Dean’s Welcome

Welcome to the Hackensack Meridian Health JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging! Through your application to our school, you have initiated step 1 to changing, focusing and re-directing your life.

The uniqueness of attending our school is a diverse assortment of ethnicities, which produce and foster a very real, authentic, genuine, multicultural setting. With this setting as a backdrop, Hackensack Meridian Health JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging provides a plethora of pathways for you to impact healthcare in the areas that are of greatest interest to you. In some way, in some place, someday soon you will have the opportunity to use your education earned at our school to help save or bring comfort to those that are experiencing health related needs. In effect, your educational roots will be Plainfield, NJ, but the fruits of your labor will be the world!

As a well-established institution of higher learning, that is part of a dynamic, health system, our faculty are experienced in educating committed and goal-oriented students to become powerful, healthcare leaders. Our graduates are equipped to deliver healthcare to diverse populations with the utmost confidence.

Meridian Health JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging affords innovative state-of-the-art educational programs derived from superlative planning and quality deliverance. Our administrative staff, faculty, clinical partners, alumni and even our own students work in close concert and harmony, to make your educational experience one that is professional, personally rewarding, as well as memorable.

Choosing the Hackensack Meridian Health JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging is an intelligent choice towards your professional future. The faculty, staff and administration join me in welcoming you.

All the Best,
Dr. Kumar

Dean

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
Our Mission

Transform health care and be recognized as the leader of positive change.

Our Vision

Innovation is in our DNA, compelling us to create a world where: the highest quality care is human-centered, accessible and affordable; we deliver outcomes that matter most; and excellence is the standard.
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**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 regulation in effect at the School. For the most current information, log on to the School’s website: www.jfkmuhlenbergschools.org
- HMH 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.
- This Student Handbook 2018/2019 was reviewed and revised in August 2018.

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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

<table>
<thead>
<tr>
<th>Diversity Population</th>
<th>2017FA</th>
<th>2018SP</th>
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<tr>
<td>White Non-Hispanic</td>
<td>127 (33%)</td>
<td>136 (28%)</td>
</tr>
<tr>
<td>African American</td>
<td>94 (25%)</td>
<td>177 (36%)</td>
</tr>
<tr>
<td>Hispanic</td>
<td>82 (21%)</td>
<td>99 (20%)</td>
</tr>
<tr>
<td>Asian</td>
<td>46 (12%)</td>
<td>46 (9%)</td>
</tr>
<tr>
<td>Two or More Races</td>
<td>18 (5%)</td>
<td>19 (4%)</td>
</tr>
<tr>
<td>American Indian</td>
<td>4 (1%)</td>
<td>3 (1%)</td>
</tr>
<tr>
<td>Native Hawaiian/Pacific Islander</td>
<td>3 (1%)</td>
<td>2 (0%)</td>
</tr>
<tr>
<td>Unknown</td>
<td>8 (2%)</td>
<td>10 (2%)</td>
</tr>
<tr>
<td>Males</td>
<td>74 (19%)</td>
<td>85 (17%)</td>
</tr>
<tr>
<td>Total</td>
<td>382</td>
<td>492</td>
</tr>
</tbody>
</table>

- Diversity of Graduates in 2017FA: 75 Graduates, 9 males, 20 African Americans, 11 Asian, 10 Hispanic/Latino, 0 American Indian, 30 White non-Hispanic, 0 Native Hawaiian/ Pacific, 4 Two or More Races, 0 Unknown 2018SP
- 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: 6/2017
CONTACT INFORMATION

Hackensack Meridian Health
JFK Medical Center
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 (908) 668-2779

Assistant Dean
(908) 668-2779 (908) 668-2473

Director of Student Services
(908) 668-2471

Health Clearance
(908) 668-2594

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). Hackensack Meridian Health JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder Schools follows the same academic calendar.

The convocation dates for the next two graduating classes are:

Thursday, January 10, 2019 – 5:30 p.m.

Thursday, June 6, 2019 – Time TBA
The Hackensack Meridian Health JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging ("the School") 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 of the Student Handbook at orientation.

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 orientation. Current students can access the handbook online.

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. Changes in policy are communicated to students through faculty however, students should periodically review the online handbook in order to stay current with school policy and procedure.

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 the electronic version of the 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 School's Union County College Cooperative Nursing Program, or who seek entry or reentry into the Program.

The School, 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 the School’s 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 the School 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: The School, 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, the School JFK 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 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 and ANTI-HARRASSMENT POLICY

It is the policy of HMH 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. HMH JFK Medical Center 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 HMH 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 maneuver 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
The School 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. It is the responsibility of the student to self-identify to make his/her need known. Individuals with concerns regarding accommodations should contact the Dean.

March 2007, Updated 2010, 2018; Reviewed 6/25/12, Reviewed 06/10/15

Students with Disabilities (ADA) Policy:
Hackensack Meridian Health JFK Medical Center Harold B. and Dorothy A. Muhlenberg Snyder School of Nursing and Medical Imaging is committed to a total educational experience and mainstays students with disabilities into the regular program and activities. It is the student’s responsibility to self-disclose and to provide appropriate documentation of special disability needs to the Dean. At the point of acceptance into the program, the Disability Support services application must be submitted to the Office of the Dean.

Students with disabilities must supply documentation that is current and less than 3 years old. See Standard Documentation Requirements.

CURRENT HIGH SCHOOL GRADUATES:
Complete the Disability Support Services Application.*
Obtain a copy of your documents, which will include your Individual Education Plan, educational evaluation, and psychological evaluation. If sending this via mail, use the address below:

P.O. Box 4649
Metuchen, NJ 08840
ATTN: Office of the Dean

STUDENT WITHOUT CURRENT IEP, OR SEEKING EVALUATION FOR ACCOMMODATIONS
Complete the Disability Support Services Application.*
Students must submit a Disability Verification form* which must be completed by a psychiatrist, Clinical psychologist, or health care provider who is certified in the diagnosis of learning disabilities and is qualified to evaluate eligibility for academic accommodations.

*Obtain forms from Office Coordinator Room 106
Suggested service providers for evaluation are listed below, but you may use the provider of your choice. The school of nursing does not endorse any particular provider.

**Service providers:**

**Division of vocational rehabilitation services**
921 Elizabeth Avenue, 3rd floor
Elizabeth, NJ 07201-2306
908-965-3940

**Kean University**
Psy. D Clinic- Psychological Services
1000 Morris Avenue
Union, NJ 07083
908-737-5890

**Farleigh Dickinson University**
Center for Psychological Services
131 Temple Avenue
Hackensack, NJ 07601
201-692-2645 ext. 1

**Comprehensive School Testing**
545 Island Road, Suite 3B
Ramsey, NJ 07446
201-689-0033 (Jean Sluka)

**Georgian Court University Evaluation Center**
GCU Raymond Hall West
900 Lakewood Avenue
Lakewood, NJ 08701
732-987-2120

**Rutgers University**
Psychological Services Clinic
Busch Campus
41 Gordon Road, Suite A
Livingston Campus
Piscataway, NJ 08854
848-445-6111 ext. 2
• Accommodations are based solely on the documentation that is provided.
• No fundamental changes are permitted in the school’s requirements.
• Most accommodations requested need to be made at the beginning of the semester.
• Students are responsible to request accommodations each semester. Students are responsible to notify their instructor. Accommodations are not retroactive.
• Beginning with the 1st semester of non-enrollment, documentation is kept for a maximum of 5 years.
• Students who leave for one semester or more (and if their documents are 3 years old or greater at the time of re-admittance) will be required to provide current documentation that is less than 3 years old.

Procedure:

A student who is concerned about their academic performance may contact the Dean to discuss the concerns and explore options. The procedure for securing reasonable accommodations is in accordance with the Americans with Disability Act as follows:

1. The student will contact the Office of the Dean to obtain the required applications.
   a. High School Grad with Current IEP: Disability Support Services Application
   b. Student without current IEP, or seeking accommodations: Disability Support Services application, and Disability Verification Form

2. After complete review by the Dean, and based upon the recommendations of the evaluating health care provider, the Dean will assign appropriate accommodations. Accommodation requests are effective throughout the program of study.

3. Student will be contacted by the Office of the Dean for a meeting to review the accommodations

4. The adjustments made in completion time for course exams, quizzes, and final exams are extended by “time and a half”, as illustrated below, unless otherwise indicated by the prescribing provider:

EXAMS
For 90-minute examinations, provide 45 extra minutes

QUIZZES
For 30-minute quizzes, provide 15 extra minutes
For 20-minute quizzes, provide 10 extra minutes
For 15-minute quizzes, provide 8 extra minutes

FINAL EXAM
For 180-minute final examination, provide 90 extra minutes

AVAILABLE RESOURCES

Testing and Time management skills: Ms. Carol Campell.
Tutoring services (Nursing content): Mrs. Ronnie McGreevey, MSN, RN.

To make an appointment, utilize sign-in sheet located outside the Skills Simulation Lab, Room 106.
STANDARD DOCUMENTATION REQUIREMENTS:

As defined by law, if a student has self-identified as a person with a disability and wishes to seek accommodations, appropriate documentation must be submitted.

All documentation must verify the disability, functional limitations and the need for accommodations. Students must meet all requirements and institutional standards for all classes. Depending upon the disability, documentation might include:

**Language and Learning Disabilities:** examples include Specific Learning Disability, Attention Deficit Hyperactivity Disorder, Autism, Intellectual Disability, Speech or Communication Impairment

- Educational Evaluation (usually less than three years old), with the specific diagnosis by a licensed psychologist or a learning consultant, including standardized test scores
  - acceptable tests include: Woodcock Johnson Tests of Achievement, Wechsler Individual Achievement Test, Kaufman Test of Educational Achievement

  AND

- Psychological Evaluation (less than three years old), with the specific diagnosis by a licensed psychologist or a learning consultant, including standardized test scores
  - acceptable tests include: Woodcock Johnson Test of Cognitive Abilities, Wechsler Adult Intelligence Scale, Wechsler Intelligence Scale for Children, Stanford Binet Intelligence Scale

**RECENT HIGH SCHOOL GRADUATE WITH A CURRENT IEP:** present your most recent Individual Education Program (IEP), plus complete the Disability Support Services Application.

**STUDENT WITHOUT CURRENT IEP, OR SEEKING EVALUATION FOR ACCOMMODATIONS:** complete the Disability Verification Form provided in packet, plus the Disability Support Services Application.

**Medical, Developmental, Physical or Sensory Disabilities:** examples include Intellectual Disability, Attention Deficit Hyperactivity Disorder (ADHD), Visual Impairment, Hearing Impairment, Orthopedic Disability, Seizure Disorder, Other Health Impairment

- Comprehensive physician diagnosis and report, (less than one year old) including:
  - type and severity of current symptoms
  - functional impact of the disability
  - current medications, treatments, and/or services currently prescribed
  - description of expected progression or stability of the disability or illness over time
  - recommendations for accommodations or services connecting the need for the accommodations to the functional impact of the disability.

Complete the Disability Verification Form, plus Disability Support Services Application.
Psychiatric/Psychological Disabilities:

- Current documentation (less than one year old); an official report from a licensed psychiatrist, licensed psychologist, licensed social worker, or licensed mental health provider to include:
  - specific diagnosis
  - description of current symptoms
  - summary of comprehensive assessment
  - history of symptoms
  - validation of need for services related to the functional impact of the disability
  - current treatment and medication – including any side effects
  - recommendations including suggested academic accommodations justified by the link to functional limitations in the academic environment

Complete the Disability Verification Form provided in packet, plus Disability Support Services Application.
The Dean’s office provides educational accommodations at JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing and Medical Imaging. The Dean, cooperation with your evaluating heath care provider, determines and documents reasonable accommodations and works to ensure that all students with documented disabilities receive reasonable accommodations in accordance with the policies underlying Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Students receive services and accommodations while completing regular course offerings, and all students are held to the same academic standards of the school.

Student Information:

First Name: ___________________________ Middle Initial: ___________________________ Last Name: ___________________________

Student ID #: ___________________________ Email: ___________________________

Street: ___________________________

City: ___________________________ State: ___________________________ Zip Code: ___________________________

Home Phone: ___________________________ Cell or Other Phone: ___________________________

Status: □ New Student □ Current Student □ Transfer Student

First Semester and Year: □ Fall □ Spring □ Summer Year: ___________________________

□ I wish to apply for Disability Services. (No Application Fee Required)

PREFERABLE DEADLINE: Fall – August 1 / Spring – December 1

If deadlines are not met, accommodations may not be in place for the start of the semester

Disability Services includes the following:

✓ Classroom and testing accommodations only
BACKGROUND INFORMATION

Please share some information with us in order to help us understand and best meet your support needs. This information is CONFIDENTIAL and will not appear anywhere on your college record.

High School Name: _______________________________ Graduation Year: ______________

1. Which best describes your high school experience? (Check only one).
   - [ ] Fully mainstreamed in all classes (no resource classes)
   - [ ] Partially mainstreamed with Resource Center support
   - [ ] Used accommodations only (Section 504)
   - [ ] Special education school/self-contained class
   - [ ] Received no special support
   - [ ] Home Schooled

2. Which best describes your type of disability? (Check all that apply).
   - [ ] ADD or ADHD
   - [ ] Speech Disability
   - [ ] Deaf-Blind
   - [ ] Blind
   - [ ] Deaf
   - [ ] Communication Disability
   - [ ] Autism Spectrum Disorder
   - [ ] Specific Learning Disability
   - [ ] Orthopedic Disability
   - [ ] Visual Disability
   - [ ] Hearing Disability
   - [ ] Psychiatric/Emotional Disability
   - [ ] Traumatic Brain Injury
   - [ ] Intellectual Disability
   - [ ] Medical (Describe) __________________________
   - [ ] Other Disability (Describe) ____________________

3. Please check all of the reasonable accommodations you are requesting. (Please understand that checking an accommodation does not guarantee you will receive it).
   - [ ] Extended Time on Exams/Quizzes
   - [ ] Reduced Distraction Testing Room
   - [ ] Permission to Record Lecture
PERMISSION TO EXCHANGE INFORMATION PRIOR TO ENROLLMENT

I give permission to the School to discuss my application, disability documentation, and educational needs with my parents, my high school personnel, creators of my disability documentation, my previous college’s personnel, and/or agencies from whom I am receiving disability related services.

In compliance with FERPA laws, this does not include discussion of any information concerning the student once the student is enrolled at the college.

☐ Yes, I give permission.
☐ No, I do not give permission.

Student Signature: ______________________________________  Date: ___________________________

Mail, or Email this application to:

Office of the Dean
JFK Muhlenberg Snyder Schools
P.O. Box 4649
Metuchen, NJ 08840

Coleen.kumar@hackensackmeridian.org
Phone – 908-668-2418

Revised 06-28-18
Disability Verification Form

The school provides academic services and accommodations for students with diagnosed disabilities. The documentation provided regarding the disability diagnosis must demonstrate a disability covered under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA) of 1990. The ADA defines a disability as a physical or mental impairment that substantially limits one or more major life activities.

The outline below has been developed to assist the student in working with the treating or diagnosing healthcare professional (psychiatrist, psychologist, counselor, therapist, social worker, medical doctor, optometrist, speech-language pathologist, etc.) in obtaining the specific information to evaluate eligibility for academic accommodations.

A. The healthcare provider conducting the assessment and/or making the diagnosis must be qualified to do so. These persons are generally trained, certified, or licensed to diagnose medical conditions.

B. All parts of the form must be completed as thoroughly as possible. Inadequate information, incomplete answers, and/or illegible handwriting will delay the eligibility review process by necessitating follow up contact for clarification.

C. The healthcare provider should attach any reports which provide additional related information (e.g. psychological/educational assessments, neuropsychological test results, Individualized Education Programs [IEPs], etc.). If a comprehensive diagnostic report/evaluation is available that provides the requested information, copies of that report can be submitted for documentation in lieu of this form. In addition to the requested information, please attach any other information you think would be relevant to the student’s academic adjustment.

D. The information you provide will be kept in the student’s file, and is confidential. The form may be released to the student at his/her request.
STUDENT INFORMATION

(Please Print Legibly or Type)

First Name ___________________________ Middle ___________________________ Last ___________________________

Date of Birth ___________________________ Student ID#: ___________________________

Status (check one)   □ current student   □ transfer student   □ former student

Local phone   (______) ________ - _______________   Cell phone   (______) ________ - _______________

Address: __________________________________________________________

____________________________________________________________________

____________________________________________________________________

Email: ______________________________________________________________

____________________________________________________________________

____________________________________________________________________

DIAGNOSTIC INFORMATION

(Please print legibly or type)

1. Date of Diagnosis: __________________________________________________________

2. Primary Diagnosis: __________________________________________________________

    Secondary Diagnosis: __________________________________________________________

3. What is the severity of the disorder? □ Mild   □ Moderate   □ Severe

4. Please state the medication or treatment the student is currently prescribed:
5. Major Life Activities Assessment: Please check each of the following major life activities that are impacted by the disability. Indicate severity of limitations.

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<thead>
<tr>
<th>Life Activity</th>
<th>Negligible</th>
<th>Moderate</th>
<th>Substantial</th>
<th>Not Sure</th>
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<tr>
<td>Concentrating</td>
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<td>Social Interactions</td>
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<td>Self-Care</td>
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<td>Regular Class Attendance</td>
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<td>Keeping appointments</td>
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<td>Stress Management</td>
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<td>Managing internal distractions</td>
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<td>Managing external distractions</td>
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<td>Sleeping</td>
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<td>Organization</td>
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</table>
6. In addition to the major life activities that are indicated above, please describe any activities that may be impacted by the disability or symptoms that may need to be addressed in the college environment:

7. Please state specific recommendations regarding academic accommodations for this student:

8. Please add any additional comments that you feel appropriate:
HEALTHCARE PROVIDER INFORMATION

(Please sign and date below and completely fill in all other fields using PRINT or TYPE)

Provider Signature_________________________Date __________
Provider Name (print) ____________________________
Title __________________________________________
License or Certification # __________________________
Address ________________________________________

Phone Number  (_____ ) ________ - ___________
Fax Number    (_____ ) ________ - ___________
Anti-Harassment Policy

The school is committed to environments for all students, employees, and visitors that are free from discrimination and harassment. In compliance with State and Federal legislation, the school does not discriminate and prohibits discrimination on the basis of protected classes, and/or characteristics as listed below:

1. Race  
2. Creed  
3. Color  
4. Gender  
5. Pregnancy  
6. National origin/ethnicity  
7. Age  
8. Ancestry  
12. Marital status; partnership, civil union  
13. Religion  
14. Sexual orientation  
15. Genetic information; hereditary cellular or blood trait  
16. Commitment to military service  
17. Veteran status  
18. Mental, physical disability  
19. Harassment related to any of the forgoing categories  
20. Retaliation for filing a complaint of, or participating in the investigation of discrimination  
21. Any other category which is protected by the state and/or federal legislation

Education and Training in Title IX regulations, rights

In accordance with state and federal legislation, the school will:

1. Provide mandatory employee training, which is required for faculty, administrative professionals. This course is designed specifically for employees and supervisors.
2. Provide new student training about safety on campus, resources, definitions, and bystander prevention, college policies on non-discrimination, and information about how the school responds to complaints of discrimination, harassment, and sexual misconduct.
SCHOOL PHILOSOPHY

The philosophy of Hackensack Meridian Health JFK Medical Center 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 the School 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 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 Student Planning feature to track their progress. In matters relating to work in specific courses, students are encouraged to see the course professor.

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 School’s 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.

Guidelines for Paying Tuition and Fees

TUITION GENERAL INFORMATION
Billing for all semesters is done by and at the School. Billing is coordinated with the Finance Department of HMH JFK Medical Center. The due dates for each semester billing will be posted in the School’s website http://www.jfkmuhlenbergschools.org. 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. (Credit card processing fee is 2%). Student may also consider setting up a payment plan by completing an application and agreeing to terms and conditions. Note: 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 the School 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 two 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 cannot 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. A current schedule of tuition costs and fees is available on the School’s website at: http://www.jfkmuhlenbergschools.org

Please visit the Student Billing Office, call (908) 668-2404 or e-mail aarti.sharma@HackensackMeridianHealth.org for more information.

Billing for all semesters is done by and at the School. Billing is coordinated with the Finance Department of HMH 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. (Credit card processing fee is 2%). Student may also consider setting up a payment plan by completing an application and agreeing to terms and conditions. Note: The school does not accept cash, personal checks.

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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 HMH JFK Muhlenberg Snyder Schools for the class.

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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.

Payment Policies

Students who do not make payment or have sufficient financial aid by the posted payment deadline for the semester, account will be charged $100.00 late fee.

New students registering after the Term Bill Due Date have one week to pay bill in full or $100.00 late fee will be assessed.

If accepted and/or registering within one week of 1st day of semester, Term bill must be satisfied in full before 1st day of semester.

RESIDENCY STATUS

Applies to courses taken at the HMH JFK Muhlenberg Snyder Schools
A twelve-month residency in New Jersey is required for all students to qualify for In County rate.

Applies to courses taken at Union County College
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

RESIDENCY STATUS (Union County Course only)

Tuition charges will be computed based on a student’s residency on record on the first day of a semester:

Union County Residents: Students with an address in Union County for a period of 12 months prior to the first scheduled day of class for a semester.

Out-of-County: Students who for a period of 12 months prior to the first scheduled day of class for a semester have an address outside of Union County, but within the United States.

Out of State: A Month residency in New Jersey is required for all students to qualify for lower in state rate

No Out of county charges for the JFK Nursing professional courses.
CHARGE-BACK ASSISTANCE (out-of county students)

County Chargebacks

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 Union County College Student Services Center must be provided with the following forms to qualify:

- Certification of Inability to Admit which must be completed by the Registrar or Admissions Officer of your home county college.
- Certification of Residency which must be completed by the county fiscal officer (treasurer) of your home county.
- You will be charged in-county tuition if you submit these forms with your registration. If you paid out-of-county tuition and subsequently submit the forms, your 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 School attempts 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.

Payment/Drop Procedures:

When you register, you are agreeing to purchase a seat in each class you select, and are responsible for payment of the tuition and fee charges. Should you choose not to begin the classes for which you have registered, you must officially drop those classes according to the published deadlines to avoid being charged. Failure to attend a class does not constitute an official drop, and you will be held responsible for the associated charges.

You can view your account balances online at any time by going to www.webcollege.net/MuhlenbergCPortal

EMPLOYEE DISCOUNT – BILLING POLICY FOR EMPLOYEE’S IMMEDIATE FAMILY RELATIVES

Any student who is a HMH JFK Medical Center permanent (not per diem) employee or is a dependent age son or daughter, of a permanent (not per diem) employee in the HMH JFK Medical Center/Hackensack Meridian Health may receive up to thirty percent (30%) discount on the balance of the semester’s clinical bill (laboratory fee) after all financial grant and/or scholarship 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 or Kean University.
The student must be in good standing in the Schools. The student must maintain a 2.0 GPA or better in the relevant nursing courses to receive the discount.

TUITION PAYMENT PLAN

BEGINNING 2017, JFK Muhlenberg Harold B. & Dorothy A. Snyder Schools began offering a student payment plan option. The payment plan provides students/families greater flexibility in budgeting semester cost to best fit their individual needs. Students enrolling in a monthly payment plan must satisfy their balance in full (make all payment plan payments) prior to registering for courses for a future semester or academic term. Application may be obtained online at www.jfkmuhlenbergschools.org or contact the Director of Student Services

Tuition Payment Plan

To ease the financial burden of attending, the College offers a Tuition Payment Plan for Fall and Spring semesters.

- Students must register for three or more credit/hours.
- There is a non-refundable fee to participate. Payments are due in monthly amounts. The initial payment plus the fee (if applicable) is required upon sign up.
- The number of available monthly payments (up to a maximum of three). Check with the Student Services for specific dates and amounts for each semester.
- Students must visit the Student Services office to make the initial payment and to sign a promissory note to participate in the Plan. Subsequent payments can be made online.
- Students who fail to make payment by the date(s) specified on the promissory note will be subject to late fees. Once a late fee has been added to an account, the student may not eligible to participate in the Plan in future semesters.

Students who make registration changes after a payment plan has been set-up must report to the Student Services Center to recalculate their plan.

Outstanding Balances

- All accounts with outstanding balances are subject to a late fee. Students who fail to pay their outstanding balance may be turned over to a collection agency and will be responsible for the added cost of collection & legal fees. The cost of collection can add as much as 19% 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.
- A “Hold” will be placed on the student’s account and the student will not be allowed to receive grades, letters of recommendation, or transcripts and will not be permitted to register for subsequent semesters until the debt is settled.
- In the case of those academically eligible to graduate, issuance of the diploma will be withheld until the balance is paid in full.
Refund Policy

- Refunds can take up to 10 Days to be processed and for checks to be drawn. Checks will be mailed to students at their address of record.
- Refund amounts are determined by the official drop date recorded on the student’s account.
- Courses officially dropped prior to the first scheduled day of a semester will result in a 100% credit of tuition and course fees.
  - Fall and Spring Regular Semesters - Courses officially dropped from the first scheduled day of the semester through the fifth day of the semester will result in a 50% credit of tuition and course fees. After the fifth day of the semester, no reduction in charges will be made for dropped courses.

Later Start, Summer, Winter, and Seven-Week Semesters - Courses officially dropped on the first scheduled day of the semester will result in a 50% credit of tuition and course fees. After the first day of the semester, no reduction in charges will be made for dropping courses.
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.

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. Check the School’s website for available testing dates. This opportunity is offered to accepted applicants and current students only. See Math for Pharmacology testing policy (pg. ??)

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 HMH 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 School engages the service of a consumer-reporting agency to conduct this background check. It is the responsibility of the student to submit necessary information to: www.tabb.net and for program identifier enter the word MUHLENBERG. Student will be billed directly by designated company for conducting background check and having results forwarded to HMH JFK Muhlenberg Snyder Schools and/or clinical facilities. Favorable results are conditions for continued enrollment.

DEFUNCT STATUS
Students failing to register for two semesters without notifying the Director of Registration and Enrollment, Hackensack Meridian Health JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder Schools, will be placed in defunct status and must go through the admissions process again. Defunct students are allowed to re-apply and will be required to pay the non-refundable application and acceptance fee.
COMPLETION REQUIREMENTS
Students are graduated when all course work is satisfactorily completed and financial obligations met. A cumulative GPA of 2.000 in all professional courses is required for graduation. All graduation requirements must be met before the student will be certified to take the licensing examination N-CLEX.

Students who are graduating in January and May with an Associate’s Degree will be eligible to participate in the Union County College graduation ceremony following their actual program completion date.

Convocation is held by HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing twice a year, in January and May/June.

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, 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. Based on the Quality Point Index Scale.
   Exception: A first semester student who: a) is not enrolled in a nursing course; b) has not been previously dismissed by the school, c) has not had specific academic requirements levied by the Admissions Committee, and d) accelerated students who fail N141 or N241 or N242 and passes an equivalent course in the generic tract, 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. Withdraws from the same nursing course a second 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.

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

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 Hackensack Meridian Health JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder Schools (the “School”) 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 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 School decides not to amend the record as requested, the Schools 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 Schools discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorized disclosure without consent.

The School 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 Schools 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 Schools.

Upon request, the School 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 Schools is not required in the event the US Attorney General or designee serves the 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 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 students under FERPA. More FERPA information can be found online at: http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html
GRADUATION REQUIREMENT

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 are completed prior to graduation eligibility. Neither the Administration, Director of Registration and Enrollment, Professors 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 Hackensack Meridian Health JFK Medical Center Muhlenberg Harold B. and Dorothy A. 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. All graduating students are expected to attend.

All graduating Hackensack Meridian Health JFK Medical Center Muhlenberg Harold B. and Dorothy A. 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. 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 will demonstrate the following:
- compassion and empathy
- strong patient advocacy
- administering care in a holistic manner
- be a source of inspiration to others
- be recognized by the health team for quality of care
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. No other jewelry will be permitted. Standard white nursing shoes will be worn as well as white stockings for women and white socks for men. (No sneakers allowed).

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.
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.

HEALTH INSURANCE

Proof of Health Insurance is required for all clinical and dormitory students. 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 health insurance, proof of charity care is also accepted. Please be aware that Union County College no longer offers health insurance for purchase.

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
- JFK Johnson Rehabilitation Institute (JRI)
- Hartwyck Nursing and Rehabilitation Center
- JFK Neuroscience Institute
- Whispering Knoll Assisted Living
- JFK Mediplex Surgery Center
- JFK Adult Medical Day Program
- JFK at Home
- JFK’s Dental Clinic
- JFK Family Medical Center
- Haven Hospice
- Keith Wold Johnson Child Care Center
- JFK Urgent Care Center

In 2013, JFK HEALTH SYSTEM became JFK HEALTH.

6/16/14, 8/2017

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 County 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 350 students and graduates on the average 100-150 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 take the New Jersey State NCLEX 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 (ACEN):

**New Jersey Board of Nursing**  
124 Halsey Street  
P.O. Box 45010  
Newark, NJ 07101  
(973) 504-6430  
www.board-of-nursing.com

**Accreditation Commission for Education in Nursing**  
3343 Peachtree Rd., NE, Suite 850  
Atlanta, GA 30323  
(404) 975-5000

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

**LEAVE OF ABSENCE**
A Leave-of-Absence request form must be completed prior to the start of the Fall and Spring semester. Leaves-of-Absence are granted for up to one semester to matriculated students in good standing. Applications may be obtained from the School’s website. Students must return the signed applications to the office of the Director of Registration and Enrollment for processing. The Leave-of-Absence is effective for requested semester and approval by the Director of Registration and Enrollment, Director of Financial Aid, Billing, the Associate Dean and Student Health Nurse. The $20.00 non-refundable processing fee is payable online through the School’s website.
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 an extension, 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 be granted, only before the beginning of the semester for which a student is requesting a Leave-of-Absence. The student must be cleared by the School’s Student Health Nurse prior to returning to a clinical (nursing) semester.

Please Note: Students applying for a Leave-of-Absence or Official Withdrawal who have a financial obligation to the Schools will not be granted a Leave-of-Absence or Official Withdrawal until obligation satisfied. 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 from the School’s website, 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 and Enrollment, Director of Financial Aid, Billing, the Associate Dean and Student Health Nurse indicates approval of the leave-of-absence extension. The $20.00 non-refundable processing fee is payable online through the school’s website.

**MATERNITY LEAVE**
The student is responsible for notifying the Student Health Nurse 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 Student Health Nurse at the School. 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:

- **Generic Track**: 7 semesters
- **Accelerated Track**: 4 semesters
- **LPN to RN Track**: 4 semesters
- **Pathways to BSN Track**: 7 semesters

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 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.

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RE-ADMISSION POLICY
A student who has been withdrawn from the Hackensack Meridian Health JFK Medical Center 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. The student will be reevaluated and the decision by the Admissions Committee is binding.

If the student has attended other institutions since leaving Hackensack Meridian Health JFK Medical Center 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.

Readmission is based on qualification. Placement in general education and clinical classes, is based on seat availability. Current students are given priority for seat availability.

Any Hackensack Meridian Health JFK Medical Center Muhlenberg Snyder School of Nursing student, who has failed two HMH JFK Muhlenberg Snyder Nursing courses, is dismissed from the School. This dismissal is final and the student may not reapply to the Hackensack Meridian Health JFK Medical Center Muhlenberg Snyder School of Nursing.

REFUND POLICY FOR ALL STUDENTS
When a student withdraws on or after the first day of class during a semester, the Institution will refund the student’s account according to the chart listed below.

If the student withdraws: The school retains:

Withdrawal before the start date of the semester 0%
Withdrawal by the fifth day of the semester 50%

No refunds are made if a student withdraws after the fifth day of the semester.

The refund policy reflects the standards of the school’s accrediting agency and State law. The date used to calculate the refund is determined as follows:

1. In the case of a student who officially withdraws, the date of the withdrawal.

2. In the case of a student who unofficially withdraws, the drop out date is the last recorded date of class attendance as documented by the institution. The Registrar’s Office is responsible for determining and documenting the last day of attendance.

3. In the case of a student who is expelled, the date of the expulsion.
REFUNDS FOR DROPPED COURSES

Courses must be officially dropped during the stated refund period for the semester. Courses can be dropped online through web services or in person at a Student Services Center. Failure to attend a course does not constitute an official drop and students will remain responsible for all tuition and fee charges. Refund amounts are determined by the official drop date recorded on the student’s account. Refunds can take up to two weeks to be processed and checks to be drawn. Refund checks will be mailed to students at their address of record.

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.

COURSES DROPPED AFTER THE START OF A SEMESTER

**Fall and Spring Regular Semesters**

Courses officially dropped from the first scheduled day of the semester through the fifth day of the semester will result in a 50% credit of tuition. After the fifth day of the semester, no reduction in charges will be made for dropped courses.

**Late Start, Winter, Summer and Seven Week Sessions**

Courses officially dropped on the first scheduled day of the semester will result in a 50% credit of tuition. After the first day of the semester, no reduction in charges will be made for dropped courses.

Treatment of Federal Financial Aid Funds (Title IV Aid)

Students earn financial aid each time they attend class. For that reason, Federal funds (Pell Grant, FSEOG, Subsidized/Unsubsidized Loans, and PLUS loans) may need to be returned if students withdraw before the end of the semester. Students must complete 61 percent of the semester (usually 11 weeks) or they may be required to repay all or part of the financial aid disbursed for that semester.
Once the Registrar's Office processes the withdrawal, the Financial Aid Office will determine the amount of financial aid a student has "earned" and the amount for which they are not eligible ("unearned"). The unearned funds are returned to the Department of Education. To calculate the completed portion of the semester, we divide the number of days a student attended by the number of days in the semester. The number of days in each semester begins with the first day of class and ends with the last day of class. Semester breaks of five or more consecutive days are not included in the calculation; however, weekends are counted.

**Return Distribution for Financial Aid Recipients**

Refunds are allocated to financial aid programs in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal PLUS Loans Pell
- SEOG
- Other Title IV Program

**Refund Procedures**

**Official Withdrawal:** In the case of a student who officially withdraws, the date of withdrawal is the date used to determine return amounts.

**Unofficial Withdrawal:** In the case of a student who unofficially withdraws, the drop out date, which is the last recorded date of class attendance as documented by the institution, is the date used to determine return amounts. The Registrar is responsible for determining and documenting the last day of attendance.

**Distribution of Refund Policies:** The School’s refund and repayment policies are disseminated to students in the HMH JFK Muhlenberg Snyder Schools Catalog and Student Handbooks. Students may receive additional information by making an appointment with the FAO.

**REGISTRATION**

All students must register online through Union County College’s Web Services (www.ucc.edu) Student Planning. 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.

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, Student Planning or by completing a withdrawal form with the Registration office at the Hackensack Meridian Health JFK Medical Center Muhlenberg Snyder Schools.

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

Students on waiting lists do not register until the Granted Petition is entered by 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 Hackensack Meridian Health JFK Medical Center 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 most recent grade will be calculated into the grade point average. This 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 the same 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 Hackensack Meridian Health JFK Medical Center 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 Union County College Web Services Student Planning or through the School of Nursing registration office. Charges may be incurred.

SEAT AVAILABILITY (Revised 4/18)
Seat availability for a nursing course is determined based on the student’s completion in the required academic courses in the curriculum. Students who are eligible to repeat a nursing course are not guaranteed a seat in a subsequent course. The priority of registering students in nursing courses is as follows:

1. Students satisfactorily progressing from one course to another.
2. Students who have already waited out a semester due to seat unavailability and in order of date of admission.
3. Newly admitted students into the program. (Including transfer students)
4. Students who are repeating a nursing course, in order of date of admission.
Students who need to repeat a nursing course, which is closed, will automatically be placed on a waiting list, and will be notified as follows; Fall semester – notified by the end of August; Spring semester – notified by the middle of January when they may register for the nursing course. Students who are not planning on continuing in the program must notify the Director of Registration and Enrollment.

In the event that a student meets the pre/co-requisites but does not gain a seat in the course, he/she will be placed on a waiting list.

The School reserves the right to limit seats in any nursing course based on faculty and/or facility availability.

GRANTED PETITION

Granted Petition means a code has been entered for the student to register for a nursing course. Student must be Granted a Petition to register for nursing courses. Students progressing through nursing courses are Granted a Petition. The Director of Registration and Enrollment will notify students on the waiting lists, newly admitted students and students who wish to repeat a nursing course when they have been Granted a 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
The School 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 School’s 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 School is 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 will comply within (ten) 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 the records.
    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 the School 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 School. Visit the School’s website at www.jfkmuhlenbergschools.org to obtain the Graduate
Transcript form. All requests for transcripts prior to graduation must be made to Union County College. 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 TRACKS (Revised 4/18)
Students wishing to change from the Day Division to the Evening Division and vice versa must submit the
Transfer Between Day and Evening Divisions form to the Director of Registration and Enrollment. The form can
be obtained from the School’s website. www.jfkmuhlenbergschools.org.

  1  Students will be granted this request once
  2  Seats are granted on a seat-available basis
  3  Students transferring tracks are not given priority seating over current students in those tracks

TRANSFER STUDENTS WITH ADVANCED STANDING IN NURSING
The School may grant advanced standing for nursing courses that correspond in subject matter and credit
value to the courses offered by the Hackensack Meridian Health JFK Medical Center 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 (5) years.

53
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 School. 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.
### Average Overall Cost of Program* (Based on In-County Rates)

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing – Generic Program (75 credits)</td>
<td>$44,397.50</td>
</tr>
<tr>
<td>Nursing – Accelerated Program (54 credits)</td>
<td>$38,691.00</td>
</tr>
<tr>
<td>Nursing – LPN to RN Program (59 credits)</td>
<td>$29,196.50</td>
</tr>
<tr>
<td>Nursing – Pathways to BSN 75 credits plus 14 credits towards BSN</td>
<td>$50,865.50</td>
</tr>
</tbody>
</table>

### Clinical Laboratory Fee – For Clinical Nursing Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 120 - LPN Transition Course</td>
<td>$1,575.00</td>
</tr>
<tr>
<td>Nursing 121 - (4 Clinical Credits)</td>
<td>$5,400.00</td>
</tr>
<tr>
<td>Nursing 122 - (4 Clinical Credits)</td>
<td>$5,400.00</td>
</tr>
<tr>
<td>Nursing 221 - (4.5 Clinical Credits)</td>
<td>$6,075.00</td>
</tr>
<tr>
<td>Nursing 222 - (4.5 Clinical Credits)</td>
<td>$6,075.00</td>
</tr>
<tr>
<td>Nursing 141 - (6.5 Clinical Credits)</td>
<td>$8,100.00</td>
</tr>
<tr>
<td>Nursing 241 - (4.2 Clinical Credits)</td>
<td>$7,380.00</td>
</tr>
<tr>
<td>Nursing 242 - (6.5 Clinical Credits)</td>
<td>$8,100.00</td>
</tr>
</tbody>
</table>

### Tuition Costs

- **Union County Resident**: $208.50 per credit
- **New Jersey Resident/Out of State**: $417.00 per credit
- **No Out of County charges for the JFK nursing professional courses**.

### Fees

- **ATI NCLEX Prep (NURSING I – IV)**: $450.00
- **ATI NCLEX Prep (Acceleration)**: $566.00
- **Audit Fee (Lecture)**: $150.00
- **Audit Fee (Laboratory)**: $350.00
- **Building Technology Fee**: $300.00
- **Challenge NURM 119**: $625.50
- **Drug screening fee**: $25.00
- **Graduation Fee** (non-refundable; payable last semester of program; includes Convocation and Commencement): $400.00
- **Health Office Fee**: $100.00/semester
- **Lab Fee**: $175.00
- **Late Payment Fee**: $100.00
- **Leave-of-Absence Fee**: $20.00
- **Library Fee (per semester)**: $35.00
- **Math Challenge**: $208.50
- **Mid-Semester Room Change Fee**: $100.00
- **Online Course Fee**: $30.00
- **Orientation Fee** (payable first semester in the program): $60.00
- **Registration Fee (per semester)**: $35.00
- **Residence Fee (Fall & Spring)**: $1800.00
Residence Fee (Summer I or II) ................................................................. $700.00
Residence Fee (Summer I & II) .............................................................. $1200.00
Returned Check Service Charge .......................................................... $40.00
Room Deposit ....................................................................................... $150.00
Transcript Fee .................................................................................... $10.00
Union County College Parking Permit Fee ........................................... $65.00

Course or Laboratory Fees – (Science, Math, Social Sciences, Humanities) may be found on Fee Sheets or Web site for Union County College - www.ucc.edu

*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 Fees course fees may apply.
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 $191.10 credit (in-county) or $382.20/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 2017-2018</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>
</tr>
</thead>
<tbody>
<tr>
<td>Number of credits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Per Unit</td>
<td>Per Credit</td>
<td>Per Credit</td>
<td>Per Credit</td>
<td>Per Credit</td>
<td>Per Credit</td>
<td>Per Credit</td>
<td>Per Credit</td>
<td>Per Credit</td>
<td>Per Credit</td>
</tr>
<tr>
<td>Clinical Fee</td>
<td>3</td>
<td>8</td>
<td>8</td>
<td>9</td>
<td>9</td>
<td>13</td>
<td>11</td>
<td>13</td>
<td>4</td>
</tr>
<tr>
<td>Tuition*</td>
<td>$191.10</td>
<td>$191.10</td>
<td>$573.30</td>
<td>$1,528.80</td>
<td>$1,719.90</td>
<td>$2,484.30</td>
<td>$2,102.10</td>
<td>$2,484.30</td>
<td>$764.40</td>
</tr>
<tr>
<td>Skills Lab Fee</td>
<td>$125.00</td>
<td>$125.00</td>
<td>$125.00</td>
<td>$125.00</td>
<td>$125.00</td>
<td>$125.00</td>
<td>$125.00</td>
<td>$125.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>Health Office Fee (clearance for clinical)</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
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</tr>
<tr>
<td>Registration Fee</td>
<td>$35.00</td>
<td>$35.00</td>
<td>$35.00</td>
<td>$35.00</td>
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<td>$35.00</td>
<td>$35.00</td>
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</tr>
<tr>
<td>Library Fee</td>
<td>$35.00</td>
<td>$35.00</td>
<td>$35.00</td>
<td>$35.00</td>
<td>$35.00</td>
<td>$35.00</td>
<td>$35.00</td>
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</tr>
<tr>
<td>Building Technology Fee</td>
<td>$300.00</td>
<td>$300.00</td>
<td>$300.00</td>
<td>$300.00</td>
<td>$300.00</td>
<td>$300.00</td>
<td>$300.00</td>
<td>$300.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Orientation Fee (Nursing I)</td>
<td>$60.00</td>
<td>$60.00</td>
<td></td>
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<td></td>
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<tr>
<td>Drug Screening (Nursing I)</td>
<td>$25.00</td>
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<tr>
<td>Assess Test (Nursing IV)</td>
<td></td>
<td>$60.00</td>
<td>$60.00</td>
<td></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Graduation Fee (Nursing IV)</td>
<td></td>
<td>$400.00</td>
<td>$400.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Tote Bag (Nursing I)</td>
<td>$179.00</td>
<td>$179.00</td>
<td></td>
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</tr>
<tr>
<td>Total in-county charges</td>
<td>$1,068.30</td>
<td>$7,762.80</td>
<td>$7,523.80</td>
<td>$8,389.90</td>
<td>$8,849.90</td>
<td>$11,443.30</td>
<td>$10,077.10</td>
<td>$11,639.30</td>
<td>$3,019.40</td>
</tr>
<tr>
<td>*In county rate - For out of state rate, double the tuition amount</td>
<td></td>
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</tr>
<tr>
<td>Total out of state charges</td>
<td>$1,641.60</td>
<td>$9,291.60</td>
<td>$9,052.60</td>
<td>$10,109.80</td>
<td>$10,569.80</td>
<td>$13,927.60</td>
<td>$12,179.20</td>
<td>$14,123.60</td>
<td>$3,783.80</td>
</tr>
</tbody>
</table>
WITHDRAWAL FROM A COURSE
Students who register for courses and elect to withdraw from those same courses may do so through Union County College’s Web Services Student Planning or complete a drop/add form with the School’s registration office. 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 last withdrawal date of courses. A student who fails to comply with the withdrawal procedure cannot withdraw after the published withdrawal date will receive a “UF” grade (Unofficial Withdrawal).

Students must complete the Course Withdrawal Form located in the registration office at Hackensack Meridian Health JFK Medical Center Muhlenberg Snyder Schools. This form is to be signed by the following offices: registration, financial aid, billing and the student health nurse.

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.

Students must complete the Course Withdrawal Form located in the registration office at the School. This form is to be signed by the following offices: registration, financial aid, billing and the student health nurse.

WITHDRAWAL FROM THE PROGRAM
Notification of withdrawal from the program must be submitted in writing. The student also needs to: 1) sign a “Program Withdrawal Notification Form and 2) see the Student Account representative 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 Hackensack Meridian Health JFK Medical Center 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 Hackensack Meridian Health JFK Medical Center Muhlenberg Snyder instructors, and write an essay addressing the reason(s) why the student is seeking to change into A different School program. Each program has its own entrance requirement; prior acceptance does not guarantee readmissions.
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 HMH 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.

Each student owning or operating a motor vehicle at HMH 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.

To ensure your safety while crossing the street and comply with traffic laws, the following instructions are in place and will be enforced immediately:

- Students are to park in the parking lot across from the school only. Only evening students are permitted to park in the front of school parking lot after 3:00 pm.
- Parking on both sides of Park Avenue (1200 block) will be strictly prohibited and enforced for safety reasons. “No Parking” signs are in place on both sides of the street.
- Parking on Moffett Avenue (1200 block) is prohibited.
- Parking on Randolph Road (1200 block) is prohibited.
- Students coming to or leaving the school and crossing the street are considered pedestrians. Students are required by the New Jersey State law to obey traffic laws and cross the street at the designated crosswalk.

NURSING PROGRESSION & ACADEMIC POLICIES

PROGRAM GOALS AND STUDENT LEARNING OUTCOMES

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. Demonstrate accountability, responsibility, and integrity for the delivery of safe nursing care within legal, ethical and regulatory framework in nursing practice.
2. Provide safe nursing care utilizing evidence-based practice and the nursing process to minimize risk or harm to a diverse population across the lifespan.
3. Provide education to individuals and families relate to promotion, maintenance, restoration of health, and caring throughout the lifespan.
4. Collaborate with interdisciplinary healthcare team members to facilitate optimal patient outcomes by incorporating quality initiatives in all settings.
5. Demonstrate effective communication with patients, families, peers, and members of the interdisciplinary healthcare team to promote optimal patient outcomes in a variety of healthcare settings.
6. Demonstrate sound clinical judgment and reasoning in the delivery of patient centered care for a diverse patient population.
7. Utilize information technology to communicate, incorporate evidence-based practice, minimize errors, gather data, and support decisions for safe patient care.

The graduate of the HMH 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
   - Pharmacology
   - Legal/Ethical Principles
   - Teaching/Learning
   - Community focused
   - Responsibility and Accountability
   - Evidence Based Practice

PROGRAM OUTCOMES
Program Completion rate: All students will complete the program in 150% of the program length.

<table>
<thead>
<tr>
<th>Track Type</th>
<th>Length of Track</th>
<th>150% Completion Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generic Track</td>
<td>5 semesters</td>
<td>7 semesters</td>
</tr>
<tr>
<td>Accelerated Track</td>
<td>3 semesters</td>
<td>4 semesters</td>
</tr>
<tr>
<td>LPN to RN Track</td>
<td>3 semesters</td>
<td>4 semesters</td>
</tr>
<tr>
<td>Pathways to BSN Track</td>
<td>5 semesters</td>
<td>7 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.
- 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](http://www.jfkmuhlenbergschools.org)).

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 HMH 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. Please
refer to Math Challenge Exam policy. Information is available on the Schools’ website, [www.jfkmuhlenbergschools.org](http://www.jfkmuhlenbergschools.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, NURM 120, NURM 121, NURM 122, NURM 221, NURM 141, and NURM 241.
  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 NURM 120 (LPN Transition), advanced standing will be awarded for NURM 100 (Math for Pharmacology – 1 credit), NURM 119 (Introduction to Nursing Concepts – 3 credits), NURM 121 (Nursing I – 8 credits) and NURM 122 (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 NURM 119 (Introduction to Nursing Concepts) on a seat-available basis and progress sequentially through the Generic track nursing courses.
  6. Accelerated program academic progression policy: students who are unsuccessful in NURM 241 (withdrawal, or failure) and would like to transfer to the Generic Track are eligible to take the NURM 119 challenge exam. If the student passes the challenge exam, the student will progress to NURM 121. If the student fails the challenge exam, they must start the Generic Track in NURM 119.
  7. 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](http://www.jfkmuhlenbergschools.org).

- All nursing courses are sequential.

**ACADEMIC FORGIVENESS**

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). 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).

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).
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).

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)
One member (or designee) from the Progression and Evaluation committee
Recording secretary
President of the Student Government Association
(or)
Vice President of the Student Government Association

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

E. 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.

F. 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).

G. Minutes will be recorded by the recording secretary. At the conclusion of the hearing, the Investigative Committee will make a final decision, unless extraordinary circumstances preclude the committee from making an immediate decision, in which case the committee will render its decision within two business days of the completion of the hearing. A majority vote will constitute the final decision of the Investigative Committee.

H. The decision of the Investigative Committee will be given in a written statement to the Dean.

I. The Dean will review the written materials considered during the hearing, review the Investigative Committee’s statement, 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.

J. 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).

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

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.)

(g) 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.

(h) Minutes will be taken by a recording secretary

(i) 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.

(j) 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

   (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, at the discretion of the Dean, the student may/may not proceed with his/her course work, and/or clinical experience.

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 courses with a clinical component must have current BLS certification prior to their first clinical day. BLS courses are available at Hackensack Meridian JFK Medical Center. You may schedule your course by visiting www.jfkmc.enrollware.com. The EMS Training Center may be reached by phone at (732) 379-2794 or email EMSTraining@hackensackmeridian.org, if you have any questions. The course title is “BLS Provider CPR”. It a 4-1/2 hour course and the cost is $65.00. You may take the course at another facility, but it must be a “Health Care Provider CPR (BLS)”, or “Professional Rescuer” course sponsored by the American Heart Association “AHA
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. Anecdotal notes must also be completed by the student on a weekly basis, whereby they provide examples of how the specific clinical outcomes were met.

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.

. 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.

NOTIFICATION SYSTEM FOR CLINICAL ABSENTEEISM
In the event the student cannot be present in the clinical laboratory he/she will notify instructor(s) personally. If the nursing student does not follow the notification system for clinical absenteeism at any time during the program, disciplinary action will occur.
Clinical Tardiness and Absenteeism Policy

Clinical and skills practice laboratory experiences are mandatory. They are required to meet the academic credits and hours of the course. Failure to meet the required hours and credits may result in failure of the course. Below are the required clinical hours for each course.

**Generic Track**
- Nursing 121: 12 clinical hours required per week
- Nursing 122: 12 clinical hours required per week
- Nursing 221: 13.5 clinical hours required per week
- Nursing 222: 13.5 clinical hours required per week

**Accelerated Track**
- Nursing 141: 18 clinical hours required per week
- Nursing 241: 20.5 clinical hours required per week
- Nursing 242: 18 clinical hours required per week

**LPN Transition Track**
- Nursing 120: 45 clinical hours required for the course

**BSN Pathways Track**
- Same hours as Generic Track

**Tardiness**
Tardiness is defined as greater than 5 minutes or less than 29 minutes late to clinical or skills practice laboratory. Students arriving to clinical or skills practice laboratory greater than 30 minutes late will be sent home and must make up the day. Students will accrue points as denoted on the Tardiness and Absenteeism Rubric. This point system will assist in determining the consequences of repeated tardiness, which may lead to further disciplinary action up to and including failure of the course.

First time clinical tardiness will result in a verbal warning and be documented on the student’s weekly anecdotal record. This verbal warning will occur even if the student adhered to the appropriate notification process (Notification System for Clinical Absenteeism, p.34, 2017/2018).

A second occurrence of tardiness will result in a written clinical warning. This clinical warning will be documented on the student’s weekly anecdotal record. The student will also be required to complete a Performance Improvement Plan. This will be a contractual agreement in which the student will identify specific steps that will be taken to avoid subsequent tardiness. This contract must be submitted to the Lead Teacher/faculty by the next clinical week.

A third occurrence of tardiness will result in the student being sent home and having to make up the clinical day. This will be documented on the student’s anecdotal record and will be added to the student’s clinical warning.

Students arriving late to clinical without notifying their instructor may not be permitted to remain in clinical. They will be required to take the day as a clinical absence and be required to make up the day.

**Absences**
It is expected that all clinical absences must be made up. Clinical make up will be scheduled by and at the discretion of the course Lead Teacher. Students will accrue points as denoted on the Tardiness and Absenteeism Rubric. This point system will assist in determining the consequences of repeated absences, which may lead to further disciplinary action up to and including failure of the course. Clinical make up will occur during a designated period after taking the course final examination as noted on the topical outline, which is distributed at the beginning of each semester. Clinical make up not completed on the scheduled clinical make up days will result in a failure for the course. Clinical make up may be completed on a different unit, shift, clinical agency, or with different faculty members.
Patterns of clinical absenteeism may result in a clinical warning, required clinical make up, development of a Performance Improvement Plan/ contract and/or course failure even if the student adhered to the policy for notification of faculty (Notification System for Clinical Absenteeism ,p 34, 2017/2018).

Skills Practice Laboratory
Skills practice laboratory is part of the clinical credit hours for the course. Skills practice laboratory absences must be made up prior to the next scheduled clinical week of the course. If the skills practice laboratory is not made up prior to the next clinical week of the course, the clinical instructor or Lead Teacher will issue a written clinical warning. This written clinical warning will be documented on the student’s weekly anecdotal. The designated clinical skill/procedure must not be done on the clinical area until it is satisfactorily completed in the skills practice laboratory.

Students will accrue points as denoted on the Tardiness and Absenteeism Rubric. This point system will assist in determining the consequences of repeated tardiness and absences related to the skills practice laboratory, which may lead to further disciplinary action up to and including failure of the course.

*In Nursing 122 skills practice laboratory is given a 2-week period to complete the skills practice laboratory session.
# Clinical Tardiness and Absenteeism Rubric

<table>
<thead>
<tr>
<th>Point Value</th>
<th>Behaviors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TARDINESS</strong></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>5-14 minutes late</td>
</tr>
<tr>
<td>3</td>
<td>15-29 minutes late</td>
</tr>
<tr>
<td><strong>ABSENCE</strong></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>&gt;30 minutes late student sent home</td>
</tr>
<tr>
<td>6</td>
<td>Absent from clinical</td>
</tr>
<tr>
<td>18</td>
<td>No Call/No Show</td>
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<tr>
<td><strong>ACTION</strong></td>
<td></td>
</tr>
<tr>
<td>4 or More Points</td>
<td>The student is required to complete a written Performance Improvement Plan before the next scheduled clinical week. The student must make an appointment with the clinical faculty/lead teacher to discuss the plan with faculty collaborating on recommendations.</td>
</tr>
<tr>
<td>Points for tardiness and absentee are accumulated per course.</td>
<td></td>
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</tbody>
</table>
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. Portable flash drives are not to be used on computers.

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 a 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 degree.
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 or challenged.

**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 syllabus and topical outline were used/provided, to accepted applicant, when course had been taken.
2. The accepted applicant must have earned a passing grade from 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 Harold B. & Dorothy A. Snyder School of Nursing courses may be granted.
6. An 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) syllabus and topical 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 verify, or if there are any questions concerning the credit transferability, information that is to be or has been received.

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
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.

### GENERIC TRACK

<table>
<thead>
<tr>
<th>Course</th>
<th>Lecture Hour</th>
<th>Lab Hour</th>
<th>Credit Hour</th>
</tr>
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<tbody>
<tr>
<td>*BIO 105 Anatomy and Physiology</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>*CHE 114 Intro to Organic &amp; Biology</td>
<td>3</td>
<td>3</td>
<td>4</td>
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<tr>
<td>ENG 101 English</td>
<td>3</td>
<td>1</td>
<td>3</td>
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<tr>
<td>NURM Intro. to Nursing</td>
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<td>3</td>
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<tr>
<td>NURM Mathematics for the Liberal Arts</td>
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<td>NURM Nursing I</td>
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<td>NRML 121 Nursing I Clinical</td>
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<th>Course</th>
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**SECOND SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Lecture Hour</th>
<th>Lab Hour</th>
<th>Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>*BIO 106 Anatomy and Physiology</td>
<td>3</td>
<td>3</td>
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<tr>
<td>PSY 101 General Psychology</td>
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</tr>
<tr>
<td>NURM Nursing I</td>
<td>4</td>
<td>0</td>
<td>8</td>
</tr>
<tr>
<td>NRML 121 Nursing I Clinical</td>
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**SUMMER SESSION I**

<table>
<thead>
<tr>
<th>Course</th>
<th>Lecture Hour</th>
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<th>Credit Hour</th>
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<tbody>
<tr>
<td>NURM 120 LPN Transition Course</td>
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<td>LRML 120 LPN Transition Course Clinical Lab</td>
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**THIRD SEMESTER**

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<tbody>
<tr>
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<td>3</td>
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<td>PSY 204 Lifespan</td>
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**SEMIESTER I**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Lab Hour</th>
<th>Credit Hour</th>
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</thead>
<tbody>
<tr>
<td>Humanities Elective</td>
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<td>3</td>
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<tr>
<td>NURM Nursing III</td>
<td>4.5</td>
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<tr>
<td>NRML 221 Nursing III Clinical</td>
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**FOURTH SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>SOC 101 Principles of</td>
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<td>3</td>
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<tr>
<td>ENG 102 English</td>
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<tr>
<td>NURM Nursing III</td>
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<td>9</td>
</tr>
<tr>
<td>NRML 221 Nursing III Clinical</td>
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<table>
<thead>
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<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Humanities Elective</td>
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<td>3</td>
</tr>
<tr>
<td>NURM Nursing IV</td>
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<tr>
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<td>15</td>
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**FIFTH SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Lecture Hour</th>
<th>Lab Hour</th>
<th>Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities Elective</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>NURM Nursing IV</td>
<td>4.5</td>
<td>0</td>
<td>9</td>
</tr>
<tr>
<td>NRML 222 Nursing IV Clinical</td>
<td>13.5</td>
<td>0</td>
<td>15</td>
</tr>
</tbody>
</table>

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

**PATHWAYS TO BSN — 20 Kean University B.S.N. Credits**

<table>
<thead>
<tr>
<th>Pre-Enrolled</th>
<th>Course</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*BIO 105</td>
<td>Anatomy and Physiology</td>
<td>3</td>
<td>3</td>
<td>4</td>
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<tr>
<td>*BIO 106</td>
<td>Anatomy and Physiology</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>*BIO 108</td>
<td>Microbiology</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>*CHE1141</td>
<td>Prin PrinIntro to Organic &amp;</td>
<td>3</td>
<td>3</td>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
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<tr>
<td>ENG 102</td>
<td>English Composition II</td>
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<td>1</td>
<td>3</td>
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<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
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<td>3</td>
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<tr>
<td>PSY</td>
<td>Lifespan development</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Principles of Sociology</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>NURM 100</td>
<td>Mathematics for Pharmacology</td>
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<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>Humanities Elective</td>
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<td>0</td>
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**SPRING SEMESTER**

<table>
<thead>
<tr>
<th>Semester I</th>
<th>NURM</th>
<th>Accelerated Nursing I</th>
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<th>13</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>NRML</td>
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<td>18</td>
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**SUMMER SEMESTER**

<table>
<thead>
<tr>
<th>Semester II</th>
<th>NURM</th>
<th>Accelerated Nursing II</th>
<th>8.2</th>
<th>11</th>
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<tbody>
<tr>
<td></td>
<td>NRML</td>
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**FALL SEMESTER**

<table>
<thead>
<tr>
<th>Semester III</th>
<th>NURM</th>
<th>Accelerated Nursing III</th>
<th>7</th>
<th>13</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>NRML</td>
<td>Acc. Nursing III Clin. Lab</td>
<td>18</td>
<td>0</td>
</tr>
</tbody>
</table>

|                | NURM 121 | Nursing I | 4 | 8 |
|                | NRML 121 | Nursing I Clinical Lab | 12 | 0 |
|                | SOC101   | Principles of Sociology | 3 | 3 |
|                | PSY204   | **NURS301** Health Assessment | 2 | 2 |

**SUMMER SEMESTER**

<table>
<thead>
<tr>
<th>Semester IV</th>
<th>NURM 122</th>
<th>Nursing II</th>
<th>4</th>
<th>8</th>
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<tbody>
<tr>
<td></td>
<td>NRML 122</td>
<td>Nursing II Clinical Lab</td>
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<tr>
<td></td>
<td><strong>CPS1031</strong> Intro to Computers</td>
<td>3</td>
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<td></td>
<td><strong>SOC2100</strong> Sociology of the Family</td>
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**FALL SEMESTER**

<table>
<thead>
<tr>
<th>Semester V</th>
<th>NURM 221</th>
<th>Nursing III</th>
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<tbody>
<tr>
<td></td>
<td>NRML 221</td>
<td>Nursing III Clinical Lab</td>
<td>13.5</td>
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</tr>
<tr>
<td></td>
<td><strong>NURS302</strong> Found. Transcultural Care</td>
<td>3</td>
<td>3</td>
<td></td>
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</tbody>
</table>

|                | NURM 222 | Nursing IV | 4.5 | 9 |
|                | NRML 222 | Nursing IV Clinical Lab | 13.5 | 0 |
|                | **PHIL3314** Philosophy Moral Problems in Medicine & Healthcare (Spring only) | 3 | 3 |
|                | **NURS300** Conceptual Foundations/Inq. In | 3 | 3 |

**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.
Nursing Credits: 38
General Education Credits: 37
Total Credits 75 (includes 6 humanities cr. taken at Kean University)
Additional BSN Track Credits 14
*Transfer limits: BIO sciences — 5 years
CHE sciences — 10 years
**Kean University course
***History elective and PHIL3314 to be taken at Kean University
— Fulfills requirements for humanities elective at Union County College

Revised 8/18

EXAMINATION POLICIES
All examinations and answer sheets are the property of the School 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 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.”

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 H – 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.

**MULTIPLE CHOICE QUESTIONS-ACCEPTANCE OF MORE THAN ONE ANSWER AFTER ITEM ANALYSIS:** When more than one answer is accepted in addition to the originally programmed answer, students who chose the originally correct answer will not receive additional points.

**FINAL GRADINGS 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>
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</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 be reported electronically on canvas with the Electronic Grade Release Permission form (see Addendum F).

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 cell phones are to be left on the front desk, turned off and counted.

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 FOR 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 than 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.

MATH CHALLENGE EXAM

A challenge exam for the Math for Pharmacology course (NURM100) is available to students who have successfully completed a college-level math course. A challenge exam for the Math for Pharmacology course (NURM100) is not permitted for the following circumstances:

- Were unsuccessful in the completion of NURM100, whether by withdrawal, leave of absence, or failure.

- Have not previously taken, or successfully completed a college-level math course.

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](http://www.testandcalc.com)
- [www.dosagehelp.com](http://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>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
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<td>D+</td>
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</tr>
<tr>
<td>I</td>
<td>0.1</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><strong>Total Attempted Credits:</strong></td>
<td><strong>15</strong></td>
<td></td>
<td><strong>Total Quality Points Earned:</strong></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>Minimum Passing Grade</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>1C</td>
<td>Average Minimum passing grade for nursing and science course</td>
<td>70-74</td>
</tr>
<tr>
<td>D+</td>
<td>Below Average</td>
<td>65-69</td>
</tr>
<tr>
<td>2O</td>
<td>Unsatisfactory</td>
<td>60-64</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>Below 60</td>
</tr>
<tr>
<td>3I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>XF</td>
<td>Incomplete changed to failing</td>
<td></td>
</tr>
<tr>
<td>UF</td>
<td>Unofficial Withdrawal</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audit (no credit)</td>
<td></td>
</tr>
</tbody>
</table>

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.

Any HMH 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 both high and low fidelity patient simulators for development of critical thinking and clinical skills. 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 and critical thinking 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.jfkmuhlenbergschools.org](http://www.jfkmuhlenbergschools.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, lacking skill experience, or having difficulty applying theory to practice, may be referred by the Course/Clinical Instructor to the Skill Simulation Lab Instructor. An appointment must be made in advance for any student make-up or remediation.

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(s) prior to sitting for the NCLEX-RN (licensing) examination. Students must attend a NCLEX review course approved by the school.

A comprehensive predictor exam is administered at program completion. The purpose of the comprehensive predictor is two-fold. First, to provide students and educators with a numeric indication of the likelihood of passing the NCLEX-RN at the student’s current level of readiness. The second purpose is to guide remediation efforts based on the exam content missed. The comprehensive predictor was built as a measure to assess all nine of the NCLEX-RN content areas.

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 two 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.
   - 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 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 requested by the student to meet with the Course Instructor, Lead Instructor 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/he 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 Skills 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
Standardized examinations are administered throughout the nursing program. The purpose of the examinations are to assess student mastery of concepts within nine specific nursing content areas and to provide a formative indication of developing NCLEX-RN readiness in these content areas. These content areas include Nursing Fundamentals, Adult Medical Surgical, Pharmacology, Mental Health, Community Health, Leadership, Nursing Care of Children, Maternal Newborn, and Nutrition.

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. 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 failure.

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 E)
- Academic Midterm Warning (Addendum I)

A Warning notice may also be issued in one other instance:

A) Warning notices may also be given for breaches in the Professional Civility Contract, such as appropriate classroom conduct and/or communication with faculty, fellow students, staff, patients and other individuals involved in the school, community, or Medical Center. Failure to display progression in the identified areas needing improvement may result in disciplinary action up to and including dismissal from the program.

B) 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.

_**Academic Midterm Warning** – An Academic midterm warning is completed at midterm if a student has a grade below 70% in a nursing course (Appendix – H)._
**BLS (BASIC LIFE SUPPORT)**

BLS – Healthcare Provider. All students enrolled in courses with a clinical component must have current BLS certification prior to their first clinical day. BLS courses are available at Hackensack Meridian JFK Medical Center. You may schedule your course by visiting [www.jfkmc.enrollware.com](http://www.jfkmc.enrollware.com). The EMS Training Center may be reached by phone at (732) 379-2794 or email EMSTraining@hackensackmeridian.org, if you have any questions. The course title is “BLS Provider CPR”. It is a 4-1/2 hour course and the cost is $65.00. You may take the course at another facility, but it must be a “Health Care Provider CPR (BLS)”, or “Professional Rescuer” course sponsored by the American Heart Association “AHA”.

**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, extension 67512.

**FINANCIAL INFORMATION**

The School 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 HMH 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.

**Applying for Financial Aid**

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

**Student Eligibility Requirements**

- The applicant must be a United States citizen or eligible non-citizen;
- U.S. national (includes natives of American Samoa or Swain's Island); U.S. Permanent resident who has an I-151, I-155 or I-155C (Alien Registration Card).
- The applicant must be accepted for admission to JFK Muhlenberg Snyder Schools in an eligible program.
- The applicant must have demonstrated financial need according to the needs analysis procedures, for some loan programs.
- The applicant must be registered with the Selective Service if you are a male 18 to 25 years of age.

**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 HMH 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

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 Plusloans. 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. For dependent students an additional $2,000 unsubsidized loan is available to both grade levels, for independent students an additional $4000 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 fee, the current fee percentage can be found at www.studentloans.gov.

• 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](http://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](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

The School 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. HMH 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 the School 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.
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.
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 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>Nuclear Medicine Technology</td>
<td>79</td>
<td>118</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.
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 Hackensack Meridian 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 urine drug screen and respiratory fit testing are 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. A personal physician may do the physical examination, however HMH JFK Occupational Health MUST do the drug screening and respiratory fit test. Health forms will be emailed to students upon registration. It is recommended you contact the Student Health Nurse at HMH JFK Muhlenberg Snyder Schools (908) 668-2594 prior to scheduling your appointments, to determine what services will be required. The drug screening fee is billed with your tuition, so no fee is due for first time drug screenings. There is no charge for fit testing. The health record, and all Personal Health Information “PHI” is kept confidential, and is only released to Receiving Agencies for the purpose of clinical placement.

Students entering NURM-121 and transfer-in students in Fall Semester
- Physical examinations including first PPD (Mantoux test) should be completed in July and August
- Second PPD due 1-3 weeks after initial PPD

Students entering NURM-121, NURM-141 and transfer-in students in Spring Semester
- Physical examinations including first PPD (Mantoux test) should 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.
NOTE: If a urine drug screen 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.

HMH JFK Muhlenberg Snyder Schools is committed to providing a safe, efficient, and productive learning environment. To achieve this objective, the school desires to prevent substance abuse from adversely affecting the learning environment. Accordingly, any student, starting a course with a clinical component must, subject to any applicable legal requirements, complete a urine drug screening examination, with negative findings in all drug categories, before they may begin clinical courses. Continued enrollment is conditional upon successful completion of this examination.

Students with a positive urine drug screening will be referred to the Medical Review Officer at HMH JFK Occupational Health for consultation. The Medical Review Officer must approve the student for continued enrollment with or without conditions.

HMH JFK Muhlenberg Snyder Schools believes that students who take prescription drugs as directed by a physician, are presumed to be behaving responsibly. All other uses of drugs are unacceptable, and constitute drug abuse. Students using such drugs in an appropriate manner and with a valid prescription will need to discuss with their physician any possible safety effects and/or influence in the classroom and clinical laboratory setting.

**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 maneuver 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 the individual’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.
3. Annual Respiratory Fit testing.
   The fee also covers:

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 HMH JFK Medical Center Occupational Health. School related injuries are defined as those occurring while the student is attending classes at the Medical Center, Clinical Affiliate, 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 Central Supply.
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 HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools may be referred to HMH JFK Occupational Health 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 HMH JFK Medical Center property must be reported and an incident report must be made immediately following the incident for person(s) injured. Students injured on HMH JFK Medical Center property must be evaluated either at HMH JFK Occupational Health or the Emergency Room the same day of injury.

5. Students with school related injuries will be triaged through the HMH JFK Occupational Health 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 Student Health Nurse 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 skills simulation 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. All students are required to submit a clearance note from their Physician/Healthcare Provider before returning to classes, skills simulation laboratory or clinical after any illness or accident, that fall within the guidelines below:
   - The student has been absent for 3 or more consecutive school days.
   - The student has been evaluated in an Emergency Room Setting.
   - The student has been hospitalized.
• At the instructor’s discretion, if they feel physician clearance is merited. The clearance note must list the diagnosis and any restrictions in duty.

3. Students violating health requirements will be issued two reminders by the HMH JFK Muhlenberg Snyder Schools. 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.

4. Students are expected to abide by the Infection Control Policies of HMH JFK Medical Center and those of affiliating clinical agencies.

**Infection Control:**

1. Immunizations required:
   a. A two-step Mantoux Tuberculin skin test, or Quantiferon Gold/T-Spot Test. See the “Immunization and TB Surveillance” form.
   b. Tuberculin test must be read 48-72 hours after it is administered. Students who do not comply will not be allowed in clinical until testing is completed.
   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 Student Health Nurse at HMH JFK Muhlenberg Snyder Schools should be notified immediately and an incident report should be completed and forwarded to the HMH JFK Occupational Health Office. Prophylactic medications may be given and follow-up completed as ordered by the HMH JFK Health Office Physician.

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

4. The School of Nursing reserves the right to require additional testing depending on contract requirements of clinical affiliates.

**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 HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools will complete training sessions to address the issues contained in:
   a. OSHA Bloodborne Pathogen Standards
   b. OSHA Tuberculosis Standard

2. **Work Practices**
   a. The Bloodborne Pathogen Exposure Control Plan
   b. Policies that address the proper handling and disposal of sharps and contaminated materials
   c. Proper Handwashing
   d. Standard Precautions
Dear Student,

Congratulations on your acceptance as a student in the Hackensack Meridian 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 HMH JFK Muhlenberg Snyder Schools.

Medical clearance requirements are attached and MUST be received by the HMH 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), or Quantiferon Gold/T-Spot Lab Test. Explanation of the 2 Step Mantoux test is attached.
> Lab titer are required for Rubeola, Rubella & Varicella. Immunization records and/or lab titer is required for Mumps.
> Lab titer is required for Hepatitis B. If you have not been previously vaccinated, proof that the vaccine series has been started, is required.
> Hepatitis B Antigen Test.
> A 13+ Panel Urine Drug Screen is required. The test can only be scheduled with the HMH JFK Medical Center Occupational Health Offices. Outside test agencies will not be considered.
> A Respiratory Fit Test is required. This test can only be scheduled with HMH JFK Occupational Health.
> All Dormitory Residents are required to be immunized against meningococcal meningitis (Menactra or Menveo vaccine). Meningitis B vaccination is also recommended.
> Tdap Vaccination.
> Influenza Vaccination during Flu season.
> CPR for Healthcare/BLS Provider.
> Student Malpractice Insurance.

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

Hackensack Meridian JFK Muhlenberg Snyder Schools
P.O. Box 4649
Metuchen, New Jersey 08840
Attention: Student Health Nurse

Physical exams, vaccines, and required lab work can be performed by HMH JFK Occupational Health Services (fee for services) by calling their Iselin location at (848) 205-2630, or the Piscataway location at (848) 230-6800

Student will be emailed a clearance letter upon completion of all above requirements. You WILL NOT be permitted on any clinical area of the Medical Center, Residence Hall, or any Clinical affiliates until you have received clearance. Please contact the Student Health Nurse at (908) 668-2594 if you have any questions regarding these requirements, or need any guidance, before scheduling
your appointments.
Dear Health Care Provider,

Please be advised, the client you are now performing a physical exam on is preparing to enter the HMH 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 HMH 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, turning, getting on and off the radiographic table or stretcher and when moving in and out of a wheelchair.
7. Push, pull and maneuver 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 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 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 maneuver 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.
In accordance with Americans with Disabilities Act (ADA) 1973

Applicants to the School of 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, 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.
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><strong>Mantoux (PPD) Testing</strong></td>
<td></td>
</tr>
<tr>
<td>A 2-Step Mantoux Skin Test is <strong>Mandatory</strong> for all students entering the program.</td>
<td></td>
</tr>
<tr>
<td>Step 1: Recommended 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><strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Quantiferon Gold / T-Spot Test</strong></td>
<td></td>
</tr>
<tr>
<td><strong>LAB REPORT REQUIRED</strong></td>
<td></td>
</tr>
</tbody>
</table>

| **Step 1 PPD**                                                                           |               |
| Date:                                                                                   |               |
| Mfg./Exp. Date/Lot #:                                                                   |               |
| Site:                                                                                    |               |
| Administer by:                                                                           |               |
| **Results**                                                                             |               |
| Date:                                                                                    |               |
| Induration: mm                                                                          |               |
| Read by:                                                                                |               |

| **Step 2 PPD**                                                                           |               |
| Date:                                                                                    |               |
| Mfg./Exp. Date/Lot #:                                                                   |               |
| Site:                                                                                    |               |
| Administer by:                                                                           |               |
| **Results**                                                                             |               |
| Date:                                                                                    |               |
| Induration: mm                                                                          |               |
| Read by:                                                                                |               |

| IF PREVIOUSLY PPD POSITIVE                                                               | POSITIVE       |
| Documentation of positive PPD results attached, which includes date, induration, and facility received. |
| INH Therapy: Yes ( ) Dates:                                                              |               |
| No ( )                                                                                  |               |

| Copy of Chest X-ray report or Quantiferon Gold Report attached.                          |               |

HISTORY OF BCG VACCINATION

---
Clinical students with history of BCG vaccination will be required to have a 2-Step PPD skin test unless previous positive PPD results are attached
<table>
<thead>
<tr>
<th>IMMUNIZATIONS</th>
<th>REQUIREMENTS</th>
<th>DOCUMENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All clinical students <strong>MUST</strong> provide proof of immunity by lab titer – <strong>WITH LAB RESULTS</strong></td>
<td>Vaccination records must be submitted on appropriate letterhead/prescription with MD</td>
</tr>
<tr>
<td></td>
<td><strong>Rubeola (Measles)</strong></td>
<td><strong>Rubeola (MMR)</strong></td>
</tr>
<tr>
<td></td>
<td>Lab Titer required. Current vaccination is required for negative or equivocal titer.</td>
<td>#1 Vaccination Date:</td>
</tr>
<tr>
<td></td>
<td><strong>LAB REPORT REQUIRED</strong></td>
<td>Mfg./Lot/ Exp. Date:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Administered by:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>#2 Vaccination Date:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mfg./Lot/ Exp. Date:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Administered by:</td>
</tr>
<tr>
<td></td>
<td><strong>Rubella (German Measles)</strong></td>
<td><strong>Rubella (MMR)</strong></td>
</tr>
<tr>
<td></td>
<td>Lab titer required. Current vaccination is required for negative or equivocal titer.</td>
<td>#1 Vaccination Date:</td>
</tr>
<tr>
<td></td>
<td><strong>LAB REPORT REQUIRED</strong></td>
<td>Mfg./Lot/ Exp. Date:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Administered by:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>#2 Vaccination Date:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mfg./Lot/ Exp. Date:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Administered by:</td>
</tr>
<tr>
<td></td>
<td><strong>Mumps</strong></td>
<td><strong>Mumps (MMR)</strong></td>
</tr>
<tr>
<td></td>
<td>Lab titer or documentation of 2 vaccines. Current vaccination is required for negative or equivocal titer.</td>
<td>#1 Vaccination Date:</td>
</tr>
<tr>
<td></td>
<td><strong>LAB REPORT REQUIRED</strong></td>
<td>Mfg./Lot/ Exp. Date:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Administered by:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>#2 Vaccination Date:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mfg./Lot/ Exp. Date:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Administered by:</td>
</tr>
<tr>
<td></td>
<td><strong>Varicella (Chicken Pox)</strong></td>
<td><strong>Varicella (Chicken Pox)</strong></td>
</tr>
<tr>
<td></td>
<td>Lab titer required. Current vaccination is required for negative or equivocal titer.</td>
<td>#1 Vaccination Date:</td>
</tr>
<tr>
<td></td>
<td><strong>LAB REPORT REQUIRED</strong></td>
<td>Mfg./Lot/ Exp. Date:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Administered by:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>#2 Vaccination Date:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mfg./Lot/ Exp. Date:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Administered by:</td>
</tr>
</tbody>
</table>
**Hepatitis B Series**

If Hepatitis B Series completed: Lab titer required. Vaccination is required for negative or equivocal titer. **LAB REPORT REQUIRED**

Hepatitis B Series

Please check appropriate area:

( ) Copy of completed series attached OR lab report of antibody results attached.

( ) Immunization series started, proof attached.

---

**Hepatitis B Antigen Test LAB REPORT REQUIRED**

( ) Lab report attached.

---

**Meningococcal Meningitis**

Menactra or Menveo vaccines

**Dormitory Students Only**

**Meningococcal Vaccine**

Date:

Mfg./Lot/ Exp. Date:

Administered by:

---

**Tdap Vaccination**

**Must Contain Pertussis Component**

**Tdap**

Date:

Mfg./Lot/ Exp. Date:

Administered by:

---

**Influenza Vaccination**

**Influenza Vaccination**

Date:

Mfg./Lot/ Exp. Date:

Administered by:

---

**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:**

---

**STUDENT’S NAME:**
**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_________________

---

**To Be Answered By Physician**

<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>
</tr>
<tr>
<td>Teeth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thyroid or other Endocrine Glands</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lungs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abdominal Organs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hernia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Musculoskeletal System</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deformities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vascular System (Varicose Veins)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nervous System</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reflexes</td>
<td></td>
<td></td>
</tr>
<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
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>
<td></td>
<td></td>
</tr>
<tr>
<td>Arthritis, Allergy, Skin Disease, Syphilis, or Gonorrhea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Latex Allergy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancer, Tumor, Thyroid Disease or Diabetes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eye or Ear Disease</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Back Trouble</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Any Surgical Operations</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Any Accidents</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breast Disease, Miscarriage or Female Disorder</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you pregnant now?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you ever received payment or benefits for illness, or injury?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Any present ailments?</strong></td>
<td></td>
<td></td>
</tr>
</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 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 FORMS: MD/APN must check off that you are medically cleared, then sign and date the physical. 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, and PPD testing must include lot number and expiration date.

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

> Lab titer is required for Hepatitis B. Current vaccination is required for negative or equivocal titers. If you have not previously been immunized, proof that the vaccine series has been started.

> Hepatitis B Antigen Test which screens for active Hepatitis B infection.

> 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 the Student Health Nurse if you have been doing yearly Tuberculosis testing. Quantiferon Gold or T-Spot Testing is also accepted.

> If previously PPD positive: Documentation of the positive test date with “mm” of induration is REQUIRED. A Chest X-Ray report or Quantiferon Gold/T-Spot Test 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.

> 13+ Panel Urine Drug Screen Test - Done at HMH JFK Occupational Health Service (OHS).

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

> Respiratory Fit Testing - Done at HMH 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.
> Proof of Health Insurance is required. You may visit the government website, [www.healthcare.gov](http://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 for purchase. Please contact the Student Health Nurse 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 urine drug screening & respiratory fit testing which must be done at HMH JFK OHS. HMH JFK Occupational Health Services can also do your physical 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 HMH JFK Occupational Health Office.

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

> All students are required to submit a clearance note from their Physician/Healthcare Provider before returning to classes, skills simulation laboratory, or the clinical setting after any illness or accident, that falls within the guidelines below:

  o  The student has been absent for 3 or more consecutive days.
  o  The student has been evaluated in an Emergency Room Setting.
  o  The student has been hospitalized.
  o  At the instructor’s discretion, if they feel physician clearance is merited.

The clearance note must list the diagnosis and any restrictions in duty.

> 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.

> **All Dormitory Resident** Are required to be immunized against meningococcal meningitis (Menactra or Menveo). Meningitis B vaccination is also recommended.

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 appointments.
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 an indispensable learning resource. It is located on the 2nd floor next to the physicians' lounge. Complete contact information is available on the intranet under Quick Links on the intranet.

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
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.
Borrowing privileges shall be extended only to students, staff, affiliated staff, and employees of JFK Health.
Smoking and eating in the library are not permitted.
No student may borrow more than three books on the same subject at any one time.
The library is open Monday – Friday, 7:00 am – 3:30 pm.
Access to online material can be accomplished by following the click path: MyLinks/Clinical Patient Care/JFK Medical Center Library

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.
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.

MALPRACTICE INSURANCE
All students in a course with a clinical component 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 to the Student Health Nurse. Students will not be allowed in the clinical setting 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.

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.

Residential and commuting students may purchase food from the vending machines located in the School

SINGLE PARENT PROGRAM
The Audrey Snyder Single Parent Program has been developed to support student nurses’ academic and economic needs. Student must be an Admitted Student is one of our Nursing Program Tracks, be the single Head of Household of one school-aged child between the ages of 5 and 10, having primary custody of said child. The applicant will be required to have a meeting with Director of Financial Aid and/or other committee members prior to acceptance in the program. Additional eligibility and guidelines may apply. For more information on the program, students may contact the Director of Financial Aid.
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 of Nursing 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.
c. Keep on file as a permanent record, all reports, papers and documents submitted to the Secretary.
d. Keep records of all correspondence.
e. Conduct the general correspondence of the 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
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 the school website: www.jfkmuhlenbergschools.org.
Click on nursing then go to textbooks, choose the appropriate access code for your course then go to Rittenhouse website, www.rittenhousebookstore.com to order required books.

TUTORIAL SERVICES
HMH 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 School of Nursing students hold full status as Union County College students and are encouraged to participate in student activities at the college. Recently, HMH 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 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 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.

VACATIONS AND HOLIDAYS
The School follows the official academic calendar found on the Union County College web site at www.ucc.edu. The School will post any required changes in dates as soon as they are received by that registrar’s office. The individual programs publish and distribute detailed program schedules. Students will receive these at orientation and throughout the program.

Ample holiday and vacation time is provided, and the student should take advantage of this time to relax and get some rest. If, for religious reasons, you request time that is not regularly posted time off, a written request must be directed to the program office prior to the beginning of each semester. Materials covered in class during your absence are solely your responsibility. Additional clinical time may be required at the end of the program if competency is not achieved prior to the expected date of the last semester. Additional fees will be charged if additional time is required and will be charged at the then going rate.

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
Hackensack Meridian 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. HMH 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 HMH 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.

HMH 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 HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools has the discretion to impose discipline on any student who violates HMH 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 HMH JFK Medical Center 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 HMH 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 HMH 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 HMH 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
HMH 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 HMH 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**

HMH 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 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 this 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

GENERAL

All students are expected to report to HMH 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.

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 HMH 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 privileges 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 will be required to submit a clearance note from the treating physician. The student will be monitored by the Dean weekly for the first semester and bimonthly 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
BADGES
Photograph Identification Badges must be obtained from HMH JFK Human Resources at 80 James St., Edison, NJ 08818 - (732) 321-7000, Ext. 68501. Badges are made on Tuesdays from 1PM – 3:45 PM and Thursdays from 9AM to 11:45AM, no appointment is necessary. ID badges may be obtained after orientation, and by no later than the end of the first two weeks of class. ID badges must be worn at all times when in the Medical Center/HMH 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 HMH JFK Medical Center Human Resources. Revised 07/18

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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.

• ETHICS

The HMH 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** – Intentional or unintentional representation of another’s words or ideas as one’s own in an academic exercise.
   Examples of plagiarism include but are not limited to:
   • The exact copy of information from a source without proper citation and without use of quotation marks or block quotation formatting. If any words or ideas used in a class posting or assignment submission do not represent the student’s original words or ideas, the student must distinguish them with quotation marks or a freestanding, indented block quotation (for a quotation of 40 or more words), followed by the appropriate citation in accordance with the Publication Manual of the American Psychological Association. When a student copies information from a source, he or she must acknowledge the source with quotation marks or block quotes irrespective of whether or not the source has been formally published.
   • Paraphrasing statements, paragraphs or other bodies of work without proper citation using someone else’s ideas, data, language, and/or arguments without acknowledgement.
   • Presenting work as the student’s own that has been prepared in whole or part by someone other than that particular student. This includes the purchase and/or sharing of work.
   • Failure to properly cite and reference statistics, data, or other sources of information that are
3. **Disciplinary Measures: Cheating or plagiarism**
   The student may 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. Faculty are to follow the alcohol/substance abuse policy on page 84-87.
   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](http://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](http://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](http://www.copyright.gov), especially their FAQ’s at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).
08/10
EMERGENCIES, PERSONAL
Any personal emergency is to be reported immediately to an official of the Schools of Nursing and Medical Imaging.

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) 668-2217 or X82217 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, Cardio / Pulmonary Arrest - Nursing Supervisor, Respiratory Therapy, EKG Tech, Intensivist or Medical Resident and Critical Care</td>
</tr>
<tr>
<td>Code White</td>
<td>Pediatric Medical Emergency, Pediatric Cardio / 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</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</td>
</tr>
<tr>
<td>Code Seven</td>
<td>Injury / illness on the grounds - Code Seven team responds.</td>
</tr>
</tbody>
</table>
EMERGENCY PHONE NUMBERS – HMH JFK HEALTH SYSTEM – MUHLENBERG CAMPUS

First:    Dial #7777 on phone/intercom to alert everyone in the building
Second:   Dial 9-911
Third:  Dial *8 to report CODE SILVER for weapons
Fourth:  Dial 82217 for security

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 event 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.
- 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.

<table>
<thead>
<tr>
<th>Security: JFK 67568</th>
<th>Safety Director: 67677/67678</th>
</tr>
</thead>
<tbody>
<tr>
<td>Muhlenberg 82217</td>
<td></td>
</tr>
<tr>
<td>Building Services: JFK 67558</td>
<td>Security Director: 67567</td>
</tr>
<tr>
<td>Emergency Dept.: JFK 67601</td>
<td>Employee Health: 61143</td>
</tr>
<tr>
<td>Muhlenberg: 82200</td>
<td></td>
</tr>
</tbody>
</table>
JFK MEDICAL CENTER
EMERGENCY PREPAREDNESS PLAN

See JFK Medical Center’s “EMERGENCY MANAGEMENT PLAN” which is available on the “Safety” – “Environment of Care” link on the JFK Medical Center 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

HMH 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 enter 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

HMH 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 (908 668-2217) or X82217 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.
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.

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 908 668-2217 or 82217 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 Medical Center 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 82217.

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 Medical Center 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 MEDICAL CENTER

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 Medical Center 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 or dress;
(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’s 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:

- Substantially interfering with an individual’s work performance, or creating an intimidating, hostile, or offensive working environment;
- Otherwise adversely affecting an individual’s employment opportunities; or
- 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 the 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.

Policy Number: 04.6020.01.0106
Policy Title: Prohibited Discrimination and Harassment Policy
Policy Type: Administrative
Last Review Date: Monday, August 6, 2012
Last Revision Date: Monday, August 6, 2012
Effective Date: Monday, April 27, 2009
Expiration Date: Thursday, August 13, 2015
Responsible Party: Patricia Cooke
Approver: Shirley Higgins Bowers
Part I: ANA Code of Ethics for Nurses

The Hackensack Meridian Health JFK Medical Center, Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing and Medical Imaging (herein referred to as The School of Nursing) students are required to abide by the American Nurses Association (ANA) Code of Ethics for Nurses. Provision 1.5 of The Code of Ethics for Nurses states the following:

Nurses are required to “create an ethical environment and culture of civility and kindness, treating colleagues, coworkers, employees, students, and others with dignity and respect” (ANA, 2015, p. 4). Similarly, nurses must be afforded the same level of respect and dignity as others. Thus, the nursing profession will no longer tolerate violence of any kind from any source. All Registered Nurses and employers in all settings, including practice, academia, and research, must collaborate to create a culture of respect that is free of incivility, bullying, and workplace violence.

The School of Nursing mandates that all students, from the time of admission until the time of graduation, strictly abide by the ANA’s Code of Ethics for Nurses. Following is a summary of the Provisions of ANA Code of Ethics for Nurses:

| Provision 1 | The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person. |
| Provision 2 | The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population. |
| Provision 3 | The nurse promotes, advocates for, and protects the rights, health, and safety of the patient. |
| Provision 4 | The nurse has authority, accountability and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal patient care. |
| Provision 5 | The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth. |
| Provision 6 | The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care. |
| Provision 7 | The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy. |
| Provision 8 | The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities. |
Provision 9

The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.


Failure of any student to abide by any of the provisions from the ANA Code of Ethics for Nurses will result in disciplinary action up to and including dismissal from The School of Nursing.

As a member of the student body of the Hackensack Meridian Health JFK Medical Center, Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing and Medical Imaging, I pledge to strictly abide to the ANA Code of Ethics for Nurses.

Print name: ______________________________________________________________

Signature: ____________________________________ Date: ______________________

Part II: Professional Civility Contract

Civility is characterized by an authentic respect for others when expressing disagreement, disparity, or controversy. It involves time, presence, a willingness to engage in genuine discourse, and a sincere intention to seek common ground (Clark, 2008). Civility is necessary to maintain a safe and respectful teaching-learning environment at The School of Nursing. The following is a description of the scholastic, non-cognitive performance responsibilities of a student enrolled in The School of Nursing:

- **Attentiveness:** The student regularly attends class. All extended absences are for relevant and serious reasons and approved, by the lead teacher, administration, or designee. The student is consistently on time for lectures and stays until the end of presentations. The student is alert during the presentation and demonstrates attentiveness by taking notes and asking appropriate questions.
- **Demeanor:** The student has a positive, open attitude towards peers, teachers, and others during the course of nursing studies. The student maintains a professional bearing in interpersonal relations. The student functions in a supportive and constructive fashion when in group situations and makes good use of feedback and evaluations.
- **Maturity:** The student functions as a responsible, ethical, law-abiding adult.
- **Cooperation:** The student demonstrates his/her ability to work effectively in groups and with other members of the health care team, giving and accepting freely in the interchange of information.
- **Inquisitiveness:** The student acquires an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.
- **Responsibility:** The student will exemplify commitment to their course of study by appropriately prioritizing nursing school performance and responsibilities. Student-to student, and student-to-faculty academic interchanges are carried out in a reliable, and trustworthy manner.
- **Authority:** A student shows appropriate respect for those placed in authority over him/her both within The School and in society.
• Personal Appearance: The student's personal hygiene and dress reflect the high standards expected of a professional nurse and abides by the school dress code. Student is cognizant that he/she is a representative of the school and, as such, conducts themselves in a professional manner at all times. Student is aware that uniforms and school identification are only to be worn during authorized times.

• Communication: The student demonstrates an ability to communicate effectively verbally, nonverbally, and in writing with peers, instructors, patients, and others.

• Professional Role: The student conducts self as a professional role model at all times and in compliance with the ANA Code of Ethics for Nurses. The student demonstrates the personal, intellectual, and motivational qualifications of a professional nurse.

• Judgment: The student shows an ability to think critically regarding options, reflecting his/her ability to make intelligent decisions in his/her personal and academic life.

• Ethics: The student conducts self in compliance with the ANA Code of Ethics.

• Moral Standards: The student respects the rights and privacy of other individuals and does not violate the laws of our society.

As future nurses and leaders it is your responsibility to manage disruptive and inappropriate behaviors within yourself, among your peers, and others. Examples of uncivil behavior are listed below, but this is not an inclusive list:

• Demeaning, belittling or harassing others
• Rumoring, gossiping about or damaging a classmate/professors reputation
• Habitually interrupting as others speak
• Not paying attention or listening to others who address you; not responding to email, letters, or voice mail that requires a reply
• Sending emails that are inflammatory in nature
• Speaking with a condescending attitude
• Yelling or screaming at instructors, peers, or clinical staff, or other displays of untoward temper
• Habitually arriving late to class
• Knowingly withholding information needed by a peer, instructor, or clinical staff
• Discounting or ignoring solicited input from instructors/faculty regarding classroom and/or clinical performance or professional conduct
• Overruling decision without direct discussion and rationale
• Not sharing credit for collaborative work or not completing an equitable share of collaborative work assigned
• Threatening others; this refers to physical threats, verbal/nonverbal threats, and implied threats
• Breaking equipment, and failing to notify appropriate staff/faculty
• The non-therapeutic use of nonverbal communication such as eye rolling, crossing your arms, leaning forward or back too much, pointing with your fingers/hands, standing with your hands on your hips, and rude hand gestures
• Leaving class or clinical without notifying the instructor
• Sleeping/laying your head down in class or clinical areas
• Using the internet/cell phone during class or clinical for purposes other than academics

Failure to abide by any scholastic, non-cognitive performance responsibilities of a will result in disciplinary action up to and including dismissal from The School of Nursing.

Failure to manage disruptive and inappropriate behaviors within yourself, among your peers, and others or exhibiting any uncivil behaviors will result in disciplinary action up to and including dismissal from The School of Nursing.
As a member of the student body of the Hackensack Meridian Health JFK Medical Center, Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing and Medical Imaging, I pledge to strictly abide to this Professional Civility Contract.

Print name: ______________________________________________________________

Signature: ___________________________ Date: ____________________________

STUDENT NURSES BILL OF RIGHTS AND RESPONSIBILITIES

The NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates in San Antonio, Texas (1991); and item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006). Further amendments were adopted by the House of Delegates at the NSNA Annual Convention on April 7, 2017 in Dallas TX.: 

1. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes, or economic status.
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. Students should be encouraged to develop the capacity for critical judgment and engage in an autonomous, sustained, and independent search for truth.
5. Students should be free to take reasoned exception in an informed, professional manner to the data or views offered in any course of study. However, students are accountable 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.
However, students, 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, legal status, United States citizenship 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, and should not be used as an element of evaluation.

8. The student should have the right to advocate for themselves and other students in the construction, delivery and evaluation of the curriculum.

9. Institutions should have a clearly written published policy as to the disclosure of private and confidential information which should be a part of a student’s permanent academic record in compliance with state and federal laws.

10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions in an informed, professional manner both publicly and privately.

11. Students should be allowed to invite and to hear any individual of their own choosing within the institution's guidelines, thereby advocating for and encouraging the advancement of 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 relevant faculty committees.

13. The institution has an obligation to clarify those standards of conduct/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. Standards of conduct should be formulated with student participation clearly written and published in advance through an available set of institutional regulations. It is the responsibility of the student to know these regulations.

15. The nursing program should have readily available a set of clear, defined grievance procedures.

16. As citizens and members of an academic community, students are exposed to many opportunities and they should be mindful of their corresponding obligations.

17. Students have the right to belong to or refuse membership in any organization.

18. Students have the right to personal privacy in their individual/personal space to the extent that their wellbeing and property are respected.

19. Adequate safety precautions should be provided by nursing programs, for example, adequate street and building lighting, locks, patrols, emergency notifications and other security measures deemed necessary to ensure a safe and protected environment.

20. Dress code, if present in school, should be established with student input in conjunction with the school administration and faculty. This policy ensures that the highest professional standards are maintained, but also takes into consideration points of comfort for the student.

21. Grading systems should be carefully reviewed initially and periodically with students and faculty for clarification and better student-faculty understanding.

22. Students should have a clear mechanism for input into the evaluation of their nursing education and nursing faculty.

23. The nursing program should track their graduates’ success in finding entry-level employment as registered nurses and make this information available to all who apply and enroll.

24. The nursing program should provide comprehensive, clear and concise information related to student loans, scholarships and any other student financial aid.
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%
- 85.9% of graduates are employed in nursing (from A Survey of the Classes of 2011-2012, 2012-2013, 20132014 Graduates of the Cooperative Program in Professional Nursing by The Office of Assessment, Planning and Research – Union County College, July 2016 Research Report No. 178).

STUDENT RIGHTS AND RESPONSIBILITIES
The primary aim of the 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 Medical Center, 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
HMH 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 the school 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 all 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 artificial nails are allowed in the clinical area.
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. Only wedding rings and engagement rings are permissible.
5. Perfume, cologne, after-shave, and other fragrances must be used sparingly and may be prohibited as determined by the faculty or by a supervisor.
6. Beards and moustaches are permissible, if kept neat and trimmed. The growth of beards and moustaches cannot be started when students are in clinical sessions.
7. Religious headwear should be plain and subdued in color. The wearing of religious headwear must be discussed with the Dean at the time of admission to the program.
8. No visible tattoos are allowed in the clinical area.
9. Only official school uniform tops, pants or skirts, and lab coats are worn in the clinical area.
10. Uniform skirts must be worn with white stockings.
11. Clean white shoes or all-white sneakers are worn in the clinical area.
12. Shoes must have both closed toes, and heels. Clogs, or any type of elevated heel are not permitted.
13. Good personal hygiene is expected. This includes frequent bathing, and the use of deodorants, and good dental care. Students may be asked to leave the clinical area or classroom at the discretion of faculty, or administration.
14. Undergarments must be discrete and must not affect the professional uniform appearance.
   Undergarments, including panties, briefs, boxers, and tee shirts, must not be visible through or beyond the uniform.
15. All students must wear school identification while in the school, clinical, or any Hackensack Meridian health affiliate.

LAB COATS
The regulation lab coat, affixed with the School logo is only required in certain courses and may be worn over street clothes. The lab coat must be worn over street clothes when going to any clinical site to research assigned patients. Dungarees, jeans, sweat pants, halter tops, shorts and/or thong sandals are not to be worn at any clinical site.

Information regarding purchase of the uniforms is available at the school’s website. 
www.jfkmuhlenbergschools.org

ATTIRE FOR ON CAMPUS:
Students attending the school should dress in a way that reflects the highest degree of self-respect and self-image. Appropriate dress is necessary to foster a positive and healthy environment that is focused on learning.

The faculty reserves the right at any time, to request that a student leave the clinical area, or classroom, if it is deemed that the student is inappropriately dressed. He/she may subsequently be requested to be seen by the Dean.
RESIDENCE LIFE

RESIDENCE RULES AND REGULATIONS
Infraction of any of the following regulations can result in disciplinary action by the Dean of 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. 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
Pursuant to Fire Safety Regulations, the use of electric cooking, heating units, extension cords or multiple way sockets, is absolutely prohibited in student rooms. In addition, single unit air conditioners and toaster ovens are strictly prohibited.

APPLICATION AND DEPOSIT FOR RESIDENCE
Students choosing to reside on campus must complete a Residence Room Agreement. A Residence Release Form is to be completed, signed and witnessed by a Notary Public prior to the student moving into the residence.

A $150.00 refundable deposit, to be paid by credit card, money order, certified or cashier check, is required prior to any student moving into the school residence. This deposit will be refunded when the student moves out of the residence if no damage is incurred to the room and/or its furnishings. A Residence Room Check-Out List will be completed and signed by both the student and the Residence Life Coordinator or the Residence Life Assistant.

In addition, a $25.00 non-refundable room key card fee is required. An additional $25.00 non-refundable replacement fee will be assessed if the card is lost.

BULLETIN BOARDS
With the exception of the space directly next to the telephone which must always have the Fire and Disaster Procedures posted, bulletin boards in the Residence are for student use.

CANDLES
The use of candles and incense is prohibited anywhere on JFK Muhlenberg property.

CRIMINAL BACKGROUND CHECK
A criminal background check is required to be performed prior to any student moving into the school residence. The Schools engage the services of a consumer-reporting agency to conduct this background check. It is the responsibility of the student to submit necessary information to: www.tabb.net and for program identifier enter the word MUHLENBERG. Student will be billed directly by designated company for conducting background check and having results forwarded to JFK Muhlenberg Snyder Schools and/or clinical facilities. Favorable results are conditions for continued enrollment. Revised: 07/2017

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). A urine drug screening
test is required and must be performed by JFK Health Occupational Health prior to moving into the student residence. Authorization to conduct this drug screening test and results deemed favorable by HMH JFK Muhlenberg Snyder Schools and/or clinical facilities are a condition of continued residence.

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 and unit common areas.

GUESTS
All visitors and non-residents must be out of the building between 10:00 pm and 6:00 am. 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 urine drug screen, and approval from the Student Health Nurse is required prior to a student’s first clinical course and/or moving into the Residence.

HOLIDAY DECORATIONS
Students must abide by Medical Center policies. No live trees or electrical decorations may be used.

QUIET HOURS
Please maintain quiet hours after 10:00 pm. Keep noise at a minimum upon returning to the residence. Keep the volume on stereos, TV’s and radios low.

KITCHENETTES
Kitchenettes are available in each residence unit. 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 kitchenettes. Refrigerators are allowed in the residence rooms, no cooking equipment is allowed in the residence rooms.

PLEASE REFER TO THE “SAFETY INSTRUCTIONS AND PRECAUTIONS TO BE OBSERVED WHEN USING A MICROWAVE OVEN” AT THE END OF THIS SECTION.

Misuse of kitchenettes is subject to disciplinary action, this includes kitchenettes habitually left in an unsanitary or hazardous condition.

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 only to be used in the laundry room.

MAIL
All resident students should pick up their mail in the Administrative Suite before 4:00 pm Monday through Friday or by special arrangement. Special delivery letters, registered mail and packages are sent to the School and the students are notified.
MISSING PERSON REPORT POLICY AND PROCEDURES

The purpose of this policy is to establish procedures for HMH JFK Muhlenberg Harold B. and 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 at 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 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 at 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 student’s 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 be 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 Residence Life Coordinator.
- 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 his/her 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 semester. The only exception is a student who is enrolled in an HMH JFK Muhlenberg clinical course during the Summer semester.

PETS
No pets will be allowed.

PROPERTY
Medical Center property is not to be defaced. Any student found to be defacing Medical Center property 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 her/himself out of his/her room must personally ask a school official or Security to unlock his/her door.

The cost of damage to Medical Center or School property will be borne by the student(s) and/or family(ies).

REPAIRS AND REPLACEMENTS
Requests for repairs and replacements in student rooms are made to the Resident Assistants, Residence Life Coordinator, Residence Life Assistant 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, Residence Life has been established. The Residence Life Team includes the Residence Life Coordinator, Residence Life Assistant and two Resident Assistants (RA’s). The RA’s must be in good academic and clinical standing to hold these positions. The RA’s 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 Residence Life Team will meet on a monthly basis to address any issues or complaints from resident students.
The Residence Life Coordinator has been assigned to coordinate and manage RA activities/duties and to supervise Residence security and maintenance. Maintenance requires must be reported to the Residence Life Coordinator or the Residence Life Assistant. RA’s 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 HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools or his/her designee and the Residence Life Coordinator 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 course which carries a skills simulation laboratory as a part of the course requirements and living more than 15 miles away from HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools (Schools).
   b. Carrying a full-time program: i.e. 12 or more credits per semester and living more than 15 miles away from the Schools.
   c. Taking 8 credits and living more than 15 miles from the Schools.

2. Board is not provided as a service for students in residence at the Schools. Food may be purchased at the vending machines located in the School.

3. Residence policies for Summer Sessions:
   a. The student must be enrolled in a clinical course at the Schools. There will be no exceptions.
   b. Procedures must be followed and written permission granted if the student is requesting summer residence.

4. All personal belongings must be removed at the end of each Spring Semester or the student will be billed for summer residence.

5. No students are to remain in the residence during the winter break.

SMOKING
Smoking is strictly prohibited in the residence or instructional areas of the Medical Center property, including the Schools.

See the Smoking Policy in the Student Rights and Responsibilities section.
SAFETY INSTRUCTIONS AND PRECAUTIONS TO BE OBSERVED WHEN USING MICROWAVE OVENS

IMPORTANT PRECAUTIONS

1. DO NOT OPERATE this oven with the door open. Open door operation CAN RESULT in HARFUL EXPOSURE TO MICROWAVE ENERGY.

2. 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 CLOSES PROPERLY and that there is no damage to the:
   - Door (bent)
   - Hinges and latches (broken or loosened)
   - Door seals and sealing surfaces.

OVEN will be adjusted or repaired by a qualified service person. Please let the Resident Life Coordinator or the school secretaries know of need.

IMPORTANT SAFETY INSTRUCTIONS

When using electrical appliances, to reduce risk of burns, electric shock, fire, injury to persons or exposure to excessive microwave energy, basic safety precautions should be followed:

1. Read all instructions.

2. 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 the heat of the fool.

4. DO NOT use ordinary paper bags for any purpose in a 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. In 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 the Student Handbook.

7. Hospital Policy PROHIBITS the cooking of microwave popcorn on school premises.
Addendum A

Hackensack Meridian Health JFK Medical Center
Muhlenberg Harold B. and Dorothy A. Snyder

♦ Nursing  ♦ Radiography  ♦ Diagnostic Medical Sonography

Audit Request

No Grade Will Be Received For An Audit

There are separate fees for auditing lecture and the Lab. Students cannot attend clinical, take exams or attend exam review. When a student withdraws from a course they have the option to audit the course for the remainder of the semester.

[ ] Lecture [ ] Lab (Fee)

Semester: Year[ ] Spring [ ] SSI [ ] SSII [ ] Fall [ ] Winter

Course and Section: ____________________________________________

Student Name: __________________________________ Last 4 Digits of SS#______

Student’s Signature: ____________________________ Date: ________________

Reason for Audit: _______________________________________________________________________________________

Signature Lead Teacher/Program Director: ____________________________ Date: ________________

Approval of Associate Dean/Educational Director: ____________________________ Date: ________________

Comments: ______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

Student File
Billing
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. 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

Hackensack Meridian Health JFK Medical Center
Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing and Medical Imaging

Honor Code/Pledge

The Hackensack Meridian Health JFK Medical Center, Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing and Medical Imaging (herein referred to as The 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 American Nurses Association 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 admission through graduation.

Academic misconduct is defined as any act that actually, or potentially distorts a student grade, or academic record. Academic misconduct is a destructive force in the learning process and it jeopardizes the achievements of all students. 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. The School of Nursing community maintains a zero-tolerance policy for inaction, or apathy with regard to reporting academic misconduct.

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 in dishonesty).
• Turning in an assignment that was done entirely or in part by someone else including knowingly representing someone else’s words or ideas to one’s own (plagiarism).
• Calling in sick when you are not.
• Not reporting an incident involving a patient.
• Documentation that any nursing duty was completed, when the duty was not performed (narrative, signature, initialing).
• Not questioning an order when in doubt.

Any form of academic misconduct will result in disciplinary action up to and including dismissal from The School of Nursing.

As a member of the student body of the Hackensack Meridian Health JFK Medical Center, Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing and Medical Imaging, I pledge to uphold the honor code of The School of Nursing.

Print name: _____________________________________________________________
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 Math Test I ________________________
Grade on Math Test 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
Reviewed 9/2017
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
JFK MUHLENBERG HAROLD B. AND DOROTHY A. SNYDER SCHOOL OF NURSING

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 frame 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 G

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:

cc: Associate Dean

P & E Committee

File in Student’s Record Student

Student ________________________________ Date

This form is to be completed at midterm if a student has a grade below 70 in a nursing course.

Reviewed 7/2013
Leave-of-Absence Form

____ Leave-of-Absence
____ Leave-of-Absence Extension    Program: ____________________________

____ $20.00 Processing Fee

Student Name: ____________________________    Last 4 Digits SS#: __________

PRINT

Address: ____________________________    Telephone #: __________

____________________________

I, ____________________________, would like to request the above Leave of Absence from the JFK Muhlenberg Snyder Schools of Nursing and/or School of Radiology for the ________ semester. A Leave of Absence is valid for one semester. I have paid the $20.00 non-refundable processing fee. (www.jfkmuhlenbergschools.org) online payment

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 – ACEN Accredited:
Students who are returning to The School of Nursing from a medical illness must contact the School’s Student Health Nurse for clearance procedures. Students returning from any type of leave are encouraged to practice in the Skills Lab two weeks prior to the beginning of the semester.

Radiology: Radiography and 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

Dean, Assoc. Dean or Director: ____________________________

____________________________

Director of Registration and Enrollment: ____________________________

____________________________

Director of Financial Aid: ____________________________
Student Accounts: ____________________________________________________________

Student Health Nurse: ____________________________________________________________

Leave of Absence:  ▲  Approved  ▼  Denied  Date: ________________________

Revised 08/18

____ Leave-of-Absence  Program: __________________________________________________
____ Leave-of-Absence  Fee: (see current fee sheet) Paid on: ________________________
____ Extension Semester
____ Absence Course Failure

Student Name: ____________________________________  Student I.D. ___________

Address: __________________________________________________  Telephone #: ___________

PRINT

I, ____________________________________________, would like to request the above Leave of Absence

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: ____________________________________________________
<table>
<thead>
<tr>
<th>Student Accounts:</th>
<th></th>
</tr>
</thead>
</table>
| **Leave of Absence:** Approved | Denied | **Date:** _______________
| **Revised:** 05/11 | **Review:** ed 07/13 |
Addendum I

Hackensack Meridian Health JFK Muhlenberg
Harold B. and Dorothy A. Snyder Schools

Declaration of Intent

( ) Nursing  ( ) Radiography  ( ) Diagnostic Medical Sonography

Last 4 Digits of SS#: ____________

I, ___________________________________ wish to be withdrawn from the (print your name)
HMH JFK Muhlenberg Snyder Schools - School of ___________________________
effective [   ]Fall / [   ]Spring __________ semester. I understand that I must re-apply to return to the Schools at HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools and will go through the entire admissions process.

Reason for Withdrawal: _______________________________________________
______________________________________________________________________
______________________________________________________________________

Signature: ___________________________  Date: ___________________

Revised 6/17
Hackensack Meridian Health  
JFK MUHLENBERG  
HAROLD B. AND DOROTHY A. SNYDER SCHOOLS  

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 Director of Registration & Enrollment for a mandatory interview prior to the start of the semester.  

Signature: ___________________________  

Date: ___________________________  

Reviewed  
07/13  
Revised  
06/17
Addendum J

Hackensack Meridian Health JFK Medical Center
Muhlenberg Harold B. and Dorothy A. Snyder
Schools of Nursing and Medical Imaging
Course Withdrawal form (Grade of “W”)

MHBN _______ MRAY_________ MDMS_

Student’s Printed Name: ___________________________________________ Last 4 Digits _______

Student’s Signature: ___________________________________________ Date: _______________________

Course(s): ___________________________________________ Number of Credits: Before the drop _______

1. JFK Health Medical Library: Email sent: _____________________

Signature: ___________________________ Date: _____________

2. Lead Teacher/Program Director Email notification was sent: _______

Signature: ___________________________ Date: _____________

3. Financial Aid Office

Signature: ___________________________ Date: _____________

4. Student Accounts Office

Signature: ___________________________ Date: _____________

5. Registrar’s Office

Signature: ___________________________ Date: _____________

6. Health Nurse

Signature: ___________________________ Date: _____________

Nursing – ACEN Accredited:
Students who are returning to The School of Nursing from a medical illness must contact the School’s Student Health Nurse for clearance procedures. Students returning from any type of leave are encouraged to practice in the Skills Lab two weeks prior to the beginning of the semester.

Radiology: Radiography and 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: _____________
Addendum K

Clinical Tardiness and Absenteeism Agreement Form

(To be initialed and signed by the student at the start of each semester)

_______ I have reviewed the Skills Practice Lab, Clinical Tardiness, and Absenteeism Rubric.

_______ I understand that Attendance is mandatory and will be recorded for both the Skills Practice Lab and the Clinical Rotation.

_______ I understand that points will be tracked. If 4 points or more are accumulated than I am considered “at risk” for failure and will need to complete a Performance Improvement Plan before the next scheduled clinical week.

_______ For further clarification see the Clinical Tardiness and Absenteeism Policy.

_________________________________________________________________________________
(print name)

____________________________________       ____________
(student signature)         (date)
I, ____________________________ am withdrawing from the HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools – School of [ ] Nursing [ ] Radiography [ ] Diagnostic Medical Sonography

Effective [ ] Fall/[ ] Spring Year_______
I understand, I must re-apply to HMH JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyders and to through the entire application and admissions process.

Transferring to another school
Name of school: ___________________________________________________
Program of Study: ________________________________________________
Degree to be awarded: ____________________________________________

Other
Reason: __________________________________________________________________

[ ] Family situation

Student Signature: ____________________________________________________________________________
Last 4 Digits of SS#: ____________
Date ___________________________________________________________________

Registration Office: ______________________ Date ___________ ________
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