Dean’s Welcome

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

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

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

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

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

All the Best,

Coleen Kumar, PhD, RN, CNE
Dean, Schools of Nursing and Medical Imaging

Accreditations:

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

New Jersey Board of Nursing
124 Halsey Street
Newark, NJ 07101
(973) 504-6430
www.board-of-nursing.com
HACKENSACK MERIDIAN HEALTH
JFK MEDICAL CENTER
MISSION & VISION

Our Mission

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

Our Vision

Innovation is in our DNA, compelling us to create a world where: the highest quality care is human-centered, accessible and affordable; we deliver outcomes that matter most; and excellence is the standard.
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Note:
- All rules, regulations, policies and procedures are subject to change.
- Failure to read this or other College of Nursing publications does not excuse students from rules and regulations in effect at the School. For the most current information, log onto the School’s website www.jfkmuhlenbergschools.org

-JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools does not discriminate on the basis of race, color or national origin, sex, sexual orientation, marital status, religion, age, disability, handicap, or other legally protected status in its provision of employment, education and activities, or other services.
- At the time of printing, all information contained herein was deemed accurate and current. However, the School reserves the right to change any provisions, requirements, charges, programs, offerings or services without notice or obligation and assumes no responsibility for typographical errors.
- This Student Handbook 2019/2020 was reviewed and revised in August 2019.

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K Leave of Absence  
L Policy Attestation Form  
M Request to Prevent Disclosure  
N Withdrawal from Course  
P Transcript Request  
Q Transfer between Tracks  
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ABOUT US

- Muhlenberg School of Nursing (SON) was established in 1894
- Cooperative program with Union County College was established in 1971 granting an Associate in Science Degree along with the Diploma in Nursing
- Currently over 450-500 students enrolled in SON – part time and full time
- In 2019, the NCLEX-RN (National Council Licensure Examination- Registered Nurse) on the First attempt pass rate was 93%. The national first time pass rate in 2015 is 86%
- 85.9% of graduates are employed in nursing (from A Survey of the Classes of 2011-2012, 2012-2013 and 2013-2014 Graduates of the Cooperative Program in Professional Nursing by The Office of Assessment, Planning and Research – Union County College, July, 2016 Research Report No. 178)
- Retention rates, as well as Completion/Graduation and Transfer-out rates are collected in the IPEDS (Integrated Postsecondary Education Data System) Fall Enrollment Survey. For more information: http://nces.ed.gov/ipeds. This information is also available from Student Services upon request.
- Diversity of Total Student Population

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

- Diversity of Graduates in 2017FA: 75 Graduates, 9 males, 20 African Americans, 11 Asian, 10 Hispanic/Latino, 0 Unknown 2018SP
- Graduates earn a Diploma in Nursing from JFK Muhlenberg Snyder Schools and an Associate in Science Degree from Union county College
- Articulation agreements for upper division in nursing with Kean University, Rutgers University and Wagner College
- Credit transfers to other BSN programs
- 4 tracks, all leading to registered nursing licensure, are offered: Generic, Accelerated, LPN to RN Transition, and Pathways to BSN
• The Audrey Snyder Single Parent Program, was developed to support single parent
student nurses’ academic and economic needs.
• Day and Evening program are offered
• *57 males dispersed throughout diversity pool therefore not included in the diversity total
• Revised 6/2017
Contact Information

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

www.jfkmuhlenbergschools.org

General Information
(908) 668-2400 ; (908) 668-2401

Admissions
(908) 668-2405/2407/2450

Application
www.jfkmuhlenbergschools.org

Dean
(908) 668-2403/2418

Associate Dean
(908) 668-2779

Associate Dean
(908) 668-2473

Director of Student Engagement
(908) 668-2844

Health Clearance
(908) 668-2594

Fax number
(908) 226-4640

Financial Aid Office
(908) 668-2408/2963

Registration & Enrollment
(908)668-2410/2412

Student Billing
(908) 668-2404

Union County College
Cranford Campus
1033 Springfield Avenue
Cranford, NJ 07016
(908) 709-7000

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

Kean University
1000 Morris Avenue
Union, New Jersey 07083
(908) 737-5326
Please refer to the academic calendar posted on the School’s website – www.jfkmuhlenbergschools.org or on Union County College’s website – www.ucc.edu.
JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools follows the same academic calendar.
The JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging (“the School”) Student Handbook serves as a reference source for all students. It contains the policies and regulations under which the School functions. Students are required to sign a statement acknowledging receipt of the Student Handbook at orientation.

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

The student Handbook is reviewed and revised annually and is distributed at orientation. Current students can access the handbook outline.

The regulations and procedures set forth in the Handbook and the Catalog constitute rights and responsibilities. It is the responsibility of each student to be acquainted with the regulations and procedures. Failure to note the regulations will not excuse noncompliance. Changes in policy are communicated to students through faculty however, students should periodically review the online handbook in order to stay current with school policy and procedure.

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

The information contained in the electronic version of the Handbook officially supersedes information found in Handbooks published in previous years. All policies and procedures, and rights and responsibilities found herein are in effect for all students enrolled in any status in the School’s Union County College Cooperative Nursing Program, or who seek entry or reentry into the Program.

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

The major areas of difference in policy, in which the School’s policy does not take precedence, include: attendance policy for non-nursing courses, challenge examinations in non-nursing courses and conduct on the other college campuses which is subject to disciplinary action and the associated college judicial process.
Therefore, all students, being dually enrolled in the two institutions must not only be knowledgeable of their rights and responsibilities at the School but also at Union County College. Every student is therefore advised to become familiar with the Union County College Student Handbook, the Union County College Catalog and other college publications. Students enrolled in the Pathways to BSN Track will be enrolled in three institutions: The School, Union County College and Kean University and are advised to become familiar with all three institutions’ catalogs, handbooks and other college publications.

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

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

**NON-DISCRIMINATION and ANTI-HARRASSMENT POLICY**

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

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

**American with Disabilities Act (A.D.A.)**

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

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

Corrective devices are allowed to meet the minimum requirements of standards. To enter the School of Nursing, applicants must be able to:

1. Communicate in English to the patient, family and other support staff both verbally and in writing.

2. Hear a patient talk in a normal tone from a distance of 20 feet.
3. Visually observe the patient in order to assess the patient’s condition and/or needs from a distance of, at least, 20 feet.

4. Read all written medical information pertaining to the patient.

5. Assess all readings and functions of technical equipment pertaining to patient care.

6. Render services and/or assistance to all patients, depending on the individual patient’s needs and abilities in moving, turning and lifting. Be able to push, pull and maneuver 40 pounds.

7. Manipulate a stretcher, wheelchair and/or portable equipment within the medical facility without injury to self, patient or others.

8. Draw up sterile solutions without contaminating the syringe and/or needles, etc.


10. Physically, be able to administer emergency care including performing CPR.

11. Be able to stand for periods as long as 2 hours and to walk a distance of 2 miles during a normal workday.

**DISABILITIES POLICY**

The School does not discriminate in the recruitment, admission or treatment of students. Students with documented disabilities may request modifications, accommodations, or auxiliary aids which will enable them to participate in and benefit from all activities for the program they are enrolled. Students must be able to meet the minimum requirements listed on the Consumer Information Sheet for the program they wish to pursue it is the responsibility of the student to self-identify to make his/her need known. Individuals with concerns regarding accommodations should contact the Dean. March 2007, Updated 2010, 2018 Reviewed 6/25/12, Reviewed 06/10/18 Students with Disabilities (ADA)

**Policy:**

JFK Harold B. and Dorothy A. Muhlenberg Snyder School of Nursing and Medical Imaging is committed to a total educational experience and mainstreams students with disabilities into the regular program and activities. It is the student’s responsibility to self-disclose and to provide appropriate documentation of special disability needs to the Dean. At the point of acceptance into the program, the Disability Support services application must be submitted to the Office of the Dean. Students with disabilities must supply documentation that is current and less than 3 years old. See Standard Documentation Requirements.
CURRENT HIGH SCHOOL GRADUATES:
Complete the Disability Support Services Application. *
Obtain a copy of your documents, which will include your Individual Education Plan, educational evaluation, and psychological evaluation. If sending this via mail, use the address below:
    P.O. Box 4649
    Metuchen, NJ 08840
    ATTN: Office of the Dean

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

*Obtain forms from Office Coordinator Room 109

Suggested service providers for evaluation are listed below, but you may use the provider of your choice. The school of nursing does not endorse any particular provider.

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

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

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

Comprehensive School Testing
921 Elizabeth Avenue, 3rd floor
Elizabeth, NJ 07201-2306
908-965-3940

Georgian Court University
Evaluation Center
900 Lakewood Avenue
Lakewood, NJ 08701
732-987-2120

Rutgers University
Psychological Services Clinic
41 Gordon Road, Suite A
Livingston Campus
Piscataway, NJ 08854
848-445-6111 ext. 2
Accommodations are based solely on the documentation that is provided. No fundamental changes are permitted in the school's requirements. Most accommodations requested need to be made at the beginning of the semester. Students are responsible to request accommodations each semester. Students are responsible to notify their instructor. Accommodations are not retroactive.

Beginning with the 1st semester of non-enrollment, documentation is kept for a maximum of 5 years. Students who leave for one semester or more (and if their documents are 3 years old or greater at the time of re-admittance) will be required to provide current documentation that is less than 3 years old.

Procedure

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

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

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

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

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

**EXAMS**
For 90-minute examinations, provide 45 extra minutes

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

**AVAILABLE RESOURCES**
Testing and Time management skills: Ms. Carol Campbell.

To make an appointment, utilize sign-in sheet located outside the Skills Simulation Lab, Room 105.
STANDARD DOCUMENTATION REQUIREMENTS:

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

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

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

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

**AND**

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

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

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

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

- Comprehensive physician diagnosis and report, (less than one year old) including:
  - type and severity of current symptoms
  - functional impact of the disability
° current medications, treatments, and/or services currently prescribed

° description of expected progression or stability of the disability or illness over time

° recommendations for accommodations or services connecting the need for the Accommodations to the functional impact of the disability.

Complete the disability Verification Form, plus Disability Support Services Application.

**Psychiatric/Psychological Disabilities:**

- Current documentation (less than one year old); an official report from a licensed psychiatrist, licensed psychologist, licensed social worker, or licensed mental health provider to include:
  
  ° specific diagnosis

  ° description of current symptoms

  ° summary of comprehensive assessment

  ° history of symptoms

  ° validation of need for services related to the functional impact of the disability

  ° current treatment and medication – including any side effects

  ° recommendations including suggested academic accommodations justified by the link to functional limitations in the academic environment

Complete the Disability Verification Form provided in packet, plus Disability Support Services Application

Revised 06-28-2018
The Dean’s office provides educational accommodations at Hackensack Meridian Health JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing and Medical Imaging. The Dean, cooperation with your evaluating health care provider, determines and documents reasonable accommodations and works to ensure that all students with documented disabilities receive reasonable accommodations in accordance with the policies underlying Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) of 1990. Students receive services and accommodations while completing regular course offerings, and all students are held to the same academic standards of the school.

Student Information:

First Name:           Middle Initial:               Last Name:______________________________

Student ID#:                           Email:__________________________________________

Street_______________________________________________________________________

City: __________________________State:______________Zip Code:__________________

Home Phone: _________________________Cell or Other Phone; _________________________

Status: ___________________________ [ ] New Student  [ ] Current Student  [ ] Transfer Student

First Semester and Year: [ ] Fall   [ ] Spring   [ ] Summer   [ ] Summer Year:_________

[ ] I wish to apply for Disability Services. (No application Fee Required)

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

If deadlines are not met, accommodations may not be in place for the start of the semester Disability Services includes the following:

Classroom and testing accommodations only

Revised 06-28-18
BACKGROUND INFORMATION

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

High School Name:_____________________________________Graduation Year:_________

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

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

   [  ] Medical (Describe)____________________________________________________
   [  ] Other Disability (Describe) ____________________________________________

3. Please check all of the reasonable accommodations you are requesting. (Please understand that checking an accommodation does not guarantee you will receive it).

   [  ] Extended Time on Exams
   [  ] Reduced Distraction Testing Room
   [  ] Permission to Record Lecture

Revised 06-28-18
PERMISSION TO EXCHANGE INFORMATION PRIOR TO ENROLLMENT

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

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

[ ] Yes, I give permission.

[ ] No, I do not give permission.

Student Signature_________________________________     Date______________________

Mail, or Email this application to:

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

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

Revised 06-28-2018
Disability Verification Form

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

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

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

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

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

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

Updated 09-01-2018
STUDENT INFORMATION

(Please Print Legibly or Type)

First Name __________________ Middle _______________ Last Name ________________

Date of Birth _____________________________ Student ID# _______________________

Status (check one)   [  ] current student   [  ] transfer student   [  ] former student

Local phone (_________) -________- _________ Cell phone (_______) – ________-_______

Address ________________________________

_________________________________

Email Address: ___________________________

DIAGNOSTIC INFORMATION

(Please print legibly or type)

1. Date of Diagnosis: __________________________________________________________

2. Primary Diagnosis: __________________________________________________________

        Secondary Diagnosis: _____________________________________________________

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

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

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

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

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

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

Provider Signature____________________________________Date_____________________

Title__________________________________________________________________________

License or Certification#________________________________________________________

Phone Number   (_____) -_______-_______

Fax Number       (_____) -_______-_______
Ant-Harassment Policy

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

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

Education and Training in Title IX regulations, rights

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

1. Provide mandatory employee training, which is required for faculty, administrative professionals. This course is designed specifically for employees and supervisors.

2. Provide new student training about safety on campus, resources, definitions, and bystander prevention, college policies on non-discrimination, and information about how the school responds to complaints of discrimination, harassment, and sexual misconduct.
SCHOOL PHILOSOPHY

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

The faculty of the School believe that:

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

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

Nursing is a health service with the goal of collaborating with the 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 patient 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.

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

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

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

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

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

Guidelines for Paying Tuition and Fees

TUITION GENERAL INFORMATION
Billing for all semesters is done by and at the School. Billing is coordinated with the Finance Department of HMH JFK Medical Center. The due dates for each semester billing will be posted in the School’s website www.jfkmuhlenbergschools.org. Payment for all tuition, fees and room charges is required by the due dates for each semester. The following options may be used for satisfying payments: money order, certified or personal check or online with credit or debit card. (For all online transactions there will be a 2% convenience fee. Students are responsible to add 2% fee with Term bill balance.) Student may also consider setting up a payment plan by completing an application and agreeing to terms and conditions. Note: The School does not accept cash.

Registration will not be considered complete for any student who has an outstanding balance after the invoice due date. The student will not be permitted to attend class. However, the student may still have a financial obligation unless proper procedures for withdrawal have been followed.
Courses must be *officially dropped* during the stated refund period for the semester. Courses can be dropped online through web services or in person at a JFK Snyder School. Failure to attend a course does not constitute an official drop and students will remain responsible for all tuition and fee charges.

Grades, transcripts and letters of recommendation will not be released until all financial obligations to the Schools have been met. Students with a billing balance are placed in defunct status and unsettled accounts are subject to collection procedures by an outside agency. If a student’s account has been put on registration/transcript hold, the Schools have up to two working days from when payment has been received to release the hold.

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

Student Financial Aid Award letters will be e-mailed to all eligible students when all requested documents are completed by the student, and as government funding permits. Expected loan funds are deducted at time of billing and students are required to pay the balance at time of billing. Students are informed by the Financial Aid Office of their total aid/loans. Students must compare Award Letters to bills and pay any remaining balances by billing due dates.

Since the student financial aid award letter is broken down by semesters, each recipient can readily know how much of the total award is applicable to each semester’s bill. If a student is awarded more financial aid than the semester’s bill the balance will be credited to the student and a refund check will be processed. *ALL FEDERAL AND STATE GRANTS, AND ALL TUITION AND FEES, ARE SUBJECT TO CHANGE. STUDENTS WILL BE GIVEN AS MUCH NOTICE OF THESE CHANGES A POSSIBLE.* A current schedule of tuition costs and fees is available on the School’s website at: [https://www.jfkmuhlenbergschools.org](https://www.jfkmuhlenbergschools.org) Please visit the Student Billing Office, call (908) 668-2404 or e-mail aarti.sharma@HackensackMeridianHealth.org for more information.

**Payment Policies**

As part of the registration process students should check their JFK Students Portal for an outstanding balance ([https://www.webcollege.net/MuhlenbergCPortal](https://www.webcollege.net/MuhlenbergCPortal)) and make payment. Students who do not settle their account by the posted payment deadline for the semester could be dropped from their courses. However, there is no guarantee that student who were dropped for non-payment will be able to register for the same classes that were dropped for non-payment. Students who re-register after being dropped for non-payment will be charged $50.00 re-registration fee. Students who register on or after the payment deadline are expected to settle their account at the time of registration or their courses may be dropped. Students should not expect this policy to absolve them of financial liability. By registering for class, students are purchasing a seat in each selected class and are responsible for payment of the associated tuition and fee charges. Students who choose not to begin classes must officially drop according to the published deadlines to avoid being charged. Failure to attend a class does not constitute an official drop.
RESIDENCY STATUS

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

Applies to Professional Courses taken at the JFK Muhlenberg Snyder Schools

New Jersey Residents: Applicants with an address in New Jersey for a period of 3 months prior to the first scheduled day of class for a semester.

RESIDENCY STATUS (Union County Course only)

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

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

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

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

No out of county charges for the JFK Nursing professional courses

CHARGE-BACK ASSISTANCE (out-of-county students)

County Chargebacks

Students, who reside in New Jersey but outside of Union County, may be eligible for the lower in-county tuition rate if they qualify for a chargeback. The Union County College Student Services Center must be provided with the following forms to qualify:

- Certification of Inability to Admit which must be completed by the Registrar or Admissions Officer of your home county college.
- Certification of Residency which must be completed by the county fiscal officer (treasurer) of your home county.
- You will be charged in-county tuition if you submit these forms with your registration. If you paid out-of-county tuition and subsequently submit the forms, your charges will be reduced to the in-county rate, and if applicable, a refund will be issued. Students have 30 days from the first day of the regular semester to submit the required chargeback certificates.
DROP/ADD AND OTHER FEES
The School attempts to send calculated bills as soon as individual registrations have been completed. In the event that drop/add fees or any other additional fees are charged by Union County College during the reconciliation process, these fees will be added to the next unpaid semester.

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

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

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

Any student who is a HMH JFK Medical Center permanent (not per diem) employee or is a dependent age son or daughter, of a permanent (not per diem) employee in the HMH JFK Medical Center/Hackensack Meridian Health may receive up to thirty percent (30%) discount on the balance of the semester’s clinical bill (laboratory fee) after all financial grant and/or scholarship aid has been credited. Employee discount can only be applied to those courses taken at HMH JFK Muhlenberg Snyder Schools, not courses taken at Union County College or Kean University.

The Student must be in good standing in the Schools. The student must maintain a 2.0 GPA or better in the relevant nursing courses to receive the discount. Clinical discount does not apply for repeat courses.

TUITION PAYMENT PLAN

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

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

- Students must register for three or more credit/hours.

- There is a non-refundable fee to participate. Payments are due in monthly amounts. The initial payment plus the fee (if applicable) is required upon sign up.

- The number of available monthly payments (up to a maximum of three). Check with the Student Services for specific dates and amounts for each semester.

- Students must visit the Student Services office to make the initial payment and to sign a promissory note to participate in the Plan. Subsequently payments can be made online.

- Students who fail to make payment by the date(s) specified on the promissory note will be subject to late fees. Once a late fee has been added to an account, the student may not be eligible to participate in the Plan in future semesters.

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

Outstanding Balances

- All accounts with outstanding balances are subject to a late fee. Students who fail to pay their outstanding balance may be turned over to a collection agency and will be responsible for the added cost of collection & legal fees. The cost of collection can add as much as 19% to the amount already owed and will result in the disruption of your credit worthiness when the collection agency reports the delinquent account to national credit bureaus.

- A “Hold” will be placed on the student’s account and the student will not be allowed to receive grades, letters of recommendation, or transcripts and will not be permitted to register for subsequent semester until the debt is settled.

- In the case of those academically eligible to graduate, issuance of the diploma will be withheld until the balance is paid in full.
Refund Policy

- Refunds can take up to 10 days to be processed and for checks to be drawn. Checks will be mailed to students at their address of record.

- Refund amounts are determined by the official drop date recorded on the student’s account.

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

Fall and Spring Regular Semesters – Course officially dropped from the first scheduled day of the semester through the fifth day of the semester will result in a 50% credit of tuition and course fees. After the fifth day of the semester, no reduction in charges will be made for dropped courses.

Summer I or II, Winter, and Seven-Week Semesters – Courses officially dropped on the first scheduled day of the semester will result in a 50% credit of tuition and course fees. After the first day of the semester, no reduction in charges will be made for dropping courses.
<table>
<thead>
<tr>
<th>NURSING 2019-2020</th>
<th>NURM119</th>
<th>NURM121</th>
<th>NURM122</th>
<th>NURM221</th>
<th>NURM222</th>
<th>NURM141</th>
<th>NURM241</th>
<th>NURM242</th>
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<tbody>
<tr>
<td>Per Unit</td>
<td>Nursing I</td>
<td>Nursing II</td>
<td>Nursing III</td>
<td>Nursing IV</td>
<td>Acc. I</td>
<td>Acc. II</td>
<td>Acc. III</td>
<td>LPN Trans</td>
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<td>13</td>
<td>11</td>
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<tr>
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<td>Building Technology Fee</td>
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<tr>
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<tr>
<td><strong>Total In State charges</strong></td>
<td><strong>$1,937.00</strong></td>
<td><strong>$8,941.56</strong></td>
<td><strong>$8,744.98</strong></td>
<td><strong>$9,418.00</strong></td>
<td><strong>$10,093.00</strong></td>
<td><strong>$13,916.86</strong></td>
<td><strong>$11,353.00</strong></td>
<td><strong>$13,897.00</strong></td>
<td><strong>$4,316.62</strong></td>
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<tr>
<td><em>State rate, double the tuition amount</em></td>
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<tr>
<td><strong>Total out of state charges</strong></td>
<td><strong>$2,579.00</strong></td>
<td><strong>$10,653.56</strong></td>
<td><strong>$10,456.98</strong></td>
<td><strong>$11,344.00</strong></td>
<td><strong>$12,019.00</strong></td>
<td><strong>$16,698.86</strong></td>
<td><strong>$13,707.00</strong></td>
<td><strong>$16,679.00</strong></td>
<td><strong>$5,172.62</strong></td>
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</table>

No reduction in charges are made after the first day of class in any NURE course. Check current UCC Catalog for the UCC courses’ tuition and the fee costs the refund policy for the UCC courses. All charges are subject to change at any time pending appropriate approval. Students are dually enrolled in the JFK Muhlenberg Snyder Schools/Union County College.
BUCKLEY AMENDMENT GUIDELINES

- Do not give out any information about a student to anyone without the student’s written permission. Require an ID when a student requests a copy of his or her schedule or Counseling Advising Report.

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

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

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

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

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

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

THE BUCKLEY AMENDMENT

I. Date of Effectiveness: November 19, 1974

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

III. Definitions:
A. Challenge Hearing must be granted the student to contest the content of his/her educational records or to insure accuracy of recording. (Grades may only be challenged for accuracy of recording, not in terms of the reflection of performance).
B. Educational Records are those, which include files, documents and other materials contain information directly related to a student and are maintained by the college or school.

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

IV. Access to Student Educational Records Without Student Consent
A. Those eligible for such access are:
   1. Instructors and administrators currently employed by the institution who have an Educational interest in the information.
   2. Officials of other schools in which the student seeks to enroll provided the student is notified of the release.

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

Challenge exams for NURM100 (Math for Pharmacology) may be taken at the School. Check the School’s website for available testing dates. This opportunity is offered to accepted applicants and current students only. See Math for Pharmacology testing policy. Challenge exam for NURM119 may be taken by NURM141 students with accelerated faculty and Dean’s approval.
CRIMINAL BACKGROUND CHECKS
As of September 1, 2004, the Joint Commission has required the following standard be met. “(Standard HR .1.20 for staff, students and volunteers who work in the same capacity as Staff who provide care, treatment, and services, at EP 5 states criminal background checks Are verified when required by law and regulation and organization policy). This means that if state law, regulation or hospital policy requires background checks on all Employees, volunteers and students, the Joint Commission expects them to be done on all three Categories.”
The State of New Jersey Professional Responsibility and Reporting Enhancement Act (N.J.S.A. 18A:6-7.1 et. seq). requires all health care professionals to have a criminal history record background check. Therefore, in order to complete your educational program at HMH JFK Muhlenberg Snyder Schools, the performance of a completed criminal background check is required prior to a student’s first clinical course, and annually thereafter, and/or before moving into the School Residence. The School engages the service of a consumer reporting agency to conduct this background check. It is the responsibility of the student to submit necessary information to: www.tabb.net and for program identifier enter the word MUHLENBERG. Student will be billed directly by designated company for conducting background check and having results forwarded to HMH JFK Muhlenberg Snyder Schools and/or clinical facilities. Favorable results are conditions for continued enrollment.

DEFUNCT STATUS
Students failing to register for two semesters without notifying the Director of Registration and Enrollment, Hackensack Meridian Health JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder Schools, will be placed in defunct status and must go through the admissions process again. Defunct students are allowed to re-apply and will be required to pay the non-refundable application and acceptance fee.

COMPLETION REQUIREMENTS
Students are graduated when all course work is satisfactorily completed and financial obligations met. A cumulative GPA of 2.000 in all professional courses is required for graduation. All graduation requirements must be met before the student will be certified to take the licensing examination N-CLEX.

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

Convocation is held by HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing twice a year, in January and May/June.
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)
To protect the privacy of students and families, Federal law sets certain conditions on the disclosure of personal information from records kept by schools that participate in the SFA programs. The relevant law is the Family Educational Rights and Privacy Act of 1974 (FERPA). The ED regulations that implement FERPA were recently re-published in the Federal Register (2011-30683).

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

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

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the Schools to amend a record should write the school official responsible for the records, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the School decides not to amend the record as requested, the Schools will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the Schools discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorized disclosure without consent.

The School discloses education records without a student’s prior written consent under the FERPA exception for the disclosure to school official with the legitimate education interests. A school official is a person employed by the school in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Schools who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor or collection agent or a student volunteering to assist
another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Schools.

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

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

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the Schools to comply with the requirement of FERPA. The name and address of the Office that administers FERPA is:
   Family Policy of Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC  20202

This document is not intended as a exhaustive representation of FERPA, nor does it explain all rights afforded student under FERPA. More FERPA information can be found online at: http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html
GRADUATION REQUIREMENT

All courses required for graduation must be successfully completed before licensing eligibility is certified. It is the sole responsibility of the student to track their course completion to insure that ALL required courses are completed prior to graduation eligibility. Neither the Administration, Director of Registration and Enrollment, Professors or Staff, will accept responsibility for missing course.

Students are graduated when all course work is satisfactorily completed and financial obligations met. A cumulative GPA of 2.0 is required for graduation. All graduation requirements must be met before the student will be certified eligible to sit for the Registered Nurse (RN) Licensing Examination (NCLEX-RN). A comprehensive Assessment Test will be administered via computer in Nursing 222 and Nursing 242. This mandatory test provides a review of and assessment of retention of course content. This Assessment Test indicates areas of knowledge, strengths and areas for growth.

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

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

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

GRADUATION AWARDS

The Faculty Organization meets twice a year at the end of the Fall and Spring semesters to select award recipients. The following criteria have been established as guidelines for determining recipients of each award which is presented at the convocation ceremonies.

Board of Directors Award for General Proficiency in Theory and Practice
1. GPA in top ten.
2. Consistently provides high quality nursing care.
3. Demonstrates professionalism in nursing practice.
4. Demonstrates independent judgment.
5. Supports peers in evaluative process.
7. Collaborates effectively with the health team through application of interpersonal and therapeutic communication skills.
Florence Alice Held Award for Clinical Excellence
1. Consistently excels in clinical practice.
2. Consistently bases clinical practice on nursing theory.
3. Demonstrates professionalism in nursing practice.
4. Collaborates effectively with the health team through application of interpersonal and therapeutic communication skills.
5. Demonstrates independent decision making when identifying patient needs for health Maintenance through the use of community resources.

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

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

Thomas Pellino Humanitarian Award
The student will demonstrate the following:
- compassion and empathy
- strong patient advocacy
- administering care in a holistic manner
- be a source of inspiration to others
- be recognized by the health team for quality of care
GRADUATION – UNIFORM FOR CONVOCATION EXERCISES
A regulation uniform, chosen by the School, will be worn for convocation exercises. Hair must be off the collar. Only one pair of post earrings may be worn. No other jewelry will be permitted. Standard white nursing shoes will be worn as well as white stockings for women and white socks for men. (No sneakers allowed).

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

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

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

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

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

May we sing to thee dear Muhlenberg
With these words of praise.
THE NURSE’S PLEDGE

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

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

*Denotes a human being regardless of sex or age.

HEALTH INSURANCE

Proof of Health Insurance is required for all clinical and dormitory students. You may visit the government website, www.healthcare.gov, or contact them at 1-800-318-2596 if you need to obtain insurance. If you cannot afford health insurance, proof of charity care is also accepted. Please be aware that Union County College no longer offers health insurance for purchase.

HISTORY OF THE MEDICAL CENTER

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

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

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

In 1903, the hospital moved to the Randolph Road site with a bed capacity of 60. The main building was completed in 1962.
In April 1986, the hospital changed its name to the Muhlenberg Regional Medical Center, Inc., which more accurately described the growth in programs and services of the institution as well as symbolized the scope of the geographic area it served.

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

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

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

In 2011, SOLARIS HEALTH SYSTEM became JFK HEALTH SYSTEM. JFK entities include:
- JFK Medical Center
- JFK-Muhlenberg Campus S.E.D.
- JFK Muhlenberg Snyder Schools of Nursing, Medical Imaging
- JFK Johnson Rehabilitation Institute (JRI)
- Hartwyck Nursing and Rehabilitation Center
- JFK Neuroscience Institute
- Whispering Knoll Assisted Living
- JFK Mediplex Surgery Center
- JFK Adult Medical Day Program
- JFK at Home
- JFK’s Dental Clinic
- JFK Family Medical Center
- Haven Hospice
- Keith Wold Johnson Child Care Center
- JFK Urgent Care Center

In 2013, JFK HEALTH SYSTEM became JFK HEALTH.

**HISTORY OF THE SCHOOL**
The School of Nursing was founded in 1894. Since that time it has maintained a level of excellence in nursing education worthy of the reputation that it holds. Further, in 1971, by a Resolution of the Board of Higher Education of New Jersey, the School of Nursing was given unconditional approval to institute a Cooperative Program with the, then private, Union County College. This Cooperative Nursing Program continues, as an excellent example of nursing education, with Union County College. Since its inception, the Cooperative Nursing Program has been the recipient of numerous commendations from the Department of Higher Education for its innovation, and commitment to excellence. It has been cited by the Department of Higher Education as a model for nursing education in New Jersey.
The School celebrated its Centennial in 1994. It graduated its first class, two (2) in number, in 1896. At that time, the program was two (2) years in length.

Today, the School has an enrollment of over 350 students and graduates on the average 100-150 students annually.

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

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

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

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

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

New Jersey Board of Nursing  
124 Halsey Street  
P. O. Box 45010  
Newark, NJ 07101  
(973) 504-6430  
www.board-of-nursing.com  
Accreditation Commission for Education in Nursing  
3343 Peachtree Road, NE, Suite 850  
Atlanta, GA 30323  
(404) 975-5000  

In addition, the School is approved for Veteran Training and Non-Immigrant Alien students. The School holds membership in the National League for Nursing.
**LEAVE OF ABSENCE**
A Leave-of-Absence request form must be completed prior to the start of the Fall and Spring semester. Leave-of-Absence are granted for up to one semester to matriculated students in good standing. Applications may be obtained from the School’s website. Students must return the signed applications to the office of the Director of Registration and Enrollment for processing. The Leave-of-Absence is effective for requested semester and approval by the Director of Registration and Enrollment, Director of Financial Aid, Billing, the Associate Dean and Student Health Nurse. The $20.00 non-refundable processing fee is payable online through the School’s website. Leave-of-Absence are included in the time limit the student has to complete the program. Students return from a Leave-of-Absence on a seat-available basis. A Leave-of-Absence becomes an automatic defunct if the student does not officially register, withdraw or apply for an extension, or if the leave is denied and the student does not continue studies. College credits earned, at Union County College or any other institution, during a Leave-of-Absence will not be transferable during the semester for which the leave of absence was approved. Copies of the application will be distributed to appropriate personnel by the Registration Office after approval has been granted.

Leaves-of-Absence will be granted, only before the beginning of the semester for which a student is requesting a Leave-of-Absence. The student must be cleared by the School’s Student Health Nurse prior to returning to a clinical (nursing) semester.

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

**LEAVE-OF-ABSENCE EXTENSION**
Leave-of-Absence Extension applications may be obtained from the School’s website, completed and signed before the start of the semester for which the student is requesting a Leave-of-Absence Extension. The signature of the Director of Registration and Enrollment, Director of Financial Aid, Billing, the Associate Dean and Student Health Nurse indicates approval of the Leave-of-Absence Extension. The $20.00 non-refundable processing fee is payable online through the school’s website.

**MATERNITY LEAVE**
The student is responsible for notifying the Health Clearance Nurse as soon as verification of pregnancy is received. The student is to obtain a note from her obstetrician indicating that the student is medically cleared to remain in class and clinical. Any restrictions in duty must be listed. The student will also require a clearance note to return to class and clinical post-partum. The physician’s clearance note must be presented to the Health Clearance Nurse at the School. All costs of medical care and hospitalization associated with pregnancy shall be the responsibility of the student. The student must also speak to the Director of Registration and Enrollment and sign a Leave-of-Absence form is she is taking a Maternity Leave. Students receiving financial aid must also see the Director of Financial Aid.
PROGRAM COMPLETION LIMITS
No student may take more than the below stated time limit to complete the program, inclusive of
time accrued during a leave of absence. This does not include time accrued due to a seat being
unavailable. An extension of one semester only, under extenuating circumstances, may be
granted by the Dean. Failure to comply with this policy will result in dismissal from the
program.

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

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

**Transfer Students**
Once accepted into one of the above Nursing Tracks, the student has 150% of the program length
to complete the program.

NOTIFICATION OF CHANGES AND ADDITION OF POLICIES
All students and stakeholders will be made aware of policy changes via the school website,
Union County College (UCC) email, Canvas platform, and in the classroom. Students
matriculated in the JFK Muhlenberg School of Nursing program receive a student handbook
during orientation. Notifications of needed additions and revisions of policies are made as
follows:

- Each course within the nursing school will distribute the new/revised policy in the
  classroom. The course faculty will collect a signed Policy Attestation Form from each
  student. This document is filed in the student files.
- Lead teachers will post all changes on the Canvas platform in announcements.
- Student Services will post policy additions/changes under “News and Announcements”
  on the school’s website.
- Student handbooks will be reviewed and updated annually. The PDF copy of the current
  handbook is available at jfkmuhlenbergschools.org.
- Matriculating students will also receive an email from Student Services with the
  new/revised policy changes.

Student Services will notify admitted students who have not begun their nursing courses of
policy changes via UCC email. A read receipt verifies acknowledgement of the policy change.
QUALITY POINT SCALE MATRIX
This matrix is used in conjunction with the academic progression, probation and dismissal policies of the School to determine the degree to which the student is making satisfactory progress in the program. Such determinations are made by the Dean, School of Nursing upon the recommendation of the Promotion and Evaluation Committee of the School’s Faculty Organization. Additionally, the Academic Evaluation Committee of Union County College (on which JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing faculty hold full membership) recommends decisions relative to probation and dismissal to the College. Students are advised to consult the Union County College Student handbook and Catalog relative to actions of the Union County College Academic Evaluation Committee. Decisions by the School of Nursing take precedence over decisions by the AEC of Union County College. Any student wishing a further explanation of the scale is requested to speak to the Registrar, the Chairman of the Promotion and Evaluation Committee or the Associate Dean, School of Nursing.

QUALITY POINT INDEX SCALE

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Minimum Accept GPA JFKSON</th>
<th>Minimum Accept Q.P. JFKSON</th>
<th>Minimum Accept Q.P. UCC</th>
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<th>Probation Range Q.P. UCC</th>
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RE-ADMISSION POLICY
A student who has been 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 reevaluated 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 qualifications. 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 HMH 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.

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.

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<th>The school retains:</th>
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<tr>
<td>Withdrawal by the fifth day of the semester</td>
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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 case of a student who officially withdraws, the date of the withdrawal.

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

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

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

**COURSES DROPPED PRIOR TO THE START OF A SEMESTER**

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

**COURSES DROPPED AFTER THE START OF A SEMESTER**

**Fall and Spring Regular Semesters**
Course officially dropped from the first scheduled day of the semester through the fifth day of the semester will result in a 50% credit of tuition. After the fifth day of the semester, no reduction in charges will be made for dropped courses.

**Late Start, Winter, Summer and Seven Week Sessions**
Courses officially dropped on the first scheduled day of the semester will result in a 50% credit of tuition. After the first day of the semester, no reduction in charges will be made for dropped courses.

4. Treatment of Federal Financial Aid Funds (Title IV Aid)
   Students earn financial aid each time they attend class. For that reason, Federal funds (Pell Grant, FSEOG, Subsidized/Unsubsidized Loans, and PLUS loans) may need to be returned if students withdraw before the end of the semester. Students must complete 61 percent of the semester (usually 11 weeks) or they may be required to repay all or part of the financial aid disbursed for that semester.

Once the Registrar’s Office processes the withdrawal, the Financial Aid Office will determine the amount of financial aid a student has “earned” and the amount for which they are not eligible (“unearned”). The unearned funds are returned to the Department of Education. To calculate the completed portion of the semester, we divide the number of days a student attended by the number of days in the semester. The number of days in each semester begins with the first day of class and ends with the last day of class. Semester breaks of five or more consecutive days are not included in the calculation; however, weekends are counted.
Return Distribution for Financial Aid Recipients

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

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

Refund Procedures

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

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

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

REGISTRATION
Students currently enrolled in nursing courses must register for their next nursing course using the following time frame:

Fall Registration: You must register between the first day of registration and April 15th to ensure you have a seat.
Spring Registration: You must register between the first day of registration and December 15th to ensure you have a seat.

Current students who do not register within the assigned time frame will be in jeopardy of not obtaining a seat in their next nursing course. Available seats will be open to all students waiting to return in the upcoming semester after the assigned registration period has ended.

All students must register online through Union County College’s Web Services (www.ucc.edu) Student Planning or at JFK Muhlenberg Snyder Schools Registration office. For the Fall and Spring semesters, a full-time student may carry 12-18 semester credit hours. Students must check the Academic Calendar at www.ucc.edu for registration dates.
Students who decide not to attend the ensuing semester, after having registered, must withdraw from courses prior to the first day of the semester via Union county College’s Web Services, Student Planning or by completing a withdrawal form with the Registration office at the JFK Muhlenberg Snyder Schools.

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

Students on waiting lists do not register until the Granted Petition is entered by the Director of Registration and Enrollment.

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

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

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

REPEATING COURSES – ALL STUDENTS

When a student repeats a course, the most recent grade will be calculated into the grade point average. This average is known as the “adjusted average.” The student’s record, however, will show all courses attempted and all grades received.

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

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

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

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

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

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

1. Students satisfactorily progressing from one course to another.
2. Students who have already waited out a semester due to seat unavailability on a first come first served basis.
3. Newly admitted students into the program. (Including transfer students)
4. Students who are repeating a nursing course, on a first come first served basis.

Students who need to repeat a nursing course, which is closed, will automatically be placed on a waiting list, and will be notified as follows; Fall semester – notified by the end of August; Spring semester- notified by the middle of January when they may register for the nursing course. Students who are not planning on continuing in the program must notify the Director of Registration and Enrollment in writing.

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

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

GRANTED PETITION
Student must be Granted a Petition to register for nursing courses. Granted Petition means a code has been entered for the student to register for a nursing course. Students progressing through nursing courses are Granted a Petition. The Director of Registration and Enrollment will notify students on the waiting lists, newly admitted students and student who wish to repeat a nursing course when they have been Granted a Petition to register for a nursing course.

STUDENTS CLASSIFICATIONS
Courses bearing institutional credits are accumulated to determine Full-Time, Half-Time, or less than Half-Time status:

- Full-Time Student – A student is considered full-time academically when he/she pursues 12 or more credit hours. A full-time student may carry 12 to 18 credit hours.
- Half-Time Student – A student is considered half-time, academically, when he/she pursues 6-8 credit hours.
• Three-Quarter Student – A student is considered three quarter-time, academically, when he/she pursues 9 – 11 credit hours.
• Less than Half-Time Student – A student is considered less than half-time, academically, when he/she pursues 1-5 credit hours.

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

STUDENT RECORD RETENTION POLICIES
Student files contain any information pertinent to or related to the student’s academic, health or financial aid status while a student or graduate of the School.

Academic files are housed in the school’s file room #2. These records are maintained by the Director of Admissions until the student is accepted. Once the student accepts admission the file becomes the active academic file.

Academic records of current students and the most recent graduates are housed in secure metal files in the school’s file room #1 in Accordance with AACRAO regulations – for 3 years after graduation. Thereafter, required documents are retained on a permanent basis in accordance with AACRAO or until administrative need is satisfied. Academic records of students who have withdrawn or been dismissed from the program are kept secured in files until administrative need is satisfied or in accordance with AACRAO standards. The Director of Registration is responsible for all academic records.

Student Health Records are securely housed in the Student Health Nurse’s office and in the school’s file room. The records are retained for 3 years after graduation in accordance with AACRAO standards. The Student Health Nurse is responsible for maintenance and upkeep of all student health records.

Current Federal Student Financial Aid Records including previous academic year graduates, dismissals and withdrawals are securely housed in the office of the Director of Financial Aid. Older Financial Aid records are housed in File room #2. All financial aid files are retained in accordance to the federal requirements and NY state requirements.

Student exams are retained by the Lead Teacher of each course for 1 year after course completion in accordance with AACRAO standards.

In maintaining and in processing all records, the School is in compliance with the Family Education Rights and Privacy Act of 1974 (Buckley Amendment).
No information concerning a student or graduate academic status is released without written consent of the student, graduate or supporting parents, if the student is a minor. Character references, during student tenure, may only be released with similar written consent.

**Inspection and Review of Records**

1. Staff and faculty use of a student file shall be documented on the Access of Student Records Form, inner front cover of student file.
2. Student records may not be removed from the school premises.
3. Students may review their educational records upon request to the Dean. The Dean will comply within ten days after the request is made.

The student has the right to review all documents in the file EXCEPT:

b. Evaluations after that date if the student has waived his/her right to view the records.
c. Financial records and statements of parents.
d. Documents classified by law as non-educational.
e. Anecdotal comments by staff.

**Disclosure of Information from the Record**

1. The records of students will be disclosed without his/her written consent to those federal and state government agencies provided by law.
2. The records of a student will be disclosed without his/her written consent to an agency to which the student has applied for or from which he/she has received financial aid, or which has made decisions concerning eligibility, amount, conditions or enforcement of terms of such aid.
3. The School reserves the right to furnish parents or guardians of financially dependent students any information relating to such students’ academic status. The School will assume that the student is financially dependent unless the student informs the School in writing within ten days of registration each term that he or she is financially independent.
4. The records of a student will be disclosed without his/her written consent to comply with a judicial order or subpoena.
5. The records of a student will be disclosed without his/her written consent in a health or safety emergency, as provided by law.
6. The following information related to a student is considered “directory information.” The School reserves the right to disclose it to anyone inquiring without the student’s consent unless the student informs the Office of the Director of Registration and Enrollment that any or all such information about this student is not to be made public without the student’s written permission: the student’s name, home and local address, telephone number, date and place of birth, major field of student, dates of attendance, degrees and awards received, the most recent previous educational institutions attended by the student, and other similar information. (See Addendum L)
**Correction of Record**
If after the inspecting and reviewing of his/her records, the student believes that information contained therein is inaccurate or misleading or violates his/her privacy or other rights, he/she may request, in writing, that the record be amended.

**Right of Complaint**
A student who believes that the School is not complying with the requirements of the Family Education Rights and Privacy Act or the regulations issued by the Department of Education implementing the Act, may file complaints in writing with:

The Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901  
(800) 872-5327

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

**Retention Periods for Student Records**
Student records are maintained in accordance with guidelines from the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

**SURVEY OF PAST GRADUATES**
The population of nursing students who attended the School and Union County College and upon whom a Diploma in Nursing and Associate of Science degree was conferred in academic years 2011-2012, 2012-2013, 2013-2014 was published in the Summer of 2016. This survey is completed every three years.
Revised 07/16

**TRANSCRIPTS**
All requests for graduate transcripts from the School of Nursing permanent academic record must be made in writing to the School. Visit the School’s website at www.jfkmuhlenbergschools.org to obtain the Transcript Request form. A fee is charged for each transcript. Students are not entitled to transcripts until all obligations to the School of Nursing have been met. Please allow a minimum of seventy-two (72) hours to generate transcripts.

**TRANSFERS BETWEEN DAY AND EVENING TRACKS (Revised 4/18)**
Students wishing to change from the DAY Division to the Evening Division and vice versa must submit the Transfer Between Day and Evening Divisions form to the Director of Registration and Enrollment. The form can be obtained from the School’s website. www.jfkmuhlenbergschools.org.
1. Students will be granted this request once.
2. Seats are granted on a seat-available basis.
3. Students transferring tracks are not given priority seating over current students in those tracks.
TRANSFER STUDENTS WITH ADVANCED STANDING IN NURSING
The School may grant advanced standing for nursing courses that correspond in subject matter and credit value to the courses offered by the Hackensack Meridian Health JFK Medical Center Muhlenberg School of Nursing/Union County College Cooperative Nursing Program. Both general education and Nursing courses considered for transfer must have been successfully completed at the previous school(s) attended. Nursing course are reviewed by the Associate Dean/Assistant Dean and must have been completed within the last five (5) years.

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

WITHDRAWAL FROM A COURSE
Students who register for courses and elect to withdraw from those same courses may do so through Union County College’s Web Services Student Planning or complete a drop/add form with the School’s registration office. Withdrawal dates for each semester are on the Academic Calendar on Union County College’s website www.ucc.edu.

Withdrawals are not permitted after the last withdrawal date of courses. A student who fails to comply with the withdrawal procedure cannot withdraw after the published withdrawal date will receive a “UF” grade (Unofficial Withdrawal).

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

WITHDRAWAL FROM A NURSING COURSE
A student cannot withdraw from the same nursing course more than once. A second withdrawal from the same nursing course will result in dismissal from the program.

Students must complete the Course Withdrawal Form located in the registration office at the School. This form is to be signed by the following offices: registration, financial aid, billing and the student health nurse.
WITHDRAWAL FROM THE PROGRAM
Notification of withdrawal from the program must be submitted in writing. The student also needs to: 1) sign a “Program Withdrawal Notification form and 2) see the Student Account representative to review any financial obligations. Students are asked to give a reason for the withdrawal. Students who are receiving financial aid must also see the Director of Financial Aid.

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

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

TRANSPORTATION/PARKING
Each student is responsible for providing his/her own transportation to and from Union County College, agencies used for clinical experiences, and other places of learning or recreation. Each student assumes full responsibility for any risk, loss, injury and/or damages incurred relative to the use of any means of transportation and the parking of bikes and motor vehicles. Student with cars must park their vehicles in the spacious, well-lighted parking lot immediately across the street from the main entrance of the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools. Parking is also provided at Union County College. Every student attending Union County College must purchase the Union County College parking decal at the Union County College Student Accounts Office. Each student owning or operating a motor vehicle at JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing must register it through the Student Accounts Office. If a new vehicle is purchased, a new registration is required.

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

- Students are to park in the parking lot across from the school only. Only evening students are permitted park in the front of school parking lot after 3:00 pm.
- Parking on both sides of Park Avenue (1200 block) will be strictly prohibited and enforced for safety reasons. “No Parking” signs are in place on both sides of the street.
- Parking on Moffett Avenue (1200 block) is prohibited.
- Parking on Randolph Road (1200 block) is prohibited.
- Students coming to or leaving the school and crossing the street are considered pedestrians. Students are required by the New Jersey State law to obey traffic laws and cross the street at the designated crosswalk.
### Average Overall Cost of Program* (Based on In-County Rates)
- **Nursing – Generic Program (75 credits)**: $44,397.50
- **Nursing – Accelerated Program (54 credits)**: Assumess transfer of 21 general education credits, $38,691.00
- **Nursing – LPN to RN Program (59 credits)**: Assumess transfer of 16 general education credits, $29,196.50
- **Nursing – Pathways to BSN (75 credits)**: $50,865.50

### Clinical Laboratory Fee – For Clinical Nursing Courses
- **Nursing 120 – LPN Transition course**: $1,575.00
- **Nursing 121 – (4 Clinical Credits)**: $5,400.00
- **Nursing 122 – (4 Clinical Credits)**: $5,400.00
- **Nursing 221 – (4.5 Clinical Credits)**: $6,075.00
- **Nursing 222 – (4.5 Clinical Credits)**: $6,075.00
- **Nursing 141 – (6.5 Clinical Credits)**: $8,100.00
- **Nursing 241 – (4.2 Clinical Credits)**: $7,380.00
- **Nursing 242 – (6.5 Clinical Credits)**: $8,100.00

### Tuition

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<th>Union County Resident</th>
<th>New Jersey Resident/Out of State</th>
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<td>$208.50 per credit</td>
<td>$417.00 per credit</td>
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*(No Out of County charges for the JFK nursing professional courses)*

### FEES
- **ATI NLCEX Prep (NURSING I – IV)**: $450.00
- **ATI NCLEX Prep (Acceleration)**: $566.00
- **Audit Fee (Lecture)**: $150.00
- **Audit Fee (Laboratory)**: $350.00
- **Building Technology Fee**: $300.00
- **Challenge NURM 119**: $625.50
- **Drug Screening Fee**: $25.00
- **Graduation Fee (non-refundable, payable last semester of program; include Convocation and Commencement)**: $400.00
- **Health Office Fee (per semester)**: $100.00
- **Lab Fee**: $175.00
- **Late Payment Fee**: $100.00
- **Leave of Absence Fee**: $20.00
- **Library Fee (per semester)**: $35.00
- **Math Challenge**: $208.50
- **Mid-Semester Room Change Fee**: $100.00
- **Online Course Fee**: $30.00
- **Orientation Fee (payable first semester in the program)**: $60.00
- **Registration Fee (per semester)**: $35.00
- **Residence Fee (Fall & Spring)**: $1800.00
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<td>Union County College Parking Permit Fee</td>
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Course of Laboratory Fees – (Science, Math, Social Sciences, Humanities) may be found on the Fee Sheets or Website for Union County College – [www.ucc.edu](http://www.ucc.edu)

*All changes are subject to change at any time pending appropriate approval. All School of Nursing students are enrolled in the JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing/Union County College Cooperative Nursing Program. Additional Fees course fees may apply.*
Tuition and Fees Effective Academic Year 2017-2018

The table on this page is for estimate purposes only. It illustrates the cost of the nursing program on a semester by semester basis. The tuition and fees shown are for nursing students only. For credits taken at Union County College, estimate $191.10/credit (in county) or $382.20/credit (out of county) plus any course fees. All charges are subject to change at any time pending appropriate approval. All School of Nursing students are enrolled in the JFK Muhlenberg Snyder School of Nursing/Union County College Cooperative Nursing program.

<table>
<thead>
<tr>
<th>NURSING</th>
<th>NURM 119</th>
<th>NURM 121</th>
<th>NURM 122</th>
<th>NURM 221</th>
<th>NURM 222</th>
<th>NURM 141</th>
<th>NURM 241</th>
<th>NURM 242</th>
<th>NURM 120</th>
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<td>Per Unit</td>
<td>Per Credit</td>
<td>Nursing I</td>
<td>Nursing II</td>
<td>Nursing III</td>
<td>Nursing IV</td>
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<td>ACC II</td>
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<td>Library Fee</td>
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<td>Building Technology Fee</td>
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<td>*For out of state rate double the in county rate.</td>
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NURSING PROGRESSION & ACADEMIC POLICIES
PROGRAM GOALS AND STUDENT LEARNING OUTCOMES

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

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

The graduate of the JFK Muhlenberg Snyder School of Nursing is eligible to sit for the State Board Licensing Examination for Registered Nurse Licensure.
Revised 07/2019

ORGANIZING FRAMEWORK
The organizing framework of the curriculum is eclectic in approach. 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. 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.

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.

3. Maslow’s of various need categories are to 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.

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.

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

Organizing Constructs of the Curriculum
Threads in the curriculum arise from the philosophy and outcomes of the program. They are the process threads and the integrative threads.

<table>
<thead>
<tr>
<th>Horizontal Threads</th>
<th>Vertical Threads</th>
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<tbody>
<tr>
<td>Safety</td>
<td>Role of the Nurse</td>
</tr>
<tr>
<td>Socialization, Solitude, Normalcy</td>
<td>Nursing Process/Critical Reasoning</td>
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<tr>
<td>Activity</td>
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<td>Air</td>
<td>Growth and Development</td>
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<td>Food</td>
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<td>Water</td>
<td>Teaching/Learning</td>
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<tr>
<td>Elimination</td>
<td>Community</td>
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<td>Rest/Comfort</td>
<td>Evidence Based Practice</td>
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<tr>
<td></td>
<td>Pathophysiology (Pharmacology &amp; Skills)</td>
</tr>
</tbody>
</table>
PROGRAM OUTCOMES

NCLEX Pass Rate

- School of Nursing will maintain an NCLEX pass rate at or above 80%.

Program Completion Rate

- All students will complete the program in 150% of the program length.
  *Transfer students: Once you enter the program you have 50% of the time to complete the program.

<table>
<thead>
<tr>
<th>TRACK</th>
<th>Actual Length</th>
<th>150% of Program Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generic Track</td>
<td>5 semesters</td>
<td>8 semesters</td>
</tr>
<tr>
<td>Accelerated Track</td>
<td>3 semesters</td>
<td>5 semesters</td>
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<tr>
<td>LPN to RN Track</td>
<td>3 semesters</td>
<td>5 semesters</td>
</tr>
<tr>
<td>BSN Pathway Track</td>
<td>5 semesters</td>
<td>8 semesters</td>
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</table>

Job Placement Rate

- 80% of the School of Nursing graduates will attain positions in Nursing within one year from the time of graduation.
ACADEMIC PROBATION

Academic probationary status of students is determined through the use of The Quality Point Scale Matrix located in the Student Handbook (available on the website, www.jfkmuhlenbergschools.org).

The probationary period is one semester. Students on probation may not enroll in over three courses of 9 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 Scale, probationary status is automatically terminated. If the student’s grade point average is determined not to be satisfactory according to the Quality Point Index Scale, the student is put on continued academic probation.

Continued Probation (CPro): 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 (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 continued probation). A student on continued probation may also enroll in non-nursing courses at Union County College. A maximum of 9 credits may be attempted.

Any student on academic probation or CPro must create an academic performance improvement plan each semester the student is on probation. The plan must have approval from the Dean’s office. A copy of the academic improvement plan signed by the student and the Dean must be in the student’s file prior to registration for the subsequent semester.

Students who were not been on academic probation previously, but whose quality points earned are within the dismissal range on the Quality Point Index Scale are placed on academic probation, rather than being dismissed.

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 nurse 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 1). Students may challenge NURM 100 one time only. Please refer to Math Challenge Exam policy. 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 105, NURM100, NURM 119, NURM 120, NURM 121, NURM 122, NURM 221, NURM 141, and NURM 241.
  2. A student must achieve a cumulative grade point average of 2.0 or higher to enter NURM 119 (Introduction to Nursing Concepts).
  3. A student must achieve a cumulative grade point average of 2.0 or higher at the end of each semester in order to progress into the next nursing course. EXCEPTION: A student seeking to repeat a nursing course in which a grade of “F”, “D”, or “D+” was earned, who because of that failing grade is unable to meet the grade point average of 2.0, will be permitted to repeat the nursing course if it is being offered again by the School of Nursing and if there is a seat available. After the course is completed, the student’s grade point average must be a 2.0 or better.
  4. For courses taken at Union County College, a student may not attempt a course for the third time without the Department Chairperson’s approval. Final grades of “W” will count as an attempted course and will be included in the course-repeat process.
  5. LPN Transition Academic Progression Policy: Upon successful completion of NURM 120 (LPN Transition), advanced standing will be awarded for NURM 100 (Math for Pharmacology – 1 credit), NURM 119 (Introduction to Nursing Concepts – 3 credits), NURM 121 Nursing I – 8 credits) and NURM 122 (Nursing II- 8 credits). The Nursing 120 (LPN Transition) course may not be repeated. If a student fails to obtain a grade of “C” or higher, he/she must take NURM 119 (Introduction to Nursing Concepts) on a seat-available basis and progress sequentially through the Generic Track nursing courses.
  6. Accelerated program academic progression policy: students who are unsuccessful in NURM 241 (withdrawal, or failure) and would like to transfer to the Generic Track are eligible to take the NURM 119 challenge exam. If the student passes the challenge exam, the student will progress to NURM 121. If the student fails the challenge exam, they must start the Generic Track in NURM 119.
  7. Student 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 satisfactory 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.jfkmuhlenbergsschools.org.

• All nursing courses are sequential.

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

If a student fails NURM 241 (an 11 credit course) and request to enter the Generic Track and not repeat NURM 241, the student must take and pass both NURM 122 (an eight credit course) and NURM 221 (a nine credit course).

If a student fails NURM 242 (an thirteen credit course) and requests to enter the Generic Track and not repeat NURM 242, the student must take and pass both NURM 221 and NURM 222 (each a nine credit course).

The following pertains to the LPN to RN Transition Track:
If a student fails Nursing 120 (the four credit LPN to RN Transition Course), he/she may not repeat the course and must enter into the Generic Track. That student must take and pass NURM 119 (a three credit course) and NURM 121 (an eight credit course).
Reviewed 07/2019

ACADEMIC – DISMISSAL
A student will be dismissed from the program when he/she:
1. Enrolled in the same nursing course more than two time.
2. Once a student fails a course they cannot withdraw on the retake.
3. No more than two withdrawals will be allowed in the entire program.
4. Earns two failing grades below a “C” or twice ears a grade below “C” in the same nursing course.
5. Two failures in NURM 100 (because it is a one credit course) When a student fails NURM 100 and fails another nursing course, Math does not count as a nursing failure so the student may continue in nursing courses, until they fail another course or graduate.
6. Fails to complete the program within 150% of the program length from the first nursing course.
8. Does not comply with the Clinical Tardiness and Absenteeism Policy.

Any School of Nursing or Medical Imaging student who has met any of the above criteria will be dismissed from the program. This dismissal is final. The same student cannot reapply to the same program at JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging.

NON-ACADEMIC – DISMISSAL

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

APPEAL PROCESS

I. APPEAL PROCESSES

An academic and non-academic appeal process is detailed below. The documentation is maintained in the office of the Dean. All students within the School of Nursing and the School of Medical Imaging have the right to appeal certain decisions through procedures that afford due process. Course grades may not be appealed at Union county College.

II. NON-ACADEMIC APPEAL PROCESS

Non-academic appeals cover all issues related to student conduct, excluding grades and clinical evaluations. The student is given the right to an orderly, unbiased examination of a decision of the Dean or his/her designee when such decision is perceived by the student to be capricious, arbitrary or based on inadequate rationale/documentation or other evidence, when considered as a whole. A student seeking review of a decision by the Dean or his/her designee which, if enforced against the student, will result in some form of significant sanction or other negative consequence for the student, shall be entitled to a review of such decision in accordance with the following procedure:

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

B. An Investigative Committee will be convened for the purpose of investigating the matter. The Investigative Committee will be provided with
a copy of the student’s Grievance Statement.

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

D. At least three (3) working days prior to the appeal hearing date, the Dean or his/her designee will obtain the rationale/documentation involved in the contested decision and submit it to the Committee.

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

F. The student may choose a representative from the faculty at the school (who is not serving on the Investigation Committee) to serve as an advisor through the appeals process. This individual may attend the appeals hearing in a supportive role only and will not participate in the hearing.

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

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

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

J. The Dean will review the written materials considered during the hearing, review the Investigative Committee’s statement, and issue a written decision accepting, rejecting or modifying the Investigative Committee’s recommendations. The Dean will notify the student of the written decision which has been issued.

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

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

III  ACADEMIC APPEAL PROCESS

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

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

The following shall be the only basis upon which a student is entitled to an academic appeal:
1. The instructor did not adhere to previously announced standards.
2. Violation of student rights as described in the Student Bill of Rights including the failure to provide due process for the student.
3. Calculation of recording error – Academic Appeals will be limited to unsatisfactory clinical evaluations and the inaccurate recording and/or reporting of an academic grade.

B. The following relates to an academic numerical grade

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

C. The following relates to clinical evaluations:

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

2. Appeals Committee Hearing
   (a) If the student is not satisfied with the outcome of these efforts, he/she may request a hearing. This is instituted by submitting a written statement of intent to the Dean within three (3) working days of the student/Associate Dean conference.
   (b) No later than three (3) working days following receipt of the student’s written statement of intent, the Dean will hold a conference with the student and determine if the issue meets the stated criteria for a valid appeal (see Academic Appeals Process, Letter A). The Dean will immediately notify the Chairperson of Promotions and Evaluation.
   (c) The student shall submit a formal appeal to the Chairperson of Promotions and Evaluations within ten (10) working days of the initial student/Dean Conference. This letter shall clearly state the reason for the appeal. The letter shall refer to the specific facts relevant to the course objectives and should not include extraneous issues or referral to previous semesters. The student may seek assistance from a faculty member when preparing the formal appeal letter.
   (d) Within three (3) working days of receipt of the formal appeal, the student will receive, from the Chairperson of Promotions and Evaluations, a description of the procedure/guideline to be used in the hearing and the Dean will notify the Appeals Committee that the student has been provided with a copy of the procedures/guidelines.
   (e) At least two (2) working days prior to the hearing, the Chairperson of Promotions and Evaluations will give a copy of the student’s formal letter of appeal to the instructor(s) involved. At the hearing, the members of the appeal panel may read all relevant documents, including, without limitation, the student’s appeal letter, the Clinical Warning(s), and the Final Clinical Evaluation tool plus the anecdotal notes.
   (f) The Dean will schedule, and notify the student of, the formal appeal date within five (5) working days of receiving the student’s formal letter.
   (1) The student may select ONE (1) appointed faculty members or one (1) appointed alternate. The faculty member has the right to disqualify himself/herself. (The student cannot choose a faculty member in the course that the student is presently enrolled).
(d) The student and instructor(s) will appear before the Appeals Panel at the designated time to present the issues and answer questions from the Appeals Panel.

(e) Minutes will be recorded on a recording device.

(f) The Appeals Panel makes recommendation to the Dean, but does not have the authority to change the clinical grade to “Satisfactory.” The decision of the Appeals Panel requires a majority vote and shall be presented as a recommendation to the Dean at the conclusion of the hearing. The Dean will review the written materials from the hearing and the Appeals Panel’s recommendation. Within three (3) working days of receipt of the Appeals Panel’s recommendation, The Dean will notify the student and the instructor(s) involved of the Dean’s decision. The decision of the Dean will be written.

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

D. Administrative Hearing Process

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

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

3. This written request must state the reason(s) that the requesting party believes that due process was not accorded to him/her during the hearing. The Administrative Hearing Panel will consist of:
   a. Dean, Schools of Nursing, Medical Imaging
   b. Vice President and Chief Operating Officer, JFK Health
   c. CNO or the Radiology Director

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

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

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

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

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

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

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

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

ANECDOTAL NOTES
Instructors write weekly anecdotal notes, as soon as possible after clinical experiences. It is the student’s responsibility to read, sign and date these notes weekly. If desired, the student may respond in writing to the anecdotal received at the time of signing. Anecdotal notes must also be completed by the student on a weekly basis, whereby they provide examples of how the specific clinical outcomes were met.

ATTENDANCE POLICY – NURSING COURSES

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

If, for any reason, a class, lab or practice laboratory is missed, it is the student’s responsibility to obtain the material covered. Absence from the course work may jeopardize the attainment of the course objectives. The clinical laboratory experience is a dynamic and important component of the student’s nursing education. It allows the nursing student to apply the theoretical concepts learned in the classroom.

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

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

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

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

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

BSN Pathways Track
• Same hours as Generic Track

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

A student who is late the first time will accrue points based on the number of minutes late. Students must review and sign the Clinical Tardiness and Absenteeism Rubric with the clinical faculty and/or course faculty. This will also be documented in the weekly clinical anecdotal. This procedure will occur even if the student adhered to the appropriate notification process. (Notification System for Clinical Absenteeism page 74).

A second occurrence of tardiness will result in the student being placed on clinical warning, signing a second Clinical Tardiness and Absenteeism Rubric, and completing a Performance Improvement Plan (PIP). This will also be documented on the student’s weekly anecdotal record. The PIP will be a contractual agreement in which the student will identify specific steps that will be taken to avoid subsequent tardiness. This contract must be submitted to the Lead Teacher/faculty by the next clinical week. A copy of the PIP will be attached to the student’s clinical warning. Regardless of the number of separate rotations or clinical instructors, the PIP will be enforced throughout the clinical course.

A third occurrence of tardiness will result in the student signing a third Clinical Tardiness and Absenteeism Rubric. This rubric will include the dates and number of points the student has accrued over the clinical course. The student will be sent home and notified that they will have to make up the clinical day. This will be documented on the student’s anecdotal record. The course/faculty will review with the student their PIP to determine if they are meeting or not meeting the PIP. If the student is not meeting the PIP, further action will be determined by the Lead Teacher and Associate Dean

NOTE: If the requirements of the course or the Performance Improvement Plan is not followed the student will fail the clinical component of the course. If 18 or more points are accrued over the course of a semester; it will result in a failure of the clinical component of the course.
Failing the clinical component of the course will result in course failure.

Absences
It is expected that all clinical absences must be made up. Clinical make up will be scheduled by and at the discretion of the course Lead Teacher. Students will accrue points as denoted on the Tardiness and Absenteeism Rubric. This point system will assist in determining the consequences of repeated absences, which may lead to further disciplinary action up to and including failure of the course.

Clinical make up will occur during a period designated in your course syllabus, which is distributed at the beginning of each semester. Clinical make up may be completed on a different unit, shift, clinical agency, or with different faculty members. All make up days will be on a medical-surgical unit.

A first time clinical absence will result in students reviewing and signing the Clinical Tardiness and Absenteeism Rubric with the clinical faculty and/or course faculty. This will also be documented in the weekly clinical anecdotal. This procedure will occur even if the student adhered to the appropriate notification process (Notification System for Clinical Absenteeism).

A second clinical absence will result in the student being placed on clinical warning, signing a second Clinical Tardiness and Absenteeism Rubric, and completing a Performance Improvement Plan (PIP). This will also be documented on the student’s weekly anecdotal record. The PIP will be a contractual agreement in which the student will identify specific steps that will be taken to avoid subsequent absences. This contract must be submitted to the Lead Teacher/faculty by the next clinical week. A copy of the PIP will be attached to the student’s clinical warning.

Subsequent absences, patterns of clinical absenteeism, failure to meet the clinical course requirements, and/or adherence to the PIP will result in the failure of the clinical component of the course. Students that accrue 18 or more points will result in a failure of the clinical component of the course. Failing the clinical component of the course will result in a course failure

Skills Practice Laboratory
Skills practice laboratory (SPL) is part of the clinical credit hours for the course. Skills practice laboratory absences must be made up prior to the next scheduled clinical week of the course. Students who are tardy and/or absent to from SPL will follow the procedure for Clinical Tardiness and Absenteeism. If the skills practice laboratory is not made up prior to the next clinical week of the course, the clinical instructor or Lead Teacher will issue a written clinical warning. This written clinical warning will be documented on the student’s weekly anecdotal. The designated clinical skill/procedure must not be done on the clinical area until it is satisfactorily completed in the skills practice laboratory.
Students will accrue points as demoted on the Tardiness and Absenteeism Rubric. This point system will assist in determining the consequences of repeated tardiness and absences related to the skills practice laboratory, which may lead to further disciplinary action up to and including failure of the course.
BIBLIOGRAPHY AND FOOTNOTE FORMAT
Students are expected to obtain and use a standard form and style book, for example – Campbell, W.G., and S. Ballou; Tiraboam; A.P.A. or similar book – when preparing all papers. A.P.A. Style books can be purchased at Union County College Bookstore. They are also available in libraries. Please include the style book used in the bibliography for each paper.

COMPUTER LABORATORY
The Computer Lab houses 23 computers, software, videos, audiocassettes and films. Students are encouraged to use the lab to learn or reinforce course content and skills by using designated audio visuals, computer assisted instruction and reference readings. The Computer Laboratory facilities are available for individual self-study, assigned projects, online course work and research. A catalog of the holdings of the software is available in the laboratory. Students are encouraged to be self-directed in review of the catalog for the identification of materials which they can use to enhance their own learning. No food or drink is allowed in the laboratory. Student identification badges are required to be worn in the Computer Laboratory. Portable flash drives are not to be used on computers.

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

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

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

**Social Media Policy:**

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

**GENERAL RULE**

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

This social media policy applies, but is not limited, to use of the following multi-media and social networking websites:

- Medial such as, but not limited to, Facebook, Twitter, Instagram, Linkedin, and YouTube
- Websites and Blog Site(s) including Personal Blog(s)
- Wikis such as Wikipedia and any other site(s) where text can be edited or posted.
- Social bookmarks such as Digg and Delicious

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

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

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

General Education Courses:
1. General education credits will be awarded provided the courses taken are requirements of the nursing program.
2. Course content must be comparable in content and credit hours to the course being sought.
   All science courses must have a lab.
3. Students must have a cumulative grade point average (GPA) of at least 2.5, and no grade lower than a “C”, in all relevant courses.
4. Students may be granted up to 36 college credits of advanced standing toward an Associate in Science degree.
5. Students who have previously been awarded a bachelor’s degree may receive up to 40 transfer credits toward an Associate in Science.
6. Credits earned in Anatomy and Physiology I, Anatomy and Physiology II, and Microbiology taken more than five years prior to application for admission, will NOT be accepted, for transfer credit. Chemistry is transferable for ten years. There is no time limit on liberal arts course for transfer. Courses that exceed the time limit must be retaken or challenged.

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

**PROCESS:**
1. The student must apply to the JFK Muhlenberg Snyder Nursing School.
2. General Education and Nursing credits: Send all official transcript from the transferring
   institution to the School of Nursing Office of Admissions.
3. Nursing Courses:
   A. Obtain the nursing course(s) syllabus and topical outline(s) from the previous nursing
      schools attended.
   B. The Associate Dean will review the content and credit to determine advanced standing
      in nursing courses.
4. General Education Courses:
   A. The Director of Registration will review the transcript to determine advanced standing
      in general education courses.
5. The student must contact the Director of Registration and Enrollment to verify, or if
   there are any questions concerning the credit transferability, information that is to be
   or has been received.

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

2. The Curriculum Design is as listed on the following page.
   A. The Generic Track
   B. The LPN to RN Track
   C. The Accelerated Track
   D. The Pathways to BSN
All tracks lead to a Diploma in Nursing from JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools and an Associate in Science (AS) degree from Union County College.

### GENERIC TRACK

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Lecture Hrs.</strong></td>
</tr>
<tr>
<td><em>BIO105</em> Anatomy &amp; Physiology I</td>
<td>3</td>
</tr>
<tr>
<td><em>CHE114</em> Intro to Organic</td>
<td>3</td>
</tr>
<tr>
<td>ENGL101 English Comp I</td>
<td>3</td>
</tr>
<tr>
<td>NURM119 Intro to Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURM100 Mathematics for Pharmacology</td>
<td>1</td>
</tr>
<tr>
<td><strong>SECOND SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td><em>BIO106</em> Anatomy &amp; Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>PSY101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>NURM121 Nursing I</td>
<td>4</td>
</tr>
<tr>
<td>NRML121 Nursing I Clinical</td>
<td>0</td>
</tr>
<tr>
<td><strong>THIRD SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td><em>BIO108</em> Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>PSY204 Lifespan</td>
<td>3</td>
</tr>
<tr>
<td>NURM122 Nursing II</td>
<td>4</td>
</tr>
<tr>
<td>NRML122 Nursing II Clinical</td>
<td>0</td>
</tr>
<tr>
<td><strong>FOURTH SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td>SOC101 Prin. of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL102 English Comp II</td>
<td>3</td>
</tr>
<tr>
<td>NURM221 Nursing III</td>
<td>4.5</td>
</tr>
<tr>
<td>NRML221 Nursing III Clinical</td>
<td>0</td>
</tr>
<tr>
<td><strong>FIFTH SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td>Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td>Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td>NURM222 Nursing IV</td>
<td>4.5</td>
</tr>
<tr>
<td>NRML222 Nursing IV Clinical</td>
<td>0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Lecture Hrs.</strong></td>
</tr>
<tr>
<td><em>BIO105</em> Anatomy &amp; Physiology I</td>
<td>3</td>
</tr>
<tr>
<td><em>BIO106</em> Anatomy &amp; Physiology II</td>
<td>3</td>
</tr>
<tr>
<td><em>BIO108</em> Microbiology</td>
<td>3</td>
</tr>
<tr>
<td><em>CHE114</em> Intro to Organic</td>
<td>3</td>
</tr>
<tr>
<td>ENGL101 English Comp I</td>
<td>3</td>
</tr>
<tr>
<td>PSY204 Lifespan</td>
<td>3</td>
</tr>
<tr>
<td>SOC101 Prin. of Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

**SUMMER SESSION I**  
NURM120 LPN Transition Course 11.2 | 0 | 4**  
NRML120 LPN Transition Clinical Lab | 0 | 11.2 | 0

**SEMESTER I**  
Humans elective | 3 | 0 | 3  
NURM221 Nursing III | 4.5 | 0 | 9  
NRML221 Nursing III Clinical | 0 | 13.5 | 0  

**SEMESTER II**  
Humans elective | 3 | 0 | 3  
NURM222 Nursing IV | 4.5 | 0 | 9  
NRML222 Nursing IV Clinical | 0 | 13.5 | 0  

Nursing credits: 38  
General Education Credits 37  
Total Credits 75  
*Transfer limits:  
  BIO sciences – 5 years  
  CHE sciences – 10 years

** These 4 credits are held in escrow and upon passing NURM120, advanced standing awarded for:  
NURM 100 1 credit  
NURM 119 3 credit  
NURM 221 8 credit  
NURM 122 8 credit

See next page for Accelerated and Pathways to BSN Tracks
### ACCERATED TRACK

#### Course | Lecture Hrs. | Lab Hrs. | Credit Hrs. |
--- | --- | --- | --- |
*BIO105 | Anatomy & Physiology I | 3 | 3 | 4 |
*BIO106 | Anatomy & Physiology II | 3 | 3 | 4 |
*BIO108 | Microbiology | 3 | 3 | 4 |
*CHE114 | Intro to Organic Chemistry | 3 | 3 | 4 |
ENG101 | English Comp I | 3 | 1 | 3 |
ENG102 | English Comp II | 3 | 1 | 3 |
PSY101 | General Psychology | 3 | 0 | 3 |
PSY204 | Lifespan | 3 | 0 | 3 |
SOC101 | Prin. of Sociology | 3 | 0 | 3 |
NURM100 | Mathematics for Pharmacology | 1 | 0 | 1 |
Humanities elective | 3 | 0 | 3 |
Humanities elective | 3 | 0 | 3 |

### PATHWAYS TO BSN – Kean University BSN

#### Course | Lecture Hrs. | Lab Hrs. | Credit Hrs. |
--- | --- | --- | --- |
*BIO105 | Anatomy & Physiology I | 3 | 3 | 4 |
*CHE114 | Intro to Organic Chemistry | 3 | 3 | 4 |
ENG101 | English Comp I | 3 | 1 | 3 |
PSY101 | General Psychology | 3 | 0 | 3 |

### SEMESTER I

#### Course | Lecture Hrs. | Lab Hrs. | Credit Hrs. |
--- | --- | --- | --- |
*BIO106 | Anatomy & Physiology II | 3 | 3 | 4 |
*BIO108 | Microbiology | 3 | 3 | 4 |
ENG102 | English Comp II | 3 | 1 | 3 |
PSY101 | General Psychology | 3 | 0 | 3 |
ENG101 | English Comp I | 3 | 1 | 3 |

### SPRING SEMESTER

#### Course | Lecture Hrs. | Lab Hrs. | Credit Hrs. |
--- | --- | --- | --- |
NURM141 | Accelerated Nursing I | 7 | 0 | 13 |
NRML141 | Accelerated Nursing I Lab | 0 | 18 | 0 |

### SUMMER SEMESTER

#### Course | Lecture Hrs. | Lab Hrs. | Credit Hrs. |
--- | --- | --- | --- |
NURM241 | Accelerated Nursing II | 8.2 | 0 | 11 |
NRML24 | Accelerated Nursing II Lab | 0 | 20.5 | 0 |

### FALL SEMESTER

#### Course | Lecture Hrs. | Lab Hrs. | Credit Hrs. |
--- | --- | --- | --- |
NURM242 | Accelerated Nursing III | 7 | 0 | 13 |
NRML242 | Accelerated Nursing III Lab | 0 | 18 | 0 |

**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.

FOR PATHWAYS TO BSN

**Nursing credits:** 38  
**General Education Credits:** 37  
**Total Credits:** 75 Features 6 humanities credits taken at Kean University  

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

**Kean University Course**  
**History elective and PHIL 3314 to be taken at Kean University**  

**Additional BSN Track Credits** 14  
**PHIL3311** Moral Problems in Healthcare  
**NURS300** Conceptual Foundations/Inquiries in Nursing  

### SEMESTER III

#### Course | Lecture Hrs. | Lab Hrs. | Credit Hrs. |
--- | --- | --- | --- |
NURM221 | Nursing III | 4.5 | 0 | 6 |
NRML221 | Nursing III Clinical | 0 | 13.5 | 0 |
**CPS1031** Intro to Computers | 3 |
**SOC2100** Sociology of Family | 3 |

### SEMESTER IV

#### Course | Lecture Hrs. | Lab Hrs. | Credit Hrs. |
--- | --- | --- | --- |
NURM222 | Nursing IV | 4.5 | 0 | 9 |
NRML222 | Nursing IV Clinical | 0 | 13.5 | 0 |
**PHIL3311** Moral Problems in Healthcare | 3 |
**NURS300** Conceptual Foundations/Inquiries in Nursing | 3 |

### SEMESTER V

#### Course | Lecture Hrs. | Lab Hrs. | Credit Hrs. |
--- | --- | --- | --- |
NURM222 | Nursing IV | 4.5 | 0 | 9 |
NRML222 | Nursing IV Clinical | 0 | 13.5 | 0 |
**PHIL3311** Moral Problems in Healthcare | 3 |
**NURS300** Conceptual Foundations/Inquiries in Nursing | 3 |
DISTANCE EDUCATION POLICY

Distance education at Hackensack Meridian Medical Center/JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing and Medical Imaging is defined as: a formal education process in which the majority of instruction (interaction between students and instructors) in a course occurs when students and instructors are not in the same place. In person instruction is synchronous, online instruction is asynchronous. Distance education uses an online learning management system (LMS) entitled CANVAS. Students are instructed on the use of CANVAS at new student orientation for the school. Curriculum, course content and end of program student learning outcomes align with the mission of the school, and principles of ACEN accreditation.

Distance education courses may be taught solely in electronic format or as hybrid instructional models. Courses taught in electronic format, whether solely online or hybrid modules utilize the CANVAS platform. Course faculty determine how the course is set up and configured within the technology platform. Communication protocol between faculty and students regarding technology requirements is established early in the class process and clearly explained in the syllabus. Options for student/student interactions are also delineated in course orientation. Instructional communication and content is determined by the individual course faculty using the CANVAS platform and is available to all registered for that course. Faculty has the primary responsibility for providing oversight of distance education courses taught within his/her department.

To teach distance education courses, faculty must possess the qualifications, skills and training to deliver content in a distance education format (electronic, hybrid of other). Before teaching an online course, the faculty is trained to use the CANVAS platform. Students register for the online course either online on the school website or with the registrar in person. Students are responsible for determining whether they have access to a computer capable of handling the software requirements for the course.

Grading scheme is clearly stated in the syllabus. Course faculty can use multiple assessment methods such as, but not limited to, tests, case study work, online discussion groups and other assignments.

ID Validation: When students arrive for in-class exams, they must show a school picture ID to the instructor before the exam. Course grades are based solely on in-class activities so ID validation assures the student’s identity regarding grading course performance.

Definitions:
Hybrid/Blended Nursing Course: A nursing course in which content is delivered both in person/in a classroom and via distance education. 1-49% of the traditional in-person/in a classroom time is replaced with work via distance education, typically delivered asynchronously.
Online/Internet Nursing Course: A form of distance education whereby 50-100% of the nursing course content is delivered primarily online and asynchronously. As is the case with all student in the school, students enrolled in distance education courses are held to adherence to the honor code pledge and the code of conduct policies as stated in the student handbook.

Addendum #1: The nursing school has one online course (NURM100, or MATH 100). For 1-49% of the time, there is a traditional in-class time. An in-class portion consists of: an orientation, exams being administered and reviewed, instructor tutoring and student study sessions.

Addendum #2: Student privacy is protected in that students must use their password to log in to their online class. When exams are administered, all students can only enter with a valid, current picture school ID card.

GK/June 2018.

EXAMINATION POLICIES

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

All students responsible for taking scheduled examinations as part of the course requirements.

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

Missed Exam Due to Emergency Situation
If an examination is missed due to an emergency situation other than illness, the student is required to contact the lead teacher of the course. If the student’s absence is excused by the course faculty, the student shall sit for the examination within twenty-four (24) hours of the time that the examination was originally scheduled. This period of time may be extended at the discretion of the Lead Teacher.

Excused Absence from a Scheduled Exam
What constitutes an excused absence will be at the discretion of the Lead Teacher. If the absence is deemed unexcused by the Lead Teacher, the student must sit for the examination within twenty-four (24) hours of the time that the examination was originally scheduled and shall receive no higher than a grade of seventy percent (70%) on the examination.
Example of Acceptable Absence from Scheduled Exam
Acceptable absences are defined as: illness documented by a medical certificate signed by a health care provider verified by a member of the faculty, examples including life threatening illness or death in the immediate family.

Make Up Examination
When taking a make-up exam, due to illness or emergency as per policy, the student will receive an alternate comparable exam and be proctored by a faculty member or member of administration in a pre-assigned room.

No examination can be taken more than one time in any nursing course.

GUIDELINES REGARDING ADMINISTRATION OF EXAMINATIONS

1. At the beginning of each semester, all students will be required to sign an Honor Code Pledge (see Addendum H). This document will be kept in each student’s permanent School of Nursing file.
2. All students will be required to sign an honor code statement on each faculty generated examination.
3. Prior to the examination, no student is permitted in the room assigned for examination administration for the purpose other than completing the examination.
4. Students are not permitted to sit at their desks with notes prior to the exam.
5. Students are required to come to the testing classroom with a School of Nursing picture ID and placed the ID on the desk in front of the student during testing. (driver’s license will not be accepted).
6. Faculty reserve the right to change student’s seating before or during the examination.
7. All personal belongings (books, purses, coats etc.) must be left at the front of the room.
8. No electronic devices will be permitted (cellphones, apple watches, electronic pens and blue teeths).
9. All hats/hoodies must be removed unless for religious and/or cultural reasons.
10. No food or drinks are permitted in the examination room.
11. One student at a time will be allowed out of the room during an examination at the discretion of the instructor and will be monitored.
12. Calculators will be provided by the instructor; no personal devices may be used.
13. Students may bring one blank index card approved by the proctor which will be collected at the end of the examination. No highlighters are permitted for use during the examinations.
14. No talking among students/faculty is permitted while test materials are being distributed or during the examination.
15. Prior to the initiation of the examination, the student will print his/her name, ID number and examination number on the scantron answer sheet and bubble this corresponding information as directed. If scantron sheet is incomplete the student’s grade will be delayed until corrected.
16. During testing, no content related to the examination will be discussed with the faculty.
17. Students will not give, seek or receive aid in any form before, during or after an examination when such aid might create an unfair advantage.
18. If a student has a question during the examination period, he/she must raise his/her hand and remain seated. A faculty member/proctor will attend to the student. No content will not be discussed.

19. Students must place all answers on the scantron answer sheet. Only responses placed on scantron answer sheet will be accepted.

20. When changing an answer on the scantron answer sheet, the original response must be completely erased and the new response must be clearly filled in. Remove any and all stray marks from the scantron answer sheet. The students is responsible to ensure that the scantron sheet is correctly completed before submitting it to the proctor at the end of the examination.

21. At the completion of the examination, the student must go to the main lobby and/or computer room. Students may not assemble in the classroom corridor during examinations.

22. Failure to adhere to any of the above will result in dismissal from the exam room and failure of the exam.

EXAMINATION CALCULATION POLICY
Examination, quizzes and final examination grades will be recorded in whole numbers. They will be calculated by rounding off from one decimal to the nearest whole number for the final grade. The average of the unit examinations is worth fifty percent (50%) of the final grade. ATI will be integrated and is worth ten percent (10%) of the final grade. The final exam is worth forty percent (40%) of the final grade. The Scantron correcting/grading machine needs to be set to round grade to two (2) decimal places.

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

Example:

**Unit Exam:**

<table>
<thead>
<tr>
<th></th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
<th>V</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>83</td>
<td>79</td>
<td>73</td>
<td>85</td>
<td>82</td>
</tr>
</tbody>
</table>

Add the exam results: 83 + 79 + 73 + 85 + 82 = 402
Average of Exams I through V = 402/5 = 80.4
Multiply 80.4 x 0.50 = 40.2

**ATI:** (see grading rubric) Example 9.2

**FINAL EXAM:** 82
Multiply the final grade by 40%: 82 x 40% = 32.8
Then add the averages of the unit examinations, quizzes, and final examination in whole numbers together for the final grade:
i.e., 40.2 + 9.2 + 32.8 = 82.2 (B).
ACADEMIC MIDTERM WARNING: An academic midterm warning is completed at midterm if a student has a grade below 70% in a nursing course. (See Addendum A – Academic Mid-term Warning).

OMISSION OF EXAM QUESTIONS: If the course faculty deems it necessary to omit a question when grading the examination, the question will be omitted for everyone whether correct or incorrect. The examination grades will be recalculated based on the original amount of questions. (50 questions)

FINAL GRADES FOR THE COURSE:
The final grade for the course will be derived by rounding to the nearest whole number. For example:

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

PROCEDURE FOR “EXAM IN PROGRESS” IF CLASSROOM EVACUATION IS NECESSARY.
Objective: To maintain security of exam and integrity of exam takers if classroom evacuation is necessary (e.g. fire drill)

Procedure: The following steps will be taken:
1. The proctor will ask the students to turn over all exam papers and leave them on the desk.
2. The proctor will verbally remind students that they are not to talk to one another or communicate in any way until the exam is finished.
3. All belongings will remain at the front of the classroom.
4. Everyone will exit the classroom and proceed to the nearest exit.
5. The proctor will lock the classroom door upon exit.
6. With the proctor, the students will remain together silently as a group and return to the classroom as a group when the “all clear” is designated.
7. Upon return to the classroom, the exam papers will remain turned over until the proctor announces that the exam may begin again.
8. The proctor will allow the same period of time for the students to complete the exam as was left before the fire drill.
REVIEW OF EXAMINATIONS
Examination grades will NOT be posted. Grades will be reported on Canvas. Students will receive their grades on or about 24-48 hours post examination administration. (except in the NURM 120, LPN Transition course) Grades will NOT be released via telephone. Grades will be reported electronically on canvas.

Students have a period of two (2) weeks after the administration of an exam to review the unit examination. Final examination review will be scheduled at the discretion of the lead teacher. NO in-class exam reviews will be conducted. Exams will be reviewed by making an appointment with the lead teacher and/or designated course faculty. Available times for review will be posted. Exam reviews will be conducted in groups of 2-5 students at the discretion of the faculty. Review groups will meet with the lead teacher or designated course faculty. Individual exam reviews may only be conducted at the discretion of the Lead Teacher.

MATH COMPETENCY EXAM
The math skills related to pharmacology testing is a type of written simulation experience. The testing of these skills can be used as a clinical evaluation tool for faculty to indicate whether a student has demonstrated satisfactory knowledge of math skills related to pharmacology. It is also a diagnostic tool for students and faculty to identify a student’s strengths and weaknesses.

Students are required to pass a math competency exam at the beginning of each semester.

All students must take and pass a written mathematical/pharmacology competency exam with a grade of 100%

The math competency exam will be given on or about the first week of the semester. If a student passes with a grade of 100%, it indicates that the student has demonstrated satisfactory knowledge of the math skill related to pharmacology and may administer medications at the discretion of the instructor.

The math competency exam may be taken no more than two times (in total) in an attempt to achieve a passing grade of 100.

- If the student fails the first math competency exam, a Clinical Warning Re: Math Policy is issued (see Addendum D). Remediation is mandatory. In the event of failure, the student must contact the lead teacher regarding remediation prior to scheduling the second math competency exam. ALL REMEDIATION MUST OCCUR WITHIN (ON OR ABOUT) ONE WEEK. The second math competency exam will be administered on or about the third week of the semester.
- If the student passes the second math competency exam with a grade of 100%, it indicates that the student has demonstrated satisfactory knowledge of the math skill related to pharmacology and may administer medications at the discretion of the instructor.
- If the student fails the second math competency exam, the student has not demonstrated competence in math/pharmacology. Therefore, the student fails the objective and fails the clinical component of the course.
MATH RESOURCES
Listed below are some math links with practice problems, explanation to problem set up and correct answers that you may find useful.

- www.testandncalc.com
- www.dosagehelp.com
- ATI tutorials

GRADE POINT AVERAGE (GPA) – ALL STUDENTS
A student’s academic standing is based upon his/her performance in all courses expressed in terms of the “academic grade point average” he/she receives. In computing this average, the following numerical values are assigned to each letter grade.

<table>
<thead>
<tr>
<th>Letter 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>1.5</td>
</tr>
<tr>
<td>D</td>
<td>1.0</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 3 credit hour course in which the student receives a “B” represents 9 quality points earned. The academic grade point average is determined by dividing the total number of quality points by the total number of credits attempted, whether passed or failed. The following is an illustration of this computation:

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

44 divided by 15 results in a 2.93 grade point average.

Institutional and transfer credits are not included in the computation of averages. Institutional credits are awarded for preparatory and basic skills courses.

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

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

GRADING OF NURSING COURSES: NURM100, 119, 120, 121, 122, 221, 222, 141, 241, 242.

The minimum acceptable grade in these courses is a “C”. Nursing 100 and Nursing 119 are theoretical courses. A letter grade is assigned to the Student’s achievement in theory. All other courses are comprised of theoretical and laboratory components. The laboratory is graded on a Satisfactory/unsatisfactory basis, while a letter grade is assigned to the Student’s achievement in theory. A student must pass both the theory and the laboratory component of a course. A failure in either component will result in a failure in the total course. All grading, both theory and clinical is a measurement of the degree to which the student has met course objectives.
THE GRADING SYSTEM
Courses are recorded in terms of credit hours. The fall and spring semester each consist of 15 weeks of instruction plus a one-week final examination period. Summer sessions may vary in length. One theory credit hour is equivalent to a 50-minute period of class work per week per semester. One laboratory credit hour is equivalent to a three-hour period of laboratory experience per week per semester. Students receive a grade report following the close of each semester.

The School uses the following system of grading to indicate on its records the quality of a student’s work:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Points</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>(1) C</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>(2) D</td>
<td>Unsatisfactory</td>
<td>60-64</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>Below 60</td>
</tr>
<tr>
<td>(3) 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>(4) W</td>
<td>Official Withdrawal</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audit (no credit)</td>
<td></td>
</tr>
</tbody>
</table>

1. NURM100, 119, 120, 121, 122, 221, 222, 241, 242, BIO 102, 105, 106, 108; CHE 005, 105, 113, 114.
2. Transfer credit for nursing & non-nursing courses taken in the JFK Muhlenberg Harold B & Dorothy A. Snyder School of Nursing/Union county College Cooperative Nursing Program is awarded at the discretion of the receiving institution.
3. A grade reported as incomplete at the end of a semester in a nursing or non-nursing course will be permanently recorded as “XF” if the incomplete is not removed within the first six weeks of the next regular semester. The student will be officially withdrawn from any sequential course if the incomplete is not removed from the prerequisite course within the stated six-week time period. However, students may NOT progress in the nursing sequence with an incomplete in the prerequisite nursing course.
4. The last date to withdraw for each semester and for each summer session is posted on the Union County College website and on the JFK Muhlenberg Snyder Schools’ website. Withdrawals are not permitted after the withdrawal date.

Any JFK Muhlenberg Snyder School of Nursing student who has failed two JFK Muhlenberg Nursing courses is dismissed from the School. This dismissal is final and the student may not reapply to the JFK Muhlenberg Snyder School of Nursing.
(updated 08/16)
SKILL SIMULATION LABORATORIES
The Jean Hamm Skill Simulation Laboratory and the Towbin Skill Simulation Laboratory are located on the first floor of the Schools and provide practice laboratory experiences for nursing skills. The labs are equipped both high and low fidelity patient simulators for development of critical thinking and clinical skills. A Classroom/Lab Instructor is available at posted times during the Spring, Summer, Fall and Winter semesters. The laboratory practice provides “hands-on” experience with equipment for skill and critical thinking refinement or in preparation for a clinical assignment; or by creative problem solving when carrying out a simulated nursing situation that combines theory and practice and is also used for skills appraisal. Open Lab hours are posted on the School’s website – www.jfkmuhlenbergsschools.org. No food or drink is allowed in the laboratory. Student Identification Badges are required to be worn in the Skill Simulation Laboratory.

REFERRAL TO SKILLS SIMULATION LABORATORY
Students exhibiting skill deficiencies, lacking skill experience, or having difficulty applying theory to practice, may be referred by the Course/Clinical Instructor to the Skill Simulation Lab Instructor. An appointment must be made in advance for any student make-up or remediation. All students should self-evaluate their skill ability and be aware where improvement is needed. They are encouraged to utilize the lab. Students who have failed the clinical portion of a nursing course, or who have not been enrolled in a nursing course for more than one semester, may practice in the Skills Simulation Laboratory. Practice in this lab will enhance potential for success in the nursing program.

NCLEX-RN (NATIONAL COUNCIL LICENSING EXAMINATION) REVIEW COURSE
Nursing students are required to pay for and attend a mandatory review course(s) prior to sitting for the NCLEX-RN (licensing) examination. Students must attend a NCLEX review course approved by the school.

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

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

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

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

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

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

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

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

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

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

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

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

1. Select date and time when the lab and clinical lab instructor are available.
2. Time schedule must be in students’ free time.
3. Indicate specific skill to be practice.
The Skills Simulation Laboratory Instructor will provide hardware, software and equipment needed for student use.

Skills Policy for Returning Students
1. Students who are returning to the School of Nursing from a medical illness, personal leave of absence or academic leave should practice in the Skills Simulation Laboratory prior to the beginning of the semester.
2. Returning students will practice these skills in Open Hours in the Skills Simulation laboratory during the two weeks preceding the semester of their return, in order to prepare you for the Skills Appraisal and success in the course. As with all students, if a returning student does not perform a skill competently in the clinical area, the course instructor will issue a Referral Slip to that student.

STANDARDIZED EXAMINATIONS
Standardized testing will be utilized in every course each semester. NCLEX readiness will also be tested in NURM 222 and NURM 242 (Fall semester only). See course syllabus for dates of testing.

PRACTICE LABORATORY HOURS
Practice Laboratory hours are specified times in the Skills Simulation Laboratory in which practice is guided by the Clinical Lab Instructor. Attendance at tutorial and/or review sessions in any course is strongly recommended.

UNSAFE CLINICAL PERFORMANCE
Unsafe Clinical Performance is defined as the student’s inappropriate action or inaction that endangers the safety of the patient and/or self and/or violates the procedures of the Medical Center and/or the School of Nursing. In the vent that the instructor deems the student’s performance to be unsafe, at any point in the semester, regardless whether or not a clinical warning has been issued, the instructor has the right and responsibility to require that the student leave the clinical area. In the event that the student’s performance is unsafe, this may result in dismissal from the program. Examples: May include but are not limited to:
- Behavior indicating substance abuse
- Abandonment of patient
- Insubordinate behavior towards faculty or staff
- Flagrant disrespect of patient, faculty, staff and/or peers
- Gross negligence
- Verbal abuse or physical abuse/neglect to patient, faculty, staff and/or peers
- Possession of a weapon
- Theft of any medical center property
- Unsafe practice which causes potential or actual harm to a patient
- Lack of knowledge and/or incompetence of previously learned skills
- Falsification of documents
WARNING NOTICES FOR UNSATISFACTORY CLINICAL/CLASSROOM PERFORMANCE

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

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

Narrative:
- Student nurse
- Clinical instructor’s anecdotal file/course

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

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

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

B. If a student receives below an 80% on the math/pharmacology test, he/she will be placed On clinical warning (see Addendum D – “Clinical Warning re: Math Policy”). Individual course outlines will contain details.

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

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

**Academic Midterm Warning**

An Academic midterm warning is completed at midterm if a student has a grade below 70% in a nursing course (ADDENDUM – A).
SCHOOL LIFE

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

CHAPLAINCY SERVICE
There is an Interfaith Chaplaincy Service which may be utilized by all students at any time. If you have need for pastoral services or counseling, please refer to the Interfaith Chaplaincy Service list by calling the main number for Hackensack Meridian at JFK Medical Center (732) 321-7000, extension 67512.

FITNESS FACILITIES
Students can join the JFK Fit of Life Fitness Center, located across from JFK Medical Center at 70 James Street, Edison, for a monthly fee. The Center features exercise equipment, classes and personal training.

The Union County College Fitness Center is located on the second floor of the Campus Center on the Cranbury Campus. Students may use the Fitness Center after presenting a current UCC photo ID and class schedule.

FINANCIAL INFORMATION
The School recognizes that many students and their families need assistance in meeting the cost of education. Financial need should not deter a student from applying to school, as there are multiple sources of financial aid available to incoming and current students. Students may be eligible for a variety of financial aid opportunities, including a Federal Pell Grant, New Jersey Tuition Aid Grant, Educational Opportunity Grant, New Jersey STARS Program, New Jersey Community College Opportunity Grant, as well as other loan and scholarship programs. Many students are surprised to learn that the actual cost of attending HMH JFK Muhlenberg Snyder Schools after they receive grants and loans may be less than they think. The primary purpose of the financial aid program is to provide economic assistance to students who demonstrate financial need, and who, because of this need, would otherwise be able to pursue their education. The Schools, within the limits imposed by funds available, makes every effort to provide a financial aid package, which equals the determined need. A financial aid package may include a combination of grants, loans and some scholarships. The total amount of financial aid offered a student shall not exceed his/her need. After reviewing the aid you are offered you will know the actual bottom-line cost of the school. In the meantime, visit our Net Price Calculator for an estimate.
Applying for Financial Aid
You may qualify for need-based assistance from the federal or state governments, the only way to find out if you qualify is to file the Free Application for Federal Student Aid (FAFSA).

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

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

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

What happens after you file?
It will take about 72 hours for the government to process your FAFSA and students are notified by email with instructions for downloading the results, a form called a Student Aid Report (SAR). This lets you know your expected family contribution (EFC) and if you qualify for a need-based grant from the federal government. The federal government will also send your results to your state so they can review your data and determine if you qualify for a need-based grant from the state. If you are from New Jersey, please be advised that the State of New Jersey will also need you to answer a few additional questions. For more information, visit the Report Additional Information tab on the website for NJ 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 HMH JFK Muhlenberg Snyder Schools, we will receive 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 Student Funding Notification will inform you of the loans for which you are eligible. The financial aid package is intended to give you a clear understanding of the bottom-line or net cost after all financial aid is applied.

Federal Title IV

Programs Federal

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

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

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

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

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

- In order to receive a disbursement of Direct Loans students must meet the student eligibility requirements. Interest rates will be established each year for Direct subsidized, direct Unsubsidized and Direct Plusloans. The interest rate will be the sum of a uniform index rate plus and add-on that varies depending on the type of loan and the borrower’s grade level. For current rates, please visit:www.studentloans.gov.
- The federal loan limits for the Direct subsidized loan is $3,500 for freshmen and $4,500 for sophomores. HMH JFK Muhlenberg Snyder Schools programs are all Associate Degree level and thus no student is higher than a sophomore level student. For dependent students an additional $2,000 unsubsidized loan is available to both grade levels, for independent students an additional $4,000 is available to both grade levels.
- The Direct Loan Program offers loan repayment plans (this should link to studentaid.gov loan repayment) designed to meet the needs of almost every borrower. Borrowers may choose from the standard, extended, graduated, income contingent, or the income-based repayment plan.
- Students must complete **Direct Loan Entrance Counseling** in order to receive the loan disbursement. Loan Entrance Counseling allows you to understand your rights and responsibilities as a loan borrower. To complete the Loan Entrance Counseling, please visit:www.studentloans.gov.

- Students must also **complete a Master Promissory Note (MPN)**. The MPN is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the Department. It also explains the terms and conditions of your loan(s). To complete your MPN, please visit: www.studentloans.gov.
- In most cases, once you’ve submitted the MPN and it’s been accepted, you won’t have to fill out a new MPN for future loans. You can borrow additional Direct Loans on a single MPN for up to 10 years. Once you’ve completed the MPN you’ll receive a disclosure statement that gives you specific information about any loan that the school plans to disburse under your MPN, including the loan amount, fees, the expected disbursement dates and the expected disbursement amounts.

Additional Information

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

- You don’t have to start paying back your federal student loans until you graduate or stop attending school at least half-time. If you get a private loan, you’ll probably have to start making payments right away.
- The interest rate on a federal student loan is almost always lower than that on a private loan-and much lower than that on a credit card!
- Students with greater financial need might qualify to have the government pay their interest while they are in school.
- You don’t need a credit record to get a federal student loan.
You don’t need a cosigner to get a federal student loan.

Federal student loans offer a variety of repayment plans, including one that base on monthly payments on the borrower’s income.

Some borrowers are able to have at least a portion of their loans forgiven if they work in certain jobs for which there is a high demand.

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

Parent Loans

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

The Facts Regarding Parent PLUS Loans:

- The annual borrowing limit on a Parent PLUS Loan is equal to the student’s Estimated Cost of Attendance minus any other financial aid received.
- Parent PLUS loans are the financial responsibility of the parents, not the student.
- For Parent PLUS Loan interest rates, please visit: www.studentloans.gov. Interest is charged on a Parent PLUS Loan from the date of the first disbursement until the loan is paid in full.
- The Parent PLUS Loan currently requires a fee, the current fee percentage can be found at www.studentloans.gov.
- There are two repayment options available for the Parent PLUS loan: either 60 days after the loan is fully disbursed or to begin repayment six months after the dependent student graduates or ceases to be enrolled on at least a half-time basis.
- To apply for the Parent PLUS loan, the parent borrower must complete a Master Promissory Note (MPN) and a loan application by visiting the www.studentloans.gov.

Other Federal Assistance

Veterans’ benefits are available for approved candidates. Students who are requesting Veterans’ Administration benefits must do so through the Admissions Office of Union County College.
New Jersey State Programs

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

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

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

New Jersey Community College Opportunity Grant (NJCCOG)
New Jersey’s fiscal year 2020 budget appropriates $25 million to fund New Jersey’s Community College Opportunity Grant program for student financial aid support. Students at all of New Jersey’s 19 community colleges who have completed the FAFSA or the New Jersey Alternative Financial Aid Application will be automatically considered for eligibility for this last-dollar state grant funding.

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

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

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

**Scholarships**
The School annually receive scholarship monies from private donors. Scholarships are gift monies and do not have to be paid back. The scholarships are both merit and need-based. Documented need is determined by the Free Application for Federal Student Aid (FAFSA).

**Students Rights and Responsibilities**
In accepting the Student Financial Aid Notification, 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 due to new regulations, revised allocations, funding and/or additional information gathered concerning the student’s financial aid eligibility. Awarding of financial assistance by the School does not imply any obligation or commitment to continue such awards beyond the period indicated. For each year aid is desired, the student must apply for financial assistance and such assistance will be dependent upon the availability of funds, demonstration of financial need, and satisfactory academic progress.

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

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

Satisfactory Academic Progress Policy for Financial Aid Recipients

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

**Qualitative and Quantitative Standards:**

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

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

**Transfer credits** from institutions other than JFK Muhlenberg Schools will be totaled and counted in the determination of completion rate and maximum time frame. Grades of “W”, “I”, “UF” and “F” do not count as successfully completed courses but do count as credits attempted and are used in the determination of enrollment status and maximum time frame.

Audited courses are not eligible for financial aid funding and are not included in the determination of a student’s enrollment status for financial aid purposes. A student is permitted to **repeat** a previously passed course one additional time for the repeated course to be eligible for financial aid. A student can **repeat** a previously-failed course. All 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 HMH 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, he/she will receive a warning notice. The preferred method of notification is electronic; messages are sent to the student’s e-mail address on record. Students on warning are eligible to receive one semester of financial aid and are expected to use this period to reestablish satisfactory academic progress. If a student fails to meet either standard for a second consecutive semester, he/she 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.
2. A copy of the student’s program evaluation, which is available on the student’s Web Advisor account. The program evaluation displays completed courses and courses still required for program completion.

An appeal submitted without adequate documentation will be denied. The appeal letter and supporting documentation submitted by the student will be forwarded to the Financial Aid Satisfactory Academic Appeals Committee. Please note that merely filing an appeal does NOT guarantee continued eligibility for financial aid. Typically, appeals are reviewed within 15 business days. Students will be notified of the Committee’s decision. The preferred method of notification is electronic; the decision notice is sent to the student’s e-mail account on record. The decision of the Financial Aid Satisfactory Academic Progress Appeals Committee is final and cannot be further appealed.

If the appeal is denied, the student may reestablish financial aid eligibility for subsequent semesters ONLY by taking courses, without benefit of financial aid, until he/she is in compliance with all components of the JFK Muhlenberg Snyder School’s satisfactory academic progress policy (70% completion rate and 2.0 minimum cumulative GPA).

If the appeal is approved, the student regains financial aid eligibility for one probationary semester. During the probationary semester and all subsequent semesters, the student must achieve an 80% completion rate and maintain a term GPA of 2.0. Failure to do so will result in suspension of financial aid eligibility after which the student will regain eligibility ONLY by taking courses, without benefit of financial aid, until he/she is in compliance with all components of the JFK Muhlenberg Snyder School’s satisfactory academic progress policy (70% completion rate and 2.0 minimum cumulative GPA).
Maximum Time Frame:
Federal regulations also establish 150 percent of the published length of the program as the maximum time frame allowed in which to complete an educational program. Maximum time frames allowed to complete JFK Muhlenberg Snyder School’s programs, measured by credits attempted as a percentage of credits required for graduation, is typically as follows, but will vary with each individual program:

<table>
<thead>
<tr>
<th>Program</th>
<th>Number of credits 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 he/she does not receive an appeal determination notice within three weeks of submitting the appeal.
CLINICAL CLEARANCE

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

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

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

DESCRIPTION AND IMPLEMENTATION OF COMPONENTS
HEALTH APPRAISAL
Health appraisal is the process by which the health status of the individual student is assessed for the early detection of health problems. This is done through the utilization of varied, organized and systematic procedures such as: Screening tests, laboratory tests, medical examinations, dental examinations, and health history. Health appraisal is a part of health education to promote, maintain or restore health. This aids in developing knowledge, attitudes and practices related to health, and factors that affect health. Health appraisal is an essential part of the total health evaluation of the individual student and constitutes a team effort.

CLINICAL REQUIREMENTS
A report of satisfactory physical examination. Including a urine drug screen and respiratory fit testing are required prior to a student’s first clinical course. A healthcare provider may do the physical examination, however HMH Occupational Health MUST do the drug screening and respiratory fit test. Health forms will be emailed to students upon registration and are also available in the Appendix of the Student Handbook. It is recommended you contact the Health Clearance Nurse at JFK Muhlenberg Snyder Schools (908) 668-2594 prior to scheduling your appointments, to determine what services will be required. The drug screening fee is billed with your tuition, so no fee is due for first time drug screenings. There is no charge for fit testing. The health record, and all Personal Health Information “PHI” is kept confidential, and is only released to Receiving Agencies for the purpose of clinical placement.
Students entering NURM-121, NURM-120 and NURM-131 should complete a physical examination with the three months prior to starting clinical. Annual physical exams are required while in the nursing program.

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

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

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

**Americans With Disabilities Act (ADA) 1973**

In accordance with Americans with Disabilities Act (ADA) 1973

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

Corrective devices are allowed to meet the minimum requirements.

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

A health service fee is charged each semester, which includes the following services:
1. Follow-up for exposures and other problems related to infection control.
2. Annual tuberculin test, on all previously negative reactors.
3. Annual Respiratory Fit testing.

The fee also covers:

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

Care During Illness or Injury:
1. Students who become ill or injured while in classes, clinical, or as a resident at HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools may be referred to HMH Occupational Health for triage and referred as necessary to their private medical doctor.
2. If a student is referred for further medical treatment or is treated in the Emergency Room, the student will pay on a fee for service basis.
3. If diagnostic tests or medical therapy are required, the student will be referred to his/her private physician.
4. All incidents, injuries/accidents on JFK Medical Center property must be reported and an incident report must be made immediately following the incident for person(s) injured. Students injured on JFK Medical Center property must be evaluated either at HMH Occupational Health or the Emergency Room the same day of injury.
5. Students with school related injuries will be triaged through the HMH Occupational Health and will be referred to a specific medical specialist in keeping with standing policy and insurance carrier requirements.
6. Injuries occurring at home or away from school are to be treated by the student’s private physician.
7. Hospital Admission:
   a. Admissions to any hospital should be arranged through the student’s private physician.
Financial responsibility rests with the student and his/her family.
b. The Health Clearance Nurse should be notified of pending, planned hospitalization and the
nature of the illness.

Procedure for Reporting Illness or Injury:
1. When a student is ill and cannot attend classes/clinical or the sills simulation laboratory
   he/she must call the School and the appropriate clinical unit. Students will notify instructors
   personally, if it is required of students by the particular instructor.
2. All students are required to submit a clearance note from their Physician/Healthcare Provider
   before returning to classes, skills simulation laboratory or clinical after any illness or
   accident, that fall within the guidelines below:
   • The student has been absent for 3 or more consecutive school days.
   • The student has been evaluated in an Emergency Room Setting.
   • The student has been hospitalized.
   • At the instructor’s discretion, if they feel physician clearance is merited.
   The clearance note must list the diagnosis and any restrictions in duty.
3. Students violating health requirements will be issued two reminders by the JFK
   Muhlenberg Snyder Schools. Failure to comply with the second reminder will result in a
   referral to the Dean of the School of Nursing. Such action carries with it a possible
   suspension from classes and laboratory experiences until requirements are met.
4. Students are expected to abide by the Infection Control Policies of JFK Medical
   Center and those of affiliating clinical agencies.

Infection Control:
1. Testing and Immunizations required:
   a. A two-step Mantoux Tuberculin skin test, or Quantiferon Gold/T-Spot Test. See the
      “Immunization and TB Surveillance” form.
   b. Tuberculin test must be read 48-72 hours after it is administered. Students who do not
      comply will not be allowed in clinical until testing is completed.
   c. Prophylaxis for converters will be followed as outlined by the assigned clinical affiliate.

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

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

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

Other Requirements for Students:
1. **Training and Education** All students of the HMH JFK Muhlenberg Harold B. and Dorothy Snyder Schools will complete training sessions to address the issues contained in:
   a. OSHA Bloodborne Pathogen Standards
   b. OSHA Tuberculosis Standard

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

An MD/APN must check off that you are medically cleared, then sign and date the physical. Please make sure that all aspects of the physical care completed, including vision far/near, and color. Keep copies of all medical clearance forms before turning them in. Physicals should be done within three months of starting the clinical component.

- All immunization and PPD testing must include lot number and expiration date, and physician print-outs are acceptable.

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

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

- Hepatitis B Antigen Test (HbsAg) which screens for active Hepatitis B infection.

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

- If previously PPS positive: Please provide documentation of the positive test date with “mm” of induration. A Chest X-ray report or Quantiferon Gold T-Spot Test is required within three (3) months of clinical start date. If INH therapy was prescribed, documentation of therapy is also required. Thereafter a Tuberculin Surveillance Monitoring form must be completed annually.

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

- 10 Panel Urine Drug Screen Test – Done at HMH Occupational Health Service (OHS). If the HMH OHS physician has to review the results of your drug test, an additional fee is charged.
HMH Occupational Health has two locations and you may schedule your appointment at either facility:

1080 Stelton Road 742 Route 1 North
Piscataway, N.J. Iselin, N.J.
(848) 230-6800 – Option 1 (732) 362-3871

Respiratory Fit Testing – Done at HMH OHS
  ○ DO NOT EAT OR DRINK ANYTHING 45 MINUTES PRIOR TO TESTING
  ○ No perfume, cologne, or body lotion should be worn during testing.
  ○ Beards need to be short and well-groomed.
  ○ Long hair needs to be well tamed.

Proof of Health Insurance is required for all clinical and dormitory students. You may visit the government website, www.healthcare.gov, or contact them at 1-800-318-2596 if you need to obtain insurance. If you cannot afford insurance, proof of charity care is also accepted. Failure to comply will result in your being unregistered from the course. Please be aware that Union County College no longer offers health insurance. Please contact the Health Clearance Nurse if you have any questions.

Proof of Tdap vaccination (Must contain Pertussis component).

Flu Vaccine, during flu season, is required and offered free of charge at the school starting in October.

All aspects of medical clearance can be done with your personal physician, except the urine drug screening & respiratory fit testing which must be done at HMH OHS. HMH Occupational Health Services can also do your physical exam and labs at cost.

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

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

All students are required to submit a clearance note from their Physician/Healthcare Provider before returning to classes, skills simulation laboratory or the clinical setting, after any illness or accident, that fall within the guidelines below.
  ○ The student has been absent for 3 or more consecutive days.
  ○ The student has been evaluated in an Emergency Room Setting.
  ○ The student has been hospitalized.
  ○ At the instructor’s discretion, if they feel physician clearance is merited.
The clearance note must list the diagnosis and any restrictions in duty.
If you become pregnant while in school, you must submit a note from your obstetrician stating that you are medically cleared to participate in clinical without restriction.

All Dormitory Residents are required to be immunized against meningococcal meningitis (Menactra or Menveo vaccine). Meningitis B Vaccination is also recommended.

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

All clearance forms may be hand-delivered or mailed to the Health Clearance Nurse at:

JFK Muhlenberg Harold B. & Dorothy A. Snyder Schools
P.O. Box 4649
Metuchen, NJ 08840
KEY CARD POLICY
Key cards are given to all students during new student orientation. This will enable you to enter the building for classes. If the key card is lost, there is a $25.00 fee to replace the card. You will see Aarti Sharma, Accounting Assistant, for the replacement card and to pay the required fee.

As a requirement of graduation, key cards MUST be returned to Director of Registration at the end of your studies at the school.

LIBRARY – MEDICAL
The HMH JFK Medical Library is organized to provide access to information and resources to all HMH JFK Health employees, medical staff and students. With its continuously expanding collection of instructional materials and information capabilities, it is indispensable learning resource. It is located on the 2nd floor next to the physicians’ lounge. Complete contact information is available on the intranet under Patient Care/Links/JFK Health Medical Library.

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

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

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

LOANS
a) Most books may be borrowed from the library for three weeks. This may be extended upon request provided that the book has not been reserved by another user. All books and journals loaned are subject to recall for emergency request. Requests for extension of loans may be made in person, by note left at the library, or by calling the library.
b) Reference books, such as dictionaries, encyclopedias, indexes, and those books marked,
“Reference Only – Not to be Taken from Library” may not be borrowed from the library.
c) It is the responsibility of the library staff to process the materials for the computer and security system.
d) For convenience in returning publications at hours when the library is not officially open, a box is provided outside the library entrance.
e) To meet requirements for graduation, all library books must be returned prior to the last day of classes and all fines paid. The library must be reimbursed for lost books

FINES
a) Overdue materials, including audiovisuals, for which extension of the regular three-week loan period has not been requested, are subject to a fine of $.25 per item for each day late.
b) If a book is lost, the borrower will be expected to pay the cost of the replacement.
c) Notices of overdue books will be sent by the librarian at intervals.
d) Students leaving the School for vacation or a leave of absence, should return library books before they go.
e) Fines are credited to the library book budget.

UNION COUNTY COLLEGE LIBRARY
The Union County College Libraries serve as the major learning resource of the College. The libraries offer
- Expert research help
- Instruction for information literacy
- Access to millions of articles available 24/7.
- Over 300,000 books in print and electronic formats.
- Over 30,000 journals in print and online.
- Wireless access
- Audiobooks, music, films
- iPads, laptops and more.

MALPRACTICE INSURANCE
All students in a course with a clinical component must be covered by malpractice liability insurance in the amount of $2 million/$4 million. Students will be required to submit proof of their current insurance policy to the Student Health Nurse. Students will not be allowed in the clinical setting without this insurance, which if not obtained may jeopardize their ability to meet course objectives.

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

OTHER SCHOOL EXPENSES
Students must purchase textbooks, other books, manuals, uniforms, stethoscopes, and consumable supplies and equipment, which are required for the course of instruction.

Residential and commuting students may purchase food from the vending machines located in the School.
SINGLE PARENT PROGRAM
The Audrey Snyder Single Parent Program has been developed to support student nurses’ academic and economic needs. Student must be an Admitted Student in one of our Nursing Program Tracks, be the single Head of Household of one school-aged child between the ages of 5 and 10, having primary custody of said child. The applicant will be required to have a meeting with Director of Financial Aid and/or other committee members prior to acceptance in the program. Additional eligibility and guidelines may apply. For more information on the program, students may contact the Director of Financial Aid.

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

STUDENT GOVERNMENT ASSOCIATION BYLAWS

Article I

Name

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

Article II

Purpose

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

Section 2 To sponsor and coordinate extracurricular activities.

Section 3 To promote student/faculty cooperation.

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

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

Section 6 To establish and preserve school custom and traditions.
Article III

Membership

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

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

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

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

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

Article IV

Officers

Section 1 The officers of the Association shall be:

President – Nursing 221, Nursing 222 or Nursing 242 Secretary

Class designation implies incoming class.

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

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

Section 3 Duties of the Secretary
a. Attend all business meetings of the Association.
b. Record and distribute the minutes of all meetings of this Association.
c. Keep on file as a permanent record, all reports, papers and documents submitted to the Secretary.
d. Keep records of all correspondence.
e. Conduct the general correspondence of the Association.

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

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

Article V

Faculty Advisors

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

Article VI

Meetings

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

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

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

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

Section 5 All students are encouraged to attend all Student Government Association
Article VII

Elections

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

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

Section 3 A simple majority will be required for election.

Article VIII

Provision for Amendment

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

Reviewed 8/2010
Date, Time & Place:

Presiding Officer:

Roll Call:
Total number members present _______________
Also present: ______________________________, Advisor

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

Announcements:

Format for Minutes, Continued

Committee Reports:

Convocation
Social Recreation
State Organization
Union County College Representation

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

Old Business

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

Adjournment: _______________________
Signed: ___________________________
   Secretary

TEXTBOOKS
All textbooks, excluding the Mental Health book required in NURM 221, will be purchased
through Elsevier and Lippincott publishing companies. The books will be ordered and delivered
to the School prior to the start of the semester. The books will be distributed to students in
NURM 119, NURM 121 and NURM 122. NURM 119 will receive the books during orientation
and NURM 121 and NURM 122 will receive the books prior to the first day of class. Your
student account will be charged for the books and if there is any discrepancy, a credit will be
issued.

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

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

Free movies are regularly shown at Union County College on the Cranford Campus. Plays,
concerts and sports events are regularly sponsored by Union County College at much reduced
rates. All School of Nursing students are eligible to take part in these events, and encouraged to
do so as they pay general fees which contribute to student activities. Students must show their
validated Union County College identification card to participate.
UNION COUNTY COLLEGE HONOR SOCIETY (Phi Theta Kappa)
Students who achieve outstanding scholastic records and demonstrate qualities of good
citizenship are eligible to receive recognition through admission into Phi Theta Kappa is the
national honor society which aims to promote scholarship, develop character, and cultivate
fellowship among students of two-year colleges. Iota XI is the chapter of Phi Theta Kappa at the
College. Full-time students who have earned 12-24 credits, at the College, with a cumulative
average of 3.5 or 24 or more credits, at the College, with a 3.40 average are eligible for
admittance into Iota XI Chapter.

Part-time students are also eligible for membership and are required to have earned 18 credits
and have a cumulative grade point average of 3.75; or 18-30 credits with a cumulative grade
average of 3.60 or above 30 credits with a cumulative grade average of 3.50. In addition, part-
time students are also required to carry 6 credits each semester. Membership requirements are
higher for part-time students because they don’t carry a full course schedule. All students
meeting these qualifications are urged to apply for membership at Union County College. The
Dean of HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing can answer
questions which you may have about the society.

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

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

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

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

ALCOHOL/SUBSTANCE ABUSE POLICY

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

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

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

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

POLICY

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

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

Violation of these rules will result in disciplinary action.
STUDENT ASSISTANCE PROGRAM

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

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

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

Thus, it is not intended that a request for assistance be used by students as a means for avoiding disciplinary action for violation of JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools rules against alcohol/drug use or poor performance, and the School has the discretion to impose discipline for violations of such rules.

There are instances when a student’s drug or alcohol-related addiction or disease may mandate that a report be made to a State licensing board and nothing contained in this policy is meant to suggest that the Medical Center will not honor its obligations in such instances.

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

For students in crisis, the satellite Emergency Department located across the parking lot from the main school entrance is available 24 hours a day, 7 days a week. Students and faculty may also call 911 for assistance.

Students who have eligible insurance may utilize the JFK Center for Behavioral Health, located at 65 James St., Edison, NJ. The Center offers an interdisciplinary approach for psychiatric issues, substance abuse, counseling for mental health, and other psychological needs. The Center can be reached at (732) 321-7189. Students who do not have insurance can call RWJ Behavioral Health at 1-800-969-5300.

The Dean has the final decision regarding all disciplinary decisions.
DEFINITION OF DRUGS
Reference to drugs in this Policy includes all such substances, illegal or legal, including among other: alcohol, marijuana, heroin, hashish, cocaine, inhalants, hallucinogens and depressants or stimulants not prescribed for current personal treatment by a physician.

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

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

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

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

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

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

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

B. The Security Supervisor will, if practical, question each involved person separate from others.
C. Statements will be obtained from all individuals (no joint statements allowed).

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

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

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

**RECORDKEEPING AND CONFIDENTIALITY**

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

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

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

**STUDENT NOTIFICATION OF POLICY**

A. This substance abuse policy is contained in the Student Handbook.

B. All students must receive and sign the Standards of Conduct form.

C. Students who have problems with drug/alcohol abuse may be ineligible for Financial Aid. Determination will be made following Federal Guidelines by the Financial Aid Director.

**FITNESS FOR SCHOOL GUIDELINES**

**GENERAL**

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

**A. DETERMINING FITNESS FOR SCHOOL AND CONSEQUENCES OF BEING UNFIT**

1. General Responsibilities
   The determination of whether a student is fit for school is a supervisory responsibility. Generally, a student is unfit for duty when there is reason to believe, based on objective evidence, that the student’s ability to perform the student functions in a proper, safe and competent manner is adversely affected for some reason.
A student may be unfit for a variety of reasons, ranging from the relatively simple, such as illness, fatigue or reaction to prescribed medications, to the more complex, such as emotional distress arising from personal problems, or substance (e.g., alcohol or drug) use.

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

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

2. Consequences of being Unfit Where Substance Abuse is Suspected. Any student who engages in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol will receive one of the following actions or combination of the following actions:

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

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

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

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

Policy
The student may return to the JFK Harold B. and Dorothy A. Snyder Schools program when written documentation from the treatment program and Dean determine readiness. The student will be required to submit a clearance note from the treating physician. The student will be monitored by the Dean weekly for the first semester and bimonthly for subsequent semesters. All instructors who will be involved with the student will be informed of the status of the returning student.

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

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

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

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

Reviewed 8/2009
BADGES
Photograph Identification Badges must be obtained from HMH JFK Human Resources at 80 James St., Edison, NJ 08818 – (732) 321-7000, Ext 68501. Badges are made on Tuesdays from 1PM – 3:45PM and Thursdays from 9AM – 11:45AM, no appointment is necessary. ID badges may be obtained after orientation, and by no later than the end of the first two weeks of class. ID badges must be worn at all times when in the Medical Center/JFK Muhlenberg Snyder Schools. If badges are lost, there is a fee assessed for replacement. If lost, request for replacement must be arranged immediately through HMH JFK Medical Center Human Resources. Revised 07/18

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

While in the school building, students may only use their cell phone during their break times and at lunch. Cell phones must be turned off and placed at the front of the classroom during exams and exam reviews.
CODE OF CONDUCT

CONDUCT SUBJECT TO DISCIPLINARY ACTION
The following conduct is subject to disciplinary action:

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

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

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

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

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

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

DISCIPLINARY ACTION
Infraction of the rules and regulations made known by the School of Nursing authorities, HMH JFK Health, the State of New Jersey, the County of Union, the City of Plainfield or the Federal Government may lead to disciplinary action.
ETHICS
The JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing Faculty has adopted the following policy regarding ethics. In preparation for licensure as a registered nurse, students are expected to uphold the standards set forth in the New Jersey Nurse Practice Act regarding honesty, competency, conduct and moral integrity. A copy of the New Jersey Practice Act is available in the Dean’s office as well as on-line at www.Boardofnursing.com. In keeping with these standards, the School of Nursing Faculty and Staff have established certain definitions and policies including administration of examinations. They are as follows:

1. Cheating will be defined as intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise (adapted from the University of Maryland Student Honor Council, 2003).
   The proctor of the exam/exercise will determine cheating. As it is the responsibility of each member of the School of Nursing community – students, faculty, administration and staff- to bring forth observations or documentation of cheating, input may be received by the proctor from any member of the School of Nursing community.
2. Plagiarism – Intentional or unintentional representation of another’s words or ideas as one’s own in an academic exercise.
   Examples of plagiarism include but are not limited to:
   • The exact copy of information from a source without proper citation and without use of quotation marks or block quotation formatting. If any words or ideas used in a class posting or assignment submission do not represent the student’s original words or ideas, the student must distinguish them with quotation marks or a freestanding, indented block quotation (for a quotation of 40 or more words), followed by the appropriate citation in accordance with the Publication Manual of the American Psychological Association.
   When a student copies information from a source, he or she must acknowledge the source with quotation marks or block quotes irrespective of whether or not the source has been formally published.
   • Paraphrasing statements, paragraphs or other bodies of work without proper citation using some else’s ideas, data, language, and/or arguments without acknowledgement.
   • Presenting work as the student’s own that has been prepared in whole or part by someone other than that particular student. This includes the purchase and/or sharing of work.
   • Failure to properly cite and reference statistics, data, or other sources of information that are used in one’s submission.
3. Disciplinary Measures: Cheating or plagiarism
   The student may be dismissed from the Program.
4. The following applies to the use of drugs or alcohol:
   a. Any student appearing in the clinical area under the influence of drugs or alcohol (as indicated by their behavior, admission or input from any member of the School of Nursing community or medical center community) will be immediately dismissed from the clinical area. Faculty are to follow the alcohol/substance abuse policy.
   b. Possession, use or distribution of illegal drugs, of prescription drugs illegally obtained or of alcohol by any student, or guest of a student in the residence is prohibited. Any infractions of this rule will result in dismissal from the residence. See policies located on-line at www.hackensackmeridianhealth.org
COMPUTER KNOWLEDGE/PRINTER ACCESS
The student is expected to be able to access and use a computer and printer. Course material, certain exams, review material and hospital technology require the use of computers and printers.

Faculty will distribute course material, assignments and other information using the CANVAS network of Union County College. Students are expected to be able to log on to Union County College’s e-services at www.ucc.edu.

COPYRIGHT INFRINGEMENT POLICY
Unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject a student to civil and criminal liabilities. Students who engage in illegal downloading of copyrighted materials using the School’s information technology system will be subject to disciplinary action as outlined under the Code of Conduct section above.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750.00 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

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

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

08/10
EMERGENCIES, PERSONAL
Any personal emergency is to be reported immediately to an official of the Schools of Nursing and Medical Imaging.

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

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

EMERGENCY PHONE NUMBERS – HMH JFK MEDICAL CENTER – MUHLENBERG CAMPUS
First: Dial # 7777 on phone/intercom to alert everyone in the building
Second: Dial 9-911
Third: Dial *8 Security Alert Hostage Situation
Fourth: Dial 82217 for Security

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

In event the lockdown becomes a hostage situation, follow procedures above and:
• Have a prepared list of anyone who is a potential hostage and their last known locations.

Security: JFK 67568 Safety Director: 67677/67678
Muhlenberg 82217
Building Services: JFK 67558 Security Director: 67567
Emergency Dept: JFK 67601 Muhlenberg: 82200 Employee Health: 61143

JFK MEDICAL CENTER
EMERGENCY PREPAREDNESS PLAN

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

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

TYPES OF EMERGENCIES
A. Internal (disrupts services), examples: --major spill, fire, smoke, major power loss
B. External (large influx of patients): -- accidents (plane, bus) External Emergency Patients arrive at Emergency Department
   Triage: Red Tag – critical
   Yellow Tag – seriously injured
   Green Tag – delayed treatment
SCHOOL PERSONNEL
1) Instructors in class or in residence report to Classroom 101 in the Harold B. and Dorothy A. Snyder Building. All off-duty instructors return to the school, if at all possible, and report to Classroom 101.
2) Students – Remain in the clinical area where assigned, when on duty, until otherwise notified. When not in the clinical area (in class or off-duty in residence) assemble in Classroom 101.
3) Housekeeping Aides – Observe the procedure as outlined by the Department Head.
4) Executive Secretary – remain in the Dean’s office and man telephones ext. 2403, 2418 and 2844.
5) Secretaries and Professional Staff – Assist in compiling list of students. Deliver lists to the Program Directors/Lead Teachers in classroom 101; then Man telephones ext. 2400, 2401, 2404, and 2405.
6) After hours or on weekends, the Dean will notify the Schools for assistance, as needed.

BIOTERRORISM
Healthcare facilities may be the initial site of recognition and response to bioterrorism events. If a bioterrorism event is suspected, local emergency response systems should be activated. Notification should immediately include local infection control personnel and the healthcare facility administration and prompt communication with the local and state health departments. If a suspected bioterrorism event occurs, involving suspected human cases, notify internal contacts including the local health department. The FBI field office, local police, CDC and medical emergency services will be notified as necessary.
Reviewed 7/2012

FIRE SAFETY PROVISIONS
The entire JFK Muhlenberg Snyder Schools Building is newly built with updated fire alarm and sprinkler system, as well as fire hoses and extinguishers. A smoke detector system connected to the central fire alarm system of the medical center and city has been installed. All medical center fire and safety procedures are adhered to. Periodic fire drills are held and appliances such as hot plates, heating coils hot pots and multiple socket hook-ups are prohibited in student rooms. Toaster, crockpots and microwaves are permitted in the kitchen on each floor. All kitchen appliances must be checked for electrical/mechanical safety by the Medical Center Maintenance Department prior to use.
Refrigerators are allowed in the residence rooms. Students, faculty and staff attend fire classes. A discussion of fire procedures and safety is part of each student orientation program and the Student Handbook contains a statement of said policies and procedures.

The Medical Center provides a twenty-four hour, seven days a week security force and fire brigade to the School of Nursing and the dormitories. Reviewed 7/2015
I. FIRE EVENT
The Fire Event used at JFK Muhlenberg Harold B. & Dorothy A. Snyder Schools Indicated a fire emergency is:

“FACILITY ALERT” – FIRE ALARM

For example: you will hear on the loudspeaker, “Facility Alert – Fire

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

III. REQUIREMENTS
A. It is the responsibility of each student, as well as every employee of the JFK Muhlenberg Harold B. and Dorothy A. Snyder Building to:
   1. Know the location of all fire alarm boxes and fire-fighting equipment.
   2. Know how to use each extinguisher and other fire-fighting equipment.

FIRE IN THE RESIDENCE – any person, at any time, who is in the residence and identifies a fire (no matter how small) or smoke condition will observe the following procedure:

1. REMOVE ANY PERSON (S) WHO MAY BE IN IMMEDIATE DANGER.
2. PULL THE NEAREST FIRE ALARM BOX.
3. DIAL SECURITY (908 66-2121 OR X5212 from an in-house phone GIVING EXACT LOCATION OF FIRE. BE SPECIFIC AND KEEP COOL – NEVER YELL “FIRE”.
4. Notify the Head Resident Assistant or other Resident Assistants.
5. Use of fire equipment extinguishers as appropriate – aim at base of fire, back and forth. Turn off electrical equipment in the area of the fire/smoke emergency (clothes dryers, microwaves, ect.) All other EVACUATE the building of the Schools.
6. Person locating fire assumes charge and directs fire-fighting activity until relieved By someone of higher authority, or until his/her own safety is threatened. When Relieved evacuate immediately.
C. EVACUATION
When the fire bell rings in the Schools, it means that a fire alarm box or corridor
Smoke detector has been activated in the JFK Muhlenberg Harold B. &
Dorothy A. Snyder Building.

- There is a fire/smoke emergency – BELIEVE IT!
- Each individual, not directly involved in the fire-fighting, is to leave the building by the
  nearest exit and gather in front of the school for further instructions. Do not wander
  away. Note: To exit use the nearest exit, this includes those with firelocks on them. The
  whole purpose of exits with firelocks is for use when there is a fire and otherwise
  maintains security.
- Student Fire Marshals are appointed by the Dean for each dormitory unit. The
  instructions issued by the marshals are to be followed. The Fire Marshals are
  responsible for supervising evacuation of the dormitory. The Fire Marshals must obtain
  the sign-in, sign out file sheet to be presented to the responding fire department.
- The RA on duty will assume control until relieved. He/She will obtain location of fire, if
  unknown, from telephone operator; she will also maintain a roster of students, take
  attendance of all students evacuated and verify that there are no more students in the
  Residence.
- Security and Plant Operations/Maintenance will respond to the JFK Muhlenberg Harold
  B. & Dorothy A. Snyder Building as well as the Plainfield Fire Department.
- Evacuation in the Medical Center is preferably horizontal. Close all windows and doors
  in the area of the fire emergency. Do not use elevators in the building of the fire
  emergency. Stairwells may be locked on the stairwell side and exit is then on the first
  floor.
Reviewed 7/2012

FIRE EMERGENCY PROCEDURES
- In case of fire, activate the alarm at the nearest pull-box (typically located near
  stairwells).
- Dial *8 from any in-house phone to reach the Operator 24/7.
- Dial 911 from a cell phone
- In addition, dial Security (908) 668-2217 or X82217 from an in-house phone and give
  your exact location, your name and extension. Notify other staff in the area.
- An overhead announcement will be made throughout the facility:
  “Facility Alert – Fire with location, to identify the area of the fire emergency.
- In case of fire, follow the RACE procedure:
  Rescue individuals in the fire emergency, if possible.
  Alarm activate the alarm, as described above.
  Confine the fire close doors in the fire/smoke area and in nearby areas, as well as the
  floors above and below, to limit smoke transmission. Close windows – fire needs air
  to continue burning.
  Extinguish the fire if possible, with the appropriate extinguisher.
    Type A (water) – for ordinary combustibles, as paper, wood, clothing
    Type B/C (carbon dioxide) – for chemical or live electrical fires
    Type ABC (dry powder) – can be used on all types. Aim for the base of the fire
• Alarm transmission is the first item to perform during fire emergencies.
• Evacuation – horizontal, away from the fire/smoke emergency. Magnetically held corridor doors shut with alarm transmission. This allows horizontal evacuation to units or compartments separated from the fire/smoke area by these doors.

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

Horizontal evacuation is most effective when doors are shut. Do not use elevators.

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

OFF-CAMPUS SPONSORED STUDENT FUNCTIONS
1. All off-campus school sponsored activities must receive prior approval from the administration of the School of Nursing.
2. The activity must be arranged and held under the guidance of an appropriate faculty member(s) (for example, the S.G.A. advisors).
3. No contracts are to be signed by students. All contracts are to be submitted to the Dean and subsequently approved by the JFK Health attorney before signing.
4. Drinking of alcoholic beverages at these events will be strictly governed by the following rules:
   A. Notify the place where the event is being held that some of the persons attending will be under 21.
   B. Drinking of alcohol in any form shall be allowed only if there is a licensed public bar open to the public at large on the premises and shall be one only by those persons of legal age.
   C. The above bar’s regular employees must assume complete responsibility for carding, service and control of consumption.
   D. No special bar shall be set up for the School sponsored function.
   E. If the above conditions cannot be fully met, then the party must be dry.
   F. Each person is responsible for his or her own actions and any behavior or consequences resulting from these actions. The School does not condone the drinking of alcoholic beverages at these events.
ONLINE RESOURCES
- American Academy of Medical-Surgical Nurses ([https://www.amsn.org](https://www.amsn.org))
- American Assembly for Men in Nursing ([http://www.aamn.org](http://www.aamn.org))
- American Nurses Association ([http://www.nursingworld.org](http://www.nursingworld.org))
- ATI and Learning Systems RN ([http://atitesting.com](http://atitesting.com))
- Davis Drug Guide ([https://www.drugguide.com](https://www.drugguide.com))
- Free Nursing Scholarships and Financial Aid ([http://www.nursingscholarship.us](http://www.nursingscholarship.us))
- Frank and Louise Groff Foundation ([http://groff-foundation.org](http://groff-foundation.org)) Scholarship information
- Lippincott-Nursing Portal ([http://www.nursingcenter.org](http://www.nursingcenter.org))
- National Association of Hispanic Nurses ([https://www.nahnnet.org](https://www.nahnnet.org))
- National Black Nurses Association ([http://www.nbna.org](http://www.nbna.org))
- National Council State Boards of Nursing ([https://ncsbn.org/nclex.htm](https://ncsbn.org/nclex.htm)) NCLEX information
- National Student Nurses Association ([http://www.nsna.org](http://www.nsna.org))
- New Jersey League of Nursing (www.njln.org)
- New Jersey State Board of Nursing ([http://www.state.nj.us/lps/ca/medical/nursing.htm](http://www.state.nj.us/lps/ca/medical/nursing.htm))
Also ([http://www.state.nj.us/lps/ca/medical/nursing.htm](http://www.state.nj.us/lps/ca/medical/nursing.htm))
- New Jersey State Nurses Association ([http://www.njsna.org](http://www.njsna.org))

PHOTOGRAPHS
No picture taking in the Medical Center, of any kind, will be allowed without the permission of the Community Relations Department.
SECURITY
Any student who observes or experiences a breach in security should contact a School official immediately. Dial Security at 908-668-2217 or 82217 from any in-house phone if an emergency exists. These call are hot-lined to the switchboard which is staffed 24 hours a day.

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

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

Any student wishing a security escort to the parking lot can by request from a phone in the School of Nursing. Additionally, any student wishing security escort from the parking lot can drive to the Security Entrance (i.e the Ambulance Entrance of the Medical Center) and request the same. Security’s extension is 82217.

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

HOW TO GET HELP
Dial ** from any in-house phone
Call Security (908) 668-2217
These numbers are answered 24/7

SAFETY TIPS
- Lock car doors/remove valuables
- Park in assigned areas – they are well-lit and patrolled.
- Walked accompanied by someone else at night,
- Call Security extension 82217 or (908) 668-2217 for an escort to your car
- Have your car keys ready and look inside before getting in the car.
- In the dormitory, keep your door locked and ask who is knocking before opening the door.
- Do not hold the main school door open for anyone. Each person should swipe using their ID badge.
- Do not allow anyone in the building without an ID badge. Visitors should ring the bell and speak with the receptionist.
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Statistics provided by Jerry Kelly, Chief Security Office, JFK Medical Center

SECURITY SERVICES
- Identification badges for all students and employees
- Exterior mobile patrols
- Closed Circuit security television
- Automated fire doors
- Interior patrol of facility
- Smoke-free environment
- See Student Handbook for additional information

SMOKING
As of November 19, 2009, all HMH JFK Medical Center facilities have become tobacco (smoke) free. This means that all patients and visitors, as well as employees, contracted staff, volunteers, students, medical and dental staff will no longer be allowed to use tobacco or smoke related products on HMH JFK Health properties, including outdoor areas, vehicles and parking lots. No smoking is allowed in the residence or instructional areas of the School. No smoking is allowed anywhere in the Medical Center or on Medical Center property, including School of Nursing. Revised 08/10.
PROHIBITED DISCRIMINATION AND HARASSMENT POLICY – JFK MEDICAL CENTER

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

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

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

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

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

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

Other Prohibited Harassment
In addition to prohibiting sexual harassment, JFK Health prohibits the harassment of an
individual based on his or her race, color, religion, national origin, age, veteran status, disability,
sexual orientation, marital status or membership in another group protected by federal, state, or
local law. In this regard, harassment is defined as verbal or physical conduct- including but not
limited to slurs, remarks, epithets, jokes, or intimidating or hostile acts – based on an employee’s
membership in a protected class, when such conduct has the purpose or effect of:
Substantially interfering with an individual’s work performance, or creating an intimidating,
hostile, or offensive working environment:
1) Otherwise adversely affecting an individual’s employment opportunities; or
2) Unreasonably interfering with an individual’s work performance.

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

Finding of Harassment:
JFK Health will impose severe disciplinary sanctions, including termination, in any case where
an employee is determined to have engaged in such conduct.
Other individual(s): Any vendor, consultant, volunteer, visitor or customer found to be harassing
an employee will be asked to leave and not return. Formal complaints will be filed with respect
to vendors and consultants.

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

IV. COMPLAINT PROCEDURE PROCESS:

Process – General

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

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

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

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

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

V. PROCEDURE:

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

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

B. Employer Responsibility Where the Charged Party is a Student or Volunteer
   Where the charged harasser is a student or volunteer, the complaint will be processed generally, as described above. Where the charged harasser is a student, the Dean of students will participate in the investigation along with the Vice President of Human resources or designee. Where the charged harasser is a volunteer, the Director of volunteers will participate in the investigation along with the Vice President of Human Resources or designee.

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

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

VI. PROTECTION FROM RETALIATION:
   JFK Health will not retaliate against anyone for reporting or complaining about unlawful Harassment or discrimination in good faith, or for participating in an investigation of Alleged harassment, nor will it tolerate retaliation by managers, supervisors, co-workers or anyone else.
   Policy Number: 04.6020.01.0106
   Policy Title: Prohibited Discrimination and Harassment Policy
   Policy Type: Administrative
   Last Review Date: Monday, August 6, 2012
Part I: ANA Code of Ethics for Nurses

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

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

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

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<tr>
<th>Provision</th>
<th>Statement</th>
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<tr>
<td>Provision 1</td>
<td>The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person</td>
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<tr>
<td>Provision 2</td>
<td>The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.</td>
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<tr>
<td>Provision 3</td>
<td>The nurse promotes, advocates for, and protects the rights, health and safety of the patient.</td>
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<tr>
<td>Provision 4</td>
<td>The nurse has authority, accountability and responsibility for nursing practice; make decisions; and takes action consistent with the obligation to provide optimal patient care.</td>
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<tr>
<td>Provision 5</td>
<td>The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.</td>
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<tr>
<td>Provision 6</td>
<td>The nurse, through individual and collective effort, establishes,</td>
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maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

| Provision 7 | The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy. |
| Provision 8 | The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities. |
| Provision 9 | The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy. |


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

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

Print name: _______________________________________________________

Signature: ___________________________ Date: _______________________

Part II: Professional Civility Contract

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

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

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

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

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

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

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

Failure to manage disruptive and inappropriate behaviors within yourself, among your peers, and others or exhibiting any uncivil behaviors will result in disciplinary action up to and including dismissal from The School of Nursing.

As a member of the student body of the JFK Muhlenberg Harold B and Dorothy A Snyder School of Nursing and Medical Imaging, I pledge to strictly abide to this Professional Civility Contract.

As future nurses and leaders, it is your responsibility to manage disruptive and inappropriate behaviors within yourself, among your peers and others. Therefore, JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging (herein referred to as The School of Nursing) wills stringently adhere to the following:

1. Any incident deemed as uncivil in any clinical area by the nursing faculty from The School of Nursing will result in an uncivil conduct warning. The faculty will immediately dismiss the student from the clinical area, resulting in an absence for that day or evening. The lead teacher will be immediately notified and a conference will ensue with the Dean of The School of Nursing. If a second incident deemed as uncivil occurs in the clinical area, at any time from admission through graduation, it will result in a second uncivil conduct warning, failure of the currently enrolled course, and may result in further disciplinary action up to and including dismissal from The School of Nursing.

2. Any incident deemed as uncivil in any classroom area (i.e. classroom, computer lab, skills lab, any area of the building) by the faculty from The School of Nursing will result in an uncivil conduct warning. The faculty will immediately dismiss the student from the classroom area, resulting in an absence for that day or evening. The lead teacher will be immediately notified and a conference will ensue with the Dean of The School of Nursing. If a second incident deemed as uncivil occurs in the classroom area, at any time from admission through graduation, it will result in a second uncivil conduct warning, failure of the currently enrolled course, and may result in further disciplinary action up to and including dismissal from The School of Nursing.

References

UNCIVIL CONDUCT WARNING

If a student receives an uncivil conduct warning in either the clinical or classroom setting, the instructor will write a narrative note. Additionally, the clinical anecdotal will have documented the critical incident. The following information will be in the clinical warning:

1. Name of the student
2. Level of the student
3. Name of the observer
4. Course
5. Date of the uncivil conduct
6. The uncivil conduct with regards to the Professional Civility Contract and the Clinical Evaluation Tool. Include documented statements for the clinical anecdotal record to support the reason for the uncivil conduct warning.
7. Statement as to the consequences of the civil conduct warning.
8. Copies of the clinical warning narrative is to be distributed as follows:
   a. Student
   b. Lead Teacher file
Criteria for uncivil conduct warning: CLINICAL ______ CLASSROOM ______

Student: _____________________________________________________________

Instructor: ___________________________________________________________

Course: _____________________________________________________________

Please respond to the following and date response.

1. Student is aware of the clinical or classroom uncivil conduct with regards to the Professional Civility Contract and the Clinical Evaluation Tool?
   a. Yes ____ b. No _____ Date __________________________

2. Rational (critical incident/s) for the uncivil conduct warning shared with student?
   a. Yes ____ b. No _____ Date __________________________

3. If a clinical incident, anecdotal record documents critical incident/s for uncivil conduct warning?
   a. Yes ____ b. No _____ Date __________________________

4. The lead teacher for the course was notified of the uncivil incident?
   a. Yes ____ b. No _____ Date __________________________

5. A conference was held with the Dean of the School, the student and the lead teacher.
   a. Yes ____ b. No _____ Date __________________________

6. The student has received a copy of the uncivil conduct warning based on the Professional Civility Contract and the Clinical Evaluation Tool?
   a. Yes ____ b. No _____ Date __________________________

Student Signature: __________________________ Date: __________

Instructor Signature: __________________________ Date: __________

Lead Teacher Signature: __________________________ Date: __________

Dean Signature: __________________________ Date: __________
STUDENT NURSES BILL OF RIGHTS AND RESPONSIBILITIES

The NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates in San Antonio, Texas (191); and item #4 was revised by the NSNA House of Delegates at the NSNA Annual Convention on April 7, 2017 in Dallas TX:

1. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes, or economic status.

2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom in a responsible manner.

3. Each institution has a duty to develop policies and procedures which provide and safeguard the students’ freedom to learn.

4. Students should be encouraged to develop the capacity for critical judgment and engage in an autonomous, sustained, and independent search for truth.

5. Students should be free to take reasoned exception in an informed, professional manner to the data or views offered in any course of study. However, students are accountable for learning the content of any course of study for which they are enrolled.

6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. However, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

7. Information about student views, beliefs, political ideation, legal status, United States citizenship or sexual orientation which instructors acquire in the course of their work or otherwise should be considered confidential and not released without the knowledge or consent of the student, and should not be used as an element of evaluation.

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

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

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

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

12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through a
faculty-student council, student membership or representation on relevant faculty committees.

13. The institution has an obligation to clarify those standards of conduct/behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.

14. Disciplinary proceedings should be instituted only for violations of standards of conduct. Standards of conduct should be formulated with student participation clearly written and published in advance through an available set of institutional regulations. It is the responsibility of the student to now these regulations.

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

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

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

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

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

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

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

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

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

24. The nursing program should provide comprehensive, clear and concise information related to student loans, scholarships and any other student financial aid.

STUDENT “RIGHT-TO-KNOW”

The following information is being provided as required under the Student Right-to-Know and Campus Security Act, Public Law 101-542, as amended by the Higher Education Technical Amendments of 1991, Public Law 102-26, and the Higher Education Technical Amendments of 1993, Public Law 103-208.

Information on Graduation/Completion Rates:

- 89.77% of students graduated in 2015 passed the NCLEX-RN (National Council Licensure Examination) – Registered Nurse Licensing Exam on the first attempt. The national first time pass rate in 2015 is 84.53%.
- 85.9 of graduates are employed in nursing (from A Survey of the Classes of 2011-2012-2013, 2013-2014 Graduates of the Cooperative Program in Professional Nursing by The Office of Assessment, Planning and Research – Union County College, July 2016 Research Report No. 178)
STUDENT RIGHTS AND RESPONSIBILITIES
The primary aim of the School of Nursing is to provide a quality educational experience. Within the framework of this commitment, the School grants certain rights to, and requires certain responsibilities from, each student in the education community, so that every student may pursue his/her educational goals in an environment free from unreasonable constraint.

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

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

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

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

The following policies apply to all students:
1. Hair must be worn neatly combed and styled off the collar, pulled back from the face. Extremes in hairstyles are to be avoided.
2. Fingernails must be short. Only clear fingernail polish may be worn in the clinical areas. No artificial nails are allowed in the clinical area.
3. Piercing is limited to the ears only; no more than one pair of small, stud/post earrings. Use of Tongue rings/studs is prohibited.
4. Only wedding rings and engagement rings are permissible.
5. Perfume, cologne, after-shave, and other fragrances must be used sparingly and may be prohibited as determined by the faculty or by a supervisor.
6. Beards and moustaches are permissible, if kept neat and trimmed. The growth of beards and moustaches cannot be started when students are in clinical sessions.
7. Religious headwear should be plain and subdued in color. The wearing of religious headwear must be discussed with the Dean at the time of admission to the program.
8. No visible tattoos are allowed in the clinical area.
9. Only official school uniform tops, pants or skirts, and the lab costs are worn in the clinical area.

10. Uniform skirts must be worn with white stockings.
11. Clean white shoes or all-white sneakers are worn in the clinical area.
12. Shoes must have both closed toes, and heels. Clogs, or any type of elevated heel are not permitted.
13. Good personal hygiene is expected. This includes frequent bathing, and the use of deodorants, and good dental care. Students may be asked to leave the clinical area or classroom at the discretion of faculty, or administration.
14. Undergarments must be discrete and must not affect the professional uniform appearance. undergarments, including panties, briefs, boxers, and tee shirts, must not be visible through or beyond the uniform.
15. All student must wear school identification while in the school, clinical, or any Hackensack Meridian Health affiliate.

LAB COATS
The regulation lab coat, affixed with the School logo is only required in certain courses and may be worn over street clothes. The lab coat must be worn over street clothes when going to any clinical site to research assigned patients. Dungarees, jeans, sweat pants, halter tops, shorts and or thong sandals are not to be worn at any clinical site.
Information regarding purchase of the uniforms is available at the school’s website. www.jfkmuhlenbergschools.org

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

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

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

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

APPLIANCES AND EXTENSION CORDS
Pursuant to Fire Safety Regulations, the use of electric cooking, heating units, extension cords or multiple way sockets, is absolutely prohibited in student rooms. In addition, single unit air conditioners and toaster ovens are strictly prohibited.

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

A $150.00 refundable deposit, to be paid by credit card, money order, certified or cashier check, is required prior to any student moving into the school residence. This deposit will be refunded when the student moves out of the residence if no damage is incurred to the room and/or its furnishings. A Residence Room Check-Out List will be completed and signed by both the student and the Residence Life Coordinator or the Residence Life Assistant. In addition, a $25.00 non-refundable room key card fee is required. An additional $25.00 non-refundable replacement fee will be assessed if the card is lost.

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

CANDLES
The use of candles and incense is prohibited anywhere on JFK Muhlenberg Harold B. and Dorothy A. Snyder School property.

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

DRUGS AND DRUG SCREENING
Any student reported using, possessing or distributing prescription drugs without a doctor’s order or illegal drugs will be referred to the Dean of the Schools. The student will face expulsion from the Residence. The student may also face dismissal from the program (See Alcohol/Substance Abuse Policy). A urine drug screening test is required and must be performed by HMH JFK Health Occupational Health prior to moving into the student residence. Authorization to conduct this drug screening test and results deemed favorable by HMH JFK Muhlenberg Snyder Schools and/or clinical facilities are a condition of continued residence.

ENVIRONMENTAL SERVICES
Students are responsible for cleaning their own rooms and cleaning up after themselves in kitchens and bathrooms. Hospitality will do heavy cleaning of hallways and unit common areas.

GUESTS
All visitors and non-residents must be out of the building between 10:00 pm and 6:00 am. Under no circumstances will visitors be allowed to stay overnight. Visitors must abide by all residence regulation as listed in the Student Handbook.

HEALTH CLEARANCE
A report of satisfactory physical examination, including a urine drug screen, and approval from the Student Health Nurse is required prior to a student’s first clinical course and/or moving into the Residence.

HOLIDAY DECORATIONS
Students must abide by Medical Center policies. No live trees or electrical decorations may be used.
QUIET HOURS
Please maintain quiet hours after 10:00 pm. Keep noise at a minimum upon returning to the residence. Keep the volume on stereos, TV’s and radios low.

KITCHENETTES
Kitchenettes are available in each residence unit. All kitchen appliances must be checked for electrical/mechanical safety by the Medical Center Maintenance Department prior to use. **Toasters, crockpots and microwaves are the only cooking equipment allowed in the kitchenettes.** Refrigerators are allowed in the residence rooms; no cooking equipment is allowed in the residence rooms.

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

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

LAUNDRY
Students are responsible for the laundering of their uniforms, bed linen, towels and personal laundry. Laundry facilities are available in the residence. Rugs are not to be washed in the washers. Do not place plastic or foam articles in dryers. Irons are only to be used in the laundry room.

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

MISSING PERSON REPORT AND PROCEDURES
The purpose of this policy is to establish procedures for HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools to respond to and assist with reports of missing students as required under the Higher Education Opportunity Act of 2008. This policy applies to students who reside on campus and are deemed missing or absent from the School for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior. Such circumstances could include, but are not limited to, reports or suspicions of foul play, suicidal thoughts, drug use, any life threatening situations, or where a student may be known to be with persons who may endanger the welfare of the student.

All reports of missing resident students shall be directed to the Security Department at 908-668-2217, which will conduct an investigation to determine whether the student is missing in accordance with this policy. All resident students shall have the opportunity to have an individual to be contacted in any case that the student is determined to be missing. If a missing student is under 18 years of age, the School is required to notify the parent or guardian no later
than 24 hours from the time the student was determined to be missing by the School. The school will also notify the Plainfield Police Department after the student is determined to be missing.

All residential students will have opportunity to designate an individual or individuals to be emergency contacts, who will be notified by the School no more than 24 hours from the time the student is determined to be missing. The designation or emergency contact will remain in effect until changed or revoked by the student.

Procedure:

- Any and all reports of missing students shall be directed to the Security Department at 908-668-2217.
- An investigation will be initiated to determine the validity and credibly of the missing person report. The Security Department will gather all essential information about the student from the person making the report and from the student’s acquaintances. The information to be obtained includes, but is not limited to, personal descriptors, clothing last worn, locations where student may be, persons or witnesses who may have information, vehicle descriptions, information of the physical and mental well-being of the student, up-to-date photographs, class schedule, etc.
- Notification and contact with the Dean or designee.
- Notification will be made to the individual(s) identified by the missing student as the confidential emergency contact of the determination that the student is missing. All confidential emergency contact information is to be on file with the Residence Life Coordinator.
- In the event the student is under 18 years of age or is not emancipated, the School shall make notification to the custodial parent or guardian immediately.
- If the listed actions prove to be unsuccessful in locating the missing student, notification will be made to the Plainfield Police Department.
- The Dean shall initiate whatever actions deemed appropriate and in the best interest of the missing student.

10/01/2009
Reviewed 8/1/2012

PARKING
Resident students may use the parking lot in front of the school, but may not use the parking spaces immediately adjacent to the school.

PERSONAL PROPERTY
Money and other valuables, which the student retains in his/her possession, must be locked in the student’s room or made secure in such a way as to avoid loss. The Medical Center does not assume responsibility for loss of property, but it is strongly urged that all losses be reported to the Dean of Schools. Rooms must be vacated and all possessions must be removed at the
completion of the Spring semester. The only exception is a student who is enrolled in an JFK Muhlenberg clinical course during the Summer semester.

PETS
No pets will be allowed.

PROPERTY
Medical Center property is not to be defaced. Any student found to be defacing Medical Center property will be charged for the damages. Security deposits may be withheld and/or not refunded. Furniture is not to be removed from or brought into rooms. A student will not be permitted to enter another student’s room unless accompanied by a school official. If extraordinary circumstances exist, permission may be obtained through the Dean of the Schools. A student who has locked her/himself out of his/her room must personally ask a school official or Security to unlock his/her door.

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

REPAIRS AND REPLACEMENTS
Requests for repairs and replacements in student rooms are made to the Resident Assistants, Residence Life Coordinator, Residence Life Assistant or School Secretaries. This includes routine, as well as emergency repairs.

RESIDENT ASSISTANTS
To facilitate the resolution of problems that can occur in residential living, Residence Life has been established. The Residence Life Team includes the Residence Life Coordinator, Residence Life Assistant and two Resident Assistants (RA’s). The RA’s must be in good academic and clinical standing to hold these positions. The RA’s will also serve as fire marshals. They must attend fire classes; no exceptions will be made. Fire classes are conducted by the Safety Department of the Medical Center on a regular basis.

The Residence Life Team will meet on a monthly basis to address any issues or complaints from resident students.

The Residence Life Coordinator has been assigned to coordinate and manage RA activities/duties and to supervise Residence security and maintenance requires must be reported to the Residence Life Coordinator or the Residence Life Assistant. RA’s must reapply and be approved for each academic year.

ROOM SEARCHES
In an emergency situation in which the rights, health and safety of a student or of other students may be violated, or there is deemed to be potential for violation, the Dean of JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools or his/her designee, reserve the right to search a room or rooms without prior notice. Rooms may also be inspected periodically, without notice, for safety factors and maintenance needs.

ROOM SELECTION POLICY FOR RESIDENT STUDENTS
In order to be eligible to live in the residence, a student must fall into at least one of the following categories:

1. IN THE EVENT OF A WAITING LIST FOR RESIDENCE ROOMS, first priority to live in the residence will be given to students:
   a. Enrolled in a course which carries a skills simulation laboratory as a part of the course requirements and living more than 15 miles away from HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools.
   b. Carrying a full-time program: i.e. 12 or more credits per semester and living more than 15 miles away from the Schools.
   c. Taking 8 credits and living more than 15 miles from the Schools.

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

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

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

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

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

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

IMPORTANT PRECAUTIONS

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

2. DO NOT place any object between the oven front face and the door. DO NOT allow soil or cleaner residue to accumulate on sealing surfaces. DO NOT operate the oven if it is damaged. IT IS IMPORTANT that the OVEN DOOR CLOSES PROPERLY and that there is no damage to the:
   - Door (bent)
   - Hinges and latches (broken or loosened)
   - Door seals and sealing surfaces

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

IMPORTANT SAFETY INSTRUCTIONS

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

1. Read all instructions

2. No aluminum foil, no metal, no tea bags with metal staple, no metal twists on oven cooking bags. Use cotton STRING or special nylon tie, or strip cut from open end of bag.

3. DO NOT cook in plastic food STORAGE bags. They are not heat resistant and may melt from the heat of the food.

4. DO NOT use ordinary paper bags for any purpose in a microwave oven.

5. Whole eggs, in their shell, and sealed containers (closed jar) may EXPLODE and should NOT be heated in a microwave oven.
6. In materials inside the oven should IGNITE, keep oven door CLOSED, TURN OFF oven, and disconnect the power cord. Follow Fire Procedures (see “Fire” section of the Student Handbook.

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

Addendum A

JFK Muhlenberg Harold B. and Dorothy A. Snyder

Nursing  Radiography  Diagnostic Medical Sonography

Academic Mid-Term Notice

To: _______________________________ Date: ________________

From: _______________________________ Re: ________________

Upon completion ________% of your total grade for NURSING ________, your grade is ________. A grade of 70 or above constitutes satisfactory completion of a nursing course. (See Student Handbook). Please seek assistance to improve your grade.

Signed: _______________________________

______________________________     ________________
Instructor              Date

Received by:

______________________________     ________________
Student              Date

Routing: Associate Dean
P&E Committee
File in student’s record
CC: Student

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

Revised 4/2000
Updated 3/2007
Reviewed 5/2011, 6/2018 SK
Updated 3/2019 SK

ACADEMIC MIDTERM WARNING

Remediation Plan: ____________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Referral Made to:

Carol Campell ____________________________________________________________

Behavioral Health ________________________________________________________
Addendum B

JFK Muhlenberg Harold B. and Dorothy A. Snyder

Nursing  Radiography  Diagnostic Medical Sonography

Audit Request

No Grade Will Be Received For An Audit

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

[ ] Lecture     [ ] Lab (Fee)

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

Course and Section: ____________________________________________________________

Student Name: ___________________________________________ Last 4 Digits of SS# _________

Student’s Signature: ___________________________________ Date: _______________________

Reason for Audit: __________________________________________________________________

Signature of Lead Teacher/Program Director________________________ Date: ______________

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

Comments: _____________________________________________________________________
Dear Student,

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

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

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

- A complete physical examination with medical clearance by a licensed physician or Nurse Practitioner.
- 2-Step Mantoux tuberculin test (PPD test), or Quantiferon Gold/T-Spot Lab Test. Explanation of the 2 Step Mantoux test is attached.
- Lab titers are required for Rubeola, Rubella & Varicella. Immunization records and/or lab titer is required for Mumps.
- Lab titer is required for Hepatitis B Surface Antibody (HbsAb). If you have not been previously vaccinated, proof that the vaccine series has been started, is required.
- Hepatitis B Antigen Test (HbsAg) for active Hepatitis B infection.
- A 10 Panel Urine Drug Screen is required. The test can only be scheduled with the Hackensack Meridian Occupational Health (HMH) Offices. Outside test agencies will not be considered.
- A Respiratory Fit Test is required. This test can only be scheduled with HMH Occupational Health.
➢ All Dormitory Residents are required to be immunized against meningococcal meningitis (Menactra or Menveo vaccine). Meningitis B vaccination is also recommended.

➢ Tdap Vaccination.

➢ Influenza Vaccination during Flu season.

➢ BLS for Healthcare Provider.

➢ Student Malpractice Insurance.

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

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

Physical exams, vaccines, and required lab work can be performed by Hackensack Meridian Occupational Health Services (fee for services) by calling their Iselin location at (732) 362-3871, or the Piscataway location at (848) 230-6800. Student will be emailed a clearance letter upon completion of all above requirements. You WILL NOT be permitted on any clinical area of the Medical Center, Residence Hall, or any Clinical affiliates until you have received clearance. Please contact the Health Clearance Nurse at (908) 668-2594 if you have any questions regarding these requirements, or are need any guidance, before scheduling your appointments.
The following information is being provided as required by the Federal government, Section 504 of the Rehabilitation Act of 1973.

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

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

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

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

Corrective devices are permitted to meet the minimum requirements.

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

In accordance with the Americans with Disabilities Act (ADA) 1973

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

Corrective devices are allowed to meet the minimum requirements.

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

In accordance with the Americans with Disabilities Act (ADA) 1973

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

Corrective devices are allowed to meet the minimum requirements.

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

Date of Birth: _______________  Telephone (cell) #: ________________________

Email address: __________________________________________________________

Emergency Contact: ___________________________  Phone #: ________________

### TB Surveillance (PPD)

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

#### Step 1 PPD
- Date: __________________
- Mfg./Exp. Date/Lot #: __________________
- Site: __________________
- Administer by: __________________
- Results
- Date: __________________
- Induration: _________ mm
- Read by: __________________

#### Step 2 PPD
- Date: __________________
- Mfg./Exp. Date/Lot #: __________________
- Site: __________________
- Administer by: __________________
- Results
- Date: __________________
- Induration: _________ mm
- Read by: __________________

### IF PREVIOUSLY PPD POSITIVE

If previously PPD positive, provide documentation of the date tested, with millimeters of induration (REQUIRED), and INH prophylaxis dates, if given.

If PPD testing is positive, A Chest X-Ray or Quantiferon Gold/T-Spot is required and MUST BE WITHIN 3 MONTHS OF THE CLINICAL START DATE.

Documentation of positive PPD results attached, which includes date, induration, and facility received.

INH Therapy: Yes ( ) Dates: ________________  No ( )

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

### HISTORY OF BCG VACCINATION

Clinical students with history of BCG vaccination will be required to have a 2-Step PPD skin test unless previous positive PPD results are attached.
**IMMUNIZATIONS**

**REQUIREMENTS** | **DOCUMENTATION**
--- | ---
All clinical students **MUST** provide proof of immunity by lab titer – **WITH LAB RESULTS ATTACHED** | Vaccination records must be submitted on appropriate letterhead/prescription with MD signature.

<table>
<thead>
<tr>
<th>Rubeola (Measles)</th>
<th>Rubeola (MMR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Titer required. Current vaccination is required for negative or equivocal titer.</td>
<td><strong>#1 Vaccination</strong>&lt;br&gt;<strong>Date:</strong>&lt;br&gt;<strong>Mfg./Lot/ Exp. Date:</strong>&lt;br&gt;<strong>Administered by:</strong>&lt;br&gt;<strong>#2 Vaccination</strong>&lt;br&gt;<strong>Date:</strong>&lt;br&gt;<strong>Mfg./Lot/ Exp. Date:</strong>&lt;br&gt;<strong>Administered by:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rubella (German Measles)</th>
<th>Rubella (MMR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab titer required. Current vaccination is required for negative or equivocal titer.</td>
<td><strong>#1 Vaccination</strong>&lt;br&gt;<strong>Date:</strong>&lt;br&gt;<strong>Mfg./Lot/ Exp. Date:</strong>&lt;br&gt;<strong>Administered by:</strong>&lt;br&gt;<strong>#2 Vaccination</strong>&lt;br&gt;<strong>Date:</strong>&lt;br&gt;<strong>Mfg./Lot/ Exp. Date:</strong>&lt;br&gt;<strong>Administered by:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mumps</th>
<th>Mumps (MMR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab titer or documentation of 2 vaccines. Current vaccination is required for negative or equivocal titer.</td>
<td><strong>#1 Vaccination</strong>&lt;br&gt;<strong>Date:</strong>&lt;br&gt;<strong>Mfg./Lot/ Exp. Date:</strong>&lt;br&gt;<strong>Administered by:</strong>&lt;br&gt;<strong>#2 Vaccination</strong>&lt;br&gt;<strong>Date:</strong>&lt;br&gt;<strong>Mfg./Lot/ Exp. Date:</strong>&lt;br&gt;<strong>Administered by:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Varicella (Chicken Pox)</th>
<th>Varicella (Chicken Pox)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab titer required. Current vaccination is required for negative or equivocal titer.</td>
<td><strong>#1 Vaccination</strong>&lt;br&gt;<strong>Date:</strong>&lt;br&gt;<strong>Mfg./Lot/ Exp. Date:</strong>&lt;br&gt;<strong>Administered by:</strong>&lt;br&gt;<strong>#2 Vaccination</strong>&lt;br&gt;<strong>Date:</strong>&lt;br&gt;<strong>Mfg./Lot/ Exp. Date:</strong>&lt;br&gt;<strong>Administered by:</strong></td>
</tr>
</tbody>
</table>

**STUDENT'S NAME:**
<table>
<thead>
<tr>
<th>Hepatitis B Series (HbsAb)</th>
<th>Hepatitis B Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Hepatitis B Series completed:</td>
<td>Please check appropriate area:</td>
</tr>
<tr>
<td>Lab titer required. Vaccination is required for negative or equivocal titer.</td>
<td>( ) Copy of completed series attached OR lab report of antibody results attached.</td>
</tr>
<tr>
<td><strong>LAB REPORT REQUIRED</strong></td>
<td>( ) Immunization series started, proof attached.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hepatitis B Antigen Test (HbsAg)</th>
<th>Hepatitis B Antigen Test</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LAB REPORT REQUIRED</strong></td>
<td>( ) Lab report attached.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meningococcal Meningitis (Menactra or Menveo)</th>
<th>Meningococcal Vaccine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dormitory Students Only</td>
<td>Date: ____________________________</td>
</tr>
<tr>
<td>Mfg./Lot/Exp. Date: ____________________________</td>
<td>Administered by: ____________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tdap Vaccination</th>
<th>Tdap</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must Contain Pertussis Component</td>
<td>Date: ____________________________</td>
</tr>
<tr>
<td>Mfg./Lot/Exp. Date: ____________________________</td>
<td>Administered by: ____________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Influenza Vaccination</th>
<th>Influenza Vaccination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: ____________________________</td>
<td>Mfg./Lot/Exp. Date: ____________________________</td>
</tr>
<tr>
<td>Administered by: ____________________________</td>
<td></td>
</tr>
</tbody>
</table>

**PHYSICAL EXAMINATION**

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

Attach completed History & Physical form.

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

**Physician's Stamp:**

**STUDENT'S NAME:**
PHYSICAL FORM

Student Name: ____________________________________________________________

Date of Birth: _________________    Telephone (cell) #: ______________________

Email address: ____________________________________________________________

Physician: _______________________________    Telephone #: ______________________

Blood Pressure: ______________________    Pulse: _____________________________

Height: _____________________________    Weight: _____________________________

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


Vision: Near: OS: ___________ OD: ___________ OU: ___________

Color Vision: Within normal limits ____________________________

Not within normal limits ____________________________

To Be Answered By Physician

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

Heart

Location of apex beat: ____________________________

Murmur: ___________________________________________

Any other abnormality: __________________________________________

General Condition:

Good __________ Questionable: __________ Poor: ________

Clearance

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

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

______________________________                                          _______________
Physician Signature      Date
STUDENT NAME: ___________________________ Date: ______________________

Date of Birth: ________________ Telephone (cell) #: ___________________________

ALLERGIES: (If none, document none): __________________________________________
Specific allergy needs: __________________________________________________________

PERSONAL MEDICAL HISTORY

PAST HISTORY   Applicant MUST answer all questions, if YES please explain:

<table>
<thead>
<tr>
<th>Have you ever consulted or been treated by a doctor for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brain or Nerve Disease, Dizzy Spells, Epilepsy, Severe Headaches, Unconsciousness, Paralysis, Nervous Breakdown or Mental Disorder.</td>
</tr>
<tr>
<td>Lung disease</td>
</tr>
<tr>
<td>Tuberculosis</td>
</tr>
<tr>
<td>Blood Disease, Anemia, or Varicose Veins</td>
</tr>
<tr>
<td>Heart Disease</td>
</tr>
<tr>
<td>Blood Pressure (High or Low)</td>
</tr>
<tr>
<td>Ulcers, Indigestion, Rectal Disease, Hernia, Gall Bladder Disease, Jaundice, Hemorrhoids</td>
</tr>
<tr>
<td>Kidney Disease, Bladder or Prostate Disease</td>
</tr>
<tr>
<td>Arthritis, Allergy, Skin Disease, Syphilis, or Gonorrhea</td>
</tr>
<tr>
<td>Latex Allergy</td>
</tr>
<tr>
<td>Cancer, Tumor, Thyroid Disease or Diabetes</td>
</tr>
<tr>
<td>Eye or Ear Disease</td>
</tr>
<tr>
<td>Back Trouble</td>
</tr>
<tr>
<td>Any Surgical Operations</td>
</tr>
<tr>
<td>Any Accidents</td>
</tr>
<tr>
<td>Breast Disease, Miscarriage or Female Disorder</td>
</tr>
</tbody>
</table>

Are you pregnant now?                                  

Have you ever received payment or benefits for illness, or injury?                                    

Any present ailments?

Have you had any illness, injury or hospitalizations other than already noted? Details: ____________________________
________________________________________________________________________________________
________________________________________________________________________________________
Are you currently under treatment by a physician? Please give date of treatment and reason:
________________________________________________________________________________________
________________________________________________________________________________________
Do you take any medication? Please list all medications, dosages including over-the-counter medication and reason for taking:
________________________________________________________________________________________
________________________________________________________________________________________
Do you have any physical limitations that may require assistance in performing the clinical duties required in this program? If yes, please explain special physical needs:
________________________________________________________________________________________
________________________________________________________________________________________

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

Students Signature: ___________________________ Date: ______________

JFK MULLENBERG HAROLD B. & DOROTHY A. SNYDER SCHOOLS
Addendum D

JFK MEDICAL CENTER
MUHLENBERG HAROLD B. AND DOROTHY A. SNYDER
SCHOOL OF NURSING

“CLINICAL WARNING RE: MATH POLICY”

According to Hackensack Meridian Health JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing policy, any student who does not display mastery in mathematical/pharmacology testing as evidenced by a grade below 100 in the mathematical/pharmacology test will be placed on clinical warning.

This warning is issued to: __________________________________________________________

Grade on Exam I _________________________
Grade on Exam II ________________________

Student_____________________  Date__________
Instructor ____________________Date_________
Associate Dean________________Date_________

Original: Instructor
Copy: Student
Cc:
Routed to: Associated Dean
          Student File

Revised 4/2000
Updated 3/2007
Reviewed 7/21013
Reviewed 9/2017
Reviewed and updated 1/2019
Addendum E

Clinical Tardiness and Absenteeism Rubric

<table>
<thead>
<tr>
<th>Point Value</th>
<th>Behaviors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TARDINESS</strong></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>5-14 minutes late</td>
</tr>
<tr>
<td>3</td>
<td>15-29 minutes late</td>
</tr>
<tr>
<td><strong>4 or More Points</strong></td>
<td>You are required to complete a typed Performance Improvement Plan (PIP) before the next scheduled clinical week. The PIP must address the steps to eliminate the issue. You must make an appointment with the clinical faculty/lead teacher to discuss the plan with faculty collaborating on recommendations. A second occurrence will result in clinical warning. If you are tardy three (3) times you will be required to make-up a clinical day.</td>
</tr>
<tr>
<td><strong>ABSENCE</strong></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>&gt;30 minutes late—student sent home</td>
</tr>
<tr>
<td>6</td>
<td>Absent from clinical</td>
</tr>
<tr>
<td>18</td>
<td>No Call/No Show</td>
</tr>
<tr>
<td><strong>ACTION</strong></td>
<td></td>
</tr>
<tr>
<td>7 or more Points</td>
<td>You are required to complete a typed Performance Improvement Plan (PIP) before the next scheduled clinical week. The PIP must address the steps to eliminate the issue. You must make an appointment with the clinical faculty/lead teacher to discuss the plan with faculty collaborating on recommendations.</td>
</tr>
</tbody>
</table>

Students can accumulate points from both tardiness and absenteeism columns requiring a PIP. Points for tardiness and absenteeism are accumulated per course.

I understand that if I do not meet the requirements of the course of the Performance Improvement Plan, I will fail the clinical component of the course.

I understand that if I accrue 18 or more points it may result in a failure in the clinical component of the course.

Total points given today: __________ Date: ________________

Signature of Clinical Faculty: __________________________________________

Signature of Student: ________________________________________________

5/2019
Clinical Tardiness and Absenteeism Agreement Form

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

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

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

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

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

__________________________________________          _________________
(print name)      (student signature)      (date)
Addendum G

JFK MEDICAL CENTER
MUHLENBERG HAROLD B. AND DOROTHY A. SNYDER
SCHOOL OF NURSING

Clinical Warning
Clinical Tardiness and Absenteeism

_____________________________________, this is a formal notification that you are on Clinical warning based on the Clinical Tardiness and Absenteeism policy. You are accrued _________ (number of points) for tardiness and absences.

_____________________________________, you are required to submit a Performance Improvement Plan (PIP) before the next clinical week to your clinical faculty/lead teacher. The clinical faculty/lead teacher will review the plan as you move forward.

Further recommendations can be addressed during this meeting and written below by the clinical faculty/lead teacher.

Student Name: ______________________________________
Student Signature: ___________________________________
Faculty Name: ______________________________________
Faculty Signature: _________________________________
Date: _____________________________________________

Kk/5/2019
Criteria for Clinical Warning

Student: __________________________________________________________

Instructor: ________________________________________________________

Course: ___________________________________________________________

Please respond to the following and date responses.

1. Student is aware of unsatisfactory clinical performance with regards to outcomes and criteria of clinical evaluation tool? YES_____NO_____ 

2. Rational (critical incidents) for unsatisfactory clinical performance shared with student? YES_____NO_____ 

3. Anecdotal record student’s strengths and weaknesses, critical incidents and dates, and have been read and signed by the student? YES_____NO_____ 

4. Student has been counseled by instructor regarding recommended modes of satisfactorily meeting the clinical outcomes? YES_____NO_____ 

5. Lead teacher for the course has been consulted regarding the clinical warning? YES_____NO_____ 

6. Student has received a copy of unsatisfactory clinical performance based on course clinical evaluation tool? YES_____NO_____ 

Please further explain if any of the above questions were answered “NO.”

CC: Student _________________________________________

Routed: Associate/Assistant Dean

Chair, P&E Committee

Student File

_________________________________________

Associate/Assistant Dean   Date
CLINICAL WARNING

If the student’s clinical performance is unsatisfactory, the instructor will write a narrative clinical warning. The following information should be in the clinical warning:

1. Name of the Student

2. Level of Student

3. Name of Observer

4. Course

5. Period of time included in the evaluation period – e.g. 2/1/14 – 2/26/14

6. List clinical outcomes in which student’s performance is unsatisfactory. Include documented statements from the instructor’s anecdotal notes to support your rationale for each unsatisfactory clinical outcome.

7. Statement relative to above outcomes as to what the student needs to do to improve the unsatisfactory area.

8. Copies of the clinical warning narrative is to be distributed as follows:

   a. Student
   b. Instructor’s file

Revised 8/2015
Addendum I

JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging
Honor Code/Pledge

The JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing and Medical Imaging (herein referred to as The School of Nursing) students have the responsibility to maintain high ethical standards that will create an atmosphere conducive to professional integrity. As published in the American Nurses Association Code for Nurses, the professional nurse must be accountable for professional standards in the practice of nursing. Honesty and integrity are expected from all student nurses from admission through graduation.

Academic misconduct is defined as any act that actually, or potentially distorts a student grade, or academic record. Academic misconduct is a destructive force in the learning process and it jeopardizes the achievements of all students. The responsibility to challenge and bring forward apparent violations of academic misconduct belongs to each member of The School of Nursing community – students, faculty, administration, and staff. The School of Nursing community maintains a zero-tolerance policy for inaction, or apathy with regard to reporting academic misconduct.

Acts of academic misconduct include but are not limited to the following:

• Possessing, using, or exchanging improperly acquired written or verbal information in the preparation of any essay, laboratory report/nursing care plan, examination, or other assignment included in a nursing course.
• Copying from someone else’s examination or receiving answers from another student during an examination (cheating).
• Allowing someone to copy from an examination or giving answers to another student during an examination (aiding in dishonesty).
• Turning in an assignment that was done entirely or in part by someone else including knowingly representing someone else’s words or ideas to one’s own (plagiarism).
• Calling in sick when you are not.
• Not reporting an incident involving a patient.
• Documentation that any nursing duty was completed, when the duty was not performed (narrative, signature, initialing).
• Not questioning an order when in doubt.

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

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

Print name:________________________________________________

Signature:_________________________________________________

1/2004
Honor Code Pledge Examination

Each student will be required to sign the following statement which will be part of each examination booklet:

I hereby certify that the entries contained in/on these examination papers are my own. In addition, I understand that all material contained within this test (exam and answer sheet) is the property of the JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing and may not be reproduced in any manner (handwritten, mechanical or verbal). I understand that said reproduction or the removal of examination material from the classroom, from the presence of an instructor, or from an office of JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing property constitutes theft of hospital property and is subject to disciplinary action as stated in the Student Handbook.

This action may result in full and final dismissal from the School.

“On my honor I pledge that I have neither given nor received unauthorized help with this work.”

Signature: ____________________________________________________________
Addendum K

JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools

Leave-of-Absence Form

_____ Leave-of-Absence
_____ Leave-of-Absence Extension  Program: _________________________________
_____ $20.00 Processing Fee

Student Name: ___________________________    Last 4 Digits SS#_______________

PRINT
Address: ________________________________    Telephone #:___________________

_________________________________
I, ___________________________________, would like to request the above Leave of Absence
from the JFK Center Muhlenberg Snyder Schools of Nursing and/or Schools of Medical Imaging
for the ___________ semester.  A Leave of Absence is valid for one semester.  I have paid the
$20.00 non-refundable processing fee.  www.jfkmuhlenbergschools.org online payment.

Reason(s) for requesting a Leave of Absence: _______________________________________
____________________________________________________________________________
____________________________________________________________________________

Please be advised that all approved leaves of absence are included in the time limit that each
student has to complete the program.

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

Medical Imaging: Radiography and Sonography
Students in the Medical Imaging programs who have been out of class for 90 days or more must
be re-evaluated in ALL required clinical competencies prior to the completion of the first
semester in which they return.  The student must schedule lab & practice hours the Program
Director prior to the return to class.

Student Signature: __________________________________ Date; _____________________
--------------------------------------------------------------------------------------------------------------------

FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Dean, Assoc. Dean or Director: ______________________________________________________
___________________________________________________________________________

Director of Registration and Enrollment: __________________________________________
___________________________________________________________________________

Director of Financial Aid_______________________________________________________
Student Accounts: ______________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
Student Health Nurse: ___________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Leave of Absence:  Approved  Denied  Date:___________________  

Revised 08/18  
____ Leave-of-Absence  Program: ____________________________________________________  
____ Leave-of-Absence Extension  
____ Semester Absence Course  
____ Failure  
Fee: (see current fee sheet) Paid on:___________________  
Student I.D.

Student Name:______________________ PRINT  Reason(s) for requesting a _______________
_____________________________________
Address:______________________________________________________________________

I,________________________________________, would like to request the above Leave of Absence:

Please be advised that all approved leaves of absence are included in the time limit that each student has to complete the program.

Nursing:
Students who are returning to The School of Nursing from a medical illness, personal leave of absence or academic leave will receive a list of skills from the Schools’ Director of Registration and Enrollment. These skills may be practiced in the skills simulation laboratory during Open Lab Hours in the two weeks preceding the semester of the student’s return. Skills that are included in the course’s Skills Appraisal will be tested on returning students during the course’s Skills Appraisal. All other skills that are on the Skills Checklist will be checked off as practiced by laboratory personnel. The Skills Checklist must be completed by the first day of the semester to which the student is returning. As with all students, if a returning student does not perform a skill competently in the clinical area, the instructor will issue a Referral Slip to that student.

Schools of Medical Imaging: Radiography, Sonography
Students in the Medical Imaging programs who have been out of class for 90 days or more must be re-evaluated in ALL required clinical competencies prior to the completion of the first semester in which they return. The student must schedule lab & practice hours the program director prior to the return to class.

Student Signature:____________________________ Date:________________________
Comments

Dean, Assoc. Dean or Director:___________________________________________________

Director of Registration and Enrollment:__________________________________________

Director of Financial Aid:______________________________________________________

Student Accounts:____________________________________________________________

Leave of Absence: Approved Denied Date:______________________________
Revised
05/11 Review
ed 07/13
Addendum L

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

POLICY ATTESTATION FORM

I attest that I have received and reviewed:

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

I will be held responsible to the standards and disciplinary actions set forth in this (these) policy (policies).

By signing this form, I have received a copy of each of the above policies and I agree to review above named policies and abide by the rules set forth in each.

PRINT NAME: _____________________________________________________________

SIGNATURE: _____________________________________________________________

DATE: ___________________________
Addendum M

JFK MUHLENBERG HAROLD B. & DOROTHY A. SNYDER SCHOOLS
REQUEST TO PREVENT DISCLOSURE OF
DIRECTORY INFORMATION

All Students:
The Family Educational Rights and Privacy Act designates certain information related to a
student as “Directory Information” and gives the School the right to disclose such information to
anyone inquiring without having to ask the student for permission, unless the student specifically
requests in writing that any or all such information about him not be made public without
consent. A description of “Directory Information” may be found in the Student Handbook. If
you wish to withhold the disclosure of any or all of the items of “Directory Information,”
complete the form below and submit it to the Director of Registration and Enrollment or obtain
the form in the Director of Registration and Enrollment’s Office.

Please consider very carefully the consequences of any decision made by you to withhold any
category of “Directory Information.” Should you decide to inform the School not to release any
or all of this “Directory Information,” any future requests for such information from non-
institutional persons or organizations will be refused. The School will honor your request to
withhold any of the categories listed below but cannot assume
responsibility to contact you for subsequent permission to release them. Regardless of the effect
upon you, the institution assumes no liability for honoring your instructions that such
information be withheld.

I have carefully read the above and request that the following specific items of “Directory
Information” not be disclosed by the School without my prior written permission.

ID No. ______________________ Type or Print Name _________________________

Date: __________________            Student Signature ________________________________

10/93
Reviewed 07/19
Addendum N

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

MHBN _____ MRAY _____ MDMS _____

Student’s Printed Name: ___________________________ Last 4 Digits ________________

Student’s Signature: _______________________________ Date: ______________________

Course(s): ____________________________ Date: ____________________________

Number of Credits: Before the drop ___________ After the drop_________

1. JFK Health Medical Library: Email sent: ________________

Signature: ________________________                                      Date: _____________

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

Signature: ________________________                                       Date: _____________

3. Financial Aid Office

Signature: ________________________     Date: _____________

4. Student Accounts Office

Signature: ________________________      Date: _____________

5. Registrar’s Office

Signature: ________________________                                         Date: _____________

6. Health Nurse

Signature: __________________________       Date: _____________

Nursing – ACEN Accredited:
Students who are returning to The School of Nursing from a medical illness must contact the
School’s Student Health Nurse for clearance procedures. Students returning from any type of
leave are encouraged to practice in the Skills Lab two weeks prior to the Beginning of the
semester.
Medical Imaging: Radiography and Sonography
Students in the Medical Imaging programs who have been out of class for 90 days or more must be re-evaluated in ALL required clinical Competencies prior to the completion of the first semester in which they return. The student must schedule lab & practice hours the Program Director prior to the return to class.

Student Signature: ________________________________  Date: _____________________

Comments: __________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

____________________________________________________________________________
PROGRAM WITHDRAWAL NOTIFICATION

I, ______________________________, am withdrawing from the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools – School of

[ ] Nursing       [ ] Radiography       [ ] Diagnostic Medical Sonography

Effective: [ ] Fall [ ] Spring   Year_________

I understand that I must re-apply to JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools and go through the entire application and admissions process.

___________ Transferring to another school

Name of School: _____________________________

Program of Study: __________________________

Degree to be awarded: _______________________

___________ Other

Reason: ____________________________________________________________________________

[ ] Family situation

Student signature: ____________________________

Last 4 digits of SSN: _____________

Date: __________________________

Registration Office: _________________________   Date: _________________________

6/2019
Addendum P

JFK MUHLENBERG HAROLD B. AND DOROTHY A. SNYDER
SCHOOLS OF NURSING AND MEDICAL IMAGING
TRANSCRIPT REQUEST FORM
(Allow five to seven business days for processing)

Required Information:

Name: ________________________________________________________

Graduate [ ] Non-Graduate [ ] Date of Birth: ________________

Year(s) Attended: _______________________________

What name did you have when you attended: __________________________

Program: Nursing [ ] Radiography [ ] Sonography [ ]

Transcript cost per copy $10.00, pay online www.jfkmuhlenbergsschools.org
Submit Transcript Request Form to Cheryl.McCoy@hackensackmeridian.org
And Gloria.Verneuil@hackensackmeridian.org

Send to: (Print name and address of recipient)

1. _______________________________________________________
   ________________________________

2. _______________________________________________________
   ________________________________

3. _______________________________________________________
   ________________________________

Signature: ____________________________ Date: _______________


Addendum Q
JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing
Transfer between Day and Evening Tracks Form

Step 1
Date Received __________

I, ___________________________, would like to request switching my nursing course division as follows:

CURRENTLY ENROLLED AND/OR WAS ENROLLED

<table>
<thead>
<tr>
<th>Spring Year</th>
<th>Fall Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Circle one:   DAY           EVENING

COURSE:
NURM19       NURM20       NURM12       NURM122       NURM221       NURM222
NURM141      NURM241      NURM242

Step 2

REQUESTING A SEAT

<table>
<thead>
<tr>
<th>Spring Year</th>
<th>Fall Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Circle one:   DAY           EVENING

COURSE:
NURM19       NURM20       NURM12       NURM122       NURM221       NURM222
NURM141      NURM241      NURM242

Signature: ______________________________________ Date: ______________

--------------------------------------Office Use Only--------------------------------------------------
Request Approved: ____ Reason Request Denied: No seat available [ ] ________________________ [ ]
Registration Office Representative: _____________________________________________________
Date: ____________________________________

Student file
4/18
Addendum R

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

UNSATISFACTORY SKILLS APPRAISAL

Student: ___________________________________________________________

Course: ____________________________________________________________

Date: __________________________________________________________________

This student has received an unsatisfactory skills appraisal will make an appointment with the Skills Simulation Laboratory Coordinator to practice the deficient skill(s). A one-week time frames is given for practice. The student will then make an appointment with the instructor for retesting.

The following skill(s) need practice:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Re-Test Date: __________________________________________________________________

Student: ____________________________ Date ____________

Instructor: __________________________ Date ____________

Updated 3/2007 Reviewed 7/201