OF EMERGENCIES
A) Internal (disrupts services), examples: —major spill, fire, smoke, major power loss
B) External (large influx of patients): -- accidents (plane, bus). External Emergency
   patients arrive at Emergency Department-
   Triage: Red Tag - critical
   Yellow Tag - seriously injured
   Green Tag - delayed treatment

SCHOOL PERSONNEL
1) Instructors in class or in residence report to Classroom 101 in the Harold B. and Dorothy A. Snyder Building. All off-duty instructors return to the school, if at all possible, and report to Classroom 101.
2) Students- Remain in the clinical area where assigned, when on duty, until otherwise notified. When not in the clinical area (in class or off-duty in residence) assemble in Classroom 101.
3) Housekeeping Aides - Observe the procedure as outlined by the Department Head.
4) Executive Secretary – remain in the Dean’s office and man telephones ext. 2403, 2418, and 2844.
5) Secretaries and Professional Staff – Assist in compiling list of students. Deliver lists to the Program Directors/Lead Teachers in classroom 101; then man telephones ext. 2400, 2401, 2404, and 2405.
6) After hours or on weekends, the Dean will notify the Schools for assistance, as needed.

BIOTERRORISM
Healthcare facilities may be the initial site of recognition and response to bioterrorism events. If a bioterrorism event is suspected, local emergency response systems should be activated. Notification should immediately include local infection control personnel and the healthcare facility administration and prompt communication with the local and state health departments. If a suspected bioterrorism event occurs, involving suspected human cases, notify internal contacts including the local health department. The FBI field office, local police, CDC and medical emergency services will be notified as necessary.

Reviewed 7/2012
FIRE SAFETY PROVISIONS

The entire JFK Muhlenberg Snyder Schools Building is newly built with updated fire alarm and sprinkler system, as well as fire hoses and extinguishers. A smoke detector system connected to the central fire alarm system of the medical center and city has been installed. All medical center fire and safety procedures are adhered to. Periodic fire drills are held and appliances such as hot plates, heating coils, hot pots and multiple socket hook-ups are prohibited in student rooms. Toasters, crockpots and microwaves are permitted in the kitchen on each floor. All kitchen appliances must be checked for electrical/mechanical safety by the Medical Center Maintenance Department prior to use.

Refrigerators are allowed in the residence rooms. Students, faculty and staff attend fire classes. A discussion of fire procedures and safety is part of each student orientation program and the Student Handbook contains a statement of said policies and procedures.

The Medical Center provides a twenty-four hour, seven days a week security force and fire brigade to the School of Nursing and the dormitories. Reviewed 7/2015
FIRE POLICIES AND PROCEDURES - DISASTER PLAN

JFK MUHLENBERG
HAROLD B. & DOROTHY A. SNYDER SCHOOLS

FIRE

I. FIRE CODE
The code system used at JFK Muhlenberg to indicate a fire emergency is:

—CODE RED—

For example: You will hear on the loudspeaker, —CODE RED, West Pavilion.

II. ALARM
A. A firebox pulled in the JFK Muhlenberg Harold B. & Dorothy A. Snyder Building will alarm
   in the Medical Center and the Plainfield Fire Department.

B. A firebox pulled in the Medical Center will not activate the alarm system in the JFK
   Muhlenberg Harold B. & Dorothy A. Snyder Building.

III. REQUIREMENTS
A. It is the responsibility of each student, as well as every employee of the medical center, to:
   1. Know the location of all fire alarm boxes and fire fighting equipment.
   2. Know how to use each extinguisher and other fire fighting equipment

B. FIRE IN THE RESIDENCE- any person, at any time, who is in the residence or Medical
   Center and identifies a fire (no matter how small) or smoke condition will observe the
   following procedure:
   1. REMOVE ANY PERSON (S) WHO MAY BE IN IMMEDIATE DANGER.
   2. PULL THE NEAREST FIRE ALARM BOX.
   3. DIAL SECURITY (908 668-2121) or X52121 from an in-house phone GIVING EXACT
      LOCATION OF FIRE. BE SPECIFIC AND KEEP COOL – NEVER YELL —FIRE.
   4. Notify the Head Resident Assistant or other Resident Assistants.
   5. Use of fire equipment extinguishers as appropriate – aim at base of fire, back and forth.
      Turn off electrical equipment in the area of the fire/smoke emergency (clothes dryers,
      microwaves, etc.) All others EVACUATE the building of the Schools.
   6. Person locating fire assumes charge and directs fire-fighting activity until relieved by
      someone of higher authority, or until his/her own safety is threatened. When relieved
      evacuate immediately.

C. EVACUATION
When the fire bell rings in the Schools, it means that a fire alarm box or corridor smoke detector
has been activated in the JFK Muhlenberg Harold B. & Dorothy A. Snyder Building.

- There is a fire/smoke emergency. – BELIEVE IT!
- Each individual, not directly involved in the fire fighting, is to leave the building by the nearest
  exit and gather in front of the School for further instructions. Do not wander away. Note: To exit
  use the nearest exit, this includes those with firelocks on them. The whole purpose of exits with
  firelocks is for use when there is a fire and otherwise maintains security.
• Student Fire Marshals are appointed by the Dean for each dormitory unit. The instructions issued by the marshals are to be followed. The Fire Marshals are responsible for supervising evacuation of the dormitory. The Fire Marshals must obtain the sign-in, sign-out file sheet to be presented to the responding fire department.
• The RA on duty will assume control until relieved. He/She will obtain location of fire, if unknown, from telephone operator; she will also maintain a roster of students, take attendance of all students evacuated and verify that there are no more students in the Residence.
• Security and Plant Operations/Maintenance will respond to the JFK Muhlenberg Harold B. & Dorothy A. Snyder Building as well as the Plainfield Fire Department.
• Evacuation in the Medical Center is preferably horizontal. Close all windows and doors in the area of the fire emergency. Do not use elevators in the building of the fire emergency. Stairwells may be locked on the stairwell side and exit is then on the first floor.

Reviewed 7/2012

FIRE EMERGENCY PROCEDURES

JFK MUHLENBERG HAROLD. B. AND DOROTHY A. SNYDER SCHOOLS

• In case of fire, activate the alarm at the nearest pull-box (typically located near stairwells).
• In addition, dial Security (908 668-2121) or X52121 from an in-house phone and give your exact location, your name and extension. Notify other staff in the area.
• An overhead announcement will be made throughout the facility:

-Code Red-, with location, to identify the area of the fire emergency.

• In case of fire, follow the RACE procedure:

  Rescue individuals in the fire emergency, if possible.
  Alarm- activate the alarm, as described above.
  Confine the fire – close doors in the fire/smoke area and in nearby areas, as well as the floors above and below, to limit smoke transmission. Close windows – fire needs air to continue burning.
  Extinguish the fire if possible, with the appropriate extinguisher.

  Type A (water) - for ordinary combustibles, as paper, wood, clothing
  Type B/C (carbon dioxide) – for chemical or live electrical fires
  Type ABC (dry powder) – can be used on all types. Aim for the base of the fire

• Alarm transmission is the first item to perform during fire emergencies.
• Evacuation – horizontal, away from the fire/smoke emergency. Magnetically held corridor doors shut with alarm transmission. This allows horizontal evacuation to units or compartments separated from the fire/smoke area by these doors.

Vertical evacuation is more complex in a hospital. If necessary, use stairwells, preferably to floors below the fire emergency (two floors below is desirable).

Horizontal evacuation is most effective when doors are shut.

Do not use elevators.
LEARNING DISABILITY
Only students with documented learning disabilities will be given special accommodations. Documentation is required for any and all accommodations.

Any student who has a documented learning disability will be given reasonable accommodations throughout the program of study. Documentation of learning disabilities must be presented to the Dean of JFK Muhlenberg Snyder Schools. Referrals for classification of learning disabilities:

- Kean Institute of Child Study
  http://www.kean.edu/KU/Disability-Services
- Counseling and Disability Services
  Downs Hall, DN 122
  1000 Morris Ave., Union, NJ 07083
  908-737-4910
- Suburban Learning Center
  http://suburbanlearning.com
  511 Valley Street, Maplewood, NJ 07040
  973-761-1406
- The Summit Center for Learning Inc.
  http://sclinc.net
- Downs Hall, DN 122
  126 Morris Avenue, Springfield, NJ 07081
  973-564-9552
- Children’s Dyslexia Centers of NJ
  http://www.mlcnj.org
  301 Forest Rd., Scotch Plains, NJ 07076
  201-288-1183

Any student with a properly documented learning disability should make an appointment to bring the required documentation to the Dean. All official documentation must be current and less than three years old. The Dean reviews the documentation and decides what accommodations, if any, will be made. Although the Dean will inform the Lead Teacher regarding the special accommodation for the student, it is also the student’s responsibility to inform the instructor at the beginning of each course, so that accommodations may be made.

LEGAL CONSENTS
Students, regardless of age or marital status, may NOT witness ANY legal documents (e.g. informed consents for surgery, diagnostic procedures, autopsies, business transactions, and/or wills). No student is to sign any contract relative to School or JFK Health business.

OFF-CAMPUS SCHOOL SPONSORED STUDENT FUNCTIONS
1. All off-campus school sponsored activities must receive prior approval from the administration of the School of Nursing.
2. The activity must be arranged and held under the guidance of an appropriate faculty member(s) (for example, the S.G.A. advisors).
3. No contracts are to be signed by students. All contracts are to be submitted to the Dean and subsequently approved by the JFK Health attorney before signing.
4. Drinking of alcoholic beverages at these events will be strictly governed by the following rules:
   A. Notify the place where the event is being held that some of the persons attending will be under 21.
   B. Drinking of alcohol in any form shall be allowed only if there is a licensed public bar open to the public at large on the premises and shall be done only by those persons of legal age.
   C. The above bar’s regular employees must assume complete responsibility for carding, service and control of consumption.
   D. No special bar shall be set up for the School sponsored function.
   E. If the above conditions cannot be fully met, then the party must be dry.
   F. Each person is responsible for his or her own actions and any behavior or consequences resulting from these actions. The School does not condone the drinking of alcoholic beverages at these events.
PARKING
Students with cars on campus must be issued a Medical Center parking decal issued by the Student Accounts Office.

Each student assumes full responsibility for any risks, loss, injury or damages incurred relative to the use of any means of transportation and the parking of bikes or motor vehicles.

All commuting students must use the parking lot on the corner of Park Avenue and Randolph Road or street parking. No students may park in the parking spaces immediately adjacent to the school building.

While at clinical sites, students must use only parking areas designated for student use.

PHOTOGRAPHS
No picture taking in the Medical Center, of any kind, will be allowed without the permission of the Community Relations Department.

SECURITY
Any student who observes or experiences a breach in security should contact a School official immediately. Dial Security at 908 668-2121 or 52121 from any in-house phone if an emergency exists. These calls are hot-lined to the switchboard which is staffed 24 hours a day.

The student will be required to fill out an incident report documenting the occurrence.

Students are reminded that JFK Health assumes no liability for items in the residence rooms or lockers. This includes, but is not limited to, money, jewelry, computer and music equipment.

Any student wishing a security escort to the parking lot can by request from a phone in the School of Nursing. Additionally, any student wishing security escort from the parking lot can drive to the Security Entrance (i.e. the Ambulance Entrance of the Medical Center) and request the same. Security's extension is 52217 or dial "O" and request a page to Security. Additionally, security has installed a direct line phone on the mechanic’s garage of the Park Avenue parking lot and it is available from your vehicle.

The emergency number for the Security Department is Extension 52121. This number is to be used in the case of emergencies only. The routine number for the Security Department is Extension 52217.

A Security and Fire Report, reporting crime and fire statistics, as well as campus security information is published annually. This report is distributed annually to all clinical students, and is available upon request in the office of the Director of Student Services.

Revised 08/12

SMOKING
As of November 19, 2009, all JFK Health facilities have become tobacco (smoke) free. This means that all patients and visitors, as well as employees, contracted staff, volunteers, students, medical and dental staff will no longer be allowed to use tobacco or smoke related products on JFK Health properties, including outdoor areas, vehicles and parking lots. No smoking is allowed in the residence or instructional areas of the School. No smoking is allowed anywhere in the Medical Center or on Medical Center property, including the School of Nursing.

Revised 08/10
PROHIBITED DISCRIMINATION AND HARASSMENT POLICY - JFK HEALTH SYSTEM

I. PURPOSE:
To ensure that each individual has a right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including sexual and other unlawful harassment.

II. POLICY:
JFK Health is committed to maintaining a work environment in which all individuals are treated with respect and dignity. At JFK Health, discrimination or harassment based on a person’s race, color, religion, national origin, sex, age, disability, veteran status, sexual orientation, marital status or any other classification protected by federal, state, or local law will not be tolerated. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Applicability of Policy

The prohibition against unlawful harassment applies to all employees (managers, supervisors, salaried, hourly, and temporary employees, etc.) as well as physicians, contractors, customers, suppliers, vendors, consultants, volunteers, students and guests. Similarly, all JFK Health employees have a responsibility to keep the workplace free of unlawful harassment.

III. DEFINITION OF SEXUAL HARASSMENT:
Sexual harassment consists of any unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature when:

1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment.
2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3) Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

The following are examples of prohibited conduct:

(1) Unwelcome physical contact with sexual overtones, such as touching, patting, pinching, repeatedly brushing against someone, or impeding the movement of another person;
(2) Unwelcome sexually offensive comments such as slurs, jokes, epithets, and innuendo;
(3) Unwelcome sexually oriented –kidding! or –teasing! or sexually oriented –practical jokes!;
(4) Suggestive or obscene written comments in notes, letters, invitations, or e-mail;
(5) Inappropriate, repeated, or unwelcome sexual flirtations, advances, or propositions;
(6) Offensive visual contact such as staring, leering, gestures, or displaying obscene objects, pictures, or cartoons;
(7) Inappropriate or suggestive comments about another person’s physical appearance ordress;
(8) Exchanging or offering to exchange any kind of employment benefit for a sexual concession, e.g., promising a promotion or raise in exchange for sexual favors; or
(9) Withdrawing or threatening the withdrawal of any kind of employment benefit for refusing to grant a sexual favor, e.g., suggesting that an individual will receive a poor performance review or be denied a raise unless he/she goes out on a date with a manager.

Other Prohibited Harassment

In addition to prohibiting sexual harassment, JFK Health prohibits the harassment of an individual based on his or her race, color, religion, national origin, age, veteran’ status, disability, sexual orientation, marital status or membership in another group protected by federal, state, or local law. In this regard, harassment is defined as verbal or physical conduct - including but not limited to slurs, remarks, epithets, jokes, or intimidating or hostile acts - based on an employee’s membership in a protected class, when such conduct has the purpose or effect of:

1) Substantially interfering with an individual’s work performance, or creating an intimidating, hostile, or offensive working environment;
2) Otherwise adversely affecting an individual’s employment opportunities; or
3) Unreasonably interfering with an individual’s work performance.

**Harassment occurs when:**

1. Submission to the conduct is made either explicitly or implicitly a term of condition of an individual’s employment; or
2. Submission to or rejection of the conduct by an individual is used as a basis for employment decisions affecting the individual; or
3. The conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

**Finding of Harassment:**
JFK Health will impose severe disciplinary sanctions, including termination, in any case where an employee is determined to have engaged in such conduct.

Other Individual(s): Any vendor, consultant, volunteer, visitor or customer found to be harassing an employee will be asked to leave and not return. Formal complaints will be filed with respect to vendors and consultants.

**General Management Responsibilities:**
Managers are responsible for creating and maintaining a positive and productive work environment free from harassment. Managers are required to:
1. Take all possible steps to eliminate any harassment they become aware of.
2. Bring this policy to the attention of their subordinate supervisors and employees.
3. Counsel subordinates as necessary.
4. Document all aspects of the process.
5. Consult with Human Resources as needed.

**IV. COMPLAINT PROCEDURE PROCESS:**

**Process - General**

**A. Employee Responsibility**
An employee that feels he or she has been harassed due to his or her protected category should report such incident to his or her manager (or if the manager is the accused, to the next non-involved Director), Human Resources Department or Chief Operating Officer.

**B. Manager Responsibility**
Any manager approached by an employee regarding possible harassment must contact the Human Resources Department or the Chief Operating Officer.

**C. In addition, employees, supervisors and managers must report any incident of unlawful harassment they may observe, even if they are not a target or victim of such harassment.**

**D. All complaints of harassment or discrimination will be promptly and thoroughly investigated. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include interviews with the person filing the complaint, the person(s) alleged to have committed the harassment or discrimination, and any pertinent witnesses to the conduct in question.**

**E. If it is determined that inappropriate conduct has occurred, JFK Health will act promptly to eliminate the offending conduct. If it is determined that inappropriate conduct has been committed by an employee, JFK Health will take disciplinary action as is appropriate under the circumstances. Such action may range from counseling to termination of employment, and may include such other forms of disciplinary action as JFK Health deems appropriate under the circumstances.**

**V. PROCEDURE:**

**A. Employer Responsibility Where the Charged Person is a Medical Center Employee**

Where the charged harasser is an employee of the Medical Center, the complaint will be processed as generally described below:
1. The supervisor or manager will report the complaint to the Vice President of Human Resources or designee immediately;
2. The Vice President of Human Resources or designee will direct all activities and commence an investigation. The complaining employee’s manager will also be involved in the investigation as set forth below, as long as he or she is not the charged offender.
3. The Vice President of Human Resources or designee, in consultation with the manager, will interview the complaining employee and the charged offender.
4. The Vice President of Human Resources or designee, in consultation with the manager, will interview all witnesses and evaluate any relevant documents.
5. The Vice President of Human Resources or designee, where appropriate, will request that statements, including the complaint of unlawful harassment be reduced to writing and signed.
6. After all the parties and witnesses have been interviewed and the investigation is otherwise complete, the Vice President of Human Resources or designee, in consultation with the manager, will review the investigation results in light of the Medical Center policies, and take appropriate management action.
   a. The investigative file will be maintained in a separate confidential file in the Human Resources Department.
   b. If the finding is that harassment (or sexual harassment) did occur, JFK Health will take appropriate corrective action including discipline, and documentation of the offense and action taken will become part of the offender’s personnel file.
   c. The Vice President of Human Resources or designee, in consultation with the manager, will explain to the complaining party the disposition of the complaint and action taken.
   d. The Vice President of Human Resources or designee, in consultation with the manager, will communicate to the offending party the disposition of the complaint and implement the disciplinary action.

B. Employer Responsibility Where the Charged Party is a Student or Volunteer

Where the charged harasser is a student or volunteer, the complaint will be processed generally as described above. Where the charged harasser is a student, the Dean of Students will participate in the investigation along with the Vice President of Human Resources or designee. Where the charged harasser is a volunteer, the Director of Volunteers will participate in the investigation along with the Vice President of Human Resources or designee.

C. Employer Responsibility Where the Charged Person is a Supplier or Vendor

Where the charged harasser is a supplier of vendor to the Medical Center or an employee of a supplier or vendor, the complaint will be processed as generally described above. The Materials Manager will participate with the investigation.

D. Employer Responsibility Where the Accused is a Physician and not an Employee of the Medical Center

Where the charged harasser is a physician who is not a Medical Center employee, the complaint will be processed in accordance with the Professional Conduct Policy in a manner consistent with the Hospital’s policy on Prohibited Discrimination and Harassment Policy and the Medical/Dental Staff Bylaws.

VI. PROTECTION FROM RETALIATION:

JFK Health will not retaliate against anyone for reporting or complaining about unlawful harassment or discrimination in good faith, or for participating in an investigation of alleged harassment, nor will it tolerate retaliation by managers, supervisors, co-workers, or anyone else.
STUDENT NURSES BILL OF RIGHTS AND RESPONSIBILITIES

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:

1. Student 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 which provide and safeguard the students’ freedom to learn.
4. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, creed, sex, sexual orientation, 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 which 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, or used as a basis of evaluation.
8. The student should have the right to have a responsible voice in the determination of his/her curriculum.
9. Institutions should have a carefully considered policy to the information which 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 which 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.
15. As citizens and members of an academic community, students are subject to the obligations which 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, for example, 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.
STUDENT “RIGHT-TO-KNOW”
The following information is being provided as required under the Student Right-to-Know and Campus Security Act, Public Law 101-542, as amended by the Higher Education Technical Amendments of 1991, Public Law 102-26, and the Higher Education Technical Amendments of 1993, Public Law 103-208.

Information on Graduation/Completion Rates:
- 89.77% of students graduated in 2015 passed the NCLEX-RN (National Council Licensure Examination)-Registered Nurse Licensing Exam on the first attempt. The national first time pass rate in 2015 is 84.53%

STUDENT RIGHTS AND RESPONSIBILITIES
The primary aim of the JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing is to provide a quality educational experience. Within the framework of this commitment, the School grants certain rights to, and requires certain responsibilities from, each student in the education community, so that every student may pursue his/her educational goals in an environment free from unreasonable constraint.

Infraction of the rules and regulations made known by the School of Nursing authorities, JFK Health, the State of New Jersey, the County of Union, the City of Plainfield or the Federal Government may lead to disciplinary action.

Student concerns are addressed through the student representation on the following committees: Faculty Organization, Curriculum and Student Services. In addition, students may submit their concerns, in writing, to any member of the staff or faculty. All concerns will be addressed promptly. A written response will ordinarily be given within five (5) working days.

TAPE RECORDING
JFK Muhlenberg Harold B. and Dorothy A. Snyder School students may tape record lectures in the classroom ONLY if the faculty gives his/her permission. There will be no other tape recording or other electronic recording device allowed to be used in the School or clinical area without the Dean’s written permission. Infraction of this rule may result in suspension or dismissal from the School.

UNIFORMS AND ATTIRE:
ATTIRE FOR CLINICAL AND RELATED ACTIVITIES
The education that a student gains at JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing is one leading to a field of endeavor which expects a commitment to certain values. Standards of personal appearance are inherent in Nursing and are expected to reflect the educational milieu in which the student is participating.

The following policies apply to both male and female students:
1. Hair must be worn neatly combed and styled off the collar, pulled back from the face. Extremes in hairstyles are to be avoided.
2. Fingernails must be short. Only clear fingernail polish may be worn in the clinical areas. No acrylic nails are allowed while caring for patients.
3. Piercing is limited to the ears only; no more than one pair of small, stud/post earrings. Use of tongue rings/studs is prohibited.
4. No visible tattoos are allowed in the clinical area.

The following policies apply to female students:
1. Only regulation shirts, consultation coat or vest may be worn with the uniform slacks. A white consultation coat or vest must be worn whenever uniform pants are worn. Jumper and skirt must be to the knee.
2. Clean white shoes and white stockings must be worn in uniform. Shoes must have both closed toes and heels. Clogs and sneakers are not allowed.
The following applies to male students:
1. Only regulation shirts and consultation coats may be worn with uniform slacks.
2. Clean white shoes and white socks must be worn when in uniform. Clogs and sneakers are not allowed.
All students must wear Medical Center identification at all times while in the School and in any JFK Health affiliate.

LAB COATS
The regulation blue lab coat, affixed with the School logo is only required in certain courses and may be worn over street clothes. Dungarees, jeans, sweat pants, halter tops, shorts and/or thong sandals are not to be worn in the Medical Center.

The faculty reserves the right at any time, to request that a student leave the Medical Center, or classroom, if it is deemed that the student is inappropriately dressed. He/she may subsequently be requested to be seen by the Dean, School of Nursing.

OFFICIAL SCHOOL UNIFORM
The school uniform is to be worn by all students. There are specific combinations of the official uniform. No other combinations will be permitted. Men and women must wear white nursing shoes with white stockings for women and white socks for men. Both men and women must purchase a white consultation coat (blazer style) or a white vest. This may be worn as a "sweater" with the uniform. (No other sweaters are permitted). The white consultation coat or vest is to be worn over street clothes when going to the Medical Center, cafeteria or to the clinical unit to research assigned patients.

Uniform selections will be embroidered with JFK Muhlenberg Snyder School of Nursing.

Uniforms can be ordered through:
Medically Equipped
920 Savitt Place
Union, NJ 07083
Phone: (888) 963-3378 Ext. 115
Fax: 908-351-1802

Please be advised that you are able to purchase your uniform combinations through the mail order program. CONTACT UNIFORM CLASSICS DIRECTLY FOR THE CURRENT PRICE LIST FOR JFK MUHLENBERG SNYDER SCHOOL UNIFORMS
RESIDENCE LIFE

RESIDENCE RULES AND REGULATIONS
Infraction of any of the following regulations can result in disciplinary action by the Dean or his/her designee.

ALCOHOLIC BEVERAGES
No alcoholic beverages are allowed on campus. Any student found with alcoholic beverages in his/her possession on campus, will be sent to the Dean of the Schools, subsequent to the incident. The student can be expelled from the residence for possession of alcoholic beverages. The student will also face the possibility of dismissal from the program. (See Alcohol/Substance Abuse Policy).

APPLIANCES AND EXTENSION CORDS
The use of electric cooking or heating units or extension cords or multiple way sockets, are absolutely forbidden in student rooms due to fire safety regulations. Single unit air conditioners are not permitted. Toaster ovens are prohibited in the School and Residence areas.

BULLETIN BOARDS
The bulletin boards in the Residence are for student use, with the exception of that space directly next to the telephone, which must always carry Fire and Disaster procedure.

Residents are not permitted to remove furniture from Residence rooms, as all provided furniture is Medical Center/School property.

CANDLES
The use of candles and incense is forbidden in the residence and anywhere on medical center property.

CELL PHONES
Cellular phones are allowed to be used in the Residence.

CRIMINAL BACKGROUND CHECK
The performance of a criminal background check is required prior to moving into the school residence. Authorization to conduct this record check and results deemed favorable by JFK Muhlenberg Snyder Schools and/or clinical facilities are a condition of continued residence.

DEPOSIT FOR RESIDENCE
A $50.00 deposit (money order, certified or cashier check) is required when living in the residence. This deposit will be refunded if no damages are incurred to the room and/or its furnishings.

DRUGS AND DRUG SCREENING
Any student reported using, possessing or distributing prescription drugs without a doctor's order or illegal drugs will be referred to the Dean of the Schools. The student will face expulsion from the Residence. The student may also face dismissal from the program. (See Alcohol/Substance Abuse Policy) The performance of a drug screening test is required and must be performed by the JFK Health Occupational Health Office prior to moving into the school residence. Authorization to conduct this drug screening test and results deemed favorable by JFK Muhlenberg Snyder Schools and/or clinical facilities are a condition of continued residence.

Revised 08/10

ENVIRONMENTAL SERVICES
Students are responsible for cleaning their own rooms and cleaning up after themselves in kitchens and bathrooms. Hospitality will do heavy cleaning of hallways.
GUESTS
All visitors and non-residents must be out of the building between 10:00 P.M. and 6:00 A.M., both weekdays and weekends. Under no circumstances will visitors be allowed to stay overnight. Visitors must abide by all residence regulations as listed in the Student Handbook.

HEALTH CLEARANCE
A report of satisfactory physical examination, including a drug screening test, and approval from the JFK Health Occupational Health Office is required prior to a student’s first clinical course and/or moving into the school residence.

HOLIDAY DECORATIONS
Students must abide by Medical Center policies. No live trees or electrical decorations may be used.

HOURS
Please maintain quiet hours after 10:00 P.M. Keep noise at a minimum upon returning to the residence. Keep the volume on stereos, T.V.'s and radios low.

KITCHENETTES
Kitchenettes are available on each floor. All kitchen appliances must be checked for electrical/mechanical safety by the Medical Center Maintenance Department prior to use. Toasters, crockpots and microwaves are the only cooking equipment allowed in the kitchens. No cooking equipment is allowed in the residence rooms. Refrigerators are allowed in the residence rooms.

NO METAL OR FOIL CAN BE PLACED INSIDE A MICROWAVE OVEN OR A FIRE MAY RESULT.

Note: See "Safety Instructions and Precautions" to be observed when using Microwave Oven.

Any kitchen which is chronically left in an unsanitary or hazardous condition will be closed and will not be reopened for use until it is cleaned by the students of the residence unit. Continued misuse of kitchens is subject to disciplinary action.

LAUNDRY
Students are responsible for the laundering of their uniforms, bed linen, towels and personal laundry. Laundry facilities are available in the residence. Rugs are not to be washed in the washers. Do not place plastic or foam articles in dryers. Irons are to be used only in the laundry room.

MAIL
All resident students should pick up their mail in the Secretarial Suite before 4:00 PM Monday through Friday or by special arrangement

Special delivery letters, registered mail and telegrams are sent to the School of Nursing office and students are notified.
SAFETY INSTRUCTIONS AND PRECAUTIONS TO BE OBSERVED WHEN USING MICROWAVE OVENS

IMPORTANT PRECAUTIONS
DO NOT OPERATE this oven with the door open. Open door operation CAN RESULT in HARMFUL EXPOSURE to MICROWAVE ENERGY.
DO NOT place any object between the oven front face and the door. DO NOT allow soil or cleaner residue to accumulate on sealing surfaces. DO NOT operate the oven if it is damaged. IT IS IMPORTANT that the OVEN DOOR CLOSSES PROPERLY and that there is no damage to the:

1. Door (bent)
2. Hinges and latches (broken or loosened).
3. Door seals and sealing surfaces

OVEN will be adjusted or repaired by qualified service person. Please let the Student Accounts Office or the secretaries know of need.

IMPORTANT SAFETY INSTRUCTIONS
When using electrical appliances, basic safety precautions should be followed:
To reduce risk of burns, electric shock, fire, injury to persons or exposure to excessive microwave energy.

1. Read all instructions.
2. Be aware of: No aluminum foil, no metal, no tea bags with metal staple, no metal twists on oven cooking bags, Use cotton STRING or special nylon tie, or strip cut from open end of bag.
3. DO NOT cook in plastic food STORAGE bags. They are not heat resistant and may melt from heat of food.
4. DO NOT use ordinary paper bags, for any purpose in microwave oven.
5. Whole eggs, in their shell, and sealed containers (closed jars) may EXPLODE and should NOT be heated in a microwave oven.
6. If materials inside the oven should IGNITE keep oven door CLOSED, TURN OFF oven, and disconnect the power cord. Follow Fire Procedures. (See “Fire” section of Student Handbook.)
MISSING PERSON REPORT POLICY AND PROCEDURE

The purpose of this policy is to establish procedures for JFK Muhlenberg Harold B. & Dorothy A. Snyder Schools to respond to and assist with reports of missing students as required under the Higher Education Opportunity Act of 2008. This policy applies to students who reside on campus and are deemed missing or absent from the School for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior. Such circumstances could include, but are not limited to: reports or suspicions of foul play, suicidal thoughts, drug use, any life threatening situations, or where a student may be known to be with persons who may endanger the welfare of the student.

All reports of missing resident students shall be directed to the Security Department (908) 668-2217, which will conduct an investigation to determine whether the student is missing in accordance with this policy. All resident students shall have the opportunity to have an individual to be contacted in any case that the student is determined to be missing. If a missing student is under 18 years of age, the School is required to notify the parent or guardian no later than 24 hours from the time the student was determined to be missing by the School.

The School will also notify the Plainfield Police Department after the student is determined to be missing.

All residential students will have the opportunity to designate an individual or individuals to be emergency contacts, who will be notified by the School no more than 24 hours from the time the student is determined to be missing. The designation or emergency contact will remain in effect until changed or revoked by the student.

Procedure:

- Any and all reports of missing students shall be directed to the Security Department (908) 668-2217.

- An investigation will be initiated to determine the validity and credibility of the missing person report. The Security Department will gather all essential information about the student from the person making the report and from the students’ acquaintances. The information to be obtained includes, but is not limited to, personal descriptors, clothing last worn, locations where student may be, persons or witnesses who may have information, vehicle descriptions, information of the physical and mental well-being of the student, up-to-date photographs, class schedule, etc.

- Notification and contact with the Dean or designee.

- Notification will be made to the individual(s) identified by the missing student as the confidential emergency contact of the determination that the student is missing. All confidential emergency contact information is to be on file with the Student Billing office.

- In the event the student is under 18 years of age or is not emancipated, the School shall make notification to the custodial parent or guardian immediately.

- If the listed actions prove to be unsuccessful in locating the missing student, notification will be made to the Plainfield Police Department.

- The Dean shall initiate whatever actions deemed appropriate and in the best interest of the missing student.

10/01/2009
Reviewed 8/1/2012
PARKING
Resident students may use the parking lot in front of the school, but may not use the parking spaces immediately adjacent to the school.

PERSONAL PROPERTY
Money and other valuables, which the student retains in her/his possession, must be locked in the student's room or made secure in such a way as to avoid loss. The Medical Center does not assume responsibility for loss of property, but it is strongly urged that all losses be reported to the Dean of the Schools.

Rooms must be vacated and all possessions must be removed at the completion of the Spring term.

Rooms must be vacated when the student leaves for the summer. The only exception is a student who is enrolled in a JFK Muhlenberg clinical course.

PETS
No pets will be allowed.

PROPERTY
Please do not deface Medical Center property. If such is done the student will be charged for the damages. Security deposits may be withheld and/or not refunded. Furniture is not to be removed from or brought into rooms. A student will not be permitted to enter another student's room unless accompanied by a school official. If extraordinary circumstances exist, permission may be obtained through the Dean of the Schools. A student who has locked herself/himself out or her/his room must personally ask a school official to unlock her/his door.

PROPERTY, MEDICAL CENTER
The cost of damage to Medical Center, or School property will be borne by the student and/or family. Damage to Medical Center property caused by a class or a group from a class will be charged to the SGA treasury prior to graduation.

REPAIRS AND REPLACEMENTS
Requests for repairs and replacements in student rooms are made to the Head Resident Assistant, other Resident Assistants, Student Accounts Office or School Secretaries. This includes routine as well as emergency repairs.

RESIDENT ASSISTANTS
To facilitate the resolution of problems that can occur in residential living, Resident Assistants have been established consisting of a Head Resident Assistant, Resident Assistants and a school administrator. The Head Resident Assistant and the Resident Assistants must be in good academic and clinical standing to hold these positions. The Resident Assistants will also serve as fire marshals. They must attend fire classes; no exceptions will be made. Fire classes are conducted by the Safety Department of the Medical Center on a regular basis.

The Head Resident Assistant has been assigned to coordinate and manage Resident Assistant activities/duties and to supervise Residence security and maintenance. Maintenance requests must be reported to the Head Resident Assistant.

Head Resident Assistants and Resident Assistants must reapply and be approved for each academic year.

ROOM SEARCHES
In an emergency situation in which the rights, health and safety of a student or of other students may be violated or there is deemed to be potential for violation, the Dean of JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools or his/her designee and the JFK Muhlenberg Director of Support Services or his/her designee reserve the right to search a room or rooms without prior notice. Rooms may also be inspected periodically, without notice, for safety factors and maintenance needs.
ROOM SELECTION POLICY FOR RESIDENT STUDENTS
In order to be eligible to live in the residence, a student must fall into at least one of the following categories:

1. IN THE EVENT OF A WAITING LIST FOR RESIDENCE ROOMS, first priority to live in the residence will be given to students:
   a) Enrolled in a nursing designated course which carries a skills simulation laboratory as a part of the course requirements and living more than 15 miles away from JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing.
   b) Carrying a full-time program: i.e. 12 or more credits/semester and living more than 15 miles away from JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing.
   c) Taking 8 credits and living more than 15 miles from JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing.

2. Board is not provided as a service for students in residence at the JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing. Food may be purchased at the vending machines located in the School and the Medical Center. Union County College campuses also have cafeterias.

3. Residence policies for Summer Sessions:
   a. The student must be enrolled in a clinical course at JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing. There will be no exceptions.
   b. Procedures must be followed and written permission granted if student is requesting summer residence.
   c. A Release Form must be filled out, signed, notarized, and turned in to the School's Student Accounts Office.

4. All personal belongings must be removed at the end of each Spring Semester or student will be billed for summer residence.

5. No students are to remain in the dorm during the Winter Break

SMOKING
No smoking is allowed in the residence or instructional areas of the School. No smoking is allowed anywhere in the Medical Center or on Medical Center property, including the School of Nursing. See smoking policy in the Student Rights and Regulations section.
Addendum A

AUDIT REQUEST

NAME (PRINT): __________________________________________
SIGNATURE: __ DATE: ____________________________
COURSE: ____________________________________________

AUDIT POLICY:
NO GRADE WILL BE RECEIVED FOR AN AUDIT.
THERE ARE SEPARATE FEES FOR AUDITING LECTURE AND SKILLS SIMULATION LAB.
STUDENTS MAY NOT TAKE EXAMS OR ATTEND EXAM REVIEW.

(Comments)

REGISTRAR:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

LEAD TEACHER
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

ASSOCIATE DEAN
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

DEAN, SCHOOLS OF NURSING, MEDICAL IMAGING AND THERAPEUTIC SCIENCES
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Reviewed 07/13
REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

All Students:
The Family Educational Rights and Privacy Act designates certain information related to a student as "Directory Information" and gives the School the right to disclose such information to anyone inquiring without having to ask the student for permission, unless the student specifically requests in writing that any or all such information about him not be made public without consent. A description of "Directory Information" may be found in the Student Handbook, p.24. If you wish to withhold the disclosure of any or all of the items of "Directory Information", complete the form below and submit it to the Director of Registration and Enrollment or obtain the form in the Director of Registration and Enrollment’s Office.

Please consider very carefully the consequences of any decision made by you to withhold any category of "Directory Information". Should you decide to inform the School not to release any or all of this "Directory Information", any future requests for such information from non-institutional persons or organizations will be refused. The School will honor your request to withhold any of the categories listed below but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

I have carefully read the above and request that the following specific items of "Directory Information" not be disclosed by the School without my prior written permission.

__________________________________________________________

ID No. ___________ Type or Print Name __________________________

Date ___________ Student's Signature __________________________

10/93
Reviewed 07/13
Addendum C

Honor Code/Pledge

The JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing students have the responsibility to maintain high ethical standards that will create an atmosphere conducive to professional integrity. As published in the ANA Code for Nurses, the professional nurse must be accountable for professional standards in the practice of nursing. Honesty and integrity are expected from all student nurses from application through graduation.

Academic misconduct is defined as any act that does or could improperly distort student grades or other student academic records. It is a destructive force in the learning process and it jeopardizes the achievements of all students. The School of Nursing community will not tolerate inaction or apathy with the occurrence of academic misconduct. The responsibility to challenge and bring forward apparent violations of academic misconduct belongs to each member of the School of Nursing community – students, faculty, administration and staff.

Acts of academic misconduct include but are not limited to the following:

- possessing, using or exchanging improperly acquired written or verbal information in the preparation of any essay, laboratory report/nursing care plan, examination or other assignment included in a nursing course.
- copying from someone else’s examination or quiz paper or receiving answers from another student during an examination or quiz (cheating)
- allowing someone to copy from an examination or quiz paper or giving answers to another student during an examination or quiz (aiding dishonesty)
- turning in an assignment that was done entirely or in part by someone else including knowingly representing someone else’s words or ideas as one’s own (plagiarism)
- calling in sick when you are not
- not reporting an incident involving a patient
- recording that medications, treatments or observations were done when they were not (falsification of data)
- not questioning an order when in doubt

As a member of the student body of the JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing, I pledge to uphold the honor code of my school.

Student ___________________________

Date ___________________________

1/2004
Reviewed 07/13
Addendum D

HONOR CODE STATEMENT

To be signed by each student on each written assignment or examination:

On my honor, I pledge that I have neither given nor received unauthorized help on this work.

Signature and Date

Failure to write and sign the statement as required will result in the student’s work not receiving a grade. In those instances where there is an unintentional omission, the student shall be given an opportunity to correct it by writing and signing the statement in the presence of the instructor.

1/04
Reviewed 07/13
According to JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing policy, any student who does not display mastery in mathematical/pharmacology testing as evidenced by a grade below 80 in the mathematical/pharmacology test will be placed on clinical warning.

This warning is issued to: _______________________________________________________

Grade on Exam I ________________________
Grade on Exam II ________________________

Student ___________________________ Date ____________

Instructor __________________________ Date ____________

Associate Dean ______________________ Date ____________

Original: Instructor
Copy: Student
Cc: 
Routed to: Associate Dean

Student File

Revised 4/2000
Updated 3/2007
Reviewed 7/2013
Addendum F

JFK Muhlenberg Harold B. and Dorothy A. Snyder
School of Nursing

Electronic Grade Release Permission Form

Completion of this form gives permission to the Faculty of ____________
Course
to release the examination grades of ___________________________
Printed Name of Student
via electronic mail upon request of the student.

This form must be completed, with signature, at the beginning of each semester by
the student. It will be kept by the Lead Teacher of the current nursing course with a
copy given to the student.

The student will receive his/her grade no sooner than twenty-four (24) hours after
the completion of the examination. The student is encouraged to attend all examination
review sessions and seek guidance from the course faculty for any and all grades.

The student may withdraw this release permission at any time via a written request
to the Lead Teacher/Instructor of the course. This request must be received by the Lead
Teacher at least twenty-four (24) hours before the completion of the
examination.

Student ____________________________________________________ Date __________

Lead Teacher/Instructor __________________________________________ Date __________

cc: Lead Teacher
Student

Updated 08/05
Reviewed 07/13
UNSATISFACTORY SKILLS APPRAISAL

Student: 

Course: 

Date: 

This student has received an unsatisfactory skills appraisal. Students with an unsatisfactory skills appraisal will make an appointment with the Skills Simulation Laboratory Coordinator to practice the deficient skill(s). A one week time frames is given for practice. The student will then make an appointment with the instructor for retesting.

The following skill(s) need practice:


Re-Test Date: 

Student: Date

Instructor: Date

Updated 3/2007
Reviewed 7/2013
Addendum H

JFK MUHLENBERG HAROLD B. AND DOROTHY A. SNYDER SCHOOL OF NURSING

To: ________________________________ Date: ________________________________
From: ________________________________ Re: ________________________________

Academic Mid-Term Notice

Upon completion of ______% of your total grade for Nursing ________, your grade is ______. A grade of 70 or above constitutes satisfactory completion of a nursing course. (See Student Handbook). Please seek assistance to improve your grade.

Signed,

______________________________ Date

Instructor

Received by:

______________________________ Date

cc: Associate Dean
P & E Committee
File in Student's Record
Student

This form is to be completed at midterm if a student has a grade below 70 in a nursing course.

Revised  4/2000
Updated  3/2007
Reviewed  7/2013
Addendum I

JFK MUHLENBERG HAROLD B. AND DOROTHY A. SNYDER
SCHOOL OF NURSING

PROMOTIONS AND EVALUATIONS COMMITTEE

Criteria for Clinical Warning

Student ________________________________________________

Instructor ____________________________________________

Course ______________________________________________

Please respond to the following:

1. Student is aware of unsatisfactory clinical performance with regards to objectives and criteria of clinical evaluation tool? Yes No

2. Rationale (critical incidents) for unsatisfactory clinical performance shared with student? Yes No

3. Anecdotals record student’s strengths and weaknesses, critical incidents, and dates have been read and signed by the student? Yes No

4. Student has been counseled by instructor regarding recommended modes of satisfactorily meeting the clinical objectives? Yes No

5. Lead teacher for the course has been consulted regarding the clinical warning? Yes No

6. Student has received a copy of unsatisfactory clinical performance based on course clinical evaluation tool? Yes No

Please explain further if any of the above questions were answered by “No.”

------------------------------------------
------------------------------------------
------------------------------------------

Student ________________________________ Date ____________________

Instructor ________________________________ Date ____________________

Associate Dean ___________________________ Date ____________________

cc: Associate Dean
Chair, P & E Committee
Student File

Revised 4/2000
Updated 3/2007
Reviewed 7/2013
Addendum J

JFK Muhlenberg Harold B. and Dorothy A. Snyder
Schools of Nursing, Medical Imaging & Therapeutic Sciences

Leave-of-Absence Request Form

___ Leave-of-Absence  Program: ____________________________
___ Leave-of-Absence Extension
___ Semester Absence  Fee: (see current fee sheet)  Paid on:____________
___ Course Failure

Student Name: ____________________________  Student I.D. ______________
Address: ____________________________  Telephone #: ______________

I, ____________________________, would like to request the above Leave of Absence from the JFK Muhlenberg Snyder Schools of Nursing, Medical Imaging & Therapeutic Sciences for the __________________________semester. A Leave of Absence is valid for one semester.

Reason(s) for requesting a Leave of Absence: ____________________________

________________________________________________________________________

Please be advised that all approved leaves of absence are included in the time limit that each student has to complete the program.

Nursing:
Students who are returning to The School of Nursing from a medical illness, personal leave of absence or academic leave will receive a list of skills from the Schools’ Director of Registration and Enrollment. These skills may be practiced in the skills simulation laboratory during Open Lab Hours in the two weeks preceding the semester of the student’s return. Skills that are included in the course’s Skills Appraisal will be tested on returning students during the course’s Skills Appraisal. All other skills that are on the Skills Checklist will be checked off as practiced by laboratory personnel. The Skills Checklist must be completed by the first day of the semester to which the student is returning. As with all students, if a returning student does not perform a skill competently in the clinical area, the instructor will issue a Referral Slip to that student.

Radiology:  Radiography, Nuclear Medicine, Sonography
Students in the Radiology programs who have been out of class for 90 days or more must be re-evaluated in ALL required clinical competencies prior to the completion of the first semester in which they return. The student must schedule lab & practice hours the program director prior to the return to class.

Student Signature: ____________________________ Date: ____________________________

FOR OFFICE USE ONLY – Do not write below this line

Comments

Dean, Assoc. Dean or Director:

Director of Registration and Enrollment:

Director of Financial Aid:

Student Accounts:

Leave of Absence: ☐ Approved ☐ Denied  Date: ____________________________

Revised 05/11
Reviewed 07/13
Addendum K

JFK MUHLENBERG
HAROLD B. AND DOROTHY A. SNYDER SCHOOLS
PROGRAM WITHDRAWAL

Declaration of Intent

I, ____________________________ wish to be withdrawn from the
(print your name)
JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools. I understand that I will need to re-apply
to return to JFK Muhlenberg and will be subject to the new rules and regulations for admission.

Reason for Withdrawal: ____________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Note: Students requesting a Leave of Absence must meet with the Registrar/Director of
Academic Counseling for a mandatory interview prior to the start of the semester.

Signature: ________________________________

Soc. Sec. Number: ____________________________

Date: ____________________________

Reviewed 07/13
Course Withdrawal form (Grade of “W”)

Please indicate your major:

MHBN  MRAY  MDMS

Student’s Name: ___________________________ Student ID: __________________

Student’s Signature: ______________________ Date: ______________________

Course(s): _______________________________________________________

Number of Credits: Before the drop ___________ After the drop ___________

1. JFK Health Medical Library:
   Signature: ___________________________ Date: ______________

2. Lead Teacher/Director, Schools of Radiology:
   Signature: ___________________________ Date: ______________

3. Financial Aid Office
   Signature: ___________________________ Date: ______________

4. Student Accounts Office
   Signature: ___________________________ Date: ______________

5. Registrar’s Office
   Signature: ___________________________ Date: ______________

Nursing:
Students who are returning to The School of Nursing from a medical illness, personal leave of absence or academic leave will receive a list of skills from the Schools’ Director of Registration and Enrollment. These skills may be practiced in the Skills Simulation Laboratory during Open Lab Hours in the two weeks preceding the semester of the student’s return. Skills that are included in the course’s Skills Appraisal will be tested on returning students during the course’s Skills Appraisal. All other skills that are on the Skills Checklist will be checked off as practiced by laboratory personnel. The Skills Checklist must be completed by the first day of the semester to which the student is returning. As with all students, if a returning student does not perform a skill competently in the clinical area, the instructor will issue a Referral Slip to that student.

Radiology: Radiography, Sonography
Students in the Radiology programs who have been out of class for 90 days or more must be re-evaluated in ALL required clinical competencies prior to the completion of the first semester in which they return. The student must schedule lab & practice hours the program director prior to the return to class.

Student Signature: ___________________________ Date: ______________

Comments: ________________________________

Revised 08/16
Addendum M

JFK MUHLENBERG
HAROLD B. AND DOROTHY A. SNYDER SCHOOLS

WITHDRAWAL NOTIFICATION

I, ________________________________, am withdrawing from the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools effective ______________________ (date).

I have been informed that, in order to re-apply, I must complete the application process for admission to the Harold B. and Dorothy A. Snyder Schools.

Transferring to another school

[ ] Name of school

[ ] Length of new program

[ ] Community College

[ ] Baccalaureate College

Other __________________________________________________________

[ ] Employment

[ ] Military service

[ ] Family situation

[ ] Financial

Signature: ____________________________

Soc. Sec. Number ______________________

Date ______________________________

Registrar __________________________ Date __________________________

Reviewed 7/13
Addendum N

JFK Muhlenberg Snyder Schools
Student Authorization for Criminal Background Check

The Student Authorization for Criminal Background Check process has changed as of April 2017. Students will now deal directly with the consumer-reporting agency. The Student Background Report Instruction Sheet is on the Schools' website or can be downloaded. DOWNLOAD
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