JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder Schools, also referred to as JFK Muhlenberg Snyder Schools or the Schools, is a part of JFK Health which encompasses a wide array of organizations, services and facilities in the Central New Jersey area. The system includes an acute care hospital, JFK Medical Center, inpatient and outpatient rehabilitation centers, nursing and convalescent facilities and specialized treatment programs.

JFK Medical Center – Mission And Vision

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

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

Mission and Vision ................................................................. Inside front cover
Letter from the Dean ............................................................... 2
History .................................................................................. 3
Campus and Facilities ............................................................. 7
Admissions Policies and Procedures ........................................ 10
Student Services ................................................................. 20
Financial Aid Information ....................................................... 25
Union County College ........................................................... 34
School of Nursing .................................................................. 38
School of Medical Imaging - Radiography ............................... 58
School of Medical Imaging - Diagnostic Medical Sonography ............................................................................. 69
Course Descriptions .............................................................. 79
Board of Directors ............................................................... 96
Administration ................................................................... 97
Faculty .............................................................................. 99
Accreditations .................................................................... 102
General Information/Telephone Directory ............................... 104
Location ........................................................................ 105
Glossary ........................................................................ 108
Index ............................................................................... 112
Learning is about discoveries. It’s uncovering your hidden talents and unlocking your potential. It’s shaping who you are and who you can be if given the right opportunity to grow and develop.

At the JFK Muhlenberg Snyder Schools, we recognize the value of health care professionals. They really are special people. That’s why we do everything we can to support those who choose to join the health profession. First and foremost, we are here to provide you with the best possible education in a supportive environment. By so doing, we can enable you to tap your talents to their fullest capabilities. Our dedicated faculty, professional staff and administration are eager to help you reach your potential and will assist you in every way possible.

We employ integrative and innovative approaches to learning, as well as offer special programs to ensure upward career mobility. We offer flexible class scheduling to meet your individual needs in the course of your studies. In cooperation with area colleges, we offer programs to enhance your background in other disciplines and provide opportunities for community and social activities.

Students reap the benefit of learning under the auspices and sponsorship of JFK Medical Center. JFK Medical Center offers high quality, advanced health care services with the most modern technology, affording our students an invaluable education in an ideal setting.

Now we invite you to join us. Be part of a profession that’s based on excellence and discover how much you have to give and gain!

Judith Mathews, RN, PhD
Dean,
JFK Medical Center
Muhlenberg Harold B. & Dorothy A. Snyder Schools
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, originally known as Muhlenberg Hospital.

Muhlenberg Hospital was founded in 1877 when the residents of Plainfield realized, after a tragic accident, that their community needed a healthcare facility. A railroad brakeman had fallen from a passing coal train and the surgeon treating him had to amputate his leg in the only facility available, a railroad freight shed. Following this incident, the residents of Plainfield planned, financed and built the city’s first hospital on Muhlenberg Place, now West Third Street. The hospital 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.

Muhlenberg Hospital moved to its present location in 1903 with a bed capacity of 60 and grew to become a large voluntary non-profit hospital. In April 1986, the hospital changed its name to 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 Solaris 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 Audrey Snyder, the daughter of Harold B. and Dorothy A. Snyder. The Schools name was changed to include the names of Harold B. and Dorothy A. Snyder.

In 2008, Solaris Health System closed Muhlenberg Regional Medical Center as an acute care facility and transferred sponsorship of the educational programs to JFK Medical Center in Edison, New Jersey.
THE SCHOOLS
- NURSING
- RADIOGRAPHY
- DIAGNOSTIC MEDICAL SONOGRAPHY

SCHOOL OF NURSING
The School was founded in 1894. Since that time it has maintained a level of excellence in nursing education worthy of the reputation that it holds. Further, in 1971, by a Resolution of the Board of Higher Education of New Jersey, the School of Nursing was given unconditional approval to institute a Cooperative Program with the, then private, Union College. The 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 years in length.

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

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

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

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

The unique combination of the best elements of the two schools affords the graduate a broad, in-depth background and the ability to seek entrance into institutions of higher learning with advanced standing. JFK Medical Center 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.

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

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 500
Atlanta, GA 30323
(404) 975-5000 | www.acenursing.org
**SCHOOL OF RADIOGRAPHY**

The School of Radiography was established in 1964 as a hospital-based program to meet the demand for graduate radiographers. In 1978, the School began the process of expanding the educational horizons offered to candidates to the program. This process was completed in 1982 when an affiliation with Union County College was established. This affiliation was approved as the Muhlenberg Regional Medical Center Union County College Radiography Program. In October 1998, the Schools of Nursing and Allied Health became an affiliate of Solaris Health System. In 1999, the Schools became the Schools of Nursing, Medical Imaging and Therapeutic Sciences.

Currently, the School of Radiography clinically affiliates with various hospitals, medical centers, freestanding facilities and offices throughout the state.

The School is accredited by the Joint Review Committee of Education in Radiologic Technology (JRCERT) and the State of New Jersey Radiologic Technology Board of Examiners (RTBE) and is approved for Veteran Training. Union County College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.

**JRCERT**
www.jrcert.org
Email address: mail@JRCERT.org

**RTBE of the NJ DEP**
www.xray.nj.gov
The RTBE is within the NJ Department of Environmental Protection’s Radiation Protection Programs

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**SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY**

The Diagnostic Medical Sonography Program was established in 2003 as a hospital-based sonography program to meet the needs of communities in northern and central New Jersey. Students from outside this area are equally welcome to attend the School. The School has multiple clinical sites providing a wide range of professional experiences to the students.

In the fall of 2006, Diagnostic Medical Sonography converted to a 28-month Associate in Science Degree program and upon successful completion of all General Education and Professional requirements, the student receives an Associate in Science Degree from Union County College and a Certificate in General Diagnostic Medical Sonography from JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools. Upon completion of the program, the graduate is eligible to sit for the...
national examinations of the American Registry of Diagnostic Medical Sonographers (ARDMS) and the American Registry of Radiologic Technologists (ARRT).

The Diagnostic Medical Sonography program is now established as an Associate in Science Degree through Union County College and is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRCDMS) and is approved for Veteran Training.

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 N., Suite 158
Clearwater, FL 33763
(727) 210-2350  |  www.caahep.org

Joint Review Committee on Education in Diagnostic Medical Sonography
6021 University Boulevard, Suite 500
Ellicott City, MD 21043
(443) 973-3251  |  www.jrcdms.org

The JFK Muhlenberg Snyder School is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Commission on Education in Diagnostic Medical Sonography (JRCDMS).
The campus is located within a residential area of Plainfield, New Jersey. The original JFK Medical Center Muhlenberg Snyder Schools opened its doors in 1894, with the School of Nursing. It now also incorporates programs in Medical Imaging—Radiography and Diagnostic Medical Sonography. The three programs are located in a modern building which opened its doors on October 11, 2006. This building was made possible by a major donation from the Harold B. and Dorothy A. Snyder Foundation.

The first floor of the building contains classrooms equipped with audio visual equipment, two clinical laboratories where students practice their nursing and critical thinking skills, the Medical Imaging Skills Laboratory for Radiography and Diagnostic Medical Sonography students, the Computer Laboratory, two student lounges - one equipped with assorted vending machines, coffee/tea pots and TV, storage lockers for the students and the Administrative Suite containing the offices of the Dean, the Associate and Assistant Deans for the School of Nursing, the Director for all of the Medical Imaging programs, as well as the Admissions, Registration and Enrollment, Financial Aid, Billing and Student Services offices.

The second floor of the building has additional classrooms and lockers, as well as the Faculty Suite, where each program’s faculty has an office. The third floor is reserved for residents. Students have a private room and share a common bathroom with the student next door. The majority of the units are occupied by single students, in three different wings, who share common cooking areas as well as common TV/relaxation areas. The fourth residential wing is dedicated to meet the needs of single parents and their school-age children. The Single Parent Unit supports five families who live in the residences until the completion of their nursing program. Each parent may have only one child and that child must be between the ages of 5 and 10. The residential floor also contains a terrace, laundry facilities, and an additional large common living area.
THE CLINICAL LABORATORIES
The Jean Hamm Clinical Laboratory and the Towbin Clinical Laboratory are located on the first floor of the Schools and provide practice laboratory experiences for nursing skills and critical thinking skills. The labs are equipped with life-size anatomical demonstration models, beds and equipment to simulate the clinical area. A simulation manikin (SimMan) is also housed in the Clinical Laboratory. Clinical Lab personnel are available at posted times during the Spring, Summer, Fall and Winter semesters. The laboratory practice provides “hands-on” experience with equipment for skill refinement or in preparation for a clinical assignment; or by creative problem solving when carrying out a simulated nursing situation that combines theory and practice. It is also used for skills appraisal.

THE RADIOLOGIC/ DIAGNOSTIC MEDICAL SONOGRAPHY LABORATORY
The simulated laboratory is equipped with the necessary equipment for simulation practice. The students are able to practice their clinical skills and schedule tutoring sessions with faculty.

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.

In addition, the Schools’ computing facility and network connections provide academic support to the students of JFK Muhlenberg Snyder Schools. Students are encouraged to use computers, email and the Internet. However, it is the responsibility of the students to guarantee that these systems are used in an ethical and lawful manner.

RESIDENCE
The Schools provide a residence facility for students who wish to live on campus. If a waiting list exists, priority for housing is given to full-time students and those enrolled in a clinical course and also living more than fifteen (15) miles away from the Schools. Taking eight (8) credits and living more than 15 miles from the Schools also qualifies a student for a residence room.

The student residence is located on the third floor of the Schools’ building and offers private rooms, shared study and lounge areas and laundry facilities. Kitchenettes are available in each of the four residence “pods”. Refrigerators are allowed in student rooms; however, heating and cooking appliances are not.

The single parent “pod” is available for single parents with one child. The age of the child must be between five and ten years of age. The “pod” is one section of the four residence wings and is comprised of five individual parent/child/ bathroom combinations, and a common kitchen and living room area. It is available to nursing applicants.
who meet the criteria of the Audrey Snyder Single Parent Program.

A meal plan is not provided as a service for students in residence at the Schools. Meals may be purchased at the vending machines located in the School, at JFK Medical Center Cafeteria or at one of the many eateries in the area. Union County College campuses also have cafeterias.

**LIBRARY**
The JFK Medical Library provides a full range of information services to the JFK Health community: medical center employees, affiliated physicians and students; patients and their families, and the public.

The Medical Library provides access to current periodicals, monographs, a consumer collection, electronic media and full-text resources. All JFK Health staff, employees and students may borrow circulating material. Periodicals and reference materials may not be borrowed. Books and electronic media items may be borrowed for three weeks. Interlibrary Loan Service is available to provide free access to materials that are not available in the JFK Library.

Library staff will assist users in securing information and using library resources. Reference questions, photocopy, and citation verification requests may be placed in person, by telephone, or by email. The library staff provides computerized Literature searching of multiple databases for all users.

The library staff offers group orientations to the students. They learn the basic and advanced skills necessary to search the Internet and medical/nursing databases.

The Library is located on the JFK Health Campus, 65 James Street, Edison, New Jersey 08818. It is on the second floor, next to the Physicians’ Lounge and HIM. The Library is staffed Monday through Friday from 8:00 AM until 3 PM, except legal holidays. Complete contact information is available on the intranet homepage, going to “Quick Links” and selecting JFK Health Medical Library.

To meet requirements and receive grades, all library materials should be returned prior to the last day of classes, school graduation or course withdrawal.
The Schools’ Admissions Committees seek to admit those candidates who are best qualified to meet the academic requirements of each of the Schools’ programs, and who, by reason of academic potential and purpose show promise of successful completion of the programs.

Nursing offers four tracks, all leading to eligibility for registered nurse licensure. The clinical nursing portion of the Generic Track is offered as day or evening, on either a full or a part-time basis, while the clinical nursing portion of the Accelerated Track is offered only as a full-time, day program. The LPN to RN Transition Track offers the Transition course each May and alternates the offering each year, day or evening. The Pathways to BSN Track presents day courses at Kean University, but is also available to students enrolled in the evening track. Radiography and Diagnostic Medical Sonography are both full-time, day programs.

Information and applications are available on the Schools’ website, www.jfkmuhlenbergschools.org.

To receive an application or to schedule an appointment, one may also contact:

JFK Muhlenberg Snyder Schools
Park Avenue and Randolph Road
Plainfield, New Jersey 07061
908-668-2400

Mailing address:
JFK Muhlenberg Snyder Schools
P.O. Box 4649, Metuchen, New Jersey 08840

GENERAL ADMISSION POLICY

- Admission is selective and competitive.

- Individuals are encouraged to apply as early as possible. Deadlines allow the Schools to process the completed applications* and register the new students properly.

- Personal interviews are not required as part of the admission process. Interested individuals should visit the Schools’ website,

*A completed application includes ALL documents/credentials required of the applicant. Upon receipt of the application, notification of any missing documentation will be sent to the applicant along with information regarding the required entrance test.
www.jfkmuhlenbergschools.org, for information about the Schools and required policies and procedures. Information sessions may be held to acquaint applicants with the programs of study and to clarify the admission process. Credit Evaluations provide a preliminary review of credits for transfer. The Admissions Committee may request that the applicant clarify information presented to the Schools before an admission decision is made.

- Candidates are notified by mail of action taken by the Schools’ Admissions Committee. Persons who are accepted into a program must submit a non-refundable acceptance fee.

- It is NOT necessary to apply separately to Union County College prior to applying to JFK Muhlenberg Snyder Schools. All applications accepted by the Schools are also accepted by Union County College.

- Applications remain active for two semesters, the semester applied for and the next semester.

- Applicants who are declined admission into one program and apply for another program must complete a new application form, write a new essay and submit another application fee. It is also necessary to submit new references and may be necessary to retake the Entrance Exam.

- Students who wish to transfer from one program to another program within the Schools must complete a new application form, write a new essay, submit an official updated Union County College transcript and include a reference from the first JFK Muhlenberg Snyder School program that they attended. It may also be necessary to retake the Entrance Exam.

**ADMISSION REQUIREMENTS**

- **HIGH SCHOOL RECORD (OR GED):**
  ALL APPLICANTS must submit an official copy of his/her high school transcript or GED.**
  NO EXCEPTIONS - REGARDLESS OF WHEN HIGH SCHOOL WAS ATTENDED OR IF THEY HAVE ATTENDED COLLEGE. Overall grades are reviewed, particularly algebra, biology and chemistry. Chemistry is required for School of Nursing applicants. A “C” (70%) or better in each subject is required.

Students who have not completed algebra, biology or chemistry in high school, must take the high school equivalent courses at Union County College.

- High School Biology ....................... BIO 102
- High School Chemistry .................... CHE 101
- High School Algebra ....................... MAT 022
  or MAT 019/021 sequence

- **SCHOLASTIC ASSESSMENT/APTITUDE TEST (SAT OR ACT)**
  Candidates who have graduated from high school within the last three years must submit SAT or ACT scores. This requirement is waived.

* Please refer to the Curriculum Design page for your program of interest.

** Only official transcripts can be considered to process an application. Official transcripts are those transcripts sent directly from one school to another school without student receipt and include an official seal of the school. Official transcripts in envelopes sealed with the respective school’s seal, hand carried by the applicant, will also be accepted.
for all other applicants. The Schools SAT code is 2452. SAT information is available at www.collegeboard.com.

- **ENTRANCE TEST**
  Entrance Test is currently no longer required for admissions to the Schools.

- **GRADE POINT AVERAGE (GPA) REQUIREMENTS**
  Applicants with previous college experience are required to have a 2.5 cumulative GPA in all relevant courses.* No grade lower than “C” will be accepted for transfer. Nursing courses will only be considered for transfer if they were successfully completed at the previous School of Nursing and were taken within the last five years. There is also a five year time limit to transfer Anatomy and Physiology I and II, and Microbiology. Chemistry and Physics have a ten year time limit.

  No more than one repeat is permitted in the relevant science courses. The Admissions Committee will consider grades earned in both required general education courses and previously completed nursing or medical imaging courses. Applicants are responsible for having official transcripts** sent from all schools ever attended.

  It is not necessary to attend Union County College prior to applying to the Schools. However, students who are currently enrolled, previously enrolled and/or plan to enroll at Union County College prior to their admission to the Schools, must have achieved a cumulative grade point average of 2.5 or higher in the courses relevant to their selected JFK Muhlenberg Snyder program.*** Students not meeting this criterion may seek guidance from a Union County College counselor.

- **LETTERS OF REFERENCE**
  Application to JFK Muhlenberg Snyder Schools requires three complete letters of reference. These references may be obtained from teachers, guidance counselors, professors, instructors, employers, clergy and/or any individual who knows the applicant in a professional capacity. Personal references, from friends or family, are not acceptable. A complete reference includes the form, which is part of the application, and an accompanying letter. The form must be signed by the applicant and the person writing the reference.

  Specific references may be required from qualifying applicants:
  - High school seniors, or those who have graduated from high school within the last three years, must include references from guidance counselors, teachers, and/or high school administrators.

*** The Admissions Committee will review official transcripts and make an assessment of the overall Grade Point Average (GPA), the science GPA specifically, and/or the prevalence of repeating courses in order to achieve a passing grade.
- LPN graduates must include a complete reference from the director of their LPN program or from a faculty instructor(s) (not required if graduated more than five years ago).

- Applicants who have previously attended another School of Nursing within the last five years, and are seeking to transfer any nursing courses, must submit at least one letter of reference from either the program’s director or from a faculty instructor(s).

- Applicants who have previously attended JFK Muhlenberg Snyder School of Nursing and are seeking readmission, must submit a reference letter from a faculty member from the last course that the student attended.

- Applicants seeking to transfer any medical imaging courses must include a letter of reference from the director of that medical imaging program or from the respective course instructor(s).

- EXTRACURRICULAR/COMMUNITY VOLUNTEER ACTIVITIES
  See page III of the application

- APPLICATION ESSAY
  The applicant must select one of the topics listed on the application and write an essay of 250 words or more. The content, organization, spelling, grammar, neatness and overall ability to follow directions are considered by the Admissions Committee.

- CONSUMER INFORMATION
  See the appropriate Consumer Information Sheet in the application packet. This form must be read, signed and returned with the application and essay.

- DEADLINES
  Applications are processed as received on a rolling basis. The Schools accept applications for the Fall (September) and Spring (January) semesters. It is not necessary to wait until the deadline to apply. Applications are reviewed upon completion and, therefore, early decisions may be made.

  ONLY COMPLETED APPLICATIONS WILL BE REVIEWED FOR ACCEPTANCE.

  *A completed application includes all required documents/credentials. An application will not be considered complete until all documents/credentials are received.

POLICY REGARDING TRANSFERRING FROM ONE PROGRAM TO ANOTHER PROGRAM WITHIN JFK MUHLENBERG SNYDER SCHOOLS

- Students who wish to transfer from one program to another program within the Schools must complete a new application form, write a new essay and submit another application fee. Additional items may be requested as well.

ADDITIONAL ADMISSION INFORMATION

- Applicants with educational credentials from schools outside of the United States must first have their transcripts translated and evaluated. Contact the agency listed below or another current member of NACES (the National Association of Credential Evaluation Services), www.naces.org, for international transcript evaluations. Allow ample time for processing by the deadline. The Schools are not affiliated with any accrediting agency. If you would like to receive credit for specific courses that you have completed, this evaluation must be done on a course-by-course basis. The evaluation must also include verification of high school graduation.
All applicants must be United States citizens, naturalized U.S. citizens or Permanent Residents. If you are not a U.S. citizen, you will be required to show your Permanent Resident card and/or Naturalization papers in person at the Schools’ Administrative Offices. Citizenship or Permanent Residency is a requirement for school entrance consideration.

Applicants may check on the transferability of previously completed college courses by visiting www.njtransfer.org.

Applicants for the School of Nursing’s Accelerated Track must have completed a baccalaureate degree from an accredited college or university. An official transcript from the college or university must be submitted. These applicants are also required to achieve higher nurse entrance test scores.

Applicants for the School of Nursing’s LPN-to-RN Career Ladder Track are required to show a current valid LPN license, in person, at the Schools’ Administrative Offices.

Applicants for the School of Nursing’s Pathways to BSN Track must declare this intent upon application to the Schools. One may not seek entry after beginning NURM 119. Such applicants are also required to achieve higher nurse entrance test scores.

Home schooled students must submit SAT scores, recommendation forms/with letters, the essay as well as a copy of their transcript or home school record. If a home school record/transcript is not available, a GED may be submitted instead.

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

Challenge exams are offered for biology courses through Union County College. The challenge exam for NURM100 (Math for Pharmacology) may be taken at the School of Nursing. It is administered by the Lead Teacher/designee of the course. This opportunity is offered to accepted applicants and current students only.

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

Advanced placement credit is available in the Medical Imaging Programs. Credits for previous professional education may be awarded through challenge exams given on an individual basis. Candidates for advanced placement should contact the Director of the Schools of Medical Imaging for details.
Placement in any of the Schools’ courses is on a seat-available basis.

Any student who has a documented learning disability will be given reasonable accommodations throughout the program of study. Documentation of learning disabilities must be presented to the Dean of JFK Muhlenberg Snyder Schools. Required documentation for learning disabilities:
- Educational Evaluation, with the specific diagnosis by a licensed psychologist or a learning consultant, including the addendum of scores, and preferably including accommodations.
- Psychological Evaluation, with the specific diagnosis by a licensed psychologist or a learning consultant, including test scores, and preferably including accommodations.

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

Students are 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.

CRIMINAL BACKGROUND CHECKS
As of September 1, 2004, the TJC (The Joint Commission) have 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, would be expected to have criminal background checks verified when required by law and regulation and organization policy.)

This means that if state law, regulation or organization policy requires background checks on all employees, volunteers and students, The Joint Commission expects them to be done on all three categories.”

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

Please note the fee for the criminal background check will be paid directly to TABB Inc. This fee will cover charges for annual background checks. The Student Background Report Instructions are on the Schools’ website: www.jfkmuhlenbergschools.org. (rev. April 2017)

**ACADEMIC POLICIES**

**CHANGES OF SCHEDULE (DROP/ADD)**

Limitations on section size and available instructional resources may make it impossible for each student to arrange a schedule which will meet his/her personal convenience in every instance. Changes of schedules can be made through the Schools’ Registration office or on-line through Union County College’s Web Services (www.ucc.edu).

**CREDIT EVALUATIONS**

Credit evaluations are offered by appointment, email or fax. Students with previous college coursework must bring their own copies of all pertinent college transcripts. These credit evaluations are unofficial and are intended for advising purposes. An official credit evaluation will be completed upon enrollment into the Schools.

**COST**

Consult the appropriate tuition sheet link on the Schools’ website, www.jfkmuhlenbergschools.org.

**DEFUNCT STATUS**

Any student who has his/her registration cancelled either due to non-payment of the semester bill or for failure to attend the courses for which she/he has registered in any given semester will be placed in Defunct Status. Students failing to register for two semesters without notifying the Director of Registration and Enrollment, JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools, will also be placed in defunct status. Defunct students are allowed to re-apply and will be required to pay the non-refundable application and acceptance fees.

**FINANCIAL AID**

The JFK Muhlenberg Snyder Schools are approved for Title IV Financial Aid programs, as well as the training of veterans. All inquiries should be directed to the Schools’ Financial Aid Office.

**SCHOOL OF NURSING READMISSION POLICY**

A student who has withdrawn from the JFK Muhlenberg Snyder School of Nursing Cooperative Nursing Program and who seeks reinstatement, must complete the application process, including payment of applicable fees. Readmission is not automatic or guaranteed. The student will be re-evaluated and the decision by the Admissions Committee is binding.

If the student has attended other institutions since leaving JFK Muhlenberg Snyder Schools/Union County College Cooperative Nursing Program, official transcripts from these institutions must also be submitted. Readmission into the Schools is contingent upon the attainment of the required grade point average and the approval of the Admissions Committee.
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 JFK Muhlenberg Snyder School of Nursing student who has failed two JFK Muhlenberg Snyder Nursing courses is dismissed from the School. This dismissal is final and the student may not reapply to the JFK Muhlenberg Snyder School of Nursing.

SCHOOL OF MEDICAL IMAGING READMISSION POLICY

A student who has withdrawn/been dismissed from JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Medical Imaging who seeks reinstatement must complete the application process, including payment of applicable fees.

If the student has attended other institutions since leaving the School, official transcripts from these institutions must also be submitted. Readmission into the School is contingent upon 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 in professional courses.

All programs require that students who have been dismissed from the Schools for academic reasons must sit out for one full semester and must reapply. A student may be readmitted to the Schools only once after sitting out in accordance with any dismissal action. Students who are re-admitted must pay a non-refundable application fee and acceptance fee.

Students dismissed for issues involving state statutes, laws and similar offenses related to the profession in which they are enrolled are not eligible for readmission to that program. In all cases, the student must document compliance with any and all mandates, rules, variances or orders imposed by the authorities invoking their discipline. In all cases involving legal and/or ethical issues, applicable written clearance for application for registration, certification and/or licensing must be obtained by the candidate seeking readmission from the accrediting/licensing authorities prior to acceptance for readmission in the program.

REGISTRATION

All students register on-line through Union County College’s Web Services (www.ucc.edu). For the Fall and Spring semesters, a full-time student may carry 12-18 semester credit hours. Students should 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 via Union County College’s Web Services, or by completing a withdrawal form with the Registration office of the JFK Muhlenberg Snyder Schools.

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

The Schools will not automatically reserve seats for students on waiting lists. Students on waiting lists must physically come to the Schools to register after they received permission from the Director of Registration and Enrollment.

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

Note: Once a student has been accepted into one of the programs, all courses must be taken at JFK Muhlenberg Snyder Schools, Union County College or Kean University (only for Pathways to BSN students). Credits taken at other colleges will not be transferred into the Schools’ 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 track their attendance to insure that ALL required courses are completed prior to graduation eligibility. Neither the Administration, Registrar, Faculty nor Staff will accept responsibility for missing courses.

**STUDENT CLASSIFICATIONS**

Courses bearing institutional credits are accumulated to determine Full-Time, Half-Time, or less than Half-Time status. However, regardless of their individual status, all students, full or part-time, should plan to be at school/clinical/lab 4-5 days/ evenings per week. These days will usually be partial days/evenings.

**Full-Time Student** – A student is considered full-time academically when she/he pursues 12 or more credit hours. A full-time student may carry 12 to 18 credit hours.

**Three-Quarter Student** – A student is considered three quarter-time, academically, when she/he pursues 9 – 11 credit hours.

**Half-Time Student** – A student is considered half-time, academically, when she/he pursues 6 – 8 credit hours.

**Less than Half-Time Student** – A student is considered less than half-time, academically, when she/he pursues 1 – 5 credit hours.
WITHDRAWAL FROM A COURSE
Students who register for a course and elect to withdraw may do so through Union County College’s online Web Services or by completing a drop/add form with the School’s Office of Registration and Enrollment.

Withdrawal dates for each semester are on the Academic Calendar on Union County College’s website, (www.ucc.edu). Withdrawals are not permitted after the withdrawal date for courses. A student who fails to comply with the withdrawal procedure or withdraws after the published withdrawal date will receive a grade of “F”.  

NOTE: “F” grades impact negatively on a student’s GPA, financial aid and advancement in the program. Seek counseling from a program official before withdrawing from any course.

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

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

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

CLINICAL REQUIREMENTS
All students enrolled in courses with clinical practice must complete the following:

- New student orientation scheduled just prior to the first clinical semester
- Criminal Background Release form
- Clearance from JFK Occupational Health Office
- CPR-Healthcare Provider from the American Heart Association
- Malpractice Insurance for students in the amount of $2 million/$4 million aggregate
- Obtain school uniform

More information on completing these requirements is located in the Student Handbook, which is updated annually.
The primary aim of the JFK Muhlenberg Snyder Schools is to provide a quality educational experience. Within the framework of this commitment, the Schools grant certain rights to, and require certain responsibilities from, each student in the educational community so that every student may pursue his/her educational goals in a supportive environment.

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

ACADEMIC SUPPORT
JFK Muhlenberg Snyder Schools offers support in critical thinking, learning strategies and test-taking skills. Individual or group sessions can be scheduled through the Dean’s office. JFK Muhlenberg Snyder students may also use the tutorial services at Union County College’s Academic Learning Centers.

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), she/he must provide written notification to the Schools’ Student Billing Office as soon as the change is effective. Legal documentation must be provided. Names on correspondence, transcripts and diplomas will be the same as the name with which the student enrolled, unless legal documentation of name change is provided.
THE CATALOG AND THE STUDENT HANDBOOK
The regulations and procedures set forth in the Catalog and the Student Handbook constitute the student rights and responsibilities. It is the responsibility of each student to be acquainted with the regulations and procedures. The Student Handbook is reviewed and revised annually and is distributed at the opening of each academic year. Each academic year, students in all School programs are provided with a Student Handbook which outlines school policies and other pertinent information. The Student Handbook and the Catalog are available on the Schools’ website, www.jfkmuhlenbergschools.org. It is the responsibility of each student to know and to follow the regulations and procedures. Failure to note the regulations will not excuse noncompliance.

The Schools reserve 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 the Student Handbook may not be regarded in the nature of binding obligations on the Schools.

The information contained in this Catalog officially supersedes information found in Catalogs published in previous years. All policies and procedures, and rights and responsibilities found herein are in effect for all students enrolled in any status in the JFK Muhlenberg Snyder Schools/Union County College Cooperative programs or who seek entry or reentry into the Program.

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 telephone operator. The telephone number is 732-321-7000.

FOOD SERVICES
Students may purchase food or snacks from vending machines located in the School’s student lounge area and in JFK Medical Center’s cafeteria. Union County College operates a student cafeteria and snack bar.

GENERAL TUITION INFORMATION
Billing for all semesters is done by and at the JFK Muhlenberg Snyder Schools. Billing is coordinated with the Finance Department of JFK Medical Center. The due dates for each semester billing will be posted on the School’s website, www.jfkmuhlenbergschools.org. Payment for all tuition, fees and room charges is required by the dates stated on the invoice.

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 even though proper procedures for withdrawal have been followed.

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

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

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

Students obtaining financial aid, loans and chargeback are required to complete paperwork before the dates that bills are due to be paid. If they can not present proof of expected financial aid, loans, and/or chargeback, they are responsible for the entire bill by the due date.

Student Financial Aid Award letters will be emailed to all eligible students when all requested documents are completed by the student, and as government funding permits. Financial aid loans 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.

HEALTH APPRAISAL AND CLINICAL REQUIREMENTS
A report of satisfactory physical examination, including a drug screening test and respiratory fit testing, is required prior to a student’s first clinical course. Evidence of personal health insurance is required as well. Students moving into the dormitory do not require respiratory fit testing, unless they will also be starting the clinical component. The physical examination may be done by a personal physician, however, the drug screening test and respiratory fit test MUST be done by the JFK Occupational Health Office.

Health forms should be printed from the Schools’ website, www.jfkmuhlenbergschools.org. Call JFK Occupational Health to schedule an appointment for your physical (currently a $50 charge, payable at the time of the physical examination), drug screening and respiratory fit testing – 732-321-7000 X62528. Fax: 732-906-4928. There is no charge for fit testing. The drug screening fee is billed on your tuition and fee bill, so no fee is due to Occupational Health for first time drug screenings.

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

The health record is kept confidential. The JFK Health Occupational Health Office is located at JFK Medical Center.

A health service fee is charged each semester, which includes the following services:

1. Follow-up of exposures and other problems relating to infection control.
2. Annual tuberculin tests on all previously negative reactors or a questionnaire which must be completed if previous PPD test is positive. Additional precautions for PPD positive findings are required in some clinical affiliation sites.
3. Respiratory Fit testing.
4. After an absence of five or more consecutive days, a physician’s excuse will be required in order to return to school.

The fee also covers:

5. Evaluation and referral for treatment of school related injuries and illness.
   • Each student is responsible for payment of any medical expense which is not covered by his/her own insurance plan.
HEALTH INSURANCE
All clinical students and dorm residents are required to show evidence of personal health insurance prior to their first clinical course. Failure to provide this evidence may affect continued enrollment in the JFK Muhlenberg Snyder Schools.

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

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

Americans with Disabilities Act. (A.D.A.)
The following information is being provided as required by the federal government, Section 504 of the Rehabilitation Act of 1973. Applicants to the 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 professional in the work force. Applicants to the Schools must sign the respective Consumer Information Sheet for their program of interest. This form lists the capabilities applicants must possess.

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

ORIENTATION
The orientation program of the JFK Muhlenberg Snyder Schools creates a relaxed atmosphere in which each student begins to meet fellow students, has questions answered and learns more about the Schools, JFK Health and Union County College. Most nursing students attend orientation twice - a short orientation when they are enrolled in NURM119 Introduction to Nursing Concepts and a more extensive orientation prior to attending their first clinical nursing course. Medical Imaging students only attend the more extensive orientation prior to their first professional course.

PERSONAL COUNSELING
At the beginning of the academic year, each student receives a directory of personal counseling services available in Union County and neighboring communities (PAT Booklet).
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 professional 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.

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 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’s website, www.jfkmuhlenbergschools.org, to obtain the code for the course in which they are enrolled. The student then needs to go to www.rittenhouse.com and enter the code. This will provide the student with the list of textbooks required for the course.

* Transfer students must purchase books for courses in which they are enrolled plus any books for previous nursing courses for which they received transfer credit.

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 lot on the west side of Park Avenue, across the street from the Schools. Evening students can park their vehicles in the spacious, well-lighted parking lot immediately across from the main entrance of the JFK Muhlenberg Harold B. and Dorothy A.Snyder Schools. Parking is also provided at Union County College. Handicap parking for students, visitors and staff is available in the spaces directly in front of the Schools.

UNION COUNTY COLLEGE ACTIVITIES
All JFK Muhlenberg Snyder Schools students hold full status as Union County College students and are encouraged to participate in student activities at the college. Recently, JFK Muhlenberg Snyder Schools’ 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 (Educational Opportunity Fund) counseling and provisions are available at Union County College.

Free movies are regularly shown at Union County College on the Cranford campus. Plays, concerts and sports events are regularly sponsored by Union County College at much reduced rates. All JFK Muhlenberg Snyder Schools 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.
JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools recognizes that many students and their families need assistance in meeting the cost of education. Financial need should not deter a student from applying to school, as there are multiple sources of financial aid available to incoming and current students. Students may be eligible for a variety of financial aid opportunities, including a Federal Pell Grant, New Jersey Tuition Aid Grant, Educational Opportunity Grant, New Jersey STARS Program, as well as other loan and scholarship programs.

Many students are surprised to learn that the actual cost of attending JFK Muhlenberg Snyder Schools after they receive grants and loans may be less than they think. The primary purpose of the financial aid program is to provide economic assistance to students who demonstrate financial need, and who, because of this need, would otherwise be unable to pursue their education. The Schools, within the limits imposed by funds available, makes every effort to provide a financial aid package, which equals the determined need. A financial aid package may include a combination of grants, loans and some scholarships. The total amount of the 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).

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 that you list JFK Muhlenberg Snyder Schools on your FAFSA form. Our Title IV School Code is: 006421.

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

WHY IS YOUR EFC IMPORTANT?
The student’s financial need is the difference between the cost of attendance (COA – educational cost including tuition, fees, books, maintenance at home or room at the Schools, transportation and certain incidental expenses) and the estimated family contribution (EFC) Your level of need will also determine if you qualify for, and if your student loans will be subsidized or unsubsidized.

WHEN WILL I KNOW THE BOTTOM LINE?
If you filed a FAFSA and listed JFK Muhlenberg Snyder Schools, we will receive your FAFSA results from the government and use this to put together a financial aid package for you. This package will provide you with a summary of the total cost of education (tuition, fees books, room and board, travel, personal expenses, etc.) and also all forms of financial aid you qualify for, such as Federal Pell Grant and Federal Supplemental Educational Grant (FSEOG). In addition, your award letter will inform you of the loans for which you are eligible. The financial aid package is intended to give you a clear understanding of the bottom-line or net cost after all financial aid is applied.

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

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

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

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

THE FACTS REGARDING FEDERAL STAFFORD LOANS:

- In order to receive a disbursement of Direct Loans, students must meet the student eligibility requirements. Interest rates will be established each year for Direct Subsidized, Direct Unsubsidized and Direct Plus loans. The interest rate will be the sum of a uniform index rate plus an add-on that varies depending on the type of loan and 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 freshman 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 in both grade levels. For independent students, an additional $6,000 is available to both levels.

- The Direct Loan Program offers loan repayment plans (www.studentaid.gov/loans/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 ten 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 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.

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 bases 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 that 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 credit worthy 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 repayments 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 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 the county 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 as 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](http://beta.elmselect.com/link/query?schoolid=335).

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

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

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 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 the student expects to withdraw or take a leave of absence from the college, the 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’ 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 the 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.

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.

<table>
<thead>
<tr>
<th>If the Student Withdraws:</th>
<th>The School Retains:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal before the start date of the semester</td>
<td>0%</td>
</tr>
<tr>
<td>Withdrawal by the fifth day of the Semester</td>
<td>50%</td>
</tr>
</tbody>
</table>

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 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 expulsion.
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 Programs

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: JFK Muhlenberg Snyder Schools’ refund and repayment policies are disseminated to students in the JFK Muhlenberg Snyder Schools Catalog and Student Handbooks. Students may receive additional information by making an appointment with the FAO.

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 determination of completion rate and maximum time frame.

Grades of “W”, “I”, “UF”, and “F” do not count as successfully completed courses, but do count as credits attempted and are used in the determination of enrollment status and maximum time frame. Audited courses are not eligible for financial aid funding and are not included in the determination of a student’s enrollment status for financial aid purposes.

A student is permitted to repeat a previously passed course one additional time for the repeated course to be eligible for financial aid. A student can repeat a previously failed course. All earned grades will be used to determine a student’s compliance
with the 2.0 cumulative GPA requirement and all attempted hours will be included in the calculation of maximum time frame.

**TIMING OF MEASUREMENT:**
Satisfactory academic progress is measured after every semester. All terms of enrollment at JFK Muhlenberg Snyder Schools are included in the measurement, even if the student did NOT receive financial aid. Summer sessions are also included.

**FAILURE TO ACHIEVE SATISFACTORY ACADEMIC PROGRESS**
If a student fails to meet either the qualitative (2.0 cumulative GPA) or quantitative standard (successful completion of 70 percent of all courses in which enrolled) or both, she/he will receive a warning notice. The preferred method of notification is electronic; messages are sent to the student’s email 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, she/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 email 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 she/he is in compliance with all components of the JFK Muhlenberg Snyder Schools’ 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 she/he is in compliance with all components of the JFK Muhlenberg Snyder Schools’ 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 Schools’ programs, measured by credits attempted as a percentage of credits required for graduation, is typically as follows, but will vary with each individual program:

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

Information on specific programs is available in the Office of Financial Aid.

If a student earns 70 percent of the credits attempted each semester, the student should complete the program of study within the maximum time frame.

The 150% count will include transfer credits and all credits attempted in all programs of study in which the student has been enrolled, regardless of whether or not a degree was received. The number of credits attempted will be measured against the student’s current active program of study.

STUDENT RESPONSIBILITIES
It is the student’s responsibility to monitor satisfactory academic progress as it relates to maintaining eligibility for financial aid. The Financial Aid Office assists with periodic measurement and notification to students who fail to meet the standards.

It is the student’s responsibility to notify the Financial Aid Office of any grade change made after the official posting of semester grades.

It is the student’s responsibility to follow up with the Financial Aid Office if she/he does not receive an appeal determination notice within three weeks of submitting the appeal.
The Academic Learning Centers (ALC) offer free tutoring and other support services to all Union County College students who are currently enrolled in credit bearing and/or developmental courses. Students are encouraged to take advantage of the ALC’s services whenever they need assistance since there is no restriction regarding the number of times a student may come for academic support.

Tutoring is delivered primarily by peer tutors, recommended by their instructors, who have performed well in their course work and have demonstrated that they can convey their knowledge to fellow students effectively. Tutoring support is provided on a walk-in basis for most subjects based on tutor availability; no appointments are required. In addition, the ALC’s offer online tutoring for selected courses through synchronous live chat and asynchronous environments.

Another important component of the ALC’s offerings on the Cranford and Elizabeth campuses is the ALC’s Math Success Center (MSC). This is an area devoted only to mathematics support and is staffed with math tutors who assist students seeking help with their math course work ranging from developmental through advanced levels.

Each ALC has computer labs with access to Windows computers and printers; computer tutors are available to assist students with networked and web-based software used in mathematics, English-as-a-Second Language, and engineering courses, among others. In addition, students can use Microsoft’s Office Suite 2013; access CANVAS, the College’s online course delivery system; and receive help with navigating Owls’ Nest, the College’s portal.

The ALCs provide employment opportunities for Union County College students, as well. Peer tutors, computer lab assistants and receptionists are hired from the student body if they meet the departmental requirements and have supporting faculty recommendations.

There is an Academic Learning Center conveniently located on each campus. In Cranford, on the 1st floor of the McKay Library; in Elizabeth, on the 3rd floor of the Lessner Building; and in
Plainfield, on the lower level in the library. For further information or to check with any of the ALCs for hours of operations and tutoring schedules, visit http://www.ucc.edu/about/ALC, or find the information in Owl’s Nest under Student Development.

**ADMISSIONS OF UNION COUNTY COLLEGE STUDENTS**

Students who are already enrolled in Union County College who wish to enter the JFK Muhlenberg Snyder School of Nursing, School of Radiography, or School of Diagnostic Medical Sonography, must apply directly to the JFK Muhlenberg Snyder Schools for admission. The applicant must have a cumulative grade point average (GPA) of 2.5 or higher at Union County College in the courses relevant to their selected JFK Muhlenberg Snyder Schools program, as well as an overall GPA of 2.0 or higher, in order to be considered for admission. All School admission procedures must be followed. Acceptance to JFK Muhlenberg Snyder Schools of Nursing, Radiography, or Diagnostic Medical Sonography is gained through the action of the Admissions Committee of each school.

**BOOKSTORE**

Bookstores are located in the Campus Center at the Cranford Campus, on the ground level at the Elizabeth Campus, and in Building Number Two at the Plainfield Campus. Special hours are posted each semester. The stores carry a full line of required textbooks, supplementary reading books, dictionaries, foreign-language aids, dissecting kits, supplies and other items.

**COLLEGE PLACEMENT TESTING**

After admission to JFK Muhlenberg Snyder Schools and before enrolling for classes, placement testing is mandatory to evaluate certain academic skills, such as basic preparation in English and Mathematics. The results of the test will not affect admission to the Schools, but may indicate the need for required preparatory courses during the student’s first semester. Students whose native language is not English must take an “English for Speakers of Other Languages” test in lieu of the College Placement Test (CPT). This service assists the student in the transition from high school to college. A major goal of this testing is the recognition and remedy of weakness in reading, writing and mathematics.

*Union County College requires that the following students take the test:*

A. Full-time and part-time freshmen entering Union County College.

B. Students who have not already taken the test, but who register for a course that would result in the accumulation of 12 or more credits.

C. Full-time and Part-time transfer students who have received Union County College transfer credit for one semester of college English (for example, English 101) must take the reading part of the college placement test unless there is evidence of college level reading proficiency.

D. All transfer students must demonstrate proficiency in basic skills of math through old approved test scores or satisfactory completion of developmental courses in arithmetic and elementary algebra to receive exemption from the math part of the college placement test. Students without math proficiency proof, but with transfer credit for one semester of college English, must take the math part of the college placement test.

E. Any student who presents SAT (Scholastic Achievement Test) from the College Board scores of at least 540 in the Critical Reading and 530 in Math will be exempt from the CPT. As the College Board recommends, the college will use the score for Writing separately. Developmental writing will be waived for those who score 500 on the SAT Writing after taking the college placement testing.

Students who have taken an approved College Placement Test (also known as ACCUPACER) within the last two years at another New Jersey institution are required to present evidence of their scores, if they wish to be exempted from testing. A retest in reading and math only is available for students on a one-time basis if their score is close to the proficiency standard.

The College Placement Test is given at various dates and times throughout the year on two of the College’s campuses. The student address on your application will be used to send you a schedule of testing times and locations. The student is
responsible to take the test shortly after admission to the Schools, but must first complete the acceptance process with JFK Muhlenberg Snyder Schools. No fee is charged for the test.

Students who already hold a bachelor’s degree need not be tested.

The Schools of Nursing, Radiography, Diagnostic Medical Sonography and Union County College will deny registration to students who refuse to take the College Placement Test without appropriate exemption.

Students not speaking English as their native language may be required to enter the English as a Second Language Program (ESL). JFK Muhlenberg Snyder Schools and Union County College reserve the right to deny registration to such students if they refuse to follow recommendations.

COUNSELING SERVICES
Counseling Services employs various counselors who are available to assist students with needs in five primary areas: academic advising and academic counseling, career services, disability accommodations, short-term personal counseling and referral and transfer services.

Academic Counseling is a complete academic advising and career planning process in which students are taught decision making skills to help them succeed academically. At times, it may involve students using several services at the same time; however, most often students will use them individually as they need them.

Career Services is the area where students can find guidance with choosing future careers or seeking employment while they are completing their studies.

The Office of Disability Services provides equal access for students who self-identify their documented disabilities to the college’s academic programs, activities, and awards without discrimination on the basis of a disabling condition. Programs and methods of teaching, evaluation, and service delivery are adapted to meet the individualized needs of each student.

Counselors are also available to assist students in dealing with many stress factors associated with family, life and school demands.

Students interested in transferring to other colleges and universities can also find guidance and assistance with transferring.

WEB SERVICES – UNION COUNTY COLLEGE ONLINE WEB SERVICES
Union County College’s web services provide students, faculty and staff with online access to course schedules, descriptions, registration, schedules, degree audit, transcripts, grades, tuition/payment and financial aid information. Instructions for use of web services is contained in class schedule books, posted in the Counseling Center areas and listed on the College’s website at www.ucc.edu, click on web services.

FOOD SERVICES
Union County College operates a student cafeteria and snack bar on each of its campuses. Service is provided during the day and evening class hours.

HONORS
Students carrying 15 or more credit hours during one semester are eligible for the Dean’s List of Honor Students if they attain a grade point average of 3.0 with no grade lower than “C”, and for the President’s List of Honor Students if they achieve a grade point average of 3.50 with no grade lower than “B”.

Students carrying 12 credit hours during one semester are eligible for the Dean’s List of Honor Students if they attain a grade point average of 3.25 with no grade lower than “C”, and for the President’s List of Honor Students if they achieve a grade point average of 3.75 with no grade lower than “B”.

Part-time students are placed on the honors lists if they maintain these averages for 12 credit hours in two semesters.

HONORS SOCIETY
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 3.50 or have earned 24 or more credits, at Union County 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 point average of 3.60 or above 30 credits with a cumulative grade point 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.

LIBRARY
The Union County College Libraries serve as the major learning resource of the College. Information Literacy is the major goal of the Library. All Library services are designed to help the student develop the ability to locate, evaluate, and use information sources creating greater success in the classroom and empowering life-long learners.

Library holdings total more than 130,000 volumes, over 300 periodical subscriptions, and over 3,000 videos and DVDs. In addition, the Library’s subscription databases provide access to nearly 30,000 full-text journals, newspapers and reference sources via the Library website. Nearly every database can be accessed remotely. The Library’s website also includes virtual tours, instruction modules, library hours and policies, research guides and selected subject resources that can be accessed on campus or remotely.

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. Professional librarians are available for research assistance and information literacy instruction at all three campus libraries.

The Libraries on all campuses are connected through an online catalog and circulation system that indicates location and availability. Students have access to the total holdings of the College Libraries. Materials can be borrowed from or returned to any campus by intercampus delivery on one-day notice. Interlibrary loan service is also available for materials not owned by the Libraries. All libraries have complete wireless access. MacKay Library has a laptop lending program for students for in-library use only. Both MacKay and Plainfield libraries now lend iPads for in-library use.

All campus librarians provide library instruction which is carefully geared to specific course assignments. Instruction is designed to provide an overview of information resources and allows students the opportunity to work with a librarian to develop their research skills to achieve maximum academic success.

For more information, see the Union County College Library’s website: http://www.ucc.edu/about/library.

PARKING
Parking is available on all campuses of Union County College. Students currently enrolled who intend to use designated parking facilities at Union County College campuses must have their automobiles registered through the Public Safety Office. There is a charge for a parking hang-tag permit to be displayed by the registered vehicles. Public transportation schedules are available at the campuses of Union County College.

STUDENT SERVICES
Students attending the JFK Muhlenberg Snyder Schools are also students of Union County College and entitled to student services of the College. Please refer to the current Union County College Student Handbook for information concerning policies and services.

WHO’S WHO AMONG STUDENTS AT UNION COUNTY COLLEGE
Special recognition is accorded to matriculated students who have:

- Earned a minimum of 36 credits at the College;
- Achieved a preferred grade-point average of at least 3.00;
- Made notable contributions, or participated in, extracurricular activities on or off campus;
- Demonstrated service to their local community, and evidence of personal and professional ethics of high standing;
- No student may receive this award more than once.
JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder Schools  
Nursing Curriculum Design

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

### GENERIC TRACK

#### FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Lecture Hrs</th>
<th>Lab Hrs</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>*BIO 105</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>*CHE 114</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>3</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>NURM 119</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>NURM 100</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

#### SECOND SEMESTER

| *BIO 106  | 3           | 3       | 4          |
| PSY 101   | 3           | 0       | 3          |
| NURM 121  | 4           |         | 8          |
| NRML 121  | 12          | 0       | 15         |

#### THIRD SEMESTER

| *BIO 108  | 3           | 3       | 4          |
| PSY 204   | 3           | 0       | 3          |
| NURM 122  | 4           |         | 8          |
| NRML 122  | 12          | 0       | 15         |

#### FOURTH SEMESTER

| SOC 101   | 3           | 0       | 3          |
| ENG 102   | 3           | 1       | 3          |
| NURM 221  | 4.5         |         | 9          |
| NRML 221  | 13.5        | 0       | 15         |

#### FIFTH SEMESTER

| Humanities Elective | 3   | 0   | 3   |
| Humanities Elective | 3   | 0   | 3   |
| NURM 222 Nurse IV   | 4.5 |     | 9   |
| NRML 222 Nurse IV Clinical Lab | 13.5 | 0  | 15 |

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

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

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

### LPN TO RN TRACK

#### PREREQUISITES

<table>
<thead>
<tr>
<th>Course</th>
<th>Lecture Hrs</th>
<th>Lab Hrs</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>*BIO 105</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>*BIO 106</td>
<td>3</td>
<td>3</td>
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</tr>
<tr>
<td>*BIO 108</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>*CHE 114</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

#### SUMMER SESSION I

| NURM 120 Nurse I Clinical Lab | 11.2 | 4** |
| NURM 121 Nurse I Clinical Lab | 11.2 | 0   |

#### SEMESTER I

| Humanities Elective | 3   | 0   | 3   |
| NURM 221 Nurse III  | 4.5 |     | 9   |
| NRML 221 Nurse III Clinical Lab | 13.5 | 0  | 12 |

#### SEMESTER II

| Humanities Elective | 3   | 0   | 3   |
| NURM 222 Nurse IV   | 4.5 |     | 9   |
| NRML 222 Nurse III Clinical Lab | 13.5 | 0  | 12 |

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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURM 100</td>
<td>1 credit</td>
</tr>
<tr>
<td>NURM 119</td>
<td>3 credits</td>
</tr>
<tr>
<td>NURM 121</td>
<td>8 credits</td>
</tr>
<tr>
<td>NRML122</td>
<td>8 credits</td>
</tr>
</tbody>
</table>

See next page for Accelerated track and Pathways to BSN track
### ACCELERATED TRACK

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Lecture Hrs</th>
<th>Lab Hrs</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>*BIO 105</td>
<td>Anatomy and Physiology I</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>*BIO 106</td>
<td>Anatomy and Physiology II</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>*CHE 114</td>
<td>Principles of Organic Chemistry &amp; Biochemistry</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PSY 204</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>
<td>1</td>
<td>0</td>
<td>1</td>
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<tr>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
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<tr>
<td></td>
<td>Humanities Elective</td>
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<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits</strong></td>
<td><strong>38</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SPRING SEMESTER**

<table>
<thead>
<tr>
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**SUMMER SEMESTER**

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**FALL SEMESTER**

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<td>NURM 242</td>
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**PATHWAYS TO BSN**

### PRE-ENROLLED

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<tr>
<td>*CHE114</td>
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**SEMESTER I**

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<td>*BIO106</td>
<td>Anatomy &amp; Physiology II</td>
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<td>*BIO108</td>
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**SEMESTER II**

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<td>SOC101</td>
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<td>PSY204</td>
<td>Lifespan Development</td>
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**SEMESTER III**

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<td>**CPS1032</td>
<td>Microcomputer Applications</td>
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<td>**SOC2100</td>
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<td>**SOC2100</td>
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**SEMESTER IV**

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<td>NURM221</td>
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<td>Found. Transcultural Care</td>
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**SEMESTER V**

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<td>NURM222</td>
<td>Nursing IV Clinical Lab</td>
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<tr>
<td>**PHIL3314</td>
<td>Moral Problems in Healthcare (Spring only)</td>
<td>3</td>
<td></td>
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<tr>
<td>**NURS3000</td>
<td>Conceptual Foundations/Inq. in Nursing</td>
<td>3</td>
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<td><strong>Total Credits</strong></td>
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</table>

Nursing Credits: 38  
General Education Credits: 37  
Total Credits: 75 (includes 6 humanities cr. taken at Kean University)

**Additional BSN Track Credits**  
* 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

Note: CHE 113 and CHE 114 may be needed for transfer into a BSN program.
The practice of nursing contributes significantly to a fulfilling personal life and a productive career. Nursing offers the opportunity to be of service to others, to express compassion and caring and to take pride in oneself. Nurses are competent providers of care, teachers of patients and families, colleagues with other health care providers, and managers of complex patient care systems.

Career options offer flexibility, security and opportunity for advancement. New career opportunities for nurses are arising daily, and are limited only by one’s goals and aspirations. Nurses’ salaries are competitive and are predicted to continue to increase.

Graduates of JFK Medical Center Muhlenberg Harold B. and Dorothy A Snyder School of Nursing, at entry into practice, are educated to work in hospitals, extended care facilities or other healthcare related areas. Opportunities for graduates include a variety of positions in healthcare delivery systems.

The School of Nursing provides for the education of its students through a carefully planned program of study which emphasizes acquisition of knowledge, manual dexterity, organizing skills and competency in the art of nursing. Emphasis is placed upon the use of intellectual skills in the development of ideas and concepts. The graduate will understand theory and have the ability to apply it. The graduate will know when to act and when to seek expert guidance. The graduate will be able to use personal judgment through critical thinking, a sense of responsibility and commitment.

The curriculum is planned to meet not only the educational needs of the recent high school graduate, but also the needs of the adult learner, students seeking entry with advanced standing, licensed practical nurses and students who seek part-time and/or evening patterns of study. Hence, the 75-credit program can typically be completed in two-and-one-half years, that is, five semesters of full-time study. However, 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 ...............................................8 semesters
Accelerated Track .........................................5 semesters
LPN to RN Track ..........................................5 semesters
Pathways to BSN Track ................................8 semesters

The JFK Muhlenberg Snyder School of Nursing/Union County College Cooperative Nursing Program provides an education soundly rooted in outstanding academic traditions of both hospital-based nursing education and community college education. This program, acknowledged as a model in the field of nursing and as differing from existing nursing programs offered by nearby community colleges and hospital-based schools, affords its graduates advantages in the attainment of nursing competency and in transferability of credits to programs leading to a baccalaureate degree.

JFK Muhlenberg Snyder School of Nursing and Union County College, while jointly conducting the Cooperative Nursing Program, remain autonomous institutions and establish their own policies and procedures. The major areas of difference in policy, in which JFK Muhlenberg Snyder School of Nursing policy does not take precedence, include: attendance policy for non-nursing courses, challenge examinations in non-nursing courses and conduct on the Union County College campus which is subject to disciplinary action and the associated Union County 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 of Nursing, but also at Union County College. Every student is, therefore, advised to become familiar with the Union County College Student Handbook, the Union County College Catalog and other college publications. Students enrolled in the Pathways to BSN Track will be in enrolled in three institutions: JFK Muhlenberg Snyder Schools, Union County College and Kean University and are advised to become familiar with all three institutions’ catalogs and handbooks and other college publications.

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

Applicants to the School of Nursing must be able to perform specific skills in order to care for patients safely and perform many of the procedures that would be required of a graduate nurse in the work force. The specific skills are listed on the Consumer Information Sheet which is included with the application and is signed by each applicant.

**PHILOSOPHY**

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

*The Faculty of JFK Muhlenberg Snyder School of Nursing believe that:*

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

Health is a dynamic state of well-being encompassing both structural and functional wholeness. It is sustained by self-care activities that are learned and reinforced by values, beliefs and

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

**PROGRAM GOALS AND CURRICULUM OBJECTIVES**

**PROGRAM GOALS**

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

**STUDENT LEARNING OUTCOMES**

Upon entry into the practice of nursing, the graduate of this program is expected to demonstrate the following behaviors:

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

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

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

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

- 90% of the seniors surveyed (Senior Program Evaluation) will rate their preparation 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 pass NCLEX-RN, will attain positions in nursing within one year from the time of graduation.
- 85% of the graduates/employees surveyed will rate their perception of the quality of their nursing performance at 3 or above on a Likert Scale of 1 – 5, 5 being the highest.
- 20% of the graduates who pass NCLEX-RN will enroll in an upper division program (BSN) (MSN) (three year survey).

- Maintain accreditation from the New Jersey Board of Nursing.
- Maintain accreditation from the Accreditation Commission for Education in Nursing.

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.

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
**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.

**COOPERATIVE PROGRAM**

The School of Nursing at JFK Muhlenberg Snyder Schools offers a cooperative program with Union County College that leads to a Diploma in Nursing from JFK Medical Center Muhlenberg Snyder School of Nursing and an Associate in Science (AS) Degree from Union County College. Graduates are eligible to sit for the National Council of Licensing Examination (NCLEX-RN) for registered nurse (RN) licensure.

The Cooperative Program, acknowledged as a model in the field of nursing, offers the graduate a sound preparation for nursing and the opportunity to transfer credits toward a baccalaureate degree if desired. Providing classroom and clinical learning experiences, the Program offers a firm foundation for nursing practice, as well as a basis for advanced study.

The Program is accredited by the Accreditation Commission for Education in Nursing, and the New Jersey State Board of Nursing. The School is approved for the training of veterans.

**FOUR TRACKS LEADING TO RN**

The School of Nursing program offers four tracks - one suitable for the recent high school graduate or the high school graduate/GED holder returning to school to obtain registered nurse licensure, one suitable for an individual holding a prior baccalaureate degree and seeking a career change, one for the licensed practical nurse wishing to obtain registered nurse licensure, and one designed for individuals seeking a direct path to complete a BSN degree. The four tracks, earning the JFK Muhlenberg Snyder graduate a Diploma in Nursing and an Associate in Science Degree, and all leading toward registered nurse licensure, are: the Generic Track, the LPN-to-RN Career Ladder Track, the Accelerated Track and the Pathways to BSN Track.

**GENERIC TRACK**

The Generic Track is a flexible 75-credit curriculum for either high school graduates, students with a Graduate Equivalent Diploma (GED) and transfer students. Students may attend full-time or part-time, day or evening. Classes are admitted for the fall (end of August) and spring (January) semesters. There are no summer nursing classes offered in the Generic Track.

If attending as a full-time student, the program can be completed in two and a half years (five semesters). Students have a maximum of 8 semesters (150% of the program length) to complete the program.

Evening Division - In addition to the daytime program, the School of Nursing also offers the Generic Track in the evening. The curriculum is the same as for the Day Division. The Evening Division has been designed to meet the needs of students who wish to continue working or have responsibilities which must be met while an education in nursing is pursued.

Students enrolled in the Evening Division may elect to take the general education courses either in the evening or during the day. However, the majority of students complete the program entirely through evening or, on occasion, weekend study. Nursing courses are offered on weekday evenings, or occasionally, on Saturdays. The general education courses are offered on weekends as well as during the weekdays, day or evening.
Transfers between the Evening Division and the Day Division are possible with the written permission of the Director of Registration and Enrollment.

**LPN-TO-RN CAREER LADDER TRACK**
The Career Ladder Track is designed for the licensed practical nurse (LPN) who wishes to continue studies to be eligible to sit for the registered nurse licensure examination (NCLEX-RN). The Track builds on existing knowledge, skills and strengths. Students are admitted in the fall (late August) and spring (January) and may attend the general education portion as a part-time or full-time student, day or evening.

Upon matriculation into the nursing (clinical) portion of the track, students must attend the LPN Transition Course (NURM 120). This annual, four week course begins at the end of May and finishes in June, being offered day or evening, every other year. Upon successful completion of the LPN Transition Course and the required pre-requisite and co-requisite courses, students will be awarded one credit for NURM100 (Math for Pharmacology), three credits for Introduction to Nursing Concepts (NURM119), eight credits for Nursing I (NURM121) and eight credits for Nursing II (NURM122).

**ACCELERATED TRACK**
The Accelerated Track builds on existing knowledge and life experience. It is designed for individuals with a bachelor’s level degree (or higher) who wish to change career goals without repetition of college courses. They must also earn a sufficiently high score on the School’s entrance examination for consideration into this track.

Students eligible for the Accelerated Track are first accepted into the Generic Track until they satisfy all general education (pre-clinical) requirements, either through transfer and/or enrollment in the nursing program. They are referred to as “Accelerated Eligible.” While completing the general education portion, students may be admitted for the fall (end of August) or spring (January) semesters. Further, the general education portion may be completed full-time or part-time, day or evening.

When matriculating into the nursing (clinical) portion of the Accelerated Track, students attend days (only) for one calendar year, January through December (including summer).

Students who are Accelerated-eligible also have the option of matriculating into the Generic nursing sequence which offers the flexibility of day or evening nursing (clinical) courses on a full or a part-time basis.

**PATHWAYS TO A BACHELOR OF SCIENCE IN NURSING (BSN) DEGREE TRACK**
The Pathways to BSN Track is a flexible 89 credit curriculum designed for individuals seeking a direct path to complete a BSN degree. JFK Muhlenberg Snyder School of Nursing and Kean University have collaborated to streamline an articulation to an upper division BSN program.

The Pathways to BSN Track will enable the student to complete a BSN in three semesters after receiving the AS Degree from Union County College and a Diploma in Nursing from JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing. In addition, the student will benefit by taking core nursing and humanities courses at Kean University with the overall outcome of preparing students to transition into a BSN program.

In this track, accepted JFK Muhlenberg Snyder School of Nursing students will be enrolled in the three institutions: JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing/Union County College and Kean University. General education courses at Union County College and Nursing Courses at the JFK Muhlenberg Snyder School of Nursing may be taken during the daytime or during the evening. The courses taken at Kean University, however, are only offered during daytime hours. Once accepted, students will be required to complete an application to Union County College and Kean University and pay the corresponding application fees. The students will follow the curriculum design for the Generic Track at JFK Muhlenberg Snyder School of Nursing, and will also take several courses required of the Bachelor of Science in Nursing (BSN) degree.

It is anticipated that students who select this track can complete the course work for the Diploma/Associate in Science Degree in one pre-enrolled semester and five enrolled semesters and then continue their education at Kean University.
It should take approximately three additional semesters for the completion of the Bachelor Degree in Nursing from Kean University.

Admission Requirements for the Pathways to BSN Track are the same as for the Generic Track plus:

- Same Admission Exam results as the Accelerated Track.

- Declare intention for BSN Track upon application to the School of Nursing.

The application process for JFK Muhlenberg Snyder Schools, Union County College and Kean University will be handled through the JFK Muhlenberg Snyder Schools. Individuals seeking this track will be enrolled in JFK Muhlenberg Snyder School of Nursing, Union County College and Kean University. Pathways to BSN Track students will be considered eligible for the Pathways to BSN Track until they have successfully completed all the Pre-Enrolled Courses (BIO 105, BIO 106/BIO 108, CHE 114, ENG 101, and PSY 101). These courses may be taken only once. The student must earn a grade of “C” or higher in each course, the first time the course is taken.

The students seeking this BSN track must complete the upper division requirements at Kean University immediately following graduation from JFK Muhlenberg Snyder Schools/Union County College and receiving their RN license. Any JFK Muhlenberg Snyder School of Nursing graduate enrolled in this track will complete the BSN degree within a maximum of two (2) years.

ACADEMIC PROGRESSION POLICY

Students matriculate into the JFK Muhlenberg Snyder School of Nursing program when they register for their first course, Academic or Nursing.

- Applicants with previous college experience are required to have a 2.5 cumulative grade point average (GPA) in all relevant courses. See Curriculum Design.

Note: To transfer nursing credits, the nursing course must match in content and sequence. A passing grade must have been earned from the School from which it is transferred.

- Accepted students are eligible to take the NURM 100 (Math for Pharmacology) Challenge examination prior to entry into NURM 121 (Nursing I). Students may challenge NURM100 one time only. Information is available on the Schools’ website, www.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 114, NURM 100, NURM 119, NURM120, NURM121, NURM122, NURM221, NURM141, and NURM241.

2. A student must achieve a cumulative grade point average of 2.0 or higher to enter NURM 119 (Introduction to Nursing Concepts).

3. A student must achieve a cumulative grade point average of 2.0 or higher at the end of each semester in order to progress into the next nursing course EXCEPTION: A student seeking to repeat a nursing course in which a grade of “F”, “D”, or “D+”
was earned, who because of that failing grade is unable to meet the grade point average of 2.0, will be permitted to repeat the nursing course if it is being offered again by the School of Nursing and if there is a seat available. After the course is completed, the student’s grade point average must be a 2.0 or better.

4. For courses taken at Union County College, a student may not attempt a course for the third time without the Department Dean's approval. Final grades of “W” will count as an attempted course and will be included in the course-repeat process.

5. LPN Transition Academic Progression Policy: Upon successful completion of NURM120 (LPN Transition), advanced standing will be awarded for NURM100 (Math for Pharmacology – 1 credit), NURM119 (Introduction to Nursing Concepts – 3 credits), NURM121 (Nursing I – 8 credits) and NURM122 (Nursing II-8 credits). The Nursing 120 (LPN Transition) course may not be repeated. If a student fails to obtain a grade of “C” or higher, she/he must take NURM119 (Introduction to Nursing Concepts) on a seat-available basis and progress sequentially through the Generic Track nursing courses.

6. Students who are enrolled in the Generic Track may not transfer to the Accelerated Track if they have failed any nursing course in the Generic Track.

- All pre-requisite (except for Humanities electives) and co-requisite courses of the LPN Career Ladder must be satisfactorily completed in order for the student to progress to the next nursing course.

- Academic progress is evaluated at the end of each semester using the Quality Point Scale found in the Student Handbook. The Student Handbook is available on the Schools' website, www.jfkmuhlenbergschools.org.

- All nursing courses are sequential.

**The following pertains to the Accelerated Track:**

If a student fails NURM 141 (a 13 credit course) and requests to enter the Generic Track and not repeat NURM 141, the student may challenge NURM 119 (Introduction to Nursing Concepts – 3 credits), and if successful, take NURM 121 (Nursing I – 8 credits) and NURM 122 (Nursing II – 8 credits). Subsequently, the grade from NURM 141 would be excluded from the cumulative GPA.

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

**The following pertains to the LPN to RN Transition Track:**

If a student fails Nursing 120 (the four credit LPN to RN Transition Course), she/he may not repeat the course and must enter into the Generic Track. That student must take and pass both NURM 100 (a one credit course), NURM 119 (a three credit course) and NURM 121 (an eight credit course). Subsequently, the grade from Nursing 120 would be excluded from the cumulative GPA.

**ACADEMIC REGULATIONS AND PROCEDURES**

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. Students should use Union County College’s online Web Services to verify the information. The accuracy of these personal records is the student’s responsibility.

**ACADEMIC SUPPORT**

JFK Muhlenberg Snyder School of Nursing students may use the tutorial services for academic (Non-Nursing) courses given at Union County College’s Academic Learning Centers and the tutorial services available at the School of Nursing for all nursing courses. Both institutions also offer tutorial services for learning strategies, management of time and test taking strategies.

**ADMISSION WITH ADVANCED STANDING**

A student may transfer into the Nursing Program from another accredited institution of higher education from which he or she has been enrolled. An official evaluation of previous college credits will be completed after enrollment.

The JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing/Union County College Cooperative Program may grant up to 32 credit hours of advanced standing in general education courses which correspond in subject matter and number of credits to courses offered at Union County College. Students who have previously been awarded a bachelor’s degree may transfer up to 40 transfer credits toward an Associate in Science.

Credits earned in Anatomy and Physiology I and II and Microbiology, taken more than five years prior to the first semester as a JFK Muhlenberg Snyder student, will NOT be accepted for transfer credit. Chemistry is transferable for ten years. There is no time limit on liberal arts courses for transfer. However, Biology courses that exceed the time limit must be retaken or challenged at Union County College.

The JFK Muhlenberg Snyder School of Nursing may grant up to 20 credit hours of advanced standing in nursing (clinical) courses that correspond in subject matter and number of credit hours to the JFK Muhlenberg Snyder School of Nursing/Union County College Cooperative Program.

The courses must have been successfully passed at the previous nursing school for transferability to be considered. In addition, 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 for the last nursing course attended. All advanced standing in nursing courses will be granted sequentially, i.e., award of advanced standing in NURM 119 is a pre-requisite for the awarding of advanced standing in Nursing 121. Credit earned in nursing courses taken more than five years prior to application for admission will NOT be accepted for transfer or credit. All students admitted with advanced standing in nursing, who have documented evidence of satisfactory completion of math content comparable to that taught in the NURM100 (Math for Pharmacology) course, will receive one credit of advanced standing. It is recommended that all students transferring nursing credits practice skills in the Skills Simulation Laboratory prior to the start of the semester they are entering. Scheduling information will be provided upon registration.

The School of Nursing curriculum includes both general education (pre-clinical) and nursing (clinical) courses. While many sections are offered, the maximum number of seats in each course may be limited. Registration for all courses is on a seat-available basis. This means that students with advanced standing are not guaranteed enrollment in nursing (clinical) courses for the semester that they prefer.
Students admitted to the School of Nursing with advanced standing in nursing, and who have evidence that they satisfactorily completed content comparable to that taught at Union County College, or in the nursing courses, will receive one credit of advanced standing for math/pharmacology. The transferring math content may have been in a separate course or it may have been integrated into a nursing course. Additional advanced standing in a nursing course may be awarded with approval by the Associate Dean.

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.

AUDITING A COURSE
A student may audit the theory portion of a nursing course and/or 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.

CHALLENGE EXAMINATIONS
Challenge exams are offered for Biology courses through Union County College. Challenge exams for NURM100 (Math for Pharmacology) may be taken at the School of Nursing. Please visit the School’s website, www.jfkmuhlenbergschools.org, and click on Nursing. Visit the Test Date link located on the right side of the page under Quick Links. No other Nursing challenge exams are offered.

SKILL SIMULATION AND COMPUTER LABORATORIES
The Jean Hamm Skills Simulation Laboratory and the Towbin Skills Simulation Laboratory are located on the first floor of the Schools and provide practice laboratory experiences for nursing skills. The labs are equipped with life-size demonstration models, beds and equipment to simulate the clinical area. Simulation manikins are also housed in the skills simulation laboratory. A Lab Instructor is available at posted times during the Spring, Summer, Fall and Winter semesters. The laboratory practice provides “hands-on” experience with equipment for skill refinement or in preparation for a clinical assignment; or by creative problem solving when carrying out a simulated nursing situation that combines theory and practice and is also used for skills appraisal. Open Lab hours are posted on the Schools’ website – 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.

Adjacent to the Jean Hamm Skill Simulation Laboratory, the computer laboratory 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 software holdings 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.

The Schools’ 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.

**CREDIT TRANSFERABILITY POLICY**

In order to ensure that each individual receives an accessible, non-discriminatory and consistently applied policy of credit transfer, 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. The 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, with no grade lower than a “C”, in all relevant courses.
4. Students may be granted up to 32 college credits of advanced standing toward an Associate in Science degree.
5. Students who have previously been awarded a bachelor’s degree may receive up to 40 transfer credits toward an Associate in Science.
6. Credits earned in Anatomy and Physiology I, Anatomy and Physiology II, and Microbiology taken more than five years prior to application for admission will NOT be accepted for transfer credit. Chemistry is transferable for ten years.

There is no time limit for transfer of liberal arts courses. 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 the accepted applicant took the course.
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 20 credit hours of advanced standing in nursing (clinical) courses for the Generic and LPN Tracks that correspond in subject matter and number of credit hours to JFK Muhlenberg Snyder Schools’ 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 (from the last course attended).

**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 (Accepted Applicants Only):
   A. Obtain the nursing course(s) outline(s) from the previous nursing schools attended.
   B. The Associate Dean/Assistant Dean will review the content and credit to determine advanced standing in nursing courses.
4. General Education Courses (Accepted Applicants Only):
   A. The Director of Registration and Enrollment will review the transcript to determine advanced standing in general education courses.
5. The student must contact the Director of Registration and Enrollment to ascertain the status of advanced standing.

General education courses may be checked for transferability by visiting www.njtransfer.org.

DISMISSAL - NON - ACADEMIC
The School reserves the right to dismiss students from the program if they are found guilty of violations against the School community, the medical center community, or civil and/or criminal laws which are of such nature that the administration of the School of Nursing, and/or the Medical Center, deems dismissal to be warranted.

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

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

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” she/he receives. In computing this average, the following numerical values are assigned to each letter grade:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>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>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D+</td>
<td>1.5</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>XF</td>
<td>0.0</td>
</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 three (3) credit hour course in which the student receives a “B” represents nine (9) quality points earned.

The academic grade point average is determined by dividing the total number of quality points earned 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>Numerical Value</th>
<th>Quality Points Per Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 106</td>
<td>4</td>
<td>C</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>Psych. 204</td>
<td>3</td>
<td>A</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>Nursing 121</td>
<td>8</td>
<td>B</td>
<td>3</td>
<td>24</td>
</tr>
<tr>
<td>Total credits attempted</td>
<td>15</td>
<td></td>
<td>Total quality pts. Earned</td>
<td>44</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, she/he is dismissed from the nursing program.

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>Percentage</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>2D</td>
<td>Unsatisfactory</td>
<td>60-64</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>Below 60</td>
</tr>
<tr>
<td>I</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>J</td>
<td>Continuing Satisfactory Progress (for institutional credit by department arrangement)</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory (non-credit courses)</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
</tr>
</tbody>
</table>

1. **NURM 100, 119, 120, 121, 122, 221, 222, 141, 241, 242; BIO 102, 105, 106, 108; CHE 101, 114.**
2. Transfer credit for nursing & non-nursing courses taken in the JFK Medical Center 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, www.ucc.edu
   - Withdrawals are not permitted after the withdrawal date.
   - A student can withdraw from the same nursing course twice. After the third withdrawal, she/he 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 nursing courses is a “C.” NURM 100 and NURM 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.

GRADUATION REQUIREMENTS
All courses required for graduation must be successfully completed before licensing eligibility is certified. It is the sole responsibility of the student to track their course completion to insure that ALL required courses for the respective program are completed prior to graduation eligibility. Neither the administration, Registrar, faculty, nor 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 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, she/he may be required to take additional steps before the student is endorsed to sit for the State Board NCLEX-RN. Final course grades will not be released until all course requirements are met.

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

Convocation will be held by JFK Muhlenberg Snyder School of Nursing twice a year. Students must have completed all courses in the program to be eligible to participate in the convocation ceremony. All graduating students are expected to attend.

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

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 Registration Office. Students must return the signed applications to the Registration Office for processing and distribution. The Leave-of-Absence becomes effective on the date of approval by the Registrar. The non-refundable processing fee is payable in the Student Accounts Office at the time the form is returned to the Registrar. Leaves-of-Absence are included in the time limit the student has to complete the program. Students return from a Leave-of-Absence on a seat-available basis. A Leave-of-Absence becomes an automatic defunct if the student does not officially withdraw or apply for an extension on or before the approved semester, or if the leave is denied and the student does not continue studies. College credits earned, at Union County College or any other institution, during a Leave-of-Absence, will not be transferable during the semester for which the leave of absence was approved. Copies of the application will be distributed to appropriate personnel by the Registration Office after approval has been granted.

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

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

NCLEX-RN (NATIONAL COUNCIL LICENSING EXAMINATION) REVIEW COURSE
Nursing students are required to pay for and attend a mandatory review course after graduation, prior to sitting for the NCLEX-RN (licensing) examination. Students must get approval from the Associate Dean at least three weeks prior to the beginning of the on-site review course to seek approval of an alternate review course. Approval to take an alternate review course is at the discretion of the Associate Dean, and may not be granted.

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

A student falling in the dismissal range according to the Quality Point Index Scale, and, who has not been on probation the previous semester, will be placed on probation for that semester rather than being dismissed.
**Exception:** A student seeking to repeat a nursing course in which a grade of “F”, “D”, or “D+” was earned, who because of that grade is unable to meet the grade point average of 2.0, will be permitted to repeat the nursing course while on probation.

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

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

**Continued Probation:** At the end of the initial probationary semester, a student will be placed on continued probation, if his/her grade point average remains within the probationary range based on the Quality Point Index Scale. Students on continued probation may not take nursing courses; non-nursing courses at Union County College may be taken. A maximum of 12 credits may be attempted. Students on continued probation must attain a semester grade point average of 2.0 with no grade below a “C”. If the student meets the above stated requirements, and also achieves a cumulative grade point average of 2.0 at the close of the semester, probationary status is automatically terminated.

**PROGRAM/COMPLETION LIMIT**

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 ....................................... 8 semesters
- Accelerated Track ................................. 5 semesters
- LPN to RN Track .................................. 5 semesters
- Pathways to BSN Track ......................... 8 semesters

**REFERENCES FOR EMPLOYMENT**

Personal references may be requested from any faculty member, but in no way may be interpreted as the official statement of the School.

**REFERRAL TO SKILL SIMULATION LABORATORIES**

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

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

**Students Out of Nursing Clinical Classes* for One or More Than One Semester, for any reason:**

It is recommended that students who are returning to the School of Nursing from a medical illness, personal leave of absence or academic leave will practice skills in the Skills Simulation Laboratory during Open Lab Hours in the two weeks preceding the semester of the student’s return.

It is also highly recommended that the student audit the didactic portion of this nursing course. A fee will be charged for auditing the class. (See fee schedule for audit). Enrollment in the nursing courses is on a seat-available basis.

**REPEATING 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.
School of Nursing students may repeat science courses only once after a failing grade (below a C). If the student fails any science course the second time, she/he 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 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 Department Dean’s approval. Final grades of “W” will count as an attempted course and will be included in the course-repeat process. For nursing courses taken at JFK Muhlenberg Snyder Schools, a student can withdraw from the same nursing course twice. After the third withdrawal, the student will be dismissed from the nursing program.

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

SEAT AVAILABILITY IN NURSING COURSES
Seat availability for a nursing course is determined based on the student’s completion of required academic courses in the curriculum. Students who are eligible to repeat a nursing course are not guaranteed a seat, and their registration may be removed depending on seat availability. The priority of seating students in nursing courses is as follows:

1. Students satisfactorily progressing throughout the program
2. Students who have already waited out a semester due to seat unavailability and in order of date of admittance
3. Transfer students and admitted students into the program
4. Students who are repeating a nursing course, in order of date of admittance

Students who need to repeat a nursing course which is closed will automatically be placed on a waiting list, and will be notified when they may register for the nursing course. Students who are not planning on continuing in the program should notify the Director of Registration as early as possible.

In the event that a student meets the prerequisites but does not gain a seat in the course, she/he will be placed on a waiting list. One of the criteria used for wait list placement is date of admittance (see above).

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

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 Skills Simulation Laboratory instructors, 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. A skills appraisal will occur once or twice each semester as determined by the individual nursing course. If the student fails for the third time, the student receives an unsatisfactory clinical evaluation at the time of the appraisal.

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

Infraction of the rules and regulations made known by the School of Nursing authorities, JFK Health, the State of New Jersey, the County of Union, the City of Plainfield or the Federal Government may lead to disciplinary action.
Student concerns are addressed through the student representation on the following committees: Faculty Organization, Curriculum, and Student Services. In addition, students may submit their concerns, in writing, to any member of the staff or faculty. All concerns will be addressed promptly. A written response will ordinarily be given within five (5) working days.

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

The School and all the students are held responsible for knowing the contents of the Student Handbook (visit the Schools' website, www.jfkmuhlenbergschools.org) and the School Catalog. Failure to read these publications or posted official notices of the School does not excuse members of the School community from the rules and regulations in effect.

The Student Handbook is reviewed and revised annually and is distributed at the opening of each academic year. It is also available on the Schools’ website, www.jfkmuhlenbergschools.org. Enrolled students may secure access to a copy of the current Catalog or from the Schools’ website, www.jfkmuhlenbergschools.org. The student is responsible for obtaining the most current Student Handbook. Official notices are posted, as needed, on the bulletin board by the first floor elevator in the School.

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

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

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

JFK Muhlenberg Snyder Schools, Union County College and Kean University, while jointly conducting amplified programs, remain autonomous institutions, and establish their own policies and procedures. Therefore, all students being dually enrolled in two or more institutions must be knowledgeable of their rights and responsibilities at each institution in which they are enrolled. The major areas of difference in policy, in which JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing policy does not take precedence, include: attendance policy for non-nursing courses, challenge examinations in non-nursing courses and conduct on the other college campuses which is subject to disciplinary action and associated college judicial process.

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

Consistent with requirements of Section 504 of the Federal Rehabilitation Act of 1973, JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing does not discriminate on the basis of disability in admission to its program and activities as long as the disabled person does not present a safety hazard to himself/herself or clients.
Applicants to the School of Nursing must be able to perform specific skills in order to care for patients safely and perform all the procedures that would be required of a graduate nurse in the work force.

**PRACTICE HOURS**
Practice hours are specified times in the Skills Simulation Laboratory in which practice is guided by the Clinical Lab Coordinator/Instructor. These practice hours are part of the clinical hours, but may occur on a day other than the clinical days. When assigned, practice hours are mandatory. Practice hours are usually required in NURM 121, 122, 141, 241 and 242. Attendance at tutorial and/or review sessions in any course is strongly recommended.

**TRANSCRIPTS**
All requests for graduate transcripts from the School of Nursing permanent academic record must be made in writing to the Schools. All requests for transcripts prior to graduation must be made to Union County College. Dates of attendance and present address must be included in the written request. A fee is charged for each transcript. Students are not entitled to transcripts until all obligations to the School of Nursing have been met.

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

**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.
# School of Radiography Curriculum Design

## Pre-Professional Radiography Courses

### Required Pre-Requisite Courses for Fall Start

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 119</td>
<td>Algebra</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 105</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 106</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>RNTM 101</td>
<td>Intro to Medical Terminology (online course for accepted students only, this is a Professional Course)</td>
<td>1</td>
</tr>
</tbody>
</table>

### Required # of Pre-Requisite Credits for Radiography Start in the Fall Semester

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY 125**</td>
<td>Elements of Physics or General Physics</td>
<td>4</td>
</tr>
<tr>
<td>MAT 143*</td>
<td>Elementary Mathematical Analysis I or Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>PSY 101*</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101*</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100*</td>
<td>Introduction to Computer Applications OR Introduction to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>HUM ELEC*</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL:** 19

### Total Pre- or Co-Requisite General Education Courses

**TOTAL:** 39

All of the courses above must be successfully completed prior to graduation eligibility. *Suggested as a pre-requisite, but may be completed as a co-requisite. **If Physics is not completed as a pre-requisite this must be completed by Fall I.

## Professional Radiography Courses

### Fall Semester

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNTM 103</td>
<td>Introduction to Medical Imaging</td>
<td>4</td>
</tr>
<tr>
<td>RADM 120</td>
<td>Radiographic Procedure I</td>
<td>3</td>
</tr>
<tr>
<td>CLPR 901</td>
<td>Clinical Practicum- 2 days per week</td>
<td>0</td>
</tr>
</tbody>
</table>

### Spring Semester I

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNTM 102</td>
<td>Healthcare Today (Online Course, for accepted Radiography students only)</td>
<td>2</td>
</tr>
<tr>
<td>RADM 121</td>
<td>Radiographic Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>RADM 110</td>
<td>Principles of Radiographic Exposure I</td>
<td>3</td>
</tr>
<tr>
<td>CLPR 902</td>
<td>Clinical Practicum- 3 days per week</td>
<td>0</td>
</tr>
</tbody>
</table>

### First Year/Summer I

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADM 122</td>
<td>Radiography Procedures III</td>
<td>2</td>
</tr>
<tr>
<td>RADM 135</td>
<td>Radiation Biology</td>
<td>2</td>
</tr>
<tr>
<td>CLPR 903</td>
<td>Clinical Practicum-2-4 days per week</td>
<td>0</td>
</tr>
</tbody>
</table>

### First Year/Summer II

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLPR 904</td>
<td>Clinical Practicum-2-4 days per week</td>
<td>0</td>
</tr>
<tr>
<td>JSEM</td>
<td>Junior Seminar</td>
<td>0</td>
</tr>
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</table>

### Fall Semester II

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADM 223</td>
<td>Radiographic Procedures IV</td>
<td>3</td>
</tr>
<tr>
<td>RADM 211</td>
<td>Principles of Radiographic Exposure II</td>
<td>3</td>
</tr>
<tr>
<td>RADM 212</td>
<td>Radiographic Physics</td>
<td>3</td>
</tr>
<tr>
<td>CLPR 905</td>
<td>Clinical Practicum- 3 days per week</td>
<td>0</td>
</tr>
<tr>
<td>SSEM1</td>
<td>Senior Seminar I</td>
<td>0</td>
</tr>
</tbody>
</table>

### Spring Semester II

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADM 224</td>
<td>Radiographic Procedures V</td>
<td>3</td>
</tr>
<tr>
<td>RADM 213</td>
<td>Radiographic Equipment</td>
<td>3</td>
</tr>
<tr>
<td>RADM 201</td>
<td>Radiographic Pathology (online course, for accepted Radiography students only)</td>
<td>3</td>
</tr>
<tr>
<td>RNTM 201</td>
<td>Fundamentals of CT</td>
<td>3</td>
</tr>
<tr>
<td>RNTL 201</td>
<td>CT Skills Assessment</td>
<td>1</td>
</tr>
<tr>
<td>CLPR 906</td>
<td>Clinical Practicum- 3 days per week</td>
<td>0</td>
</tr>
<tr>
<td>SSEM2</td>
<td>Senior Seminar II</td>
<td>0</td>
</tr>
</tbody>
</table>

### Second Year/Summer I

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLPR 907</td>
<td>Clinical Practicum-2 - 4 days per week</td>
<td>0</td>
</tr>
<tr>
<td>SSEM3</td>
<td>Senior Seminar III</td>
<td>0</td>
</tr>
</tbody>
</table>

### Second Year/Summer II

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLPR 908</td>
<td>Clinical Practicum- 2-4 days per week</td>
<td>0</td>
</tr>
<tr>
<td>SSEM4</td>
<td>Senior Seminar IV</td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTAL PROFESSIONAL COURSES:** 41
Radiography is the art and science of using radiation (X-rays) to provide images of the body’s tissues, organs, bones and vessels. A radiographer is at the forefront of medical technology, providing the diagnostic information upon which decisions are made involving a patient’s surgery, cancer treatment, drug therapy and other procedures.

Opportunities for radiographers exist in hospitals, private physicians’ offices, clinics, pharmaceutical laboratories, research institutions, diagnostics manufacturers, industrial settings, commercial sales and in equipment installation and repair. With possibilities for advancement and specialized practice, employment options are virtually unlimited.

After acquiring the necessary technical and academic skills and clinical competencies, a radiography practitioner understands all aspects of conducting accurate radiographic examinations in a proper and safe manner.

The School of Radiography, through a carefully planned academic and clinical curriculum, provides students with the necessary knowledge and skills to meet the program’s objectives. The JFK Muhlenberg Snyder School of Radiography, and Union County College offer a 2 year Radiography Program which includes fall, spring and summer semesters. The School of Radiography is sponsored by JFK Medical Center and affords students all the benefits of a hospital-based radiography program and an Associate in Science Degree. The program provides greater transferability to baccalaureate degree programs and/or radiologic specialty programs. The JFK Muhlenberg Snyder Program consists of 80 college credits including 39 general education college credits and an additional 41 credits in professional radiography courses with clinical experience.
PHILOSOPHY
The Faculty of the School of Radiography endeavors to provide radiography students with the necessary technical and academic skills and clinical competencies within the educational process so that upon graduation they are prepared as entry-level radiography professionals.

The Faculty further endeavors to provide a sound educational foundation to those who choose to continue their education at the baccalaureate level.

The Faculty offers individuals the opportunity to achieve career goals. The Faculty believes that the fostering and promoting of an attitude toward excellence in performance, pride in one’s work, responsibility and concern for patients, co-workers and peers is an essential step toward the development of professionalism.

MISSION STATEMENT
The JFK Muhlenberg Snyder School of Radiography is committed to provide a comprehensive and quality education and to provide the community with competent and compassionate graduates to meet the health care needs of individuals within our region as defined in the Medical Center mission and goals.

PROGRAM GOALS AND CURRICULUM OBJECTIVES
In support of the Mission Statement of the School and the Medical Center, the Radiography Program will provide the healthcare community with qualified entry-level radiographers and will concentrate our focus on the following program goals and curriculum objectives:

- Refer to the Home Page on the Schools’ website, www.jfkmuhlenbergschools.org.

PROGRAM EFFECTIVENESS DATA
- Refer to the Home Page on the Schools’ website, www.jfkmuhlenbergschools.org.

RADIOGRAPHY PROGRAM
The School of Radiography, sponsored by JFK Medical Center, offers a program with Union County College that leads to a Diploma in Radiography from JFK Muhlenberg Snyder Schools and an Associate in Science (AS) Degree from Union County College.

This cooperative program offers the advantages of a hospital-based radiography program, coupled with college-based academic courses. The educational degree enables graduates to transfer credits toward a bachelor’s degree or a radiologic technology specialty if desired.

The School of Radiography’s favorable student-to-faculty ratio, strong emphasis on clinical competency and state-of-the-art equipment assures students a high quality clinical experience.

The program is accredited by the Joint Review Committee on Education in Radiologic Technology, RTBE of New Jersey Department of Environmental Protection and is approved for the training of veterans. Graduates are eligible to sit for the American Registry of Radiologic Technologists.

OBSERVATION PROGRAM
Making a career choice is one of the most important decisions an individual can make in his/her lifetime. Faculty and administration at the JFK Muhlenberg Snyder School of Radiography, sponsored by JFK Medical Center, Edison, New Jersey, recognize this and have developed a program whereby an interested candidate may spend a morning observing in the Medical Center’s Department of Radiology.

Observers may be assigned to a student radiographer any Monday through Thursday from 8:30 to 11:00 AM at JFK Medical Center Department of Radiology while School is in session. For many candidates, this experience has provided a much better insight into the profession of radiography and has helped them to formulate their final career choice decisions.

To participate in the Observer Program, contact the School of Radiography.
CLINICAL FACULTY
The Faculty of the School of Radiography coordinates all clinical education. Clinical rotations are conducted at JFK Medical Center, Edison, New Jersey, as well as other hospitals and several satellite facilities in New Jersey. Refer to the home page on the Schools’ website, www.jfkmuhlenbergschools.org.

Clinical competency is an integral component of the educational process. The faculty is directly responsible for student assignments and the faculty closely evaluates the students’ progress and level of competence.

Prior to being assigned to radiographic areas for the actual production of diagnostic radiographs on patients, the student will have completed a number of simulated laboratory sessions with the faculty. These laboratory sessions correspond directly to what has been taught in the classroom setting. Lab sessions are held in the fall, spring and summer semesters of the first year.

Students also observe proper use of equipment including magnetic resonance imaging, radiation therapy, nuclear medicine, computed tomography, cardiac cath, and interventional radiography at the clinical facilities.

School of Radiography graduates have been accepted into schools offering further study in the above specialties, including the JFK Muhlenberg Snyder School of Diagnostic Medical Sonography.

ACADEMIC PROGRESSION
Students matriculate into the JFK Muhlenberg Snyder School of Radiography program when they register for their first course, Academic or Professional.

- Applicants with previous college experience are required to have a 2.5 cumulative grade point average (GPA) in all relevant courses.
  - See the Curriculum Design at the start of this section.

Note: To transfer Professional credits, the Professional course must match in content and sequence. A passing grade must have been earned from the school from which it is transferred. This will be evaluated by the Educational Director and Program Director.

- All pre-requisite and co-requisite requirements must be met.
- 1. All science courses must be completed with a grade of “C” or better.
- 2. A student must achieve a cumulative grade point average of 2.0 or higher to enter the first professional course.
- 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 professional course.
- 4. For courses taken at Union County College, a student may not attempt a course for the third time without the Department Dean's approval. Final grades of “W” will count as an attempted course and will be included in the course-repeat process.

- Academic progress is evaluated at the end of each semester.

- All professional courses are sequential. Students wanting to begin Radiography (each September) must have completed the required general education college courses with a minimum grade of “C” or better as listed in the Curriculum Design for Radiography on the Schools’ website. If the applicant has not completed these courses, she/he should still apply to the program and may complete the pre-professional required courses at Union County College as an accepted Radiography student.

Upon acceptance to the program, 39 general education credits, as outlined in the Radiography curriculum design, must be successfully completed. Candidates will be seated in the Professional Radiography courses on a seat availability basis. The one credit Medical Terminology course (RNTM 101), if not taken prior to the professional courses, must be successfully completed during the first semester of professional courses. The four credit Physics course, if not taken prior to the professional courses, must be successfully completed the first Fall
semester of the professional courses. Any remaining general education credits must be completed prior to graduation eligibility.

If the student elects to take RNTM 101 – Medical Terminology during the first Fall semester of the Professional Radiography program and fails the course, the student will be unable to proceed to any other Professional Radiography course until she/he has successfully obtained a grade of C+ or higher the following semester. A second failure of this course will lead to dismissal of the student from the School of Radiography.

**Professional Courses**
The number of students accepted to begin the program varies, dependent on the number of clinical sites available to the School each September. As of this writing, 18 first year students will be admitted and 10 – 15 alternates will be selected and put on a waiting list. Accepted candidates for admission will be notified on a rolling basis since admission to the School occurs in the fall, spring and summer semesters for the imaging programs only. (Spring and Summer admissions for Radiography are only for courses taken at Union County College.).

Accepted students must submit a non-refundable acceptance fee. All applications are made directly to JFK Muhlenberg Snyder Schools, School of Radiography, sponsored by JFK Medical Center, Edison, New Jersey. Through a joint admission policy accepted students are matriculated with Union County College. Therefore, it is not necessary to apply separately to Union County College.

**ACADEMIC REGULATIONS AND PROCEDURES**

**ACADEMIC PROBATION**

**Pre-professional Students**
A student who has fewer than 15 cumulative credits will be placed on probation according to the Quality Point Index Scale which can be found in the Student Handbook (available on the website, www.jfkmuhlenbergschools.org). A student with 15 or more cumulative credits will be placed on probation with a cumulative grade point average below a 2.0. A student falling in the dismissal range according to the Quality Point Index Scale, and, who has not been on probation the previous semester, will be placed on probation for that semester rather than being dismissed.

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

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 professional courses; non-professional 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.
Professional Students
A student who fails to achieve at least the minimum required grade ("C+") for each professional course will be placed on academic probation. A plan of action will be prepared and given to the student. Since many of the courses are sequential, the student must repeat the course and attain the required grade prior to advancing and becoming eligible for graduation. Once the student is placed on academic probation, she/he is then required to achieve the minimum required grade in each subsequent course in every subsequent semester. Failure to attain a passing grade in any subsequent course will result in dismissal from the program as stated below.

ACADEMIC DISMISSAL
A student will be dismissed from the program if she/he:
1. Has been placed on academic probation and fails to achieve the minimum course grade in any course in subsequent semesters.
2. Fails to complete the program within the published time frame for that program as stated previously under Disciplinary Action.
3. Fails any two professional courses in the same or any semester – or – the same course in two separate semesters.

Failure of the following courses will lead to prolonged enrollment and will prevent routine progression in various didactic and clinical courses as described by the program:
- RNTM 103* Introduction to Medical Imaging - Must attain a C+ average or higher in both the Patient Care section and the Radiation Protection section of this course to advance. Failure would require the student to repeat the course the following year before attempting any other professional courses.
- RADM 120* Radiographic Procedures I is a pre-requisite to RADM 121-Radiographic Procedures II and, if failed, will need to be repeated prior to any other procedures and clinical courses.
- RADM 110* Rad Exposure I is a pre-requisite to RADM 211 and a failing grade in RAD 110 will require the student to repeat the course before advancing to courses requiring experience. Some additional didactic courses will be available for registration; however, courses requiring Rad Exposure 110 and clinical competency evaluations may not be attempted until passing grades are attained in RADM 110 and 211. Academic advisement is required when this scenario arises.

ADMISSION WITH ADVANCED STANDING
JFK Muhlenberg Snyder School of Radiography strives to recognize and award advanced standing for comparable credit from another accredited institution. General education credits will be awarded provided the courses taken are requirements of the program. Course content must be comparable in content and credit hours to the course being sought. All science courses must have a lab. Students must have cumulative grade point averages (GPA) of at least 2.5, and no grade lower than “C”, in all relevant courses. Students may be granted up to 32 college credits of advanced standing toward an Associate in Science degree. Students who have previously been awarded a bachelor’s degree may receive up to 40 transfer credits toward an Associate in Science degree. Credits earned in Anatomy and Physiology I and Anatomy and Physiology II taken more than five years prior to application for admission will NOT be accepted for transfer.

Chemistry and Physics are transferable for ten years. Credits, for courses that exceed the time limit, may also be obtained through attaining a successful grade in the challenge exam for that course, if offered, at Union County College. There is no time limit on liberal arts courses for transfer.

Professional courses have additional requirements for transferability. It is the responsibility of the student to provide the course description and a detailed course outline for each course for which transfer credit is being sought. The outline submitted must be from the semester in which the applicant took the course. The accepted applicant must have earned a passing grade from the sending institution for each course being transferred. Advance standing

*Pre-requisite to the next section – failure in these courses prevents proceeding to the second section of that course. Additional clinical courses will be required after repeating the failed course.
may also be secured through challenge exams offered for the individual program. Advanced standing can only be offered for courses in which the student previously obtained a passing grade through a program accredited by a nationally recognized accrediting body acceptable to the School, i.e., Middle States, the JRCs and/or CAAHEP. To receive advanced standing for a course, the course content must be comparable in content and credit hours to the course for which credit is required.

Advanced professional theory courses are transferable via challenge examinations and are considered on an individual basis. Students may transfer into the Radiography program from another accredited institution of higher education. A completed associate’s degree is needed for consideration for admission to the Advance Standing program. The School of Radiography may grant up to 32 credit hours of advanced standing in Radiography-designated courses. Challenge exams in theory are used to determine the level of transfer.

In addition, without a baccalaureate degree, Union County College may grant up to 32 credit hours of advanced standing in general education courses which correspond in subject matter to courses offered at the college. With a baccalaureate degree, a maximum of 40 credits will be considered for transfer.

ATTENDANCE
Attendance in all scheduled classes, laboratories, seminars, and clinical assignments is mandatory. Students are required to attend classes for which they are registered. Students are graded according to the course objectives and requirements established and distributed by the instructor in the syllabus for each course. Students are required to be in attendance for all class, clinical, and laboratory sessions. Penalties for non-attendance and/or flagrant absenteeism and/or tardiness are reflected in a student’s grades and are outlined in the Student Handbook, Clinical Handbook and/or Course syllabi.

AUDITING A COURSE
A student may audit the theory/didactic portion of a program’s course pending written approval of the Director, School of Radiography. A student cannot audit a course before having taken the entire course. Refer to the current fee schedule for auditing a course. Students auditing a course as part of the Advanced Level Residency Program, and those returning to the programs after an approved absence, may attend lectures and observe laboratory experience. Examinations, tests and quizzes will be administered as a routine portion of the course. Grades for the returning students will be advisory grades only and will not improve the grades previously attained by the student.

CREDIT BY CHALLENGE EXAMINATION
Course credit by challenge examination may be available for various courses. Please consult the Director, School of Radiography. The challenge fee is based on the per credit rate.

The passing grade for ALL challenge examinations is 76%.

CHANGES OF SCHEDULE
Limitations on section size and available instructional resources may make it impossible for each student to arrange a schedule that will meet his/her personal convenience in each instance. Changes of schedules are made through the JFK Muhlenberg Snyder Schools’ Registration Office or through Union County College web services. Charges may be incurred.

CLINICAL COMPETENCY
To achieve clinical competency, the student must successfully complete 100% of the clinical objectives for each clinical evaluation. Each clinical objective is scored as either pass or fail. All competencies must be completed in order to graduate.

A student who fails any individual procedural competency is allowed to repeat the competency evaluation following further instruction/remediation and/or practice. A student who regularly or repeatedly fails competencies may be placed on clinical probation. A contractual agreement (action plan) will be prepared advising the student of requirements to successfully complete the clinical portion of the semester. The student must agree to the contract in order to proceed through the semester. A lack of documented improved performance in a specified time frame will result in dismissal from the program.
Students who are absent from clinical for 90 days, for any reason, must re-test in all previously attained competencies required prior to graduation eligibility.

**CREDIT TRANSFERABILITY POLICY**

In order to ensure that each individual receives an accessible, non-discriminatory and consistently applied policy of credit transfer, the Schools of Medical Imaging policy on transfer of credits complies with the Higher Education Opportunity Act for Transfer of Credit. The Schools strive 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 program to which the candidate has applied.
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, with no grade lower than “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 and Anatomy and Physiology II taken more than five years prior to application for admission will NOT be accepted for transfer credit. Chemistry and Physics are transferable for ten years. Credit for courses that exceed the time limit may also be obtained through earning a successful grade in the challenge exam for that course, if offered at Union County College. There is no time limit on liberal arts courses for transfer.

**Professional Courses:**
1. It is the responsibility of the applicant to provide the course description and a detailed course outline for each course for which transfer credit is being sought. The outline submitted must be from the semester in which the applicant took the course.
2. The accepted applicant must have earned a passing grade from the sending institution for each course being transferred. Advanced standing in medical imaging may be secured through challenge exams offered for the individual programs. Advanced standing can only be offered for courses in which the student has previously obtained a passing grade through a program accredited by a nationally recognized accrediting body acceptable to the school. i.e. Middle States, the JRCs and/or CAAHEP

**PROCESS:**
1. The student must apply to the JFK Muhlenberg Snyder School of Radiography.
2. **All credits:** - Send all official transcripts from the transferring institutions to the Office of Admissions.
3. Professional Courses:
   A. Obtain the course(s) outline(s) from the previous schools attended.
   B. The Director, School of Radiography, will review the content, grades and credits to determine if advanced standing in the professional courses is possible.
   C. The student will be scheduled for the challenge exams upon completion of the review of records. The student must achieve a grade of C+ (76%) in the challenge exam to secure credit(s) for each course. Applicable fees will be charged for each challenge exam.
4. General Education Courses:
   A. The Director of Registration and Enrollment will review the transcript to determine advanced standing in general education courses.
5. The student must contact the Director of Registration and Enrollment to ascertain the status of all requested advanced standing.

Credit courses accepted from another institution will not be considered in computing the cumulative grade point average. Graduates of foreign post-secondary schools may also be eligible for transfer of credit after their transcripts have received a course-
by-course credit evaluation by an evaluating service acceptable to the JFK Muhlenberg Snyder Schools. The Admissions Office, in cooperation with the Registrar, will determine the acceptability of foreign transcript evaluations.

College Level Examination Program (CLEP) provides a method of earning college credits by taking examinations in various subject areas. Union County College recognizes CLEP scores and will allow credit in most areas if scores are in the 50th percentile or above. Credit will not be given where there is evidence of previous academic work. The JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging, Director of Registration and Enrollment, is able to provide more information about the CLEP examination program to interested applicants.

**GRADING SYSTEM**

Any grade below a 70% will be considered a non-transferable grade. All other grades stand as recorded.

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>86-89%</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>80-85%</td>
</tr>
<tr>
<td>C+</td>
<td>Above Average</td>
<td>76-79%</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>70-75%</td>
</tr>
<tr>
<td>D+</td>
<td>Below Average*</td>
<td>66-69%</td>
</tr>
<tr>
<td>D</td>
<td>Unsatisfactory</td>
<td>60-65%</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>Below 60%</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory (for CLPR, CLPS, CLPN and CLPT ONLY)</td>
<td></td>
</tr>
<tr>
<td>XF</td>
<td>Incomplete Changed to Failing</td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory (for CLPR, CLPS, CLPN and CLPT ONLY)</td>
<td></td>
</tr>
<tr>
<td>UF</td>
<td>Unofficial Withdrawal</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
</tr>
<tr>
<td>Z</td>
<td>No Grade Entered</td>
<td></td>
</tr>
</tbody>
</table>

*Grades below 70% are not transferable and must be repeated.

No grades will be released unless all financial obligations are satisfied.

**GRADUATE REFRESHER PROGRAM**

The School of Radiography offers a graduate refresher program for those individuals who have graduated from an accredited radiography program but for one reason or another have not practiced as a graduate radiographer and/or have not taken or passed the ARRT certifying exam.

The refresher program is offered in both the fall and spring semesters and is up to 3 semesters in length. It consists of both academic and clinical components. It may be determined, at the completion of a semester, that additional review and/or clinical evaluation is/are required. Continuation will be recommended as needed. For additional information, please call 908-668-2844.

**GRADUATION REQUIREMENTS**

All courses required for graduation must be successfully completed before licensing eligibility is certified. It is the sole responsibility of the student to track their course completion to insure that ALL required courses for the program are completed prior to graduation. The lowest passing grade for Clinical Competency Based Education is 100%.
to graduation eligibility. Neither the administration, Registrar, faculty nor 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 or above for all general education and science courses is required for graduation. Students must obtain a 2.5 (“C+”) or above in all professional courses.

All school property, including ID badge, monitoring devices, keys, books and any other borrowed items must be returned to the School as verified via the routing form provided by the programs. Transcripts and diploma will be held until such time as all of the above obligations have been met. Union County College will be notified to also hold all transcripts and degrees until the graduation requirements are completed.

NOTE: Applications for credentialing will not be verified until ALL obligations are satisfied.

IN ORDER TO BE ELIGIBLE TO APPLY TO SIT FOR THE ARRT, ARDMS AND/OR THE STATE LICENSING EXAMINATIONS IN NEW JERSEY OR ANY OTHER STATE, ALL REQUIREMENTS FOR GRADUATION MUST HAVE BEEN SATISFIED.

LEAVES-OF-ABSENCE
A Leave-of-Absence request form must be completed prior to the start of the semester. Leaves-of-Absence are granted for up to one semester to matriculated students in good standing. Applications may be obtained from the Registration Office. Students must return the signed applications to the Registration Office for processing and distribution. The Leave-of-Absence becomes effective on the date of approval by the Registrar. The non-refundable processing fee is payable in the Student Accounts Office at the time the form is returned to the Registrar. Leaves-of-Absence are included in the time limit the student has to complete the program. A Leave-of-Absence becomes an automatic defunct if the student does not officially withdraw or apply for an extension on or before the approved semester, or if the leave is denied and the student does not continue studies. College credits earned, at Union County College or any other institution, during a Leave-of-Absence, will not be transferable during the semester for which the Leave-of-Absence was approved. Copies of the application will be distributed to appropriate personnel by the Registration Office after approval has been granted.

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

Approval will not be granted unless an educational plan is submitted by the student from the Program Director for a continuance plan upon returning to the program after the leave-of-absence is over.

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

PROGRAM COMPLETION TIME LIMITS
No Radiography student may take more than a maximum of 3 years to complete the professional 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.

READMISSION TO THE SCHOOL OF RADIOGRAPHY
If a student is accepted for re-admission after a 90-day hiatus, all previously attained clinical competencies will need to be re-tested prior to competency certification.
STUDENTS RIGHTS AND RESPONSIBILITIES

The primary aim of the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Medical Imaging is to provide a quality educational experience. Within the framework of this commitment, the Schools grant certain rights to, and require 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 Schools of Medical Imaging 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: Student Government Association, Faculty Organization, Curriculum and Student Services. Additionally, students may submit concerns, in writing, to any member of the staff, faculty or administration. All concerns will be addressed promptly. A written response, if warranted, will ordinarily be given within five (5) working days, if warranted. Students may also wish to contact the program’s oversight and/or accrediting entities (contact information is listed under “Standards and Compliance Policy” in the Student Handbook).

The School and all the students are held responsible for knowing the contents of the Student Handbook (visit the Schools’ website, www.jfkmuhlenbergschools.org) and the School Catalog. Failure to read these publications or posted official notices of the School does not excuse members of the School community from the rules and regulations in effect.

The Student Handbook is reviewed and revised annually and is distributed at the opening of each academic year. It is also available on the Schools’ website, www.jfkmuhlenbergschools.org. Enrolled students may secure access to a copy of the current Catalog or from the Schools’ website, www.jfkmuhlenbergschools.org. The student is responsible for obtaining the most current Student Handbook. Official notices are posted, as needed, on the bulletin board by the first floor elevator in the School.
## Pre-Professional Sonography Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 119</td>
<td>Algebra</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 105</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 106</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>PHY 125** OR PHY 101**</td>
<td>Elements of Physics or General Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

### Required # of Pre-Requisite Credits for Sonography Start

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 143 *or MAT *127</td>
<td>Elementary Mathematical Analysis I or Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>ALH 201</td>
<td>Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101*</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101*</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100* OR CIS 101</td>
<td>Introduction to Computer Applications OR Introduction to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>HUM ELEC*</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>19</td>
</tr>
</tbody>
</table>

Total Pre- or Co-Requisite Courses: 41

All of the courses above must be successfully completed prior to graduation eligibility.

*Suggested as a pre-requisite, but may be completed as a co-requisite.

RNTM 101 Medical Terminology (online course for accepted students only, this is a Professional Course and may be taken prior to Spring if accepted as a Sonography student) 1

## Professional Sonography Courses

### Spring Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMSM 101</td>
<td>Patient Care</td>
<td>2</td>
</tr>
<tr>
<td>RNTM 101</td>
<td>Medical Terminology (online course for accepted students only, this is a Professional Course)</td>
<td>1</td>
</tr>
</tbody>
</table>

### Summer Session I & II

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMSM 100</td>
<td>Intro to Sonography</td>
<td>2</td>
</tr>
<tr>
<td>DMSM 102</td>
<td>Cross-Sectional Anatomy</td>
<td>2</td>
</tr>
<tr>
<td>DMSM 103</td>
<td>Ultrasound Physics &amp; Instrumentation I</td>
<td>3</td>
</tr>
<tr>
<td>CLPS 901</td>
<td>Clinical Sonography I</td>
<td>0</td>
</tr>
</tbody>
</table>

### Fall Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNTM 102</td>
<td>Healthcare Today</td>
<td>2</td>
</tr>
<tr>
<td>DMSM 105</td>
<td>Ultrasound of the Abdomen I</td>
<td>3</td>
</tr>
<tr>
<td>DMSM 109</td>
<td>Obstetrical Sonography I</td>
<td>3</td>
</tr>
<tr>
<td>DMSM 104</td>
<td>Ultrasound Physics and Instrumentation II</td>
<td>3</td>
</tr>
<tr>
<td>CLPS 902</td>
<td>Clinical Sonography II</td>
<td>0</td>
</tr>
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</table>

### Spring Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMSM 106</td>
<td>Ultrasound of the Abdomen II</td>
<td>3</td>
</tr>
<tr>
<td>DMSM 117</td>
<td>Obstetrical Sonography II</td>
<td>3</td>
</tr>
<tr>
<td>CLPS 903</td>
<td>Clinical Practicum III</td>
<td>0</td>
</tr>
</tbody>
</table>

### Summer Sessions I & II

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMSM 111</td>
<td>Ultrasound of Superficial Structures I</td>
<td>3</td>
</tr>
<tr>
<td>DMSM 107</td>
<td>Ultrasound of the Female Pelvis</td>
<td>3</td>
</tr>
<tr>
<td>CLPS 104</td>
<td>Clinical Practicum IV</td>
<td>0</td>
</tr>
</tbody>
</table>

### Fall Semester II

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMSM 116</td>
<td>Registry Review</td>
<td>3</td>
</tr>
<tr>
<td>DMSM 118</td>
<td>Superficial Structures II</td>
<td>3</td>
</tr>
<tr>
<td>CLPS 905</td>
<td>Clinical Practicum V</td>
<td>0</td>
</tr>
</tbody>
</table>

Total Professional Courses: 39
The Diagnostic Medical Sonographer incorporates high frequency sound waves and other diagnostic techniques to help obtain a medical diagnosis. The professional level of this health care service provider requires a highly skilled and competent individual who can function as an integral part of the health care team.

The Medical Sonographer provides patient care services utilizing various medical applications of Ultrasound. This is done under the supervision of a physician who is responsible for the use and interpretation of ultrasonic procedures.

The Diagnostic Medical Sonographer is able to obtain, review, and integrate pertinent patient history and clinical data to facilitate accurate diagnostic outcomes. Sonographers must be able to perform a wide variety of procedures while accurately and efficiently recording and processing all necessary data.

In addition, the sonographer must acquire and maintain specialized technological skills and medical knowledge in order to successfully render quality patient care.

The Diagnostic Medical Sonographer requires:

- Good interpersonal skills for working with patients, families and other health care professionals
- A knowledge of pathology and physiology
- Technical expertise with ultrasound instruments and computers
- A knowledge of quality control programs; the expertise to work with ultrasound safely; and the skill to minimize patient exposure
- Good analytic and problem-solving skills
- Compassion, professionalism, and a high degree of personal integrity

Career opportunities range from working in a hospital or medical center, a physician’s office, or a free standing clinic. The opportunities for career advancement are varied and many experienced technologists move on to careers in administration, teaching, research and with equipment manufacturers educating users on their products.
PHILOSOPHY
The Faculty endeavors to provide students with the necessary technical and academic skills and clinical competencies within the educational process so that upon graduation they are prepared as entry-level professionals.

The Faculty further endeavors to provide a sound educational foundation to those who choose to continue their education at the baccalaureate level.

The Faculty offers individuals the opportunity to achieve career goals. The Faculty believes that the fostering and promoting of an attitude toward excellence in performance, pride in one’s work, responsibility and concern for patients, co-workers and peers is an essential step toward the development of professionalism.

MISSION STATEMENT
The School of Medical Imaging is committed to provide a comprehensive and quality education and to provide the community with competent and compassionate graduates to meet the health care needs of individuals within our region as defined in the Medical Center mission and goals.

PROGRAM GOALS AND CURRICULUM OBJECTIVES
Graduates of the JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder School of Diagnostic Medical Sonography are eligible to apply to sit for the certification examinations of the American Registry of Diagnostic Medical Sonography (ARDMS) and the American Registry of Radiologic Technologists (ARRT).

In support of the Missions Statement of the School and the Medical Center, the Diagnostic Medical Sonography Program will provide the healthcare community with qualified entry-level sonographers and will concentrate our focus on the following Goals and Assessments:

- Refer to the Home Page on the Schools’ website, www.jfkmuhlenbergschools.org.

OUTCOMES ASSESSMENT
The program will provide the healthcare community with qualified entry-level Sonographers.

- Refer to the Home Page on the Schools’ website, www.jfkmuhlenbergschools.org.

GRADUATION REQUIREMENTS
A student may participate in graduation exercises at Union County College when all required general education, professional and clinical courses are completed. A convocation ceremony will be sponsored by JFK Muhlenberg Snyder Schools for all students who graduate in any given year. All courses required for graduation must be successfully completed before licensing eligibility is certified. It is the sole responsibility of the student to track their course completion to insure that ALL required courses for Sonography are completed prior to graduation eligibility. Neither the administration, Registrar, faculty nor 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 or above for all general education and science courses is required for graduation. Students must obtain a 2.5 (“C+”) or above in all professional courses.

All school property including ID badge, monitoring devices, keys, books and any other borrowed items must be returned to the School as verified via the routing form provided by the programs. Transcripts and diplomas will be held until such time as all of the obligations have been met. Union County College will be notified to also hold all transcripts and degrees until the graduation requirements are completed.

NOTE: Applications for credentialing will not be verified until ALL obligations are satisfied. IN ORDER TO BE ELIGIBLE TO APPLY TO SIT FOR THE ARRT, AND/OR ARDMS IN NEW JERSEY OR ANY OTHER STATE, ALL REQUIREMENTS FOR GRADUATION MUST HAVE BEEN SATISFIED.
ABILITIES AND SKILLS REQUIRED FOR THE DIAGNOSTIC MEDICAL SONOGRAPHER - TECHNICAL STANDARDS

A successful candidate for the Diagnostic Medical Sonography program offered at JFK Muhlenberg Snyder Schools must possess certain abilities and skills in order to provide and maintain safe and effective patient care.

The candidate must be able to function independently without an intermediary. These skills and abilities include: observation, communication, motor, cognitive, intellectual and social skills.

The Diagnostic Medical Sonographer must have adequate physical ability, mental stability, strength, motor coordination and manual dexterity to:

1. Transport, move, lift and transfer patients from a wheelchair or cart to a sonography table or to a patient bed.
2. Move and manipulate a variety of sonographic equipment, including the physical transportation of mobile sonographic machines, in order to complete examinations on the patient according to established procedures and standards of speed.
3. Handle stressful situations related to technical and procedural standards and patient care situations.
4. Provide physical and emotional support to the patient during the sonographic procedure, being able to respond to situations requiring first aid and providing emergency care to the patient in the absence of, or until, a physician arrives.
5. Communicate verbally in an effective manner in order to direct patients during sonographic examinations. ESL competency may be required for students who received most of their education in another language.
6. Visually recognizing anatomy on the ultrasound monitor.
7. Read and interpret patient charts and requisitions for sonographic examinations

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

The JFK Muhlenberg Snyder Schools - School of Diagnostic Medical Sonography - offers a program with Union County College that leads to a Diploma in Diagnostic Medical Sonography from JFK Muhlenberg Snyder Schools and an Associate in Science (AS) degree from the College.

This cooperative program offers the advantages of a hospital-based Diagnostic Medical Sonography program, coupled with college-based academic courses. The college credits granted for the Diagnostic Medical Sonography courses enable graduates to transfer credits towards a baccalaureate degree if desired.

The general education credits for the program can be completed at Union County College, or transferred into the program from external accredited colleges. Without a baccalaureate degree, the candidate can transfer in up to 32 college credits. With a baccalaureate degree or higher up to 40 credits are transferrable. College education from outside the United States may be considered upon review of an official evaluation from an accredited professional evaluation service approved by the Schools (i.e.: www.wes.org). A course by course evaluation is required for all college transcripts.

NOTE: The JFK Muhlenberg Snyder Schools are not affiliated with any foreign evaluation service, but does not accept non-approved services. See the application checklist for a list of approved agencies.

The Sonography program is divided into two phases: the General Education phase and the Professional phase. The Professional phase (open to those who complete the required general education credits) begins every January. All professional courses are scheduled during regular daytime working hours. Clinical assignments are scheduled at various contracted sites and students are scheduled to complement the schedule of technologists at the site. These schedules may extend through both the first and second shifts at the sites, but will never extend beyond 8pm with no more than 8 hours in any one day.
JFK Muhlenberg Snyder Schools grants a Diploma to all successful graduates and Union County College grants an Associate in Science Degree. The graduate can apply most courses toward a baccalaureate degree. The institution awarding the baccalaureate degree governs the acceptance of credits into their programs.

**OBSERVATION PROGRAM**
Making a career choice is one of the most important decisions an individual can make in his/her lifetime. Faculty and administration at the JFK Muhlenberg Snyder Schools School of Diagnostic Medical Sonography recognize this and have developed a program whereby an interested candidate will spend a morning observing in JFK Medical Center Department of Diagnostic Medical Sonography.

The observer is assigned to a Clinical Supervisor from 8:30 to 11:30 a.m. at JFK Medical Center Department of Diagnostic Medical Sonography. Please contact the program to schedule an appointment. For many candidates, this experience has provided a much better insight into the profession of Diagnostic Medical Sonography and has helped them to formulate their final career choice decisions.

**ACADEMIC PROGRESSION**

**General Education Phase:** Students must complete the general educational requirements for CAAHEP (Commission on Accreditation of Allied Health Education Programs) with a grade of “C” or better prior to entering the professional phase as listed in the Curriculum Design for Sonography. The remaining Associate in Science Degree general education courses are required prior to graduation eligibility. The School recommends completion of all general education courses prior to the professional phase. She/he should apply to the program to reserve a seat and may complete the General Education courses at Union County College as an accepted Ultrasound student.

**Professional Phase**
Students attend classes and labs at JFK Muhlenberg Snyder Schools and clinical practicum concurrently throughout the program. This allows the student to practice the skills learned in the classroom and affords a better understanding of the materials being taught. Utilizing various clinical sites allows for the student to become proficient while getting exposure to a wide variety of protocols and different types of equipment.

Prior to completion of the program, the student will sit for the Physics portion of the certification examination of the American Registry of Diagnostic Medical Sonography (ARDMS). At the completion of the program, the student is able to apply and sit for the Sonography examination of the American Registry of Radiologic Technologists. Any specialty examinations offered by the ARDMS may be taken after successful completion of the program. Upon successful completion of the program, the student will be awarded the following:
- A Diploma in Diagnostic Medical Sonography from JFK Muhlenberg Snyder Schools.
- An Associate in Science Degree from Union County College.
BACHELOR OF SCIENCE
Courses taken at Union County College and the JFK Muhlenberg Snyder Schools are recognized as fulfilling requirements leading to a Bachelor’s degree.

Counseling regarding this matter is available at the respective accredited four year School.

ACADEMIC REGULATIONS AND PROCEDURES

ACADEMIC PROBATION

Pre-professional students
A student who has fewer than 15 cumulative credits will be placed on probation according to the Quality Point Index Scale which can be found in the Student Handbook (available on the website, www.jedkmuhlenbergschools.org). A student with 15 or more cumulative credits will be placed on probation with a cumulative Grade Point Average below a 2.0.

A student falling in the dismissal range according to the Quality Point Index Scale, and, who has not been on probation the previous semester, will be placed on probation for that semester rather than being dismissed. The probationary period is one semester. Students on probation may take non-professional courses. However, they may not carry over five courses (16 credit hours) without written approval of the Director, Schools of Medical Imaging. 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 the professional courses; non-professional courses at Union County College may be taken. A maximum of 12 credits may be attempted. Students on a 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.

Professional students
A student who fails to achieve at least the minimum required grade (“C+”) for each professional course will be placed on academic probation. A plan of action will be prepared and given to the student. Since many of the courses are sequential, the student must repeat the course and attain the required grade prior to advancing and becoming eligible for graduation. Once the student is placed on academic probation, she/he is then required to achieve the minimum required grade in each subsequent course in every subsequent semester. Failure to attain a passing grade in any subsequent course will result in dismissal from the program as stated below.

ACADEMIC DISMISSAL
A student will be dismissed from the program if she/he:
1. Has been placed on academic probation and fails to achieve the minimum course grade in any course in subsequent semesters.
2. Fails to complete the program within the published time frame for that program as stated previously under Disciplinary Action.
3. Fails any two professional courses in the same or any semester – or – the same course in two separate semesters.
4. If a student is accepted for re-admission after a 90-day hiatus, all previously attained clinical competencies will need to be re-tested prior to competency certification.

Failure of the following courses will lead to prolonged enrollment and will prevent routine progression in various didactic and clinical courses as described by the program:

The following general education courses must be successfully completed before advancing to the professional/clinical phase: ENG 101, MAT 119, PHY 101 or PHY 125, BIO 105 and BIO 106. This includes professional courses RNT 101 Medical Terminology and DMS 101 Patient Care.
ADMISSION WITH ADVANCED STANDING

To ensure that each individual receives an accessible, non-discriminatory and consistently applied policy of credit transfer, the School of Medical Imaging policy on transfer credits complies with the Higher Education Opportunity Act for Transfer of Credit. JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools strive to recognize and award advanced standing for comparable credit from another institution when the following criteria are met. The student must have an Associate Degree for consideration:

1. Advanced standing in Medical Imaging may be secured through challenge exams offered for the individual programs. If challenge exams are not successfully passed with a 76% or better, the student must audit the course.

2. Advanced standing can only be offered for courses in which the student has previously obtained a passing grade through a program accredited by a nationally recognized accrediting body acceptable to the School, i.e., Middle States, the JRCs and/or CAAHEP. If they were taken, the student will have to show proficiency through testing each course offered by the program.

Candidates will be seated in the professional Sonography courses on a seat availability basis. The one credit Medical Terminology course, RNTM 101, if not taken prior to the professional courses, must be successfully completed during the first semester of professional courses. Any remaining general education credits must be completed prior to graduation eligibility.

If the student elects to take RNTM 101, Medical Terminology, during the first Spring semester of the Professional Sonography program and fails the course, the student will be unable to proceed to any other Professional Sonography course until she/he has successfully obtained a grade of “C+” or higher the following semester. A second failure of this course will lead to dismissal of the student from the School of Sonography.

The number of students accepted to begin the program varies, dependent on the number of clinical sites available to the School each September. As of this writing, 18 first year students will be admitted and 15 alternates will be selected also. Accepted candidates for admission will be notified on a rolling basis.

Accepted students must submit a non-refundable acceptance fee. All applications are made directly to JFK Muhlenberg Snyder Schools, School of Radiography, sponsored by JFK Medical Center, Edison, New Jersey. Through a joint admission policy, accepted students are matriculated with Union County College. Therefore, it is not necessary to apply separately to Union County College.
ATTENDANCE
Attendance in all scheduled classes, laboratories, seminars, and clinical assignments is mandatory. Students are required to attend classes for which they are registered. Students are graded according to the course objectives and requirements established and distributed by the instructor in the syllabus for each course.

Penalties for non-attendance and/or flagrant absenteeism and/or tardiness are reflected in a student’s grades and are outlined in the Student Handbook.

AUDITING A COURSE
A student may audit the theory/didactic portion of a program’s course pending written approval of the Director of the Schools of Medical Imaging. A student cannot audit a course before having taken the entire course. Refer to the current fee schedule for auditing a course.

Students auditing a course as part of the Advanced Level Residency Program, and those returning to the programs after an approved absence, may attend lectures and observe laboratory experience. Examinations, tests and quizzes will be administered as a routine portion of the course. Grades for the returning students will be advisory grades only and will not improve the grades previously attained by the student.

Limitations on section size and available instructional resources may make it impossible for each student to arrange a schedule that will meet his/her personal convenience in each instance. Changes of schedules are made through the JFK Muhlenberg Snyder Schools Registration Office or through Union County College web services. Charges may be incurred.

CLINICAL COMPETENCY
To achieve clinical competency the student must successfully complete 100% of the clinical objectives for each clinical evaluation. Each clinical objective is scored as either pass or fail. All competencies must be completed in order to graduate.

A student who fails any individual procedural competency is allowed to repeat the competency evaluation following further instruction/remediation and/or practice. A student who regularly or repeatedly fails competencies may be placed on clinical probation. A contractual agreement (action plan) will be prepared advising the student of requirements to successfully complete the clinical portion of the semester. The student must agree to the contract in order to proceed through the semester. A lack of documented improved performance in a specified time frame will result in dismissal from the program.

GRADING SYSTEM
Any grade below a 70% will be considered a non-transferable grade. All other grades stand as recorded.

LEAVES-OF-ABSENCE
A Leave-of-Absence request form must be completed prior to the start of the Fall and/or Spring semester. Leaves-of-Absence are granted for up to one semester to matriculated students in good standing. Applications may be obtained from the Registration Office. Students must return the signed applications to the Registration Office for processing and distribution. The Leave-of-Absence becomes effective on the date of approval by the Registrar. The non-refundable processing fee is payable in the Student Accounts Office at the time the form is returned to the Registrar. Leaves-of-Absence are included in the six years the student has to complete the program. Leaves-of-Absence are included in the time limit the student has to complete the program. A Leave-of-Absence becomes an automatic defunct if the student does not officially withdraw or apply for an extension on or before the approved semester, or if the leave is denied and the student does not continue studies.

College credits earned, at Union County College or any other institution, during a Leave-of-Absence, will not be transferable during the semester for which the Leave-of-Absence was approved. Copies of the application will be distributed to appropriate personnel by the Registration Office after approval has been granted.

Leaves-of-Absence will only be granted before the start of the semester for which the student is requesting a Leave-of-Absence. If a student is on leave during a semester, the student must be cleared
Students who are graduating in January, September, or December with an Associate’s Degree, will be eligible to participate in the Union County College graduation ceremony following their actual program completion date.

No student may take more than a maximum of 3 years to complete the Sonography program, inclusive of 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 accreditors and School that all students complete the program in 150% of the program length.
The primary aim of the JFK Muhlenberg Snyder Schools of Medical Imaging is to provide a quality educational experience. Within the framework of this commitment, the Schools grant 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 Schools of Medical Imaging authorities, JFK Medical Center, the State of New Jersey, the Counties of Union and Middlesex, the Cities of Plainfield and Edison or the federal government may lead to disciplinary action.

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

The School and all the students are held responsible for knowing the contents of the Student Handbook (visit the Schools’ website, www.jfkmuhlenbergschools.org) and the School Catalog. Failure to read these publications or posted official notices of the School does not excuse members of the School community from the rules and regulations in effect.

The Student Handbook is reviewed and revised annually and is distributed at the opening of each academic year. It is also available on the Schools’ website, www.jfkmuhlenbergschools.org. Enrolled students may secure access to a copy of the current Catalog or from the Schools’ website, www.jfkmuhlenbergschools.org. The student is responsible for obtaining the most current Student Handbook.

Official notices are posted, as needed, on the bulletin board by the first floor elevator in the School.
All NURM, RADM and DMSM designated courses are taught at the JFK Muhlenberg Snyder Schools’ campus. Kean University courses for the Pathways to BSN track are listed in a separate section following the other course descriptions. All other courses are taught at Union County College, the majority of which are offered at the Cranford Campus.

ALLIED HEALTH

ALH 161 MEDICAL TERMINOLOGY
This course is designed to familiarize students with the basic vocabulary used in health care. Students will apply word-building, using prefixes, suffixes, roots and combining forms, to master the terminology of the health field. A systems approach will be used to survey the basic anatomy and physiology of the human body, with identification of selected terms that define the pathologies, diagnostic procedures and treatments associated with each system.  
2 lecture hours per week.  
3 credit hours.

ALH 201 PATHOPHYSIOLOGY AND HEALTH CARE
This course will introduce the student to the mechanisms of health and human disease. Students will be introduced to factors influencing health and the promotion and maintenance of wellness. An overview will be provided of the etiology, diagnosis and treatment of major diseases, along with how to apply this knowledge as an allied health care practitioner. Focus will be placed on the most common clinical conditions likely to be encountered by health care professionals. Classification, symptoms, and terminology will be discussed.  
Prerequisite: College-entry level competency in English and Math.  
3 lecture hours per week.  
3 (Theory) credit hours.

BIOLOGYS

BIO 102 HUMAN BIOLOGY
This course is an introduction to human anatomy and physiology for the non-Biology major. It is designed to develop an appreciation for the structure and functions of the human body; to point out the relationship of body systems to health and disease; and to emphasize human biology as it relates to everyday living experiences. Not open to students who have taken BIO 105 – BIO 106. 
3 lecture and 3 laboratory hours per week.  
4 credit hours.

BIO 105 ANATOMY AND PHYSIOLOGY I
The study of the organ systems from the perspective of their structure, processes and regulation. The course specifically deals with chemistry of life, cells, tissues, integument, skeletal system, muscular system and nervous system.  
Prerequisite: ENG 089, ENG 099, if required.  
3 lecture and 3 laboratory hours per week.  
4 credit hours.

BIO 106 ANATOMY AND PHYSIOLOGY II
A continuation of Anatomy and Physiology I intended to complete the required two-semester sequence. The course covers the following systems: endocrine, respiratory, circulatory, lymphatic, immunology, digestive, urinary and reproductive.  
Prerequisite: BIO 105.  
3 lecture and 3 laboratory hours per week.  
4 credit hours.

BIO 108 MICROBIOLOGY
A study of microbial life on earth including microbial cell biology, growth and metabolism, genetics, diversity and evolution, effects on the environment and the interactions between microorganisms and higher forms of life. Emphasis will be placed on the relationship between microorganisms and humans and current efforts to track and control infectious diseases worldwide.  
Prerequisites: BIO 105 or one semester of college-level Chemistry.  
3 lecture and 3 laboratory hours per week.  
4 credit hours.
CHEMISTRY

CHE 101 COLLEGE CHEMISTRY
This course is primarily intended for non-science majors. CHE 101 is the study of the chemical view of matter, atomic structure and theory, chemical bonding, stoichiometry, oxidation, reduction, and solutions.
3 lecture and 3 laboratory hours per week.
4 credit hours.

CHE 105 CHEMISTRY – HEALTH SCIENCES
This course is primarily intended for students pursuing Nursing and Health Science Degrees. CHE 105 is a study of selected topics in general, organic and biological chemistry oriented toward health sciences. Students who have not had high school chemistry are recommended to take CHE 101.
Students pursuing the Bachelor’s Degree in Nursing are recommended to take CHE 114.
3 lecture and 3 laboratory hours per week.
4 credit hours.

CHE 113 PRINCIPLES OF INORGANIC CHEMISTRY
This course is primarily intended for non-science degree majors. CHE 113 is a study of general and inorganic chemistry including elements, compounds, mixtures, atomic structure, gas laws, solutions, acids and bases, radioactivity. Students who have not had high school chemistry are recommended to take CHE 101.
3 lecture and 3 laboratory hours per week.
4 credit hours.

CHE 114 PRINCIPLES OF ORGANIC CHEMISTRY AND BIOCHEMISTRY
This course is primarily intended for students pursuing Nursing and Health Science Degrees. CHE 114 is an introductory study of the basic concepts of organic and biochemistry oriented toward the health-related fields. Topics include nomenclature, reactions and stereochemistry of the major classes of organic compounds; the basic chemistry of carbohydrates, proteins, lipids, nucleic acids and enzymes in relationship to the metabolism of living organisms. Students who have not had high school chemistry are recommended to take CHE 101.
3 lecture and laboratory hours per week.
4 credit hours.

COMPUTER INFORMATION SYSTEMS

CIS 100 INTRODUCTION TO COMPUTER APPLICATIONS
This course introduces students to basic computer concepts. The course also focuses on a current version of Microsoft Office Professional. Students experience hands-on instruction in word processing, spreadsheets, databases, and professional presentations. This course prepares students to succeed in both college and the business world by enabling them to write reports, analyze and chart data, and prepare presentations.
Prerequisite: ADM 101, ENG 088, MAT 011.
2 lecture and 2 laboratory hours per week.
3 credit hours.

CIS 101 INTRODUCTION TO INFORMATION SYSTEMS
This course is an introduction to the many facets of computer information systems. The course provides an understanding of system concepts, information technology, and application software. It also introduces students to how information is used in organizations and how information technology enables improvement in quality and timeliness of information. It gives students the characteristics of professionals and of possible career paths. Topics include ethical and societal issues, organizing data and information, telecommunications and networks, e-commerce, and management information systems. With hands-on experience, the course supports the concept of problem solving with computers via applications and the internet.
Prerequisites: CIS 100, ENG 088, MAT 022.
2 lecture and 2 laboratory hours per week.
3 credit hours.
DIAGNOSTIC MEDICAL SONOGRAPHY
DMSM 100 INTRODUCTION TO CLINICAL SONOGRAPHY
This course provides a historical, professional and occupational development of Diagnostic Medical Ultrasound. Case studies of the various Imaging Modalities and how to correlate these findings with ultrasound will be emphasized. The terminology used in Sonography and scanning demonstration labs are included.
Prerequisites: BIO 105, PHY 125 with lab or PHY 101 with lab, MAT 119, ENG 101.
2 lecture hours per week.
2 credit hours.

DMSM 101 PATIENT CARE
The course includes a survey of general principles, techniques and procedures in patient care, ethics and medico-legal. The course introduces the student to practical components for the clinical setting. Demonstration lab and competency testing in Patient Care skills are included.
2 lecture hours per week.
2 credit hours.

DMSM 102 CROSS-SECTIONAL ANATOMY
This course provides basic sectional anatomy of the abdomen and pelvis, which allows the ultrasound student to develop sufficient comfort with cross-sectional images.
2 lecture hours per week.
2 credit hours.

DMSM 103 ULTRASOUND PHYSICS AND INSTRUMENTATION – Part I
This course provides the student with the knowledge of ultrasound physics and instrumentation with an emphasis on sound and its interaction with matter. Topics covered in this course include basic physical principles of ultrasound, Doppler principles and ultrasound equipment controls.
Prerequisite: PHY 125 with lab or PHY 101 with lab.
3 lecture hours per week.
3 credit hours.

DMSM 104 ULTRASOUND PHYSICS AND INSTRUMENTATION – Part II
This course provides the ultrasound student with the knowledge of ultrasound physics and instrumentation with an emphasis on instrumentation. Topics include detailed ultrasound instrumentation, applied Doppler Effect with interpretation, imaging recording devices and quality control.
Prerequisite: DMSM 103.
3 lecture hours per week.
3 credit hours.

DMSM 105 ULTRASOUND OF THE ABDOMEN – Part I
The course provides the foundation for human physiology and pathophysiology, relating these sciences to clinical diseases of the abdomen and the resultant pathological effects of the anatomy. Scanning demonstration labs are included.
3 lecture hours per week.
3 credit hours.

DMSM 106 ULTRASOUND OF THE ABDOMEN – Part II
This course provides the foundation for human physiology and pathophysiology, relating these sciences to clinical diseases of the abdomen and the resultant pathological effects on the anatomy. Demonstration labs are included.
Prerequisite: DMSM 105.
3 lecture hours per week.
3 credit hours.

DMSM 107 ULTRASOUND OF THE FEMALE PELVIS
This course provides the ultrasound student with a basic knowledge of gynecology and its ultrasonographic applications. Normal and abnormal pathophysiology of the female pelvis is included.
3 lecture hours per week.
3 credit hours.
COURSE DESCRIPTIONS

DMSM 109 OBSTETRICAL SONOGRAPHY – Part I
This course provides the ultrasound student with information necessary to perform sophisticated obstetrical procedures utilizing ultrasound. Examination strategies for various procedures are explored as well as the integration of ultrasound into established clinical practices.

3 lecture hours per week.
3 credit hours.

DMSM 111 ULTRASOUND OF SUPERFICIAL STRUCTURES I
This course provides the didactic and clinical knowledge necessary to perform basic sonographic examination of anatomy classified as superficial structures. Utilizing specialized equipment and high megahertz transducers, examination strategies for various procedures are discussed. The role of ultrasound in established clinical practices utilizing superficial structures imaging is discussed. Demonstration labs are included.

3 lecture hours per week.
3 credit hours.

DMSM 116 ULTRASOUND REGISTRY REVIEW
This course is comprehensive, covering all topics that appear on the current ARDMSM test content outline for General Abdomen Obstetrics and Gynecology and Physics and Instrumentation.

3 lecture hours per week.
3 credit hours.

DMSM 117 OBSTETRICAL SONOGRAPHY – Part II
This course provides the ultrasound student with information necessary to perform sophisticated obstetrical procedures utilizing ultrasound. Examination strategies for various procedures are explored as well as the integration of ultrasound into established clinical practices.

Prerequisite: DMSM 109.
3 lecture hours per week.
3 credit hours.

DMSM 118 ULTRASOUND OF SUPERFICIAL STRUCTURES II
This course provides the didactic and clinical knowledge necessary to perform basic sonographic examination of anatomy classified as superficial structures. Utilizing specialized equipment and high megahertz transducers, examination strategies for various procedures are discussed. The role of ultrasound in established clinical practices utilizing superficial structures imaging is discussed.

Prerequisite: DMSM 111.
3 lecture hours per week.
3 credit hours.

CLPR 901 CLINICAL PRACTICUM I
Student observes, assists with and performs procedures in the clinical setting. This course prepares the student for application of classroom knowledge in the radiography area. Required participation includes 2 days per week at a contracted clinical education site for 12 weeks after completion of the introductory phase of 4 weeks at the school.

This is a graded course – non-credited.

CLPR 902 CLINICAL PRACTICUM II
Student observes, assists with and performs procedures in the clinical setting. This course prepares the student for application of classroom knowledge in the radiography area. Required participation includes 2 days per week at a contracted clinical education site for 15 weeks.

This is a graded course – non-credited.

CLPR 903 CLINICAL PRACTICUM III
Student observes, assists with and performs procedures in the clinical setting. This course prepares the student for application of classroom knowledge in the radiography area. Required participation includes 2 days per week at a contracted clinical education site for 6 weeks.

This is a graded course – non-credited.
CLPR 904 CLINICAL PRACTICUM IV
Student observes, assists with and performs procedures in the clinical setting. This course prepares the student for application of classroom knowledge in the radiography area. Required participation includes 2 days per week at a contracted clinical education site and 2 days per week of clinical related seminars for 6 weeks.
\textit{This is a graded course – non-credited.}

CLPR 905 CLINICAL PRACTICUM V
Student observes, assists with and performs procedures in the clinical setting. This course prepares the student for application of classroom knowledge in the radiography area. Required participation includes 2 days per week at a contracted clinical education site for 15 weeks.
\textit{This is a graded course – non-credited.}

CLPR 906 CLINICAL PRACTICUM VI
Student observes, assists with and performs procedures in the clinical setting. This course prepares the student for application of classroom knowledge in the radiography area. Required participation includes 2 days per week at a contracted clinical education site for 15 weeks.
\textit{This is a graded course – non-credited.}

CLPR 907 CLINICAL PRACTICUM VII
Student observes, assists with and performs procedures in the clinical setting. This course prepares the student for application of classroom knowledge in the radiography area. Required participation includes 2 days per week at a contracted clinical education site and 2 days per week of clinical related advanced seminars and reviews for 6 weeks.
\textit{This is a graded course – non-credited.}

CLPR 908 CLINICAL PRACTICUM VIII
Student observes, assists with and performs procedures in the clinical setting. This course prepares the student for application of classroom knowledge in the radiography area. Required participation includes 2 days per week at a contracted clinical education site and 2 days per week of clinical related advanced seminars and reviews for 6 weeks and 2 days per week at the school in preparation for the completion of the program. Student must successfully complete the final comprehensive examination prior to graduation from the school.
\textit{This is a graded course – non-credited.}

CLPS 901 CLINICAL SONOGRAPHY I
This course prepares the student for the application of classroom knowledge to the practice of ultrasound by means of formal scanning labs combined with a clinical internship. Performing basic, general, ultrasound examinations in both the laboratory and clinical settings is stressed. Patient care applications, ethical issues and medico-legal considerations are discussed as they relate to the practice of an ultrasound examination and the student’s place in the clinical setting.
\textit{This is a graded course – non-credited.}

CLPS 902 CLINICAL SONOGRAPHY II
This course, a continuation from CLPS 901, further prepares the student for the application of classroom knowledge to the practice of ultrasound by means of a clinical internship. Performing basic, general ultrasound examinations in both the laboratory and clinical settings is stressed. The student is expected to perform basic examinations with little, if any, assistance by the end of this course.
\textit{This is a graded course – non-credited.}

CLPS 903 CLINICAL SONOGRAPHY III
This course allows for further development of ultrasound examination skills by means of a clinical internship. Various clinical examination competencies will be performed with no assistance by the end of this course.
\textit{This is a graded course – non-credited.}
CLPS 904 CLINICAL SONOGRAPHY IV
This course is designed to fine tune the development of ultrasound examination skills by means of a clinical internship. The student is expected to perform general ultrasound examinations with little or no assistance. Performance of specialized ultrasound examinations at various clinical sites will begin and site-specific competency evaluations will be performed.
This is a graded course – non-credited.

CLPS 905 CLINICAL SONOGRAPHY V
This course is the final development of ultrasound examination skills by means of clinical internship. The student is expected to perform general ultrasound examinations with no assistance and specialized ultrasound examinations depending on the site of attendance and the approval of the designated clinical instructor.
This is a graded course – non-credited.

RNTM 103 INTRODUCTION TO MEDICAL IMAGING
This course is specific to hospital imaging departments, medical radiology offices and clinics providing medical imaging services. It addresses both patient care skills and radiation protection. Special consideration is focused on the basic emotional, physical and diverse cultural needs of patients, infection control, safety, medico-legal and ethical issues, surgical asepsis, pharmacology, vital signs and identification of emergency situations. The radiographers role in patient, public, and personnel radiation protection is emphasized. The concepts of ALARA and Dose Equivalent Limit are compared and regulatory agencies are identified. The agencies involvement in radiation protection are discussed.
4 lecture hours per week. 4 credit hours.

RNTM 101 MEDICAL TERMINOLOGY
This Web-enhanced course is designed to introduce the student to the language of the Medical profession. It includes terminology relating to body systems and organs and provides a comprehensive study appropriate for all allied health modalities.
Offered only online.
1 credit hour.

RNTM 102 HEALTH CARE TODAY
This Web-enhanced course is designed to create a broad overview of today’s healthcare industry. It will introduce the student to delivery of healthcare, economics, insurance programs administrative roles, leadership, management, budget and planning, internal politics, capital allocation, operating budgets, government roles, and employee relations.
RADIOGRAPHY - Prerequisites: RNTM 101, RNTM 103, RADM 120.
SONOGRAPHY – Prerequisites: DMSM 100
Offered only online.
2 credit hours.

RNTM 201 FUNDAMENTALS OF COMPUTED TOMOGRAPHY
This course is designed to provide a basic overview of the fundamentals of Computed Tomography (CT) technology. Equipment, instrumentation, image processing, reconstruction, patient safety, cross sectional anatomy and patient positioning will be discussed. CT involves the use of rotating x-ray equipment, combined with a digital computer, to obtain cross sectional images of the body. This course is offered to both radiographers and non-radiographers.
3 lecture hours per week. 3 credit hours.

RNTML 201 FUNDAMENTALS OF CLINICAL COMPENCY
This course is offered to Radiography students and licensed/registered Radiographers who are eligible to perform Computed Tomography procedures at accredited medical institutions. In addition to the topics covered in RNTM 201, RNTML 201 requires 45 clinical experience hours in CT facility. Clinical proficiency exams in several procedures included in the ARRT (American Registry of Radiologic Technologists) certification requirements competencies must be demonstrated. In addition, students observe and assist CT technologists in the clinical setting and experience and evaluate the quality of CT images.
Prerequisite or Co-requisite: RNTM 201.
3 clinical hours per week.
1 credit hour.
ENGLISH

ENG 098 INTRODUCTION TO COLLEGE WRITING I
This course is part of a multi-semester sequence designed to help the student whose writing indicates the need for concentrated attention and practice with the process of language use. Particular attention is given to producing compositions that have sufficient information.
Prerequisite: ENG 087, if needed.
4 lecture hours per week.
4 institutional credit hours.

ENG 099 INTRODUCTION TO COLLEGE WRITING II
This course is the highest level of a multi-semester sequence providing intensive involvement in the writing process.
Prerequisite: ENG 098, if needed.
4 lecture hours per week.
4 institutional credit hours.

ENG 101 ENGLISH COMPOSITION I
This course is the first half of a two-semester sequence, completed by either ENG 102 or ENG 122 as required by program of study, which focuses on the development of the student’s skill in writing expository prose.
Prerequisite: ENG 099, if needed.
3 lecture hours and one conference hour per week.
3 credit hours.

ENG 102 ENGLISH COMPOSITION II
This course is the second half of a two-semester sequence, which focuses on the continued development of the student’s skill in writing expository prose as well as an introduction to literature.
Prerequisites: ENG 089, if needed, ENG 101 or ENG 112.
3 lecture hours and 1 conference hour per week.
3 credit hours.

ENG 111 ENGLISH COMPOSITION FOR SPEAKERS OF OTHER LANGUAGES I
This course is designed as a writing course for students whose first language is not English. The sequence of ENG 111 and ENG 112 serves as a substitute for ENG 101 for which the student receives three credits. The other three credits counts towards humanities/language elective credits. English 111 improves students’ skills as successful academic writers. The focus of this course is to teach students the necessary steps involved in writing a research paper, including summarizing, paraphrasing, citing and writing bibliography using MLA style. Attention is given to the cultural implications of thought patterns, organization and academic writing conventions in English. English III includes a required “TAC” (Theme Analysis Conference) hour in which students meet with the instructor. This is an hour outside of class time that the instructor is available to work with his/her ENG III students. You can see the Division Dean for suggestions on the use of the TAC hour.
Prerequisite: ESL 067, 097 or ESL placement test.
3 lecture hours and 1 conference hour per week.
3 credit hours.

ENG 112 ENGLISH COMPOSITION FOR SPEAKERS OF OTHER LANGUAGES II
This course is the second semester of a two-semester sequence of college composition for students whose first language is not English. The sequence serves as a substitute for ENG 101 for non-native speakers of English.
Prerequisite: ENG 111 and ESL 082, ESL 084, ESL 068, or ESL 098.
3 lecture hours and 1 conference hour per week.
3 credit hours.
COURSE DESCRIPTIONS

HUMANITIES ELECTIVES

The student is referred to the Union County College Catalog for a complete description of all courses offered by the college. Students enrolled in the JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing/Union County College Cooperative Nursing Program or the JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder School of Medical Imaging/Union County College Cooperative Program in Radiography or Diagnostic Medical Sonography must complete Humanities elective(s) as part of the general education requirements. Students in the Nursing Program must complete two Humanities courses. Students enrolled in a Medical Imaging Program – Radiography or Diagnostic Medical Sonography – must take one Humanities elective. Humanities electives are chosen from the following subject areas: English, History, Modern Languages, Philosophy and Fine Arts.

INTERDISCIPLINARY HEALTH STUDIES

IDH 101 FUNDAMENTALS OF HEALTH AND DISEASE

This course is adapted to the needs of the allied health student whose specialization will be as a part of a health care team. The general goal is to provide a survey or introduction to human disease by a method that is somewhat less intensive than the classic and general systematic pathology that is offered to medical students. It is intended to provide the student with a better understanding and appreciation of the human body in both health and disease. An examination of health problems, disease processes, and discussions of normal functions for comparisons occur. Classification, symptoms, and terminology associated with disease and wellness are discussed. An orientation to treatment, diagnosis, and prognosis is presented.

3 lecture hours per week.
3 credit hours.

MATHEMATICS

The Mathematics Department offers courses designed to serve the various degree programs in the areas of Biology, Engineering, Engineering Technology, Liberal Arts, Business, Physical Science, and Allied Health fields. In order to meet the degree requirements, students must select courses according to the following guidelines.

College policy requires permission of the Department before you may register for a third attempt at a particular course. No third attempts will be allowed for any mathematics course unless the student involved has successfully completed the prerequisite of that course immediately before the third attempt. This applies to F’s and W’s. Absolutely no fourth attempts will be permitted.

All online students are required to take a proctored midterm and final exam and present a proper photo ID which can be a valid driver’s license, passport, or state ID.

All required institutional mathematics courses, as determined by placement testing, must be completed prior to enrollment in credit mathematics courses.

Program plans assume the completion of all prerequisites for the mathematics courses as satisfactory performance on the College Level Mathematics exam. Contact the Mathematics Department for further information.

MAT 011 PRE-ALGEBRA

This course is for students whose College Basic Skills Test scores indicate the need for preparatory work in arithmetic. It is a comprehensive study of arithmetic and allied processes with the purpose of preparing students for algebra. Emphasis is on the purpose and techniques of mathematics. Topics include arithmetic operations, fractions, decimals, percent, factors, proportions, signed numbers, and elementary equations.

NOTE: Students may not register for courses numbered MAT015 or higher unless they have either passed the computation portion of the College Basic Skills Placement Test or MAT011. Students registered for MAT011 may not register concurrently for a mathematics course numbered MAT015 or higher.

4 lecture hours per week.
4 institutional credit hours.
MAT 016 INTRO TO ALGEBRA – PART II
This course is designed for students who have successfully completed Intro to Algebra (part 1) (MAT 015). This course will cover exponents, scientific notation, polynomials, factoring of trinomials, radicals, rational expressions, quadratics and the applications.
Prerequisite: A grade of “C” or better in MAT 015.
NOTE: Completing the MAT 015 — MAT 016 sequence is equivalent to completing MAT 022.
4 lecture hours per week.
4 institutional credit hours.

MAT 022 INTRODUCTION TO ALGEBRA
This course is for students whose College Basic Skills Test scores indicate the need for preparatory work in algebra. The course includes solving equations, polynomials, factoring, rational equations, radical equations, systems of linear equations, graphing linear equations and quadratic equations.
Prerequisite: A grade of “C” or better in MAT 011 or required score on the Computation Placement Test AND required score on Algebra Placement Test.
4 lecture hours per week.
4 institutional credit hours.

MAT 119 ALGEBRA
This course is for students who have mastered basic algebra and need a deeper understanding of algebra before progressing to other credit mathematics courses. Topics include solving linear and quadratic equations and inequalities, absolute value equations and inequalities, graphs of linear and quadratic equations, equations of lines, systems of equations, introduction to functions, quadratic functions, polynomials functions, rational functions, radical functions, rational exponents and applications.
Prerequisites: ENG 089 and a grade of “C” or better in MAT 119 or satisfactory performance on the “College Level Mathematics Test”.
4 lecture hours per week.
4 credit hours.

MAT 127 ELEMENTARY STATISTICS
This course is an elementary course in descriptive statistics and statistical inference. Topics include: measures of central tendency and dispersion, sampling and probability distributions, including binomial, normal, and others. Practical problems involving correlation, linear regression, confidence intervals and hypothesis testing are included.
Prerequisites: ENG 089, and a satisfactory score on the College Basic Skills Test for Computation and Algebra, or grade of “C” or better in MAT 011, and MAT 015/MAT 016 or MAT 022.
4 lecture hours per week.
4 credit hours.

MAT 143 ELEMENTARY MATHEMATICAL ANALYSIS I
This course provides an introduction to the concepts and techniques needed to proceed to more advanced mathematics and science courses, such as calculus. Topics include rational exponents, circles, functions and their properties, complex numbers, solving quadratic equations, graphs of quadratic functions, polynomial functions and their graphs, rational functions and their graphs, synthetic division, inverse functions, exponential and logarithmic functions with applications.
Prerequisites: ENG 089 and a grade of “C” or better in MAT 011 or satisfactory performance on the “College Level Mathematics Test”.
4 lecture hours per week.
4 credit hours.

NURSING

NURM 100 MATH FOR PHARMACOLOGY
This course is primarily designed to prepare students with the definitive mathematical concepts necessary to ensure safe administration of medications. The metric and household systems are reviewed and applied. In addition to mathematical concepts, correlation of pharmacological theory to nursing practice will be emphasized. Blended on line course with 4 classroom meetings.
Corequisites: BIO 105, CHM 105, ENG 101, NURM 119
1 credit hour
NURM 119 INTRODUCTION TO NURSING (to be taken in the semester immediately prior to NURM121)
This course is designed to provide the student nurse with the knowledge necessary for registered nurse practice. The role of the accountable, responsible registered nurse is explored through such topics as the profession of nursing, its historical perspectives and Orem’s Self Care Theory. Emphasis is placed on the nursing process, evidence-based practice and the critical thinking necessary for practice. Integrated throughout the course are concepts and issues that relate to nursing practice: the nurse patient relationship, effective communication, self care and wellness, culture, teaching and learning, nutrition and current ethical and legal considerations.

The theory base provided for in this course will be built upon and applied in subsequent nursing courses.

Corequisites: BIO 105, CHM 114, ENG 101; GPA 2.0
3 lecture hours.
3 credit hours

NURM 120 LPN TRANSITION COURSE
NURM 120 serves as a bridge course designed to facilitate the transition of the student from the role of the LPN to the role of a student preparing for RN practice. The course will introduce the student to the philosophy, objectives, and conceptual framework of the JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing program. The nursing process will be introduced as it relates to evidence-based decision making when planning care for adults with selected basic care need/self-care deficits. Nursing theory, nutrition, pharmacology, psychosocial, ethical and legal concepts related to nursing practice will be examined. The role of the registered nurse as a member of the nursing and health teams will be explored. Laboratory experiences will be provided in adult medical-surgical clinical and classroom facilities.

Prerequisites: Current LPN license, BIO 105, BIO 106, BIO 108, PSY 101, PSY 204, ENG 101, ENG 102, CHE 114, and SOC 101.
11.2 lecture and 11.2 laboratory hours per week.
4 credit hours.

NURM 121 NURSING I
This course is designed to establish the foundation of knowledge, attitude and perceptual motor skills necessary for registered nurse practice. The role of the accountable, responsible registered nurse as it relates to the delivery of evidence-based care to patients experiencing actual/potential, commonly occurring simple basic need/health deviations is explored. Within the context of the nursing process, the assessment phase is stressed. The student nurse gains experiences in the systematic data collection through the use of the nursing history and physical examination. Emphasis is placed on the application of beginning effective communication, self care and wellness. Current legal, ethical and social problems and teaching and learning principles are elaborated on. Laboratory experiences are provided in the classroom laboratory setting as well as medical-surgical units, long term care facilities, and any other clinical sites to meet the course objectives.

Prerequisites: BIO 105, CHE 114, ENG 101, NURM 100, NURM 119.
Corequisites: NRML 121, BIO 106, PSY 101.
4 lecture hours and 12 laboratory hours per week.
8 credit hours.

NURM 122 NURSING II
This course explores the role of the accountable, responsible registered nurse as it relates to the delivery of evidence-based care to the childbearing and childrearing family and patients experiencing actual/potential, commonly occurring, increasing to the complex, health deviations. Within the context of the nursing process, the diagnostic phase is stressed. The student nurse gains experiences in analyzing and interpreting patient data for an accurate nursing diagnosis in the clinical setting. Emphasis is placed on developing skills, self care and wellness, and teaching/learning principles. Laboratory experiences are provided in the classroom laboratory setting as well as medical-surgical, obstetrical, pediatric units, community agencies and any other clinical sites to meet the course objectives.

Prerequisites: NURM 121 and its corequisites.
Corequisites: NRML 122, BIO 108, PSY 204.
4 lecture hours and 12 laboratory hours per week.
8 credit hours.
NURM 221 NURSING III
This course explores the role of the accountable, responsible registered nurse as it relates to the delivery of evidence-based care to patients experiencing actual/potential, commonly occurring, complex health deviations. Within the context of the nursing process, the planning phase is stressed. The student nurse gains experiences in setting realistic patient outcomes and personalizing nursing interventions for two patients in the clinical setting. Emphasis is placed on developing therapeutic communication skills, beginning management skills, current legal, ethical and social problems and teaching-learning principles which assist the patient in overcoming self-care deficits. Laboratory experiences are provided in the classroom laboratory setting as well as medical-surgical units, psychiatric facilities, community agencies, and other clinical sites to meet the course objectives.

Prerequisites: NURM 122.
Corequisites: NRML 221, SOC 101, ENG 102.
4.5 lecture hours and 13.5 laboratory hours per week.
9 credit hours.

NURM 222 NURSING IV
This course emphasizes the role of the accountable, responsible registered nurse as it relates to the delivery of evidence-based care to patients experiencing actual/potential, commonly occurring multiple complex deviations. Within the context of the nursing process, the evaluation phase is stressed. The student nurse gains experience in organizing, prioritizing and evaluating care for a small group of patients in the clinical setting. Emphasis is placed on the application of increasing therapeutic communication skills, management and leadership skills, current legal, ethical and social problems and teaching/learning principles which assist the patient in overcoming self-care deficits. Laboratory experiences are provided in the classroom laboratory setting as well as medical-surgical units, psychiatric facilities, community agencies, and other clinical sites to meet the course objectives.

Prerequisites: NURM 221.
Corequisites: NRML 222, 2 Humanities electives.
4.5 lecture hours and 13.5 laboratory hours per week.
9 credit hours.

NURM 141 ACCELERATED NURSING - Spring
Nursing M 141 is a comprehensive course designed to establish a sound foundation of knowledge, attitudes and perceptual motor skills necessary for accountable, registered nurse practice. The role of the accountable, responsible registered nurse as it relates to the delivery of evidence-based care to patients experiencing actual/potential, commonly occurring simple basic need/health deviation is explored. Theoretical nursing concepts and related skills with emphasis on self-care, developmental requisites and basic needs of Man form the organizational framework of the course. The nursing process, ethical/legal/historical constructs, communication techniques, teaching/learning principles and nutritional, pathophysiological, pharmacological and psychosocial concepts are applied to meeting the nursing needs of patients experiencing commonly occurring health problems.

Prerequisites: Baccalaureate degree or higher and BIO 105, BIO 106, BIO 108, CHE 1114, NURM 100, PSY 101 and PSY 204, ENG 101, ENG 102, SOC 101, 2 Humanities electives.
Corequisites: NRML 141: GPA 2.0.
7 lecture hours and 18 laboratory hours per week.
13 credit hours.

NURM 241 ACCELERATED NURSING - Summer
Nursing M 241 explores the role of the accountable, registered nurse as it relates to the delivery of evidence-based care to the childbearing and childrearing family and patients experiencing commonly occurring psychological and psychosocial deviations. Ethical/legal, nutritional, pharmacological, developmental, psychological and sociological concepts related to meeting the nursing needs of patients are integrated. Emphasis is placed on teaching/learning principles and the development of therapeutic communication techniques within the nurse-patient relationship. Laboratory experiences are provided in parent/child inpatient and community settings and also at behavioral and adult health care facilities. This is a condensed summer course.

Prerequisites: NURM 141.
Corequisites: NRML 241.
8.2 lecture hours and 20.5 laboratory hours per week.
11 credit hours.
NURM 242 ACCELERATED NURSING - Fall
Nursing 242 explores the role of the accountable, responsible registered nurse as it relates to the delivery of evidence-based care to patients experiencing actual/potential, commonly occurring, multiple complex health deviations. Within the context of the nursing process, the nursing student gains experience in organizing, prioritizing and evaluating care for small groups of patients by assisting them to overcome those deficits which interfere with self-care. Nutritional, pharmacological, psychological and sociological needs of the patient as well as ethical/legal issues related to the care of chronically ill patients are discussed. Emphasis is also placed on increasing communication skills and implementing teaching-learning principles. Experiences are provided in a variety of structured health care settings such as the acute care units and medical-surgical units.

Prerequisite: NURM 241.
Corequisites: NRML 242.
7 lecture hours and 18 laboratory hours per week.
13 credit hours.

PHYSICS

PHY 101 GENERAL PHYSICS I
This is a general education, algebra-based, general physics course. It is the first in a two-course sequence. This course covers the following basic concepts: measurement; composition and resolution of forces; force systems; kinematics of a particle; dynamics of a particle; systems of forces; rotational motion; work, energy and power; momentum; elastic properties of solids and liquids; mechanics of fluids;

Prerequisites: MAT 143.
Corequisite: PHYL 111.
3 lecture hours per week.
3 credit hours.

PHY 101 MECHANICS LABORATORY
Physics laboratory to accompany PHY101.
Corequisite: PHY 101.
3 laboratory hours per week.
1 credit hour.

PHY 102 GENERAL PHYSICS II
This physics course is the second part of a general education, algebra-based, multi-semester sequence. This course covers the basic concepts of temperature and heat; thermal expansion; heat transfer; ideal gas laws; the elastic properties of solids and liquids, thermodynamics; wave motion; stationary waves; sound waves; acoustics; light and illumination; reflection; refraction; thin lenses; optical instruments; physical optics; electrostatics; capacitance, electric circuits, power magnetism, induced E.M.F.; inductance; and simple AC circuits.

Prerequisite: PHY101.
Corequisite: PHYL 102.
3 lecture hours per week. 3 credit hours.

PHY 102 GENERAL PHYSICS II LABORATORY
Physics laboratory to accompany PHY 102.
Corequisite: PHY 102.
3 laboratory hours per week. 1 credit hour.

PHY 111 MECHANICS LABORATORY
This physics laboratory course accompanies PHY 101, General Physics I, or PHY 111, Mechanics. It covers the study of classical mechanics, including kinematics, projectile and circular motion, Newton’s laws of motion, friction work and energy, impulse and momentum, conservation of energy and momentum, static equilibrium, rotational dynamics and fluids.

Corequisite: PHY 101 or PHY 111.
3 laboratory hours per week.
1 credit hour.
PHY 125 ELEMENTS OF PHYSICS
This is a general education lab science course. This course covers the fundamental ideas and concepts of physics in the following topics: measurements and units, motion of bodies, forces, work and energy, momentum, temperature and heat, waves, optics, electricity and magnetism, radiation, atomic and nuclear physics.
Prerequisites: MAT 119.
Corequisite: PHYL 125.
3 lecture hours per week.
3 credit hours.

PHYL 125 ELEMENTS OF PHYSICS LABORATORY
Physics laboratory to accompany PHY 125.
Corequisite: PHY 125.
2 laboratory hours per week.
1 credit hour.

PSYCHOLOGY

PSY 101 GENERAL PSYCHOLOGY
This course is an introduction to the scientific study of behavior and mental processes. Includes topics such as research methods, the neurological bases of behavior, consciousness, sensation and perception, learning, memory, thinking and intelligence, personality, motivation and emotion, development, psychological disorders and social psychology.
Prerequisites: ENG 088 and ENG 098 or permission of instructor.
3 lecture hours per week.
3 credit hours.

PSY 102 PSYCHOLOGY OF PERSONALITY
This course explores personality dynamics in light of the major theories of personality, including Freudian, behavioral, trait, cognitive, socio-cultural, humanist and other perspectives. Included are an introduction to theory construction, personality assessment, and theories of deviance.
Prerequisite: PSY 101.
3 lecture hours per week.
3 credit hours.

PSY 204 LIFESPAN DEVELOPMENT
Human Life Span is a broad-based course that provides the context to understand the significant processes that shape human development over the course of human life. The focus of this course is the scientific study of the biological, psychological, cognitive, emotional, personal, and social changes throughout life span, beginning with prenatal development, through infancy, early and middle childhood, adolescence and the major adult stages, i.e., early, middle, late, and issues related to the end of life. Controversial and ethical issues relevant to lifespan development and the scientific study of human development will be studied.
Prerequisite: PSY 101.
3 lecture hours per week.
3 credit hours.

RADIOLOGY

RADM 110 PRINCIPLES OF RADIOGRAPHIC EXPOSURE I
The first of a 2-semester series, this course provides the student a foundation of radiation exposure theory. Factors governing and influencing radiographic image production are presented. Student presentations are used to reinforce key concepts. Creating an image, selecting optimal technical factors, density, contrast and resolution, body habitus analysis, disease and structural processes evaluation are included.
3 lecture hours per week.
3 credit hours.

RADM 120 RADIOLOGIC PROCEDURES I
In this first course in a series, the student will be introduced to the concepts and terminology of movement in relation of body parts. X-ray beam direction, body positions, projections and views will be explained. Anatomy, limited pathology and radiographic positioning of the chest, abdomen, upper extremity and shoulder girdle are included. A critical thinking module as related to film evaluation and clinical situations will be introduced. Clinical education based on competency evaluation parallels the course content and are an integral part of this course.
3 lecture hours per week.
3 credit hours.
COURSE DESCRIPTIONS

RADM 121 RADIOLOGIC PROCEDURES II
Part II in this series is a continuation of the concepts, techniques and critical thinking skills initiated in part I. Anatomy, limited pathology and radiographic positioning of the lower extremity, pelvis, bony thorax and spinal column are included. Clinical education based on competency evaluation parallels the course content and are an integral part of this course.
Prerequisite: RADM 120.
3 lecture hours per week. 3 credit hours.

RADM 122 RADIOLOGIC PROCEDURES III
This course includes a review of the skull anatomy. Bones, topographic landmarks and positioning lines will be identified. Positioning skills for routine skull radiography, facial bones and paranasal sinuses are included. A critical thinking module as related to film evaluation and clinical situations will be used. Clinical education based on competency evaluation parallels the course content and are an integral part of this course.
2 lecture hours per week.
2 credit hours.

RADM 135 RADIATION BIOLOGY
An overview of the biological effects of radiation exposure examines the interaction of radiation with matter, macromolecules, cells, tissue and whole body radiation. Included is the clinical impact of genetic and somatic responses to radiation. Radiation safety is introduced through topics such as the biological consequences of irradiation, regulatory limitations of exposure and methods for exposure minimization in all modalities including CT and digital systems.
2 lecture hours per week.
2 credit hours.

RADM 201 RADIOGRAPHIC PATHOLOGY
This web-enhanced course offers a survey of disease status on organ and organ systems. Emphasis is placed on the effect of pathology on medical images and the technical adjustments required to produce diagnostic images.

Offered only online
3 credit hours.

RADM 211 PRINCIPLES OF RADIOGRAPHIC EXPOSURE II
A continuation of RADM 110, this course continues to focus on the production of quality radiographic images and includes rationale for the selection of appropriate technical factors, image resolution and contrast, grids, image receptor technology and sensitometry. Digital image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system are presented with a comparison to film-based systems.
Prerequisite: RADM 110.
3 lecture hours per week.
3 credit hours.

RADM 212 RADIOGRAPHIC PHYSICS
This course will provide the student with the knowledge of basic physics as it relates to ionizing radiation and the principles of electromagnetism. Voltage, current, power and transformer law formulas are presented. The course includes investigation of the construction of the x-ray tube and circuit and the tests required to insure equipment and patient safety.
Prerequisites: MAT 119, PHY 125 or PHY 101.
Corequisite: RADM 211.
3 lecture hours per week.
3 credit hours.

RADM 213 RADIOGRAPHIC EQUIPMENT
This course is designed to assist the student in the development of a knowledge base in routine radiographic and fluoroscopic equipment, mammographic and tomographic equipment including, computed tomographic and radiographic (CT and CR) units, mobile units and digital imaging equipment and systems. Quality Assurance and Quality Control requirements will also be discussed.
3 lecture hours per week.
3 credit hours.
COURSE DESCRIPTIONS

RADM 223 RADIOLOGIC PROCEDURES IV
This course is a continuation of the concepts, techniques, procedures and critical thinking skills learned in previous radiographic procedures courses. Anatomy and limited pathology related to the mouth, salivary glands, anterior neck, abdomen, urinary and digestive systems including the accessory organs of digestion with related positioning and procedures are included. Students will be introduced to the contrast agents needed to investigate these systems and to the concept of fluoroscopy and tomography as it applies. A critical thinking module as related to film evaluation and clinical situations will be used. Clinical education based on competency evaluation parallels the course content is an integral part of this course.
Prerequisites: RADM 121.
3 lecture hours per week.
3 credit hours.

RADM 224 RADIOLOGIC PROCEDURES V
This course is a continuation of the concepts, techniques, procedures and critical thinking skills learned in previous radiographic procedures courses. Students will be given an overview of various imaging modalities including: Nuclear Medicine, Radiation Therapy, Sonography, Computed Tomography and Magnetic Resonance Imaging. Additionally the cardiovascular and central nervous systems, long bone measurement, foreign body localization, female reproductive radiography, pediatric radiography, geriatric radiography, arthrography and trauma radiography will be discussed. A critical thinking module as related to film evaluation and clinical situations will be used. Clinical education based on competency evaluation parallels the course content and is an integral part of this course.
3 lecture hours per week.
3 credit hours.

RNTM 101 MEDICAL TERMINOLOGY
This Web-enhanced course is designed to introduce the student to the language of the Medical profession. It includes terminology relating to body systems and organs and provides a comprehensive study appropriate for all allied health modalities.
Offered only online.
1 credit hour.

RNTM 102 HEALTH CARE TODAY
This Web-enhanced course is designed to create a broad overview of today’s healthcare industry. It will introduce the student to delivery of healthcare, economics, insurance programs administrative roles, leadership, management, budget and planning, internal politics, capital allocation, operating budgets, government roles, and employee relations.

RADIOTHERAPY
Prerequisites: RNTM 101, RNTM 103, RADM 120.
SONOGRAPHY
Prerequisite: DMSM 100.
Offered only online.
2 credit hours.

RNTM 103 INTRODUCTION TO MEDICAL IMAGING
This course is specific to hospital imaging departments, Medical radiology offices and clinic providing medical imaging services. It addresses both patient care skills and radiation protection. Special consideration is focused on the basic emotional, physical and diverse cultural needs of patients, infection control, safety, medico-legal and ethical issues, surgical asepsis, pharmacology, vital signs and identification of emergency situations. The radiographers role in patient, public, and personnel radiation protection is emphasized. The concepts of ALARA and Dose Equivalent Limit are compared and regulatory agencies are identified. The agencies involvement in radiation protection are discussed.
4 lecture hours per week.
4 credit hours.

RNTM 201 FUNDAMENTALS OF COMPUTED TOMOGRAPHY
This course is designed to provide a basic overview of the fundamentals of Computed Tomography (CT) technology. Equipment, instrumentation, image processing, reconstruction, patient safety, cross sectional anatomy and patient positioning will be discussed. CT involves the use of rotating x-ray equipment, combined with a digital computer, to obtain cross sectional images of the body. This course is offered to both radiographers and non-radiographers.
3 lecture hours per week.
3 credit hours.
**RNTL 201  CT SKILLS ASSESSMENT**
This course is offered to Radiography students and licensed/registered Radiographers who are eligible to perform Computed Tomography procedures at accredited institutions. In addition to the topics covered in RNTM 201, RNTL 201 requires 45 clinical experience hours in CT facility. Clinical proficiency in several procedures included in the American Registry of Radiologic Technologists (ARRT) certification must be demonstrated. In addition, students observe and assist CT technologists in the clinical setting and evaluate the quality of CT images.

*Prerequisite / Corequisite: RNTM 201.*
*3 clinical hours per week.*
*1 credit hour.*

**SOCIOLGY**

**SOC 101 PRINCIPLES OF SOCIOLOGY**
This course is an introduction to foundations of the scientific study of human social life, theories and methods of Sociology, and to such basic concepts as culture, society, social organization, social stratification, and social change.

*Prerequisites: ENG 088 and ENG 099 or permission of instructor.*
*3 lecture hours per week.*
*3 credit hours.*

**KEAN UNIVERSITY – PATHWAYS TO BSN**

**COMPUTER SCIENCE COURSES**

**CPS 1032 MICROCOMPUTER APPLICATIONS**
*(3 CREDITS)*
A study of computer literacy concepts, and organization of data files and databases for information generation. Emphasis is on the proper use of microcomputer application packages to fulfill the information needs of organizations and support professional problem solutions. Students will be introduced to a variety of microcomputer application packages. Not for credit in Computer Science Major.

*Prerequisites: English Composition I and fulfillment of Developmental Math requirements.*

**NURSING**

**NURS 3000 CONCEPTUAL FOUNDATIONS AND INQUIRY IN NURSING**
*(3 CREDITS)*
A comprehensive exploration of historical and contemporary nursing and related knowledge, including systems, the metaparadigm, philosophies, conceptual models, middle and grand theories as fundamentals of research-based nursing practice. Recognition of the scholarly role of the nurse and the value of theory and theory development as an essential basis for professional nursing practice with diverse populations. Focus in on health promotion/risk reduction as the essence of all activities is the care of individuals, families, groups and populations in all health settings.

*Offered at various sites each semester – see Kean Wise.*

*Granted Petition required for registration.*
NURS 3010 HEALTH ASSESSMENT  
(2 CREDITS, lab course)  
Introduction to holistic health assessment and physical examination. Comprehensive health assessment to include physiological, cultural, development, nutritional, genetic and mental status assessment. Focus is on data gathering techniques, therapeutic communication skills, and use of a body systems approach to physical examination. Documentation of findings and use of the nursing process will facilitate clinical decision making in designing health promotional, risk reduction, and disease prevention activities for diverse client populations across the life span.  
*Offered at various sites each semester – see Kean Wise.*  
-Granted Petition required for registration.

NURS 3020 FOUNDATIONS OF TRANSCULTURAL HEALTH CARE  
(3 CREDITS)  
An introduction to concepts and theories relevant to healthcare for diverse populations. Diversity is examined relative to social organization, role and expectations, communication patterns and values/beliefs underlying health-illness behaviors between western and non-western cultures. Emphasis on development of knowledge and skills in culturally congruent communication and cultural assessment. Comparative approach to global healthcare by understanding similarities and differences among commonly encountered diverse population groups.  
*Offered at various sites each semester – see Kean Wise.*  
-Granted Petition required for registration.

SOCIOLOGY

SOC 2100 SOCIOLOGY OF THE FAMILY  
(3 CREDITS)  
Study of families in contemporary society. Examination of the impact of globalizing forces upon family life, family as a gendered experience, and variations in families by race, ethnicity, social class, and sexual orientation.  
*Prerequisite: SOC 101 Principles of Sociology*

PHILOSOPHY

PHIL 3314 MORAL PROBLEMS IN MEDICINE AND HEALTH CARE  
(3 CREDITS)  
Introduction to philosophical theories dealing with moral problems in medicine and health care. Emphasis is given to problems concerning patients’ rights, justice in health care distribution and experimenting on human subjects.
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BS, Kean University
MBA, Rider University

Norma Blas
Assistant, Admissions and Recruitment Services
Schools of Nursing and Medical Imaging

Cindi Canfield
Assistant, Financial Aid
Schools of Nursing and Medical Imaging

Kathleen Fredericks, RN
Student Health Clearance
Schools of Nursing and Medical Imaging
Diploma, Muhlenberg Regional Medical Center,
School of Nursing
AS, Union County College

Nancy Fuess
Secretary
Schools of Nursing and Medical Imaging

Cheryl McCoy
Director, Registration and Enrollment
Schools of Nursing and Medical Imaging
BS, St. Paul’s College

Donna Murray, RN, MSN, APN,C, WHNP-BC
Assistant Director, Admissions &
Recruitment Services
Adjunct Instructor
Schools of Nursing and Medical Imaging
Diploma, Muhlenberg Regional Medical Center,
School of Nursing
AS, Union County College
BSN, Bloomfield College
MSN, Rutgers University

ADMINISTRATIVE SUPPORT

Lucille P. Easterling
Director, Student Services
Schools of Nursing and Medical Imaging
BA, Northeastern University
MS, Bethune-Cookman University
Maribeth Quinn
*Director, Financial Aid*
*Schools of Nursing and Medical Imaging*

Ellen Rosenkrantz
*Office Coordinator*
*Schools of Nursing and Medical Imaging*
*BA, Rutgers University*

Lavone Thompson
*Department Secretary*
*Schools of Nursing and Medical Imaging*

Jane Vatsky
*Director, Admissions & Recruitment Service*
*Schools of Nursing and Medical Imaging*
*BA, Brooklyn College*
*MA Degree study, Glassboro State College*

Gloria Verneuil
*Assistant, Registration and Enrollment*
*Schools of Nursing and Medical Imaging*
FACULTY

SCHOOL OF NURSING:
FULL-TIME FACULTY

Susan Adams, RN, MSN, PMHNP-BC, CCHP
Instructor
Diploma, Muhlenberg Regional Medical Center, School of Nursing
AS, Union County College
BA, Rowan University
MSN, Monmouth University

Huifang Cheng, RN, MSN, APN, NP-C, CCRN, CWOCN
Instructor
BSN, Bengbu Medical University (China)
MSN, Monmouth University

Joann Ciampi, RN, MSN
Associate Professor
Lead Teacher
BSN, College of Saint Elizabeth
MSN, College of Saint Elizabeth

Judith DeLucia, RN, MA
Professor
Lead Teacher
BSN, Hunter College – Bellevue School of Nursing
MA, New York University

Kara Kaldawi, RN, Ms, APC-C, BC
Instructor
AAS, Middlesex County College
BSN, Kean University
MSN, Kean University

Susan Karcher, RN, MSN
Professor
Lead Teacher
Diploma, Muhlenberg Regional Medical Center, School of Nursing
AS, Union County College
BSN, Kean University
MSN, Kean University

Margaret S. Keller, RN, MSN, APN
Instructor
BSN, Kean University
MSN, Rutgers University
DNP Study, Rutgers University

Amy King, RN, MSN, ANP
Associate Professor
BSN, Douglass College, Rutgers University
Diploma, Muhlenberg Regional Medical Center, School of Nursing
MSN, University of Medicine & Dentistry New Jersey

Greta Kleiman, RN, MSN, ANP, CNE
Assistant Professor
BSN, Douglass College, Rutgers University
MSN, San Francisco State University
APN, University of California, San Francisco

Robin Krieger, RN, MA, MSN, ANPC
Professor
Diploma, Northwestern University Medical Center
BSN, Pace University
MA, New York University
MSN, Seton Hall University

Ellen Lake-Watt, RN, MS
Associate Professor
Diploma, Muhlenberg Regional Medical Center, School of Nursing
AS, Union County College
BSN, Bloomfield College
MS, New Jersey City University

Kathleen Mastice, RN, MS, OCN
Professor
Lead Teacher
Diploma, Muhlenberg Regional Medical Center, School of Nursing
AS, Union County College
BS, Wagner College
MSN, ED, Wagner College
Ph.D. Study, Capella University
Cathleen McMahon, RN, MS, MSN  
**Instructor**
Diploma, St. Francis School of Nursing  
BSN, Jersey City State College  
MS, Jersey City State College  
MSN, University of Phoenix  
Ph.D. Degree Study, University of Phoenix

Melissa O’Rorke, RN, MSN, MHA, CCRN  
**Instructor**
BSN, University of Phoenix  
MAS/MHA, University of Phoenix  
Post-Graduate Certificate, Nursing/Health Care Education, University of Phoenix  
Ph.D. Study, University of Phoenix

Dolores Dubowsky-Prontnicki, RN, MSN, EdS, APRN-BC  
**Instructor**
BSN, Jersey City State College  
MSN, Rutgers University  
Education Specialist, Seton Hall University

Michelle Roth, RN, MSN  
**Instructor**
BSN, Adelphi University  
MSN, Monmouth University

Cecelia Ruiz, RN-BC, MA, BA  
**Instructor**
BA, Northeastern University  
BSN, College of Mt. Saint Vincent  
MA, Teachers’ College, Columbia University

Kim Seaman, RN, MSN, RN-BC, CNE  
**Professor**
BSN, University of Texas  
MSN, University of Texas

Barbara Sinacori, RN, MSN, CNRN, CNE  
**Professor**
Diploma, Elizabeth General Medical Center, School of Nursing  
BS, College of Staten Island  
MSN, University of Phoenix  
Ph.D. Study, Capella University

Marie Taylor, RN, MSN, CCM,  
**Instructor**
BSN, Rutgers University  
MSN, Walden University

Patricia Zajac, RN, MN, MSN, APN  
**Professor**
BSN, University of Pittsburgh  
MN, University of Pittsburgh  
MSN, Seton Hall University

An average of twenty-five adjunct faculty support the teaching full – time faculty.

**SCHOOLS OF MEDICAL IMAGING**

**SCHOOL OF RADIOGRAPHY**

Nicole Boscia, MBA, RT(R)(CT)(MR)  
**Interim Program Director, Radiography**
Diploma, Muhlenberg Regional Medical Center, School of Radiography  
AS, Union County College  
BS, Kean University  
MBA, Rider University

Sarah Diana, RT(R), LRT  
**Clinical Coordinator/Instructor**
Diploma, Muhlenberg Regional Medical Center, School of Radiography  
AS, Union County College  
BAST, Thomas Edison State College

Mohammed Islam, RT(R), LRT  
**Clinical Instructor**
AAS, Passaic County Community College  
BS, New Jersey State University  
MS Degree Study, New Jersey City University
Mary Jane Malloy, RT(R) (M), LRT
Clinical/Laboratory Instructor
AS, Union County College
BA, Seton Hall University

Suhas Patel, RT(R) (M), LRT
Clinical/Laboratory Instructor
Diploma, Muhlenberg Regional Medical Center,
School of Radiography
AS, Union County College

Laura Patrone, RT (R) (CT)
Instructor
AS, Harcum College, Pennsylvania
BA, West Chester University, Pennsylvania

Susan Pyner-Moss, RT(R), LRT
Instructor
Diploma, Overlook Hospital School of Radiography

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY

Latha Parameswaran, MS, ARDMS
(AB & OB/GYN)
Program Director, Diagnostic Medical Sonography
MS, Annamalai University, India

Anna Eckenstein, BA, RDMS
Clinical Coordinator, Diagnostic Medical Sonography
AS, Union County College
BA, DeSales University, Pennsylvania

Sarah Diana, RT(R), LRT
Instructor
Diploma, Muhlenberg Regional Medical Center,
School of Radiography
AS, Union County College
BAST, Thomas Edison State College

Susan Pyner-Moss, RT(R), LRT
Instructor
Diploma, Overlook Hospital School of Radiography
ACCREDITATIONS

JFK MUIHLENBERG HAROLD B. AND DOROTHY A. SNYDER SCHOOL OF NURSING

- Accreditation Commission for Education in Nursing (ACEN)
  3343 Peachtree Road, NE, Suite 850
  Atlanta, Georgia 30326
  404-975-5000
  www.acenursing.org

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

- Approved for veteran training.

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY

- Commission on Accreditation of Allied Health Education Programs
  25400 US Highway 19 N., Suite 158
  Clearwater, FL 33763
  727-210-2350
  www.caahep.org

- Joint Review Commission on Education in Diagnostic Medical Sonography
  6021 University Boulevard, Suite 500
  Ellicott City, Maryland 21043
  443-973-3251
  www.jrcdms.org

The JFK Muhlenberg Snyder School is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Commission on Education in Diagnostic Medical Sonography (JRCDMS).

- Approved for veteran training.

JFK MEDICAL CENTER MUHLENBERG HAROLD B. AND DOROTHY A. SNYDER SCHOOLS OF MEDICAL IMAGING

SCHOOL OF RADIOGRAPHY

- Joint Review Committee on Education in Radiologic Technology
  20 North Wacker Drive
  Suite 900
  Chicago, Illinois 60606
  312-704-5300
  www.jrcert.org

- New Jersey Radiologic Technology Board of Examiners (RTBE of the NJ DEP)
  PO Box 420
  Mail Code 25-10
  Trenton, New Jersey 08625-0420
  609-984-5890
  www.xray.nj.gov

- Approved for veteran training.

UNION COUNTY COLLEGE

- Middle States Commission on Higher Education
  3624 Market Street
  Philadelphia, Pennsylvania 19104-2680
  267-284-5000

- New Jersey Department of Education
  PO Box 500
  Trenton, New Jersey 08625-0500
  877-900-6960

- College Entrance Examination Board
  Middle States Regional Office
  Three Bala Plaza East
  Suite 501
  Bala Cynwyd, Pennsylvania 19004-1501
  866-392-3019

- Approved for veteran training.
ACCREDITATIONS

JFK MEDICAL CENTER

- The Joint Commission
- Committee on Accreditation of Rehabilitation Facilities

MEMBERSHIPS

JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder Schools

- American Registry of Radiologic Technologists
- American Society of Radiologic Technologists
- Association of Diploma Schools of Professional Nursing (ADSPN)
- Eastern Association of School Financial Aid Administrators (EASFAA)
- Middle States Association of College Registrars and Admissions Officers (MS/ACRAO)
- National Association School Financial Aid Administrators (NASFAA)
- National League for Nursing
- New Jersey Association of College Admissions Counselors (NJACAC)
- New Jersey Association of Healthcare Recruiters
- New Jersey Association of School Financial Aid Administrators (NJASFAA)
- New Jersey Counseling Association (NJCA)
- New Jersey Educators in Radiologic Imaging
- New Jersey League for Nursing (NJLN)
- New Jersey/New York Association of College Registrars and Admissions Officers (NJ/NY/ACRAO)
- New Jersey Society of Radiologic Technologists Society of Diagnostic Medical Sonography (SDMS)
- Union County Personnel and Guidance Association

NON-DISCRIMINATION POLICY

It is the policy of JFK Muhlenberg 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 handicapped person does not present a safety hazard to himself/herself or patients. JFK Medical Center is an Equal Opportunity Employer.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974, also called the Buckley Amendment, provides that colleges and schools may NOT release information about a student or let anyone else look at records (with certain exceptions listed in the statute) without the student’s written consent. This law makes it possible for students to examine their educational records by filing a written report with the Dean of the Schools. The provisions of the Buckley Amendment are delineated in detail in the Student Handbook of each school. Respective Student Handbooks for the School of Nursing and the Schools of Medical Imaging are available on the Schools’ website, www.jfkmuhlenbergschools.org.

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At the time of printing, all information contained therein was deemed accurate and current. However, the Schools reserve the right to change any provisions, requirements, charges, programs, offerings or services without notice or obligation. The most current information can be found on the Schools’ website, www.jfkmuhlenbergschools.org. Announcements published in this catalog may not be regarded in the nature of binding obligations on the Schools.
GENERAL INFORMATION AND TELEPHONE NUMBERS

JFK MEDICAL CENTER, INC.  65 James Street | Edison | New Jersey | 08820 | (732) 321-7000

SCHOOL OF NURSING
General Information ................................................................. 908-668-2400
Application .................................................................................. www.jfkmuhlenbergschools.org
Admissions .................................................................................... 908-668-2405/2407/2450
Financial Aid. .................................................................................... 908-668-2408/2963
Registration & Enrollment ............................................................ 908-668-2410/2412
Student Billing .................................................................................. 908-668-2404
Dean ................................................................................................ 908-668-2403/2418
Associate Dean ............................................................................... 908-668-2473
Assistant Dean ............................................................................... 908-668-2756
Director, Student Services ............................................................. 908-668-2471

SCHOOLS OF MEDICAL IMAGING –
RADIOGRAPHY AND DIAGNOSTIC MEDICAL SONOGRAPHY
General Information ................................................................. 908-668-2400
Admissions .................................................................................... 908-668-2405/2407/2450
Financial Aid. .................................................................................... 908-668-2408/2963
Registration & Enrollment ............................................................ 908-668-2410/2412
Student Billing .................................................................................. 908-668-2404
Dean ................................................................................................ 908-668-2403/2418
Director, Medical Imaging ............................................................... 908-668-2844
Director, Student Services ............................................................. 908-668-2471

UNION COUNTY COLLEGE
Cranford Campus ............................................................................ 908-709-7000
1033 Springfield Avenue, Cranford, New Jersey 07016

Office of Admissions ........................................................................ 908-709-7500
Director of Testing ............................................................................ 908-709-7538
Transcript Information ......................................................................... 908-709-7132
Academic Learning Center .................................................................... 908-709-7526

Elizabeth Campus ............................................................................ 908-965-6000
40 West Jersey Street, Elizabeth, New Jersey 07202

Plainfield Campus ............................................................................ 908-412-3599
232 East Second Street, Plainfield, New Jersey 07060

THANK YOU
With special thanks to all students and graduates of the JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder Schools who participated in photography and interview sessions.

Design & Production: Amy Dakos | Photography: Insight Photography - Steven Berg
LOCATION

The Schools are situated in a residential campus-like location on Park Avenue in Plainfield, New Jersey. Residence halls are available on site, within walking distance of the town's business and shopping district. A county park, tennis courts, restaurants and houses of worship are nearby. New York City is only 25 miles away, and many students take advantage of the social and cultural activities there. Within easy driving distance are the Jersey shore, ski resorts, sports arena, historical and educational sites.

DIRECTIONS TO:

JFK Medical Center Muhlenberg
Harold B. and Dorothy A. Snyder Schools
Park Avenue and Randolph Road
Plainfield, New Jersey 07061

VIA TRAIN OR BUS: For information about train and bus service to Plainfield, call NJ TRANSIT at 1-800-772-2222 or 201-762-5100.

FROM ROUTE 22 (Traveling EAST or WEST): Take the Plainfield exit. This places you on Somerset Street (in North Plainfield). Follow Somerset Street, which becomes Park Avenue in Plainfield, to the JFK Muhlenberg Snyder Schools. (For parking, turn right onto Randolph Road and make an immediate left into the parking lot. The Schools are located across the street on Park Avenue.)

FROM ROUTE 78 (Traveling EAST or WEST): Take exit 40 (The Plainfields, Watchung & Gillette). At exit, take Route 531 South (Hillcrest Road). At the stop sign turn right, taking you onto the Watchung Circle. Turn left to travel around circle, exiting to continue on Route 531 South (follow blue “H” or hospital signs). Cross over Route 22, turn left onto Somerset Street (in North Plainfield). Follow Somerset Street, which becomes Park Avenue in Plainfield, to the JFK Muhlenberg Snyder Schools on the left. (For parking, see above.)
FROM ROUTE 287: Traveling South, take exit for 529/Dunellen placing you on South Washington Avenue. At first traffic light, turn right onto Stelton Road. Turn left onto Hamilton Boulevard. At intersection, turn left to cross over railroad bridge and stay on Hamilton Boulevard. Turn right onto Maple Avenue. Turn left onto Park Avenue. Follow Park Avenue to the JFK Muhlenberg Snyder Schools.

TRAVELING NORTH: Take exit for Durham Avenue/South Plainfield. Upon exiting, turn right onto Durham Avenue. Bear right to cross railroad bridge, onto Hamilton Blvd. Turn right onto Maple Avenue. Turn left onto Park Avenue. Follow Park Avenue to the JFK Muhlenberg Snyder Schools.

VIA THE GARDEN STATE PARKWAY (TRAVELING NORTH): Take exit 131 (NOT 131A or B). Bear right onto South Route 27 (Lincoln Highway). Bear right at first traffic light (Wood Avenue). Turn right at next traffic light onto Oak Tree Road. Continue to fourth traffic light and turn right onto Park Avenue. Follow Park Avenue to the JFK Muhlenberg Snyder Schools.

VIA THE GARDEN STATE PARKWAY (TRAVELING SOUTH): Take exit 140A to Route 22 West to Somerville. Take Route 22 West to The Plainfields exit. Follow directions as in Route 22 section.

VIA THE NEW JERSEY TURNPIKE (TRAVELING NORTH): Take exit 11 for Garden State Parkway. Take the Garden State Parkway North to Exit 131 (Not Exit 131A or 131B). Continue following Garden State Parkway – Traveling North directions.

VIA THE NEW JERSEY TURNPIKE (TRAVELING SOUTH): Take the Turnpike exit 14. Follow signs to Route 22 West (To Hillside, Union). Take Route 22 West to Plainfield exit. Follow directions as in the Route 22 section.

DIRECTIONS TO:

JFK Medical Center
65 James Street
Edison, New Jersey 08818

PARKWAY—NORTH OR SOUTH: If you are traveling either North or South on the Garden State Parkway take Exit 131. At the top of the ramp, bear right onto Route 27 South. Proceed approximately 1-1/2 miles on Route 27. Make a right at Dunkin’ Donuts onto James Street. JFK Medical Center is on the left.

TURNPIKE—NORTH OR SOUTH: If you are traveling either North or South on the New Jersey Turnpike take exit 11. Bear right after passing through the toll plaza and enter onto the Garden State Parkway North. Take the parkway to exit 131. At the top of the ramp bear right onto Route 27 South. Proceed approximately 1-1/2 miles on Route 27. Make a right at Dunkin’ Donuts onto James Street. JFK Medical Center is on the left.

ROUTE 1—NORTH OR SOUTH: Traveling North or South on Route 1, take the Menlo Park Mall/Parsonage Road Exit. Follow Parsonage Road for one mile to the traffic light at Route 27. Continue straight (Dunkin’ Donuts will be on right, Rite Aid on left), and cross Route 27, where Parsonage Road becomes James Street. JFK Medical Center is a short distance on the left. Trucks and buses should be aware of the low clearance on Parsonage Road.

ROUTE 287—SOUTH: Traveling South on Route 287, take Exit 3 for Metuchen/New Durham. Turn left at the traffic light. Continue through TWO traffic lights then follow road as it bends to the left and becomes Route 27 North. Go to the 5th traffic light and turn left at Rite Aid onto James Street. JFK Medical Center is a short distance on the left.
LOCATION

ROUTE 287—NORTH: Traveling North on Route 287, take exit 1A for Route 1 North. Take the Menlo Park Mall/Parsonage Road exit. Follow Parsonage Road for one mile to the traffic light at Route 27. Continue straight (Dunkin’ Donuts will be on right, Rite Aid on left), and cross Route 27, where Parsonage Road becomes James Street. JFK Medical Center is a short distance on the left. Trucks and buses should be aware of the low clearance on Parsonage Road.

ROUTE 27—NORTH: Proceed North on Route 27 through Edison and Metuchen and back into Edison. At Rite Aid, turn left onto James Street. JFK Medical Center is a short distance on the left.

OUTERBRIDGE CROSSING: Follow Route 440, which becomes Route 287 north at Edison. Traveling North on Route 287, take exit 1A for Route 1 North. Take the Menlo Park Mall/Parsonage Road exit. Follow Parsonage Road for one mile to the traffic light at Route 27. Continue straight (Dunkin Donuts will be on right, Rite Aid on left), and cross Route 27 where Parsonage Road becomes James Street. JFK Medical Center is a short distance on the left. Trucks and buses should be aware of the low clearance on Parsonage Road.

DIRECTIONS TO:
Union County College
Cranford Campus
1033 Springfield Avenue
Cranford, New Jersey 07016-1599

FROM THE GARDEN STATE PARKWAY: Exit 137 to Westfield Ave. (Rt. 28). Turn right and take North Ave. (West) to Springfield Ave. (just past the 2nd light) and turn right. The College is ¼ of a mile on the left.

FROM ROUTE 22 (EAST OR WEST): Exit at Cranford/Westfield (Springfield Ave.) and proceed towards Cranford. At the fourth light, turn right, continue onto Springfield Ave. for two blocks. The College is on the right.

DIRECTIONS TO:
Union County College
Elizabeth Campus
12 West Jersey Street
Elizabeth, New Jersey 07201

FROM THE GARDEN STATE PARKWAY: Exit 137 to Westfield Ave. (Rt. 28) east to Elmora Ave. Make a right onto Elmora Ave. and go three blocks and make a left onto West Jersey Street. The College is four blocks on the right.

FROM THE NJ TURNPIKE: Exit at 13A. Take Routes 1 & 9 South to East Jersey Street. Make a right on East Jersey Street. The College is one block ahead on the left.

DIRECTIONS TO:
Union County College
Plainfield Campus
232 East Second Street
Plainfield, New Jersey 07060-1308

FROM THE GARDEN STATE PARKWAY, NJ
TURNPIKE AND ROUTE 22: Take Rt. 22 to the Somerset St. Exit in North Plainfield. Take Somerset St. towards Plainfield where it becomes Park Ave. Take Park Ave., and turn left onto Second St. The College is on the right, three blocks from Park Ave. OR: Exit Rt. 22 at the Terrill Road exit in Scotch Plains. Proceed two lights south of Rt. 22 to 2nd Street, turn right and follow 2nd Street to the College.
**Accelerated eligible** – By function of having a baccalaureate degree and earning the required entrance test scores, an individual may be considered for the Nursing program’s Accelerated Track. This individual may begin the Accelerated (clinical) portion once all general education requirements have been satisfied.

**Applicant** – An individual who has submitted an application, with required documentation, to JFK Muhlenberg Snyder Schools. Additional classifications in the application process include:
- An accepted applicant is an individual who has completed the application process and has received an acceptance letter from the Admissions Committee.
- An admitted applicant is an individual who has paid JFK Muhlenberg Snyder’s acceptance fee, but has not yet registered for classes to become enrolled in one of the JFK Muhlenberg Snyder Schools’ programs.

**Articulation Agreements** – Agreements between the JFK Muhlenberg Snyder Schools and four-year colleges and universities that are designed to facilitate transfer to these specific colleges and programs. The purpose is to further the educational opportunities of the JFK Muhlenberg Snyder Schools’ graduate (i.e., earning a baccalaureate and/or more advanced degrees in nursing).

**CPR (Cardio-Pulmonary Resuscitation)** – All students enrolled in a course that requires clinical experiences must present valid, current proof of having taken an eight hour CPR course, either “Basic Life Support for Health Care Providers” or “Basic Life Support for the Professional Rescuer.”

**Charge-Back Assistance** – New Jersey residents who do not live in Union County, and who plan to attend Union County College, may be eligible for financial assistance from their respective county. Charge-back information and application forms must be obtained from the county college in the student’s county of residence. The county college and the county comptroller in the student’s county of residence are responsible for awarding or denying Charge-Back Assistance to the student.

**College Level Examination Program (CLEP)** – CLEP provides a method of earning college credit by taking examinations in various subject areas. The scores earned must meet Union County College requirements. Credit will not be given where there is evidence of previous academic work (evidence of having previously attended a similar course).

**College Placement Testing** – Before enrolling in classes, placement testing is mandatory to evaluate certain academic skills. Students whose native language is not English must take an English for Speakers of Other Languages test in lieu of the Basic Skills/College Placement Test. A major goal of this testing is the recognition and remedy of weakness in reading, writing and mathematics. Some individuals may be exempt from this testing.

**Competency** - The ability to apply essential theoretical principles and techniques in practice situations.

**Course Objectives** – Those identified behaviors which each student will satisfactorily demonstrate upon completion of a course. These are a basis for evaluation.

**Curriculum Design** – This is the Curriculum plan of study for the respective program in which a student is enrolled. It is expected that the student recognize all course requirements in preparation for program completion.
GLOSSARY

**Defunct status** – Any student who has his/her registration cancelled either due to non-payment of the semester bill, failure to attend the courses for which she/he has registered in any given semester, or failure to register for two semesters without notifying the Director of Registration and Enrollment, JFK Muhlenberg Snyder Schools. Defunct students are allowed to re-apply and will be required to pay the non-refundable application and acceptance fee.

**Due Process** – Due process is an elusive term. There are, however, two concepts inherent in due process – one is substantive and the other procedural. Substantive due process requires the intent or purpose of a rule (or law) be examined for reasonableness and fairness. Procedural due process concerns the methods and steps utilized to maintain the rules and regulations, while assuring justice and protection of the rights of all parties involved.

**English for Speakers of Other Languages (ESL)** – Non-native students whose tests indicate insufficient fluency in English are required to take courses for Speakers of Other Languages, offered in the Institute for Intensive English or ENG 111-112. The Institute for Intensive English is a full-time program of intensive instruction in English for speakers of other languages. The students’ objective is to enhance their English language abilities in order to further their academic, career, and/or personal goals.

**Enrolled student** – An individual who has paid the JFK Muhlenberg Snyder Schools’ acceptance fee, has registered for courses with the Director of Registration and Enrollment or through Union County College’s online services, and has also paid the resulting tuition and fees bill.

**Entrance Test** – This examination is part of the application process and is required of all applicants. It is comprised of reading, math, science and language sections. Test scores are considered along with transcripts, references and the essay to determine if applicants are accepted into the program for which they have applied.

**Escrow** – credits being kept by the Schools for awarding to a student upon the fulfillment of specific requirements.

**Evidence-Based Practice** – The term evidence-based practice refers to preferential use of mental and behavioral health interventions for which systematic empirical research has provided evidence of statistically significant effectiveness as treatments for specific problems.

**Family Educational Rights and Privacy Act (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 Student Financial Aid program.

**Full-Time Student** – A student is considered full-time academically when she/he pursues a minimum of 12 credit hours. A full-time student may carry 12 - 18 credit hours. Courses bearing institutional credits are counted toward student classification.

**General Readmission Policy** - A student who has withdrawn/been dismissed from the JFK Muhlenberg Snyder Schools and who seeks reinstatement must complete the application process, including payment of applicable fees. If the student has attended other institutions since leaving the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools/Union County College Cooperative 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. Students who are readmitted into the Schools must pay a non-refundable application fee and acceptance fee.
Grade Point Average – (also known as GPA) – A student’s academic standing is based upon his/her performance in all courses expressed in terms of the “academic grade point average” she/he receives. The academic grade point average is determined by dividing the total number of quality points earned from a grade by the total number of credits attempted, whether passed or failed. Developmental and transfer credits are not included in the computation of averages. Developmental credits are awarded for preparatory and basic skills courses.

Half-time Student – A student is considered half-time when she/he is enrolled for 6 to 8 credits in a particular semester. Courses bearing instructional credits are counted toward student classifications.

Learning Skills Laboratories – The Learning Skills Laboratories are located on the first floor of the JFK Muhlenberg Snyder Schools and is comprised of two skill laboratories, computers and software, videos, slides, audiocassettes and films. The Clinical Laboratory facilities are available for scheduled class time and for individual self-study.

Less than Half-Time Student – A student is considered less than Half-Time academically when she/he pursues 1 - 5 credit hours. Courses bearing institutional credits are counted toward student classifications.

Malpractice Insurance – All students enrolled in a course that requires clinical experiences must be covered by malpractice liability insurance in the amount of $2 million/$4 million. Students will be required to submit proof of the current insurance policy at the beginning of each course to the course instructor.

Observation Program – This program provides an opportunity for an applicant to the School of Radiography and the School of Diagnostic Medical Sonography to spend a morning observing in the Medical Center’s Department of Radiology.

Part-time Student – A student is considered part-time academically when she/he pursues less than 12 credits.

Practice Hours – Practice hours are specified times in the Clinical Laboratory; practice is guided by the Clinical Lab Instructor. When assigned, practice hours are mandatory.

Program Completion Rate – Percentage of students who graduate within a defined period of time. The definition of ACEN for program completion rates is the number of students who complete the program in no more than 150% of the stated program length beginning with their enrollment in the first nursing course.

Radiographer – The preferred term for a person who operates a machine that uses radiation, especially X-rays, to take pictures of the inside of people or things, or for the treatment of disease. Formerly called x-ray technician or radiologic technologist.

Radiologic Technologist – see Radiographer.

Seat Availability – Seat availability is determined by the number of qualified students for a particular Nursing, Radiography or Diagnostic Medical Sonography course. Enrollment for all nursing courses is determined by the date of admittance, satisfactory completion of required academic courses in the curriculum and seat availability. In the event that a student meets the prerequisites but does not gain a seat in the course, she/he will be placed on a waiting list. A cumulative Grade Point Average of 2.0 or higher must be maintained.
Three Quarter-time Student – A student is considered half-time when she/he is enrolled for 9 to 11 credits in a particular semester. Courses bearing instructional credits are counted toward student classifications.

Transfer Credit – A student may transfer credits from another accredited institution which he or she has attended. The Nursing program will accept up to 32 general education credit hours of advanced standing toward the Associate degree for courses which correspond in subject matter to courses offered at Union County College; the Medical Imaging programs will accept 32 credits for transfer. The Schools require a cumulative grade point average (GPA) of 2.5 or higher for courses being transferred, with no course grade below a “C”. Students who have previously been awarded a bachelor’s degree may receive up to 40 transfer credits toward the unrelated Associate degree program. Nursing courses completed within 5 years prior to admission will be evaluated on an individual basis. Credits earned in professional Radiography and Diagnostic Medical Sonography courses will be evaluated by testing only.

X-ray Technician – see Radiographer.
INDEX

A
Academic Advisement ................................................ 20
Academic Dismissal ........................................50, 63, 75
Academic Learning Center ........................................ 34
Academic Policies ....................................................... 15
Academic Probation ..................................20, 51, 63, 75
Academic Progression .....................................46, 61, 75
Academic Regulations and Procedures......47, 62, 75
Academic Support ................................................... 34, 47, 49
Accelerated Track ......................... 10,14, 38-47, 54, 108
Accreditation ..........4, 6, 15, 40, 43, 44, 54, 74, 102, 103
Accreditation Agencies .............................102-103
Administration Directory .....................................97-98
Admission Policy see General Admission Policy
Admission Requirements ........................................20, 45
Admission of Union County College Students ...... 35
Advance Standing.. 4, 14, 38, 40, 47-48, 50, 63-65, 76, 111
Alternative Loans ....................................................... 29
Americans With Disabilities Act (ADA) ................. 103
Appeal of Dismissal (SON) ....................................... 51
Application Essay ....................................................... 13
Attendance .......................................................48, 64, 76
Auditing a Course ................................................... 49, 64, 77
Clinical Competency....... 60, 61, 63, 65, 66, 67, 77, 94
Clinical Laboratories........................................... 7, 8, 49
Clinical Requirements ........................................ 19, 22
College Level Examination
Program (CLEP) ........................................14, 66, 108
College Placement Testing .................................... 35, 108
Computer Laboratory ........................................... 7, 8, 49
Cost of Programs ........................................ 16, 25-29
Counseling Services, Union County College ......... 36
Counseling, Personal ........................................ 23
Course Descriptions ........................................... 79
Curriculum Design School of Nursing ......................... 38, 39
School of Radiography ........................................... 58
School of Diagnostic Medical Sonography ........... 69
Curriculum Objectives ........................................ 108
School of Nursing ..................................42, 43, 48, 52
School of Radiography ...............59, 60, 64, 65
School of Diagnostic Medical Sonography .......72, 76, 77

B
Board of Directors ................................................. 96
Bookstore, Union County College .....................35

C
Campus and Facilities ............................................. 7
Challenge Examinations ..................................14, 49, 64, 76
Change of name or address ..................................... 20
Changes of Schedule ............................................. 15, 64
Chaplaincy Service ............................................... 21
Citizenship Requirement ........................................ 13
Classification of Students ......................................... 18

D
Defunct Status ........................................ 16, 21, 109
Directions ................................................................. 105
Dismissal ..................................................... 17, 50, 51, 53, 54, 57, 62, 63, 65, 68, 75, 76, 77, 78
Drop/Add ............................................................. 15, 18

E
Educational Opportunity Grant (EOF) .................. 24, 28
Elizabeth Campus of Union County College ........ 107
Entrance Test .................................................. 10, 11, 14, 16, 108, 109
### INDEX

**F**  
*Facilities, see Campus and Facilities*  
Faculty  
  School of Nursing ............................................ 99-100  
  Schools of Medical Imaging ............................... 100-101  
Family Educational Rights and  
  Privacy Act (FERPA) ......................................... 103  
Federal Pell Grants .............................................. 26  
Federal PLUS Loans ........................................... 28, 30  
Federal Stafford Loans ...................................... 27, 30  
Federal Supplemental Educational  
  Opportunity Grant (FSEOG) ............................... 26  
Financial Aid .................................................... 7, 16, 19, 21, 22, 25-33, 36  
Food Services .................................................. 21, 36  
Free Application for Federal  
  Student Aid (FAFSA) ........................................... 25, 26, 28, 29  
Full Time Student, Definition ............................ 18  

**G**  
General Admission Policy .................................. 10  
Generic Track .................................................. 10, 38, 41, 43, 44, 45, 47, 54,  
  Glossary ....................................................... 108  
Grade Point Average (GPA) ............................... 12, 16, 17, 35-37,  
  46, 47, 48, 50, 51, 53, 54, 61-63, 65, 66, 75, 109, 110  
Grading of Nursing Courses .............................. 52  
Grading System .................................................. 52, 66, 77  
Graduate Expectations ...................................... 60  
Graduate Refresher Program ................................ 66  
Graduation Requirements .................................. 52, 67, 72, 78  

**H**  
Half-time Student, Definition ............................. 18, 110  
Health Clearance for Clinical .......................... 22  
Health Insurance .............................................. 22  
History Medical Center ..................................... 3  
School of Nursing .............................................. 4  
School of Radiography ...................................... 5  
School of Diagnostic Medical Sonography ........... 5  
Honors .............................................................. 36  

**I**  
Insurance, Health .............................................. 22  
Insurance, Malpractice liability .......................... 19, 110  

**J**  
JFK Medical Center Mission & Vision ...................... inside cover  
JFK Medical Library .......................................... 9  

**L**  
Laboratories *see Clinical Laboratories*  
Learning Disability ............................................ 14  
Leaves-of-Absence ............................................ 53, 67, 68, 78  
Less than Half-time Student ............................... 18, 110  
Library .......................................................... 9, 34, 35, 37  
Union County College ....................................... 34  
LPN to RN Career Ladder Track ........................ 14, 44  

**M**  
Mission and Vision ............................................. inside cover  

**N**  
Name or Address Change .................................... 20  
National Exams and State Licensure  
  School of Nursing ........................................... 43  
  School of Radiography ..................................... 60  
  School of Diagnostic Medical Sonography ............ 72  
NCLEX-RN .......................................................... 43-45, 52, 53  
New Jersey Class Loans ................................... 43-45, 52, 53  
New Jersey Stars Program ................................ 25, 28
INDEX

New Jersey Tuition Aid Grant ........................................... 25, 28
Non-Discrimination Policy .............................................. 22, 103
Nursing Curriculum Design ............................................. 38, 39

O
Observation Program .................................................. 60, 74, 110
Occupational Health Office ........................................... 19, 22
Organizing Framework .................................................. 43
Orientation .................................................................. 9, 15, 19, 23, 85

P
Parking ............................................................................. 22, 24, 37, 105
Pathways to BSN Track ............................................... 39, 41, 43-46, 54, 56, 79, 94
Pell Grants see Federal Pell Grants
Personal Counseling ....................................................... 23, 36
Philosophy
School of Nursing ......................................................... 41, 43, 95
School of Radiography .................................................. 59
School of Diagnostic Medical Sonography ................. 72
Plainfield Campus
Union County College ..................................................... 107
Private Scholarships ......................................................... 29
Probation, Academic ....................................................... 20, 32
School of Nursing ......................................................... 51, 53, 54
School of Radiography .................................................. 62, 63
School of Diagnostic Medical Sonography ................. 75, 77
Program Completion Time Limit
School of Nursing ......................................................... 54
School of Radiography .................................................. 68
School of Diagnostic Medical Sonography ................. 78
Program Goals and Curriculum Objectives
School of Nursing ......................................................... 42
School of Radiography .................................................. 60
School of Diagnostic Medical Sonography ................. 72
Program Outcomes
School of Nursing ......................................................... 43
School of Radiography .................................................. 60

R
Readmission Policy ...................................................... 13, 16, 17, 68, 109
Reference Letters .......................................................... 12
Referral to Clinical Laboratory .................................... 49
Registration .............................................................. 7, 15-21, 36, 44, 48, 50, 53, 55, 57, 63, 64, 66-68, 77, 78
Repeating Nursing Courses ............................................. 54

S
Satisfactory Academic Progress ...................................... 29, 30, 31-33
Schedule Changes .......................................................... 29, 30, 31-33
Scholarships see Private Scholarships
Scholastic Assessment/Aptitude Test .......................... 11
School Administration Directory .................................. 97
Seat Availability ......................................................... 16, 17, 55, 61, 76, 109, 110
Skills Appraisal .......................................................... 8, 49, 55
Student Classifications ................................................. 18, 109, 110
Student Government Association ............................... 23, 68, 78
Student Handbook ......................................................... 72, 78
Student Rights and Responsibilities ............................ 21, 29, 55, 56
Student Services ......................................................... 21-24, 37, 55, 68, 78
Support, Academic ...................................................... 8, 20, 34, 47, 49

T
Tuition Aid Grant (TAG) .................................................. 25, 28
Telephone Directory ...................................................... 104
Textbooks .................................................................. 24, 35
Three-quarters Student ............................................... 18
Transcripts, Outside of U.S. ............................................ 13
Transcripts, Requesting ................................................. 57
Transferring between programs .................................... 13
INDEX

Transfers between day and evening Division of
   School of Nursing........................................... 57
Tuition and Fees............................................. 22, 109

U
Union County College.................................... 34-37

W
Web Services................................. 15, 17, 18, 21, 36, 47, 64, 77
Withdrawal from a course.............................. 18
Withdrawal from a program............................. 19
World Education Services, Inc. (WES)............... 13