



Hackensack Meridian JFK University Medical Center

JFK Muhlenberg Harold B. and Dorothy A.
Snyder Schools of Nursing and Medical Imaging



SCHOOL OF NURSING

2023 - 2024

STUDENT HANDBOOK

Revised 9/18/2023

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 provide 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

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RESPONSIBILITY OF THE NURSING STUDENT

It is the sole responsibility of the JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing Student to read, comprehend and abide by the information within this Student Handbook. This handbook includes all information, policies, procedures, rules and regulations to function as part of the student body of the school of nursing. It is the responsibility of the student to be acquainted with the regulations and procedure. Failure to read this Student Handbook does not excuse the student from knowing rules and regulations in effect at the school of nursing at the time or during enrollment in the nursing program. Failure of the student to note the regulations will not excuse non-compliance. It is the responsibility of the student to stay up to date with current policies and procedures as published and announced.

PREFACE

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 online at <https://jfkmuhenbergschools.org>

The regulations and procedures set forth in the Handbook and the Catalog constitute rights and responsibilities. Changes in policy are communicated to students through faculty, however students should periodically review the online handbook 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 College of Union County New Jersey, herein referred to as Union 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 College. Every student is therefore advised to become familiar with the Union College Student Handbook, the Union College Catalog and other college publications. Students enrolled in the Pathways to BSN Track will be enrolled in three institutions: The School, Union College and Kean University are advised to become familiar with all three institutions' catalogs, handbooks and other college publications.

CAMPUS GUIDELINES - POST PANDEMIC

The health and safety of our students and staff is a primary concern. The Dean and administration of our school is committed to protecting students, faculty and staff and keep abreast of public health and safety concerns

ID Badges: ID badges must be worn at all times, with the picture facing forward, above the waist. It is of the utmost importance that students wear their ID AT ALL TIMES while on campus. UNDER NO CIRCUMSTANCES should any student open the door for any other person (student, faculty, staff, etc). This policy will be enforced and students who do not have an identification badge WILL NOT be permitted in the building. Please contact Kate.Fredericks@hmhn.org if your ID does not provide you entry to the school.

COVID Screening: Currently daily self-screening is not required. However, depending on transmission rates, and other factors, use of this tool may become necessary.



Please focus your camera on the above QR Code to open Questionnaire and complete the visitor's COVID screening for JFK University Medical Center.

https://webchartnow.com/hmh/webchart.cgi?f=layoutnouser&name=Applicant+Landing&svar_cobrand_patid=66323&applicant_session=1

Face coverings: Currently masks are not required while on campus. However, if worn, must cover both the nose and mouth.

Handwashing: Handwashing is the first line of defense in infection prevention and should be done as often as possible. Hands are to be washed frequently with soap and water for at least 20 seconds after touching the face, blowing the nose, coughing, eating, drinking, using the restroom or just touching surfaces (germs are everywhere). If soap and water are not readily available a hand sanitizer that contains at least 60% alcohol may be used. Cover all surfaces of the hands and allow to dry completely. Avoid touching the eyes, nose and mouth at all times.

COVID-19 Vaccination is our best line of defense.

JFK Muhlenberg Snyder Schools is committed to providing students, faculty and staff with the safest environment possible to learn and work.

GENERAL INFORMATION

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. A story told from June 6, 1904, stated: "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 University Medical Center in Edison, New Jersey.

In 2011, SOLARIS HEALTH SYSTEM became JFK HEALTH SYSTEM. JFK entities include:

- JFK University 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 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, then JFK UNIVERSITY MEDICAL CENTER.

In 2014, JFK UNIVERSITY MEDICAL CENTER began looking for a partner.

In 2015, Request for Information "RFI" from HACKENSACK MERIDIAN HEALTH was accepted.

In 2016, on November 10th, the plan to merge JFK UNIVERSITY MEDICAL CENTER with HACKENSACK MERIDIAN HEALTH was announced with the signing of the Letter of Intent for the State's Attorney General. This would be a merger of two (2) non-profit entities.

January 2, 2018, the merger was finalized. JFK UNIVERSITY MEDICAL CENTER is officially part of HACKENSACK MERIDIAN HEALTH, the largest health network in the state of New Jersey.

HISTORY OF THE SCHOOL

The School of Nursing was founded in 1894. Since that time, it has maintained a level of excellence in nursing education worthy of the reputation that it holds. Further, in 1971, by a Resolution of the Board of Higher Education of New Jersey, the School of Nursing was given unconditional approval to institute a Cooperative Program with the, then private, Union College. This Cooperative Nursing Program continues, as an excellent example of nursing education, with Union 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 550 students and graduates on average 150-200 students annually.

Since its inception, the School has been associated with Muhlenberg Regional Medical Center, and in 2008 sponsorship was transferred to JFK University Medical Center. The JFK Muhlenberg School of Nursing is governed by JFK University Medical Center, 80 James St., Edison, NJ. JFK University Medical Center is part of JFKUMC which consists of one 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 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 agreements for upper division in nursing with Kean University, Rutgers University, Chamberlain University, Grand Canyon University, Monmouth University, Montclair University, New Jersey City University, Wagner College and Walden University for an upper division B.S.N. program and with Union 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 07102
(973) 504-6430
www.board-of-nursing.com

Accreditation Commission for Education in Nursing
3390 Peachtree Road, NE, Suite 1400
Atlanta, GA 30326
(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.

HACKENSACK MERIDIAN HEALTH 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.

BELIEFS

Creative – I will do my part to make things better.

Courageous – I will do the right thing.

Compassionate – I am the human experience.

Collaborative – I embrace teamwork.

Connected – I am part of something bigger.

MISSION, VISION AND PHILOSOPHY OF THE SCHOOL OF NURSING

Mission	We educate and prepare future nurses to provide holistic, safe, evidence-based care to the communities we serve.
Vision	To be a leader in providing high quality nursing education and preparing our graduates to be exemplary professional nurses.
Philosophy	Nursing education prepares students to begin practice at the generalist level, providing holistic, safe, and evidence based care. Learning is a lifelong pursuit, and our graduates will have a foundation of nursing knowledge from which to build as they progress through their careers and continue their education. The faculty and administration believe that a strong foundation is the basis for professional nursing practice. Incorporating the theories of Jean Watson, the Quality and Safety Education for Nurses (QSEN) Initiative, and the American Nurses Association Standards of Practice allows our students to combine the art and science of nursing. We are dedicated to providing student learning in a supportive environment, while recognizing the diversity of our students and appreciating all people and cultures. Our graduates will be prepared and educated with the skills and competencies to help them succeed as professional nurses.

ABOUT US

- Muhlenberg School of Nursing (SON) was established in 1894
- Cooperative program with Union College was established in 1971 granting an Associate in Science Degree along with the Diploma in Nursing
- Currently over 500-550 students enrolled in SON – part time and full time
- In 2023, the NCLEX-RN (National Council Licensure Examination- Registered Nurse) on the First attempt pass rate was 81%.
- 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.edgov/ipeds>.
- Diversity of Total Student Population

Diversity Population	2022FA	2023SP
White Non-Hispanic	143 (27%)	115 (25%)
African American	151 (28%)	135 (29%)
Hispanic	130 (24%)	121 (26%)
Asian	73 (14%)	63 (14%)
Two or More Races	24 (5%)	17 (4%)
American Indian	1 (0%)	0 (0%)
Native Hawaiian/Pacific Islander	3 (0%)	3 (0%)
Not Specified	8 (2%)	8 (2%)
Males	77 (14%)	61 (13%)
Total	533	462

- Diversity of Graduates in 2022FA: 87 Graduates, 12 Males, 28 White, 24 African Americans, 11 Asian, 17 Hispanic/Latino, 0 Native Hawaiian/PI, 6 two or more races, 1 American Indian, 0 Not Specified. 2023SP: 70 Graduates, 5 Males, 23 White, 17 African American, 8 Asian, 17 Hispanic, 5 two or more, 0 Not Specified, 0 Native Hawaiian/PI, 0 American Indian.
- Graduates earn a Diploma in Nursing from JFK Muhlenberg Snyder Schools and an Associate in Science Degree from Union College
- Articulation agreements for upper division in nursing with Kean University, Rutgers University, Chamberlain University, Grand Canyon University, Monmouth University, Montclair University, New Jersey City University, Wagner College and Walden University
- 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 programs are offered

CONTACT INFORMATION

JFK Muhlenberg Harold B. and Dorothy A. Snyder
School of Nursing
1200 Randolph Road, Plainfield, NJ 07061

www.jfkmuhlenbergschools.org

General Information

(908) 668-2400 (908) 668-2401

Fax number

(908) 226-4640

Admissions

(908) 668-2405/2450

Financial Aid Office

(908) 668-2408/2963

Application

www.jfkmuhlenbergschools.org

Registration & Enrollment

(908)668-2410/2412

Dean

(908) 668-2403/2418

Student Billing

(908) 668-2404

Associate Dean

(908) 668-2779

(908) 668-2473

Union 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

Director of Student Engagement

(908) 668-2844

Student Health Nurse

(908) 668-2594

Kean University

1000 Morris Avenue

Union, New Jersey 07083

(908) 737-5326

JFK HAROLD B. AND DOROTHY A. SNYDER SCHOOLS

SCHOOL OF NURSING

ACADEMIC CALENDAR

2023 - 2024

Please refer to the academic calendar posted on the School's website – www.jfkmuhlenbergschools.org or on Union College's website – www.ucc.edu.

JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools follows the same academic calendar.

REGULATORY INFORMATION AND POLICIES

ESSENTIAL FUNCTIONS OF NURSING

The school of Nursing defines functions that are essential for student participation in educational programs at the school and the procedures to be followed if a student does not meet the defined standards. The school has identified the essential functions for the safe and effective practice of nursing that must be achievable by students. These essential functions are set forth in writing to guide the school in consideration of any student. The school of nursing is required to provide reasonable accommodations to students who are qualified individuals with disabilities and who can, with or without reasonable accommodations, perform the essential functions required of nursing students.

The practice of nursing must not pose a threat to the health and safety of the patients that it serves. School of Nursing students will act to protect the welfare of the patients. A student whose behavior or performance raises questions concerning their ability to fulfill the essential functions may be referred to the Dean of the School of Nursing. Students unable to fulfill the essential functions, with or without accommodation, may be dismissed from the nursing program.

Student Essential Functions are as follows:

1. Knowledge, skills and attitudes to function in diverse clinical settings and perform within their scope of practice;
2. Functional use of sensory and motor functions to permit students to carry out the activities in the areas listed;
3. Ability to consistently, quickly and accurately integrate all information received by whatever sense(s) employed and the intellectual ability to learn, integrate, analyze and synthesize data;
4. Capability to perform in a reasonably independent manner. Clinical decision making and exercising clinical judgement are essential functions of the role of the student.

School of Nursing students must have abilities and skills in the following areas:

A. Sensory Abilities (Visual, Auditory and Tactile)

Must be able to observe a patient's appearance and changes such as skin color or condition and perform procedures that require visual accuracy such as preparing the right dose of medication in a syringe.

Sufficient ability to perform health assessments by inspection, palpation, auscultation and percussion.

B. Communication Abilities

Able to communicate with accuracy, clarity and efficiency with patients, families and other members of the healthcare team (including spoken and non-verbal communications).

Communication abilities include speech, hearing, reading, writing, language skills and computer literacy.

Possess the ability to use and comprehend standard professional nursing and medical terminology when using or documenting in the patient's medical record.

C. Cognitive, Conceptual and Critical Thinking Abilities.

Ability to read and understand written documents in English.

Ability to measure, calculate, reason, analyze and synthesize.

Ability to comprehend spatial relationships, for example, determine intramuscular injection sites.

Ability to problem solve and use critical thinking skills to identify the cause/ effect relationships in clinical situations.

Ability to evaluate the effectiveness of nursing interventions.

Possess the ability to effectively and efficiently observe and interpret patient vital signs (heartbeat, blood pressure, temperature, and respiratory rate).

D. Psychomotor Abilities

Has motor function sufficient to provide safe and effective general care and treatment of patients in all health care settings.

Motor functions required include gross and fine motor skills, physical endurance, physical strength and mobility to safely and effectively perform nursing procedures and provide routine and emergency care and treatments to patients such as cardiopulmonary resuscitation, the ability to apply pressure to stop bleeding and the ability to open an obstructed airway.

E. Behavioral and Social Abilities

Possess the emotional health required for the full utilization of intellectual abilities and the practice of good judgement in clinical decision making.

Possess the ability to tolerate physically demanding workloads, adapt to changing environments, and display flexibility to function in rapidly changing clinical settings.

The practice of nursing must not pose a threat to the health and safety of the patients it serves. School of Nursing students will act to protect the welfare of patients. A student whose behavior or performance raises questions concerning the ability to fulfill essential functions may be referred to the Dean of the School of Nursing. Students unable to fulfill the essential functions, with or without accommodations, may be dismissed from the program.

Consistent with requirements of Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments (ADAA) of 2008, The JFK Muhlenberg Harold B. and Dorothy A. Snyder School 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 oneself or patients. The JFK Muhlenberg Harold B and Dorothy A Snyder School of Nursing will, if requested, provide reasonable accommodations to otherwise qualified students unless: (a) such accommodations impose undue hardship to the institution; or (b) direct threats of substantial harm to the health and safety of others due to the disability cannot be eliminated by any reasonable accommodation available that would allow the student to perform essential functions; or (c) such accommodations fundamentally alter the educational program or academic standards.

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

AMERICANS WITH DISABILITIES ACT (ADA)

The following information is being provided by the federal government, Section 504 of the Rehabilitation Act of 1973. Applicants to the school of nursing must be able to perform essential functions and specific skills in order to care for patients safely.

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.
9. Manipulate dials, buttons and switches.
10. Physically, be able to administer emergency care including performing Cardiopulmonary Resuscitation (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. In compliance with the New Jersey Law Against Discrimination (NJLAD), Section 503/504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, including the recent amendments, reasonable accommodations are provided to address the needs of students with documented disabilities. Students with documented disabilities may request modifications, accommodations or auxiliary aides which will enable them to participate in and benefit from all activities for the program the student is 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 their needs known. Accommodations are based solely on the documentation that is provided. No fundamental changes are permitted in the school's requirements. Accommodation requests need to be made upon admission and/ or at the beginning of the semester. Students are responsible to self-identify at the start of each semester to course faculty. 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. Individuals with concerns regarding accommodations should contact the Director of Student Engagement. Students who have documented disabilities can receive assistance by following the JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing procedure.

Procedure:

JFK Muhlenberg Harold B. and Dorothy A. 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. The Director of Student Engagement offers Disability Support Services. These services are to ensure that each student is provided equal access to academic programs, activities, and awards without discrimination based on a disabling condition. Students who have documented disabilities can receive assistance by following the procedure outlined below:

1. It is the student's responsibility to self-disclose and to provide appropriate documentation of special disability needs as defined by law to the Director of Student Engagement at the point of acceptance into the program or prior to the start of a semester.
2. **The Disability Support Services Application** must be completed by the student and submitted to the Director of Student Engagement at the time of requesting accommodations.
3. As defined by law, if a student has self- identified as a person with a disability, appropriate documentation must be submitted. All documentation must verify the disability, functional limitations and need for accommodations.
 - A. High School Graduates with a current IEP: submit the **Disability Verification Form** and IEP documentation. The students with disabilities must supply documentation that is current and less than 3 years old. **See Standard Documentation Requirements.**
 - B. Students without IEP: **submit Disability Verification Form** completed by the licensed healthcare practitioner; Psychiatrist, Psychologist, Social Worker, Mental Health Provider within the last year. See form for additional information that must be provided.
4. Requests for accommodations should be completed as soon as possible after acceptance into the nursing program and before starting the course where the accommodation is needed. Requests cannot be reviewed until all paperwork has been submitted. A minimum of two weeks, or ten business days is required to process requests.
5. Once eligible for the accommodation, the student will receive an **Accommodations Alert Form**. Students are required to provide a copy to course faculty each semester. Accommodation Alert Forms are to be submitted prior to the start of the semester. ****In the event the need for accommodation is identified during the semester, the student must submit the Accommodation Alert Form to the course faculty one week, or five business days prior to the scheduled Exam/quiz for specific arrangements to be made.**

Additional Details: *Forms can be found on following pages and/ or from the office of the Director of Student Engagement

CURRENT HIGH SCHOOL GRADUATES WITH AN IEP:

Complete the **Disability Support Services Application.** *

Obtain a copy of student documents, which will include the Individual Education Plan, educational evaluation, and psychological evaluation. If sending this via mail, use the address below:

1200 Randolph Road, Plainfield, NJ 07061

ATTN: Director of Student Engagement

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 licensed healthcare practitioner, Psychiatrist, Clinical Psychologist, Social Worker, Mental healthcare provider, or health care provider who is certified in the diagnosis of learning disabilities and is qualified to evaluate eligibility for academic accommodations.

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

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

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

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

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

Rutgers University
Psychological Services Clinic
Busch Campus
41 Gordon Road, Suite A
Livingston Campus
Piscataway, NJ 08854
848-445-6111 ext. 2

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 Support Services Application and have Health Care Provider complete the Disability Verification Form provided in packet.

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

The health care provider must complete the Disability Verification Form provided in packet, plus student completes the Disability Support Services Application.

**JFK MUHLENBERG HAROLD B. AND DOROTHY A. SNYDER
SCHOOL OF NURSING AND MEDICAL IMAGING**

DISABILITY SUPPORT SERVICES APPLICATION

The Director of Student Engagement's office provides educational accommodations at JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing and Medical Imaging. The Director of Student Engagement, in 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:** _____

Date: _____ **Student Email:** _____

Street _____

City: _____ **State:** _____ **Zip Code:** _____

Home Phone: _____ **Cell or Other Phone:** _____

Current Course: _____ New Student Current Student

Current Semester and Year: Fall Spring Summer Year: _____

I wish to apply for Disability Services. (No application Fee Required)
PREFERABLE DEADLINE: Fall – August 1 / Spring – December 1

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

BACKGROUND INFORMATION

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

High School Name: _____

Graduation Year: _____

1. Which best describes your high school experience? (Check only one).

- Fully mainstreamed in all classes (no resource classes)
- Partially mainstreamed with Resource Center support
 - Used accommodations only (Section 504)
 - Special education school/self-contained class
 - Received no special support
 - Home Schooled

2. Which best describes your type of disability? (Check all that apply).

- ADD or ADHD
- Speech Disability
- Deaf-Blind
- Blind
- Deaf
- Communication Disability
- Autism Spectrum Disorder
- Specific Learning Disability
- Orthopedic Disability
- Visual Disability
- Hearing Disability
- Psychiatric/Emotional Disability
- Traumatic Brain Injury
- Intellectual Disability

Medical (Describe) _____

Other Disability (Describe) _____

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

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

PERMISSION TO EXCHANGE INFORMATION PRIOR TO ENROLLMENT

I give permission to the School to discuss my application, disability documentation, and educational needs with my parents, my high school personnel, creators of my disability documentation, my previous college’s personnel, and/or agencies from whom I am receiving disability related services. In compliance with FERPA laws, this does not include discussion of any information concerning the student once the student is enrolled at the college.

Yes, I give permission.

No, I do not give permission.

Student Signature _____ Date _____

Mail, or Email this application to:

Donna Murray, MSN, RN, APN, WHNP-BC
Director of Student Engagement
JFK Muhlenberg Snyder Schools
1200 Randolph Road
Plainfield, NJ 07061

donna.murray@hmn.org

Phone – 908-668-2844

Disability Verification Form / Healthcare Provider 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. However, a physician's note or letter will not be accepted in lieu of this form, unless all necessary information has been addressed. 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 their request.

PATIENT INFORMATION

(Please Print Legibly or Type)

First Name _____ **Middle** _____ **Last Name** _____

Date of Birth _____

DIAGNOSTIC INFORMATION

(Please print legibly or type)

1. Date of Diagnosis: _____

2. Primary Diagnosis: _____

Diagnosis Code: _____

Secondary Diagnosis: _____

Diagnosis Code: _____

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

4. Please state the medication or treatment the patient/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.

Life Activity	Negligible	Moderate	Substantial	Not Sure
Concentrating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Memory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Interactions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular Class Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeping appointments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stress Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing internal distractions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing external distractions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sleeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 Name _____ **Date** _____

Provider Signature _____

Title _____

License, Certification or NPI# _____

Phone Number (____) - ____ - ____

Fax Number (____) - ____ - ____

Please provide stamp or Business card or Voided Rx Blank

**Mail or email this application to:
Donna Murray, MSN, RN, APN, WHNP-BC
Director of Student Engagement
JFK Muhlenberg Snyder Schools
1200 Randolph Road
Plainfield, NJ 07061**

donna.murray@hmn.org

Phone: 908-668-2844

NON-DISCRIMINATION and ANTI-HARRASSMENT POLICY

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

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

Anti-Harassment Policy

The school is committed to environments for all students, employees, and visitors that are free from discrimination and harassment. In compliance with State and Federal legislation, the school does not discriminate and prohibits discrimination based on the following protected classes and /or characteristic, in all programs and activities, including but not limited to employment, promotion, admissions, and access to all career programs:

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

Any member of the school of nursing community or visitor alleging discrimination or harassment, or who has knowledge of discrimination or harassment is encouraged to immediately report it to the Dean of the School of Nursing.

TITLE IX

Title IX is U.S federal law that prohibits discrimination on the basis of sex in education institutions. Title IX states, "No Person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

*Sex discrimination includes sexual harassment and sexual violence, including sexual assault.

*Title IX can be found in the Education Amendments of 1972, 20 U.S.C. & 1681, and its implementing regulations at 34 C.F.R. part 106 (Title IX).

*JFK University Medical Center and JFK Muhlenberg Harold B and Dorothy A. Snyder School of Nursing prohibits discrimination, sexual harassment, and sexual misconduct, including sexual assault, stalking, and dating violence.

*All faculty, students, staff and visitors who have a Title IX concern or wish to file a complaint for investigation may contact the Dean of the School of Nursing.

JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools Related Complaints

It is the belief of the administration of the JFK Muhlenberg Harold B and Dorothy A. Snyder School of Nursing and Medical Imaging that students should be afforded fair and respectful treatment in the application of procedures and regulations. To coincide with this belief the school has instituted mechanisms to address student complaints. In the event that there is a perceived violation or misapplication of the regulations in this handbook, school catalog, school of nursing policies and/or procedures or denial of due process, a student may file a formal complaint. Students with questions regarding the procedure to follow for a complaint should contact the office of the Associate Deans.

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 their 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 Engagement.
- 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 their educational records or to ensure 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 the 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 enforcements 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.

FAMILY EDUCATION 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:

The right to inspect and review the student’s education records within 45 days after the day the JFK University 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.

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 School 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 School will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. The right to provide written consent before the School 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 or 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 these tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for the School.

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 School is not required in the event the US Attorney General or designee serves the Schools with an ex parte court order collecting education records relevant to an investigation or prosecution. Another important exception concerns the concept of “Directory Information.” Information specified 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.

The right to file a complaint with the U.S. Department of Education concerning alleged failure by the School 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 an exhaustive representation of FERPA, nor does it explain all rights afforded student under FERPA. More FERPA information can be found online at:

<http://www.ed.gov/policy/gen/guid/fpc/ferpa/index.html>

ADMINISTRATION INFORMATION

ACADEMIC ADVISEMENT

The Director of Student Engagement will assign every student a faculty advisor who will meet with the student throughout the semester. The faculty advisor will provide academic counseling regarding transcript review and progression through the program, as well as support for successful performance during course work. In matters related to work in specific courses, students are encouraged to seek assistance from their faculty advisor and course faculty. It is mandatory for the student to meet with their faculty advisor every semester. Students must have their faculty advisor sign off on their academic progression form every semester in order to progress to the next semester.

The Office of Registration and Enrollment is also available to all enrolled students wishing academic counseling. The Registration Office works with students in matters related to course planning at the request of the student, covering new students with admission requirements and with students on probation/continued probation. Students should go online to Union College Student Self-Service to track their progress.

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 School (even as an extended student or student on a Leave-of-Absence), the student 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, Addendum B. 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 119/101 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.

ADVISORY BOARD

The school of nursing holds regular biannual School of Nursing Advisory Board meetings with the goal of obtaining input from communities of interest. The School of Nursing Advisory Board members represent stakeholders, alumni, academic partners, local healthcare agencies, and community members. Student and Faculty representatives are also invited to participate in the meetings.

TUITION & FEES - PAYMENT POLICIES

PAYMENT POLICIES

As part of the registration process students should check their Student Portal account for any outstanding balance and to make payment. Students who do not settle their account by the posted payment deadline for the semester could be unregistered from JFK professional courses. Students who register on or after the payment deadline are expected to settle their account at time of registration or they may be unregistered. Students should not expect this policy to absolve them of financial liability. By registering for class, students are purchasing a seat in each class selected and are responsible for payment of the associate tuition and fee charges. Students who choose not to begin classes must officially drop according to the published deadlines to avoid being charged, see [Academic Calendars | Union College \(ucc.edu\)](#). Failure to attend a class does not constitute an official drop.

- JFK Muhlenberg Snyder Schools accepts Visa, MasterCard, Discover and American Express. In addition, students may pay by personal or certified checks and money orders.
- Payment of a prior semester balance must be made by certified check, money order, or credit card.
- Students can make credit/debit card payments on the Student Portal [Myportal.jfkmuhlenbergschools.org](https://myportal.jfkmuhlenbergschools.org)
- Students who have estimated financial aid awards on their account at the time of registration may be able to apply such aid toward their charges. If financial aid does not cover all the charges, the remaining balance is due from the student. In addition, students may be responsible for making payment to the The JFK Muhlenberg Snyder Schools, in the event that any financial aid award is revised or cancelled.
- A “Hold” will be placed on the student’s account and the student will not be allowed to receive any grades, letters of recommendation, or transcripts, and will not be permitted to register for subsequent semesters until such debts are settled.
- In the case of those academically eligible to graduate, issuance of the diploma or related transcripts will be deferred until all outstanding balances are satisfied.
- The student is liable for the full retail-price replacement of any materials, which cannot be returned because of loss or damage.

TUITION PAYMENT PLAN

Logon to <https://jfkmuhlenbergschools.org> for more information on the Tuition Payment Plan.

- The JFK Muhlenberg Snyder Schools offers a Tuition Payment Plan for Fall and Spring semesters.
- Students must be registered for three or more credits/hours.
- There is a non-refundable fee to participate. Payments are due in monthly amounts. The initial payment plus the fee is required upon sign-up.
- The maximum number of monthly payments is four.

NOTE: Students are financially responsible for all semester tuition and fee charges incurred despite their non-attendance. Students should adhere to the college policy regarding dropping and withdrawing.

PENALTY FEES

- Return Check Fee – Assessed to all students if the bank does not honor their check. Students will be required to pay all current and future balances by certified check, or money order once a Returned Check Fee has been charged to their account.

REFUND POLICY

- Refunds can take up to two (2) weeks to be processed and checks to be drawn. Refund 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.
- "Withdrawn" or "W" grades are not eligible for refunds and students are responsible for payment for these courses.
- Courses officially dropped prior to the first scheduled date of the semester will result in 100% credit of tuition and fees.

Fall and Spring Semesters

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

Late Start / Winter / Summer / 7 Week Sessions

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

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

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

Courses must be officially dropped during the stated refund period for the semester. Courses can be dropped online through web services after completion of class withdrawal procedure (see withdrawal policy) Failure to attend a course does not constitute an official drop and students will remain responsible for all tuition and fee charges.

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% of the semester (usually 11 weeks) or they may be required to repay all or part of the financial aid disbursed for that semester.

Before a student withdraws from a course, 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

TRANSCRIPT FEE

There is a fee for each official transcript copy of a Transcript issued. Transcripts will not be issued unless the student has met all financial obligations to the JFK Muhlenberg Snyder Schools. Students should request their transcript online here. Check the JFK Muhlenberg Snyder Schools Website www.jfkmuhlenbergschools.org

1098T FORMS

1098T forms are published each calendar year, to qualified students on the Student Portal by January 31st of the following year. Myportal.jfkmuhlenbergschools.org

- The 1098T form contains information to assist students to determine if they qualify for educational tax credits or deductions. For details on these credits/deductions or how to use the amounts listed on your form, consult either a qualified tax professional or IRS publication 970 entitled “Tax Benefits for Education” at www.irs.gov
- Form 1098T reports the Qualified Tuition and Related Expenses paid during the calendar year, up to the amount billed for these expenses. It also includes any scholarships/grants awarded during that year.
- The information on the form complies with IRS regulations. Charges are reported in the tax year in which they were incurred, which is not necessarily the same as the year in which the courses were taken.

RESIDENCY STATUS

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

Courses Taken at JFK Muhlenberg Snyder Schools

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

Out of State: Students who for a period of 12 months prior to the first scheduled day of a semester have an address outside of New Jersey, but within the United States.

Courses Taken at Union College of Union County, New Jersey

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

International: Students who for a period of 12 months prior to the first scheduled day of a semester have not resided within the United States.

County Chargebacks (Union College Courses Only)

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 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.

EMPLOYEE DISCOUNT – BILLING POLICIES FOR EMPLOYEE’S IMMEDIATE FAMILY

Any student who is a JFK University Medical Center permanent (not per diem) employee or is a dependent age child, of a permanent (not per diem) employee in the JFK University Medical Center/Hackensack Meridian Health may receive up to thirty percent (30%) discount on the balance of the semester’s clinical bill (laboratory fee) after all financial grant and/or scholarship aid has been credited. Employee discount can only be applied to those courses taken at JFK Muhlenberg Snyder Schools, not courses taken at Union College. The student must be in good standing in the School. 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 & Fees – Academic Year 2023 -2024
School of Nursing
Generic Track / Pathways to BSN
Original Curriculum

Average Overall Cost of Program* (Based on In-County Rate) = 75 Credits	\$44,422.00
37 General Education Credits	\$ 7,062.00
38 Nursing Credits	\$6,848.00
In-State Cost Per Credit	\$214.00
Out-of-State Cost Per Credit	\$385.00
SEMESTER I	
INTRODUCTION TO NURSING - NURM-119 (3 Credits)	\$642.00
MATHEMATICS FOR PHARMACOLOGY - NURM-100 (1 Credit)	\$214.00
ATI NCLEX Prep	\$560.00
Student Service Fee (Registration, Library, Building Technology, Student Health, Orientation)	\$645.00
Total In-County	\$2,061.00
Total Out-of-State	\$2,745.00
SEMESTER II	
NURSING I - NURM-121 – (8 Credits)	\$1,712.00
NURSING I Clinical Laboratory - NRML-121	\$5,664.00
Skills Lab Fee	\$175.00
ATI NCLEX Prep	\$560.00
Student Service Fee (Registration, Library, Building Technology, Student Health)	\$585.00
Total In-County	\$8,696.00
Total Out-of-State	\$10,064.00
SEMESTER III	
NURSING II - NURM-122 – (8 Credits)	\$1,712.00
NURSING II Clinical Laboratory – NRML-122	\$5,664.00
Skills Lab Fee	\$175.00
ATI NCLEX Prep	\$560.00
Student Service Fee (Registration, Library, Building Technology, Student Health)	\$585.00
Total In-County	\$8,696.00
Total Out-of-State	\$10,064.00
SEMESTER IV	
NURSING III - NURM-221 (9 Credits)	\$1,926.00
NURSING III Clinical Laboratory – NRML-221	\$6,372.00
Skill Lab Fee	\$175.00
ATI NCLEX Prep	\$560.00
Student Service Fee (Registration, Library, Building Technology, Student Health)	\$585.00
Total In-County	\$9,618.00
Total Out-of-State	\$11,157.00

Tuition & Fees – Academic Year 2023 -2024
School of Nursing
Generic Track / Pathways to BSN
Original Curriculum

SEMESTER V	
NURSING IV - NURM-222 - (9 Credits)	\$1,926.00
NRML-222 Clinical Laboratory	\$6,372.00
Skills Lab Fee	\$175.00
ATI NCLEX Prep	\$560.00
NCLEX Review Course	\$300.00
Graduation Fee	\$300.00
Student Service Fee (Registration, Library, Building Technology, Student Health)	\$585.00
Total In-County	\$10,218.00
Total Out-of-State	\$11,757.00

Tuition & Fees – Academic Year 2023 -2024
School of Nursing
Generic Track / Pathways to BSN
Concept Based Curriculum

Average Overall Cost of Program* (Based on In-County Rate) = 65 Credits	\$43,479.00
33 General Education Credits	\$ 7,062.00
32 Nursing Credits	\$6,848.00
In-State Cost Per Credit	\$214.00
Out-of-State Cost Per Credit	\$385.00
SEMESTER I	
INTRODUCTION TO PROFESSIONAL NURSING - NURM-101 (4 Credits)	\$856.00
ATI NCLEX Prep	\$560.00
Student Service Fee (Registration, Library, Building Technology, Student Health, Orientation)	\$645.00
Total In-County	\$2,061.00
Total Out-of-State	\$2,745.00
SEMESTER II	
NURSING I - NURM-102 – (7 Credits)	\$1,498.00
NURSING I Clinical Laboratory - NRML-102	\$5,621.00
Skills Lab Fee	\$175.00
ATI NCLEX Prep	\$560.00
Student Service Fee (Registration, Library, Building Technology, Student Health)	\$585.00
Total In-County	\$8,439.00
Total Out-of-State	\$9,636.00
SEMESTER III	
NURSING II - NURM-103 – (7 Credits)	\$1,498.00
NURSING II Clinical Laboratory – NRML-103	\$5,621.00
Skills Lab Fee	\$175.00
ATI NCLEX Prep	\$560.00
Student Service Fee (Registration, Library, Building Technology, Student Health)	\$585.00
Total In-County	\$8,439.00
Total Out-of-State	\$9,636.00
SEMESTER IV	
NURSING III - NURM-201 (7 Credits)	\$1,498.00
NURSING III Clinical Laboratory – NRML-201	\$5,621.00
Skill Lab Fee	\$175.00
ATI NCLEX Prep	\$560.00
Student Service Fee (Registration, Library, Building Technology, Student Health)	\$585.00
Total In-County	\$8,439.00
Total Out-of-State	\$9,636.00

Tuition & Fees – Academic Year 2023 -2024
School of Nursing
Generic Track / Pathways to BSN
Concept Based Curriculum

SEMESTER V	
NURSING IV - NURM-202 - (7 Credits)	\$1,498.00
NRML-202 Clinical Laboratory	\$5,621.00
Skills Lab Fee	\$175.00
ATI NCLEX Prep	\$560.00
NCLEX Review Course	\$300.00
Graduation Fee	\$300.00
Student Service Fee (Registration, Library, Building Technology, Student Health)	\$585.00
Total In-County	\$9,039.00
Total Out-of-State	\$10,236.00

Tuition & Fees – Academic Year 2023 -2024
School of Nursing
Accelerated Track

Average Overall Cost of Program* (Based on In-County Rate) = 75 Credits	\$44,202.00
37 General Education Credits (Assumes transfer of 21 general education credits)	\$ 4,494.00
38 Nursing Credits	\$8,132
In-State Cost Per Credit	.00
Out-of-State Cost Per Credit	\$385.00
	\$428.00
SEMESTER I – FALL	
MATHEMATICS FOR PHARMACOLOGY - NURM-100 (1 Credit)	\$214.00
Distance Education – Online Fee	\$30.00
Total In-County	\$244.00
Total Out-of-State	\$415.00
SEMESTER II – SPRING	
ACCELERATED NURSING I - NURM-141 – (13 Credits)	\$2,782.00
ACCELERATED NURSING I Clinical Laboratory - NRML-141	\$9,204.00
Skills Lab Fee	\$175.00
ATI NCLEX Prep	\$600.00
Student Service Fee (Registration, Library, Building Technology, Student Health, Orientation)	\$720.00
Total In-County	\$13,481.00
Total Out-of-State	\$15,704.00
SEMESTER III – SUMMER	
ACCELERATED NURSING II - NURM-241 – (11 Credits)	\$2,354.00
ACCELERATED NURSING II Clinical Laboratory – NRML-241	\$7,788.00
Skills Lab Fee	\$175.00
ATI NCLEX Prep	\$600.00
Student Service Fee (Registration, Library, Building Technology, Student Health)	\$660.00
Total In-County	\$11,577.00
Total Out-of-State	\$13,458.00
SEMESTER IV – FALL	
ACCELERATED NURSING III - NURM-242 (13 Credits)	\$2,782.00
ACCELERATED NURSING III Clinical Laboratory – NRML-242	\$9,204.00
Skill Lab Fee	\$175.00
ATI NCLEX Prep	\$600.00
NCLEX Review Course	\$300.00
Graduation Fee	\$300.00
Student Service Fee (Registration, Library, Building Technology, Student Health)	\$660.00
Total In-County	\$14,021.00
Total Out-of-State	\$16,244.00

Tuition & Fees – Academic Year 2023 – 2024

**School of Nursing
LPN to RN Track**

Average Overall Cost of Program* (Based on In-County Rate) = 75 Credits	\$31,524.75
37 General Education Credits (Assumes transfer of 16 general education credits)	\$ 4,494.00
38 Nursing Credits	\$8,132.00
In-State Cost Per Credit	\$214.00
Out-of-State Cost Per Credit	\$385.00
SEMESTER I – SUMMER	
LPN TRANSITION COURSE - NURM-120 – (4 Credits)	\$856.00
ACCELERATED NURSING I Clinical Laboratory - NRML-120	\$2,094.75
Skills Lab Fee	\$175.00
Student Service Fee (Registration, Library, Building Technology, Student Health, Orientation)	\$645.00
Total In-County	\$3,770.75
Total Out-of-State	\$4,454.75
SEMESTER II – FALL	
NURSING III - NURM-221 (9 Credits)	\$1,926.00
NURSING III Clinical Laboratory – NRML-221	\$6,372.00
Skill Lab Fee	\$175.00
ATI NCLEX Prep	\$560.00
Student Service Fee (Registration, Library, Building Technology, Student Health)	\$580.00
Total In-County	\$9,618.00
Total Out-of-State	\$11,157.00
SEMESTER III – SPRING	
NURSING IV - NURM-222 (9 Credits)	\$1,926.00
NRML-222 Clinical Laboratory	\$6,372.00
Skills Lab Fee	\$175.00
ATI NCLEX Prep	\$560.00
NCLEX Review Course	\$300.00
Graduation Fee	\$300.00
Student Service Fee (Registration, Library, Building Technology, Student Health)	\$585.00
Total In-County	\$10,218.00
Total Out-of-State	\$11,757.00
Upon passing NURM-120, advanced standing awarded for:	
NURSING I – NURM-121 (8 Credits)	\$1,712.00
NURSING II – NURM-122 (8 Credits)	\$1,712.00

**OTHER FEES
Inclusive List**

Audit Fee (Lecture)	\$150.00
Audit Fee (Laboratory)	\$350.00
Books and Uniforms - \$1,000.00 plus	\$1,000.00
Certification Exam Fee	\$200.00
Key Card Replacement	\$25.00
Leave-of-Absence Fee	\$20.00
Replacement Diploma	\$30.00
Returned Check Service Fee	\$40.00
Transcript Fee	\$10.00
Union College Parking Fee	\$65.00
Housing Fee	
Residence (Fall or Spring)	\$1,800.00
Residence (Summer I & II)	\$1,200.00
Residence (Summer I or II)	\$700.00
Room Deposit	\$150.00

Course of Laboratory Fees – (Science, Math, Social Sciences, Humanities) may be found on the Fee Sheets or Website for Union College – www.ucc.edu

Students can pay their bill on the Student Portal using debit/credit cards, or by money order, bank certified or personal check. **The school DOES NOT accept cash.**

*All charges 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 College Cooperative Nursing Program. Additional course fees may apply.

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 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. Union College will not accept English 102 CLEP scores.

CHALLENGE EXAMS FOR JFK MUHLENBERG SNYDER SCHOOL COURSES

The Challenge Exam for NURM 119 may be taken by NURM141 students with accelerated faculty and Dean's approval.

CRIMINAL BACKGROUND CHECK

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

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

The State of New Jersey Professional Responsibility and Reporting Enhancement Act (N.J.S.A. 18A:6-7.1 et. seq.) requires all health care professionals to have a criminal history record background check. Therefore, in order to complete your educational program at JFK Muhlenberg Snyder Schools, the performance of a completed criminal background check is required prior to a student's first clinical course, and annually thereafter, and/or before moving into the School Residence. The 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. The student will be billed directly by designated company** for conducting background check and having results forwarded to JFK Muhlenberg Snyder Schools and/or clinical facilities. Favorable results are conditions for continued enrollment.

GRADUATION REQUIREMENTS

All courses required for graduation must be successfully completed before licensing eligibility is certified. It is the sole responsibility of the student to track their course completion to ensure that ALL required courses are completed prior to graduation eligibility. Any incomplete course work for January graduation, deemed eligible for completion in Winter Session, the student will not be permitted to graduate in January. The student will be required to graduate in May. Neither the Administration, Registration Office, Director of Student Engagement, Professors or Staff, will accept responsibility for any missing course. All students in the LPN transition track must complete 24 credits at Union College to meet graduation requirements. Students seeking a second degree from Union College may transfer up to 30 credits of their first Union College Associates Degree, toward their second, AS Degree program, to meet the graduation requirements.

Students will graduate when all course work is satisfactorily completed, and financial obligations met. A cumulative GPA of 2.0 is required for graduation. Recognition of Honors is given to students that achieve a GPA of 3.0 to 3.49, and High Honors for a GPA of 3.5 to 4.0, in nursing courses. All graduation requirements must be met before the student will be certified eligible to sit for the Registered Nurse (RN) Licensing Examination (NCLEX-RN). The ATI Predictor Exam will be administered via computer in Nursing 222/202 and Nursing 242. This mandatory test provides a review of an assessment of retention of the 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 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 College graduation ceremonies.

GRADUATION RECOGNITION AWARDS

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

Board of Directors Award for General Proficiency in Theory and Practice

1. GPA in top ten.
2. Consistently provides high quality nursing care.
3. Demonstrates professionalism in nursing practice.
4. Demonstrates independent judgment.
5. Supports peers in evaluative process.
6. Establishes roles and delegates responsibilities.
7. Collaborates effectively with the health care 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 care 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-Grade Point Average (GPA)

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:

1. Compassion and empathy
2. Strong patient advocacy
3. Administering care in a holistic manner
4. Be a source of inspiration to others
5. 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. No other visible piercing or tattoos. Standard white nursing shoes, or all white sneakers will be worn as well as white stockings with the dress and white socks with pants. If the student deviates from the above uniform code they will not be permitted to participate in the graduation ceremony.

ALMA MATER

Tune: May The Good Lord Bless and Keep You

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

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

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

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

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

THE NURSE'S PLEDGE

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

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

*Denotes a human being regardless of sex or age.

HEALTH INSURANCE

Proof of Health Insurance is required for all clinical and dormitory students. You may visit the government website, www.healthcare.gov, or contact them at 1-800-318-2596 to obtain insurance. New Jersey residents may also contact <https://NJ.gov/GetCoveredNJ>. If a student cannot afford health insurance, proof of charity care is also accepted. Please be aware that Union College no longer offers health insurance for purchase.

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 is 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 application to the Registrar's office for processing. The Leave-of-Absence is effective for the requested semester and after approval by the Office of Registration, 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 may return from a Leave-of-Absence on a seat-available basis. A Leave-of-Absence becomes an automatic withdrawal 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 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.

Release Note: Students applying for a Leave-of-Absence or Official Withdrawal who have a financial obligation to the School will not be granted a Leave-of-Absence or Official Withdrawal until obligation is satisfied.

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 Office of Registration, 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

It is highly recommended that students advise the School's Student Health Nurse and their Instructor as soon as verification of pregnancy is received. The student will require a note from their OB/Gyn if there are any restrictions in duty. The student will require a clearance note to return to class and clinical post-partum. The physician's clearance note must be presented to the Student Health Nurse at the School. All costs of medical care and hospitalization associated with pregnancy shall be the responsibility of the student. The student must also speak to the Director of Registration and Enrollment and sign a Leave-of-Absence form if they are 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	8 semesters
Accelerated Track	5 semesters
LPN to RN Track	5 semesters

NOTIFICATION OF CHANGES AND ADDITION OF POLICIES

All students and stakeholders will be made aware of policy changes via the school website, Union College 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 file.
- 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 jfkmuhenbergschools.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.

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 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 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.

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 21st to ensure you have a seat.
- Spring Registration: You must register between the first day of registration and November 30th 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 College's Self Service (www.ucc.edu) 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 may self-register for up to six (6) credits for Summer session. To register for seven (7) or more credits, students must obtain approval from the Chief Academic Officer. Students must check the Academic Calendar at www.ucc.edu for registration, refund dates, and last date to withdraw from a course.

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 College's Self Service or by completing a withdrawal form with the Office of Registration at the JFK Muhlenberg Snyder Schools.

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

Students who sit out a semester may not register until the Granted Petition is entered by the Office of Registration. Granted Petition for Fall registration is done in August, and the Spring semester is done in January.

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 facilities. Moreover, the School reserves the right to schedule courses at any day and/or time, including evenings and weekends.

Note: Once a student has been accepted into the nursing program, all courses must be taken at JFK Muhlenberg Snyder Schools, Union College or Kean University (only for Pathways to BSN students).

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 ensure 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 progress through Union College Self Service.

WITHDRAWN BY SCHOOL

Students failing to register for more than two semesters will be placed in withdrawn status and must go through the admissions process again. Students are allowed to re-apply and will be required to pay the non-refundable application and acceptance fee.

WITHDRAWAL POLICY

WITHDRAWAL FROM A NURSING COURSE

A student cannot withdraw from the same nursing course more than once. A second withdrawal from the same or any nursing course will result in dismissal from the program. If a student fails a nursing course, a withdrawal upon retake of that course will also result in dismissal from the program.

Students must complete a three-step procedure to withdraw from a course, prior to the published last date of withdrawal on the Union College Academic Calendar. Withdrawals are not permitted after this date.

1. The student must complete the Student Course Withdrawal Form (See Addendum N).
2. The student must meet with their advisor and lead teacher and obtain their signature on the course withdrawal form, which is to be returned to the Registrar's office within 48 hours.
3. The student must visit www.ucc.edu, go to self-service and withdraw from the class by the withdrawal deadline.

A student who fails to comply with the withdrawal procedure cannot withdraw after the published withdrawal date. This is considered an "Unapproved Withdrawal", as is discontinuing attendance of classes. This will result in a final grade of "F" or "UF". Financial Aid recipients should discuss the implications of withdrawing from class with the Financial Aid Officer prior to withdrawing, in order to gain understanding of any implications withdrawing has on their financial aid status. Students are held fiscally responsible for their educational bills upon withdrawal from a course. It is the sole responsibility of the student to follow the procedure and withdraw from the course on the Union College website in a timely manner, as well as being aware of the consequences of their actions regarding their education.

WITHDRAWAL FROM THE PROGRAM

Notification of withdrawal from the program must be submitted in writing utilizing the Program Withdrawal Form located on the school's website www.jfkmuhlenbergschools.org. The student also needs to:

- 1) Sign a "Program Withdrawal Notification form"
- 2) Meet with a Student Account representative to review any financial obligations. Students are asked to give a reason for the withdrawal.
- 3) 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 the student has attended other institutions since leaving the Cooperative Nursing Program, they 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 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.

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, they are 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 College Catalog and Student Handbook.

For courses taken at Union 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”.

SCHEDULE CHANGES

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

SEAT AVAILABILITY

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.
3. Students who are repeating a nursing course. Students will be notified in August for Fall Registration and in January for Spring Registration.

In the event that a student meets the pre/co-requisites but does not gain a seat in the course, the student must monitor the course for seat availability.

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 specific nursing course. Students progressing through nursing courses are Granted a Petition. The office of Registration will notify students who sit out a semester, newly admitted students and students’ who wish to repeat a nursing course when they have been Granted a Petition to register for a nursing course.

STUDENT CLASSIFICATIONS

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

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

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 an 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 NJ 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, located in the 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:
 - a. Confidential evaluations and letters of recommendation filed before January 1, 1975.
 - b. Evaluations after that date if the student has waived their 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 their written consent to those federal and state government agencies provided by law.
2. The records of a student will be disclosed without their written consent to an agency to which the student has applied for or from which they have 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 they are financially independent.
4. The records of a student will be disclosed without their written consent to comply with a judicial order or subpoena.
5. The records of a student will be disclosed without their 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 M)

Correction of Record

If after inspecting and reviewing their records, the student believes that information contained therein is inaccurate or misleading or violates their privacy or other rights, they 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 College and upon whom a Diploma in Nursing and Associate of Science degree was conferred in academic years 2014-2015, 2015-2016, 2016-2017, 2017-2018 was published in the Summer of 2019. This survey is completed every three-four years.

TRANSCRIPTS

All requests for 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 or "Addendum P" in the handbook. A fee is charged for each transcript. Students are not entitled to transcripts until all financial obligations to the School of Nursing have been met. Please allow a minimum of five to seven (5-7) business days to generate transcripts.

TRANSFERS BETWEEN DAY AND EVENING TRACKS

Transfers between the day and evening nursing division will not be permitted once accepted into the nursing program. Exceptions will be made for extreme extenuating circumstances only.

TRANSPORTATION/PARKING

Each student is responsible for providing transportation to and from Union 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 College. Every student attending Union College must purchase the Union College parking decal at the Union 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 Administrative Office. If a new vehicle is purchased, a new registration card 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.
- 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 New Jersey State law to obey traffic laws and cross the street at the designated crosswalk.

NURSING PROGRESSION AND 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.

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 their 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.

Jean Watson’s theoretical model has been integrated to align with the HMH Nursing Division. The theory places human to human caring central to professional nursing responsibilities that provide the essence for the caring relationships and honors the unit of the whole human. An organizing strategy for implementation of this curriculum is the identification of the nursing needs of patients experiencing commonly occurring health problems.

Theoretical Framework of the Curriculum

1. Watson’s Theory of Human Caring serves to organize the curriculum around the understanding of human needs, abilities, and interpersonal relationships.
2. Watson’s theory identifies curative factors that result in the satisfaction of certain human needs. Caring responses accept the individual as is now, as well as what they may become. An environment that offers the development of potential while allowing the individual to choose the best action at a given point in time, which promotes health and individual family growth, and interpersonal relationships can be effectively demonstrated and practiced.
3. Abraham Maslow’s theory of human motivation characterizes the individual as one who is capable of using their 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.
4. Maslow’s various need categories serve to embody a positive view of Man and interaction with society and the 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. These are the process threads and the integrative threads.

Horizontal Threads	Vertical Threads
Safety	Role of the Nurse
Socialization, Solitude, Normalcy	Nursing Process/Critical Reasoning
Activity	Community/Culture
Air	Growth and Development
Food	Legal/Ethical
Water	Teaching/Learning
Elimination	Community
Rest/Comfort	Evidence Based Practice
	Pathophysiology (Pharmacology & Skills)

PROGRAM OUTCOMES

Pass Rate for the NCLEX-RN

- The NCLEX-RN Expected Level of Achievement (ELA) is set 80% or above.

Program Completion Rate

- The ELA of the program completion rate is 150% of the program length. For transfer students, once the student enters the program, the student has 50% of the time to complete. Therefore, the ELA is 50% of the time to complete.

TRACK	Actual Length	150% of Program Length
Generic Track	5 semesters	8 semesters
Accelerated Track	3 semesters	5 semesters
LPN to RN Track	3 semesters	5 semesters
BSN Pathway Track	5 semesters	8 semesters

Job Placement Rate

- The ELA is set that 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 by the student's cumulative grade point average (GPA). If the student's cumulative GPA falls below 2.0, the student will be placed on academic probation.

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 GPA is determined to be satisfactory (GPA 2.0 or above) probationary status is automatically terminated. If the student's grade point average is determined not to be satisfactory (less than 2.0) the student is put on continued academic probation. If the student's GPA is 2.0 or greater, the student is removed from probation.

Continued Probation (CPro): At the end of the initial probationary semester, a student will be placed on continued probation, if their grade point average remains less than 2.0. 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 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. This plan must be completed by the student and handed into the administrative office the first day of the subsequent semester. Course lead teachers will track student's performance in the subsequent semester. Failure to submit the academic performance improvement plan may result in the student being unenrolled from the course. A copy of the academic improvement plan signed by the student and the course lead teacher must be in the student's file prior to the start of the ensuing semester.

ACADEMIC PROGRESSION POLICY

Prior to students matriculating into the JFK Muhlenberg Snyder School of Nursing program, students seeking a second degree at Union College must meet with a Union College advisor to review requirements. Students seeking a second degree may transfer up to 30 credits of their first Associates Degree toward their second, AS Degree program.

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

- Applicants with previous college experience are required to have a 2.5 cumulative grade point average (GPA) for the Generics and Pathways program, and a 3.0 for the Accelerated program. See Curriculum Design.

- All pre-requisite and co-requisite requirements must be met.
 1. All science courses must be completed with a grade of “C” or better before entry into the next nursing course. This applies to BIO 105/BIO 106/BIO 108/CHE 114, NURM 100, NURM 119/101, NURM 120, NURM 121/102, NURM 122, NURM 221, NURM 141.
 2. A student must achieve a cumulative grade point average of 2.0 or higher to enter NURM 119/101 (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 to progress onto the next nursing course. EXCEPTION: A student seeking to repeat a nursing course in which a grade of “F”, “D”, or “D+” was earned, and 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 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: All students in the LPN transition track must complete 24 credits at Union College. Upon successful completion of NURM 120 (LPN Transition), advanced standing will be awarded for NURM 100 (Math for Pharmacology – 1 credit), NURM 119/102 (Introduction to Nursing Concepts – three credits), NURM 121 Nursing I – four credits) and NURM 122 (Nursing II- eight credits). The Nursing 120 (LPN Transition) course may not be repeated. If a student fails to obtain a grade of “C” or higher, they must take NURM 101 (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 141 (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 101.
 7. Students enrolled in the Generic Track may not transfer to the Accelerated Track.
- All pre-requisite (except for Humanities electives) and co-requisite courses of the LPN Career Ladder must be satisfactorily completed in order for the student to progress to the next nursing course.
- Academic progress is evaluated at the end of each semester. The Student Handbook is available on the Schools’ website, www.jfkmuhlenbergschools.org.
- All nursing courses are sequential.

ACADEMIC FORGIVENESS

The following pertains to the Accelerated Track:

If a student fails NURM 141 (a thirteen-credit course) and requests to enter the Generic Track and not repeat NURM 141, the student may challenge NURM 119 (Instruction to Nursing Concepts – three credits), and if successful take NURM 121 (Nursing I – eight credits) and NURM 122 (Nursing II – eight credits). If the student does not challenge N119, the student must take and pass NURM-101, NURM-102, NURM-201, and NURM-202

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

If a student fails NURM 242 (a thirteen-credit emersion 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), they may not repeat the course and must enter into the Generic Track. The student must take and pass NURM 101 (a four-credit course) and NURM 102 (a seven credit course).

ACADEMIC DISMISSAL

A student will be dismissed from the program when:

1. Earns two failing grades in any nursing course. A failing grade is a grade below a C.
2. Earns a grade below “C” twice in the same non-nursing course.
3. Withdraws from more than one course in the entire program.
4. Withdraw from a nursing course that was previously failed.
5. Fails to complete the program within 150% of the program length from the first nursing course.
6. Has an unsafe clinical performance/evaluation.
7. Has two failures in the same science course.
8. Cheating or plagiarism.

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 College.

II. ACADEMIC APPEAL PROCESS

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

A. 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. **Academic numerical grade:** The student may request that the Associate Dean, or their designee review the scoring of all examinations taken by the student. A review is initiated by the student submitting a request in **WRITING** to the Associate Dean within seven (7) business 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 by the Associate Dean and the Lead Teacher of the student's assigned course, and the student will be notified in writing 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. Clinical Evaluations:

1. Informal Resolution
 - a. The student should attempt to resolve the issue related to the clinical evaluation in a conference meeting with the involved faculty member(s) and lead teacher. A copy of the evaluation tool, competency checklist, and anecdotal should be given to the student at this time.
 - b. The Associate Dean or designee should be included in this meeting.
 - c. Following this informal resolution meeting, the student will be notified of the decision made by the Associate Dean within three (3) business days.
 - d. If the student is not satisfied with the outcome of the meetings, they may request an appeal.
2. Appeal Committee Hearing: Clinical Evaluations
 - a. The student can appeal the decision by submitting a written statement of request for an appeal no later than three (3) business days following receipt of the decision by the Associate Dean. This letter shall: clearly state the reason for the appeal. The letter shall refer to the specific facts relative to the course objectives and should not include extraneous issues or referral to a previous semester. The student may seek assistance from a faculty member when preparing the formal appeal letter.

- b. Within twenty-one (21) business days following receipt of the formal appeal, the student will receive notification of the scheduled appeal hearing.
The five members of the appeal panel will include the following:
 - An Associate Dean of Nursing
 - Faculty member who is not teaching in the same course as the student
 - Student representative from each program (nursing and medical imaging)
 - c. At least two (2) business days prior to the hearing, the Associate Dean will give a copy of the student's formal letter of appeal to the appeal panel and the instructor(s) involved. 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, and anecdotal notes.
 - d. The student may select one (1) appointed faculty member or one (1) appointed alternate. The faculty member has the right to disqualify themselves (The student cannot choose a faculty member in the course that the student is presently enrolled in).
 - e. The student and instructor(s) will appear before the appeal panel at the designated time to present the issues and answer questions from the appeal panel.
 - f. Minutes will be recorded on a recording device.
 - g. The appeal panel makes recommendations to the Dean. The decision of the appeal panel requires a majority vote and shall be presented as a recommendation to the Dean. The Dean will review the written materials from the hearing and the appeal panel's recommendation. Within three (3) business days of receipt of the appeal panel's recommendation, the Dean will notify the student in writing and the instructor(s) involved of the Dean's decision. The written decision by the Dean will be mailed to the student.
 - h. In the event that the majority of the appeal panel is unable to reach a decision, the panel will be dismissed, and a new appeal panel will be seated within five (5) business days. The members of the new panel will consist of the Chair of the Promotion and Evaluation Committee, two faculty members (any faculty member involved in the evaluation being appealed with no be eligible) and two (2) students (one from each program). The students cannot be in the course that the student is presently enrolled in.
3. Administrative Hearing Process
- a. Following the decision by the Dean (upon completion of the hearing), either party may request an Administrative Hearing if the student believe 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.
 - b. A written request for a hearing must be submitted to the Dean by a party seeking an Administrative Hearing within two (2) business days of the receipt of the Dean's decision.
 - c. This written request must state the reason(s) that the requesting party believes that due process was not accorded during the hearing. The Administrative Hearing Panel will consist of:
 - Dean, Schools of Nursing, Medical Imaging
 - CEO/Chief Hospital Executive
 - CNO or the Radiology Director
 - d. All written materials from the Academic Appeal Hearing are to be retained in the Office of the Dean and will be presented to the Administrative Hearing Panel by the Dean.
 - e. The Administrative Hearing will ordinarily be scheduled within ten (10) business day from the time of the request and the student will be promptly notified of the Administrative Hearing date by the Dean of the Schools.
 - f. The chair of the Appeal Committee, the student and faculty may each make an oral or written presentation to the Administrative Hearing Panel.
 - g. The Administrative Hearing Panel will render its decision within three (3)

business days of the Administrative Hearing. A majority vote of the Panel will constitute the decision of the Panel.

- h. The decision of this Panel will be forwarded to the instructor(s) and the student within one (1) business 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.
- i. If the student does not agree with the decision of the Academic Appeal Panel (in the case of academic appeal) or the Administrative Hearing Panel, they have the right to document this disagreement within (7) business days of the Academic Appeal Panel's decision and have it placed in their permanent record.
- j. 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.

III. DISMISSAL APPEAL

- A. In special circumstances, dismissed students may seek a waiver of their dismissal by submitting a written appeal to the Associate Dean for consideration. The Dean has the authority to make all final dismissal decisions.
- B. Within five (5) days of receiving the written notice of dismissal from the Promotions and Evaluations Committee, a written letter of appeal must be sent to the Associate Dean for consideration. All relevant documentation to the dismissal must be submitted.

DISMISSAL COMMITTEE

The dismissal committee will be led by an Associate Dean with no voting rights. The member of the committee shall include:

- Chair, Promotions and Evaluations
- Director of Student Engagement
- Faculty, Medical Imaging
- Faculty, Nursing

A staff member from each of the following departments:

- Registrar
- Admissions
- Billing

The student will be encouraged to attend the meeting. No legal representation will be allowed. No support person will be allowed to attend the meeting. The meeting will be recorded. The decision of the dismissal committee will be final.

A decision will be sent to the Dean of the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging. The Dean will send a letter to the student within **seven (7)** days of the meeting.

IV. 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 their 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 their 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. If the student wishes to seek review of this decision, the student shall submit within seven (7) days, to the Associate Dean, a formal written letter of their grievance (the Grievance Statement), indicating:
 1. The nature of the charge(s) made.
 2. The student's response and request.
- B. An Appeal Panel will be convened for the purpose of investigating the matter. The Appeal Panel will be provided with a copy of the student's Grievance Statement.
- C. The Appeal Panel schedules a hearing within twenty-one (21) business days from original receipt by the Dean of the student's Grievance Statement. The five members of the appeal panel will include the following:
 - An Associate Dean of Nursing (Committee Chair)
 - Director of Student Engagement
 - Faculty Member who is not teaching in the same course as the student.
 - Student representatives from each program (nursing and medical imaging).
- D. At least two (2) business days prior to the appeal hearing date, the Associate Dean will obtain the rationale/documentation involved in the contested decision and submit it to the appeal panel. The Associate Dean, acting in the capacity of the chairperson of the appeal panel will designate a meeting date and time, which will be communicated to all members of the panel.
- E. The student may choose a representative from the faculty at the school (who is not serving on the appeal panel) to serve as an advisor through the appeal process. This individual may attend the appeal hearing in a supportive role only and will not participate in the hearing.
- F. The student and a representative of the school involved in the grievance will appear before the appeal panel at the designated time and place to present the issues and address any questions that the appeal panel may have concerning this matter. Each person will be given no more than twenty minutes to present their arguments.
- 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 appeal panel, or otherwise actively counseling the student).
- H. Minutes of the grievance proceedings will be recorded on a recording device. At the conclusion of the hearing, the appeal panel 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 appeal panel.

- I. The decision of the appeal panel will be given in a written statement to the Dean.
- J. The appeal panel makes a recommendation to the Dean. The decision of the appeal 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 appeal panel recommendation, and the Dean will notify the student in writing of the final decision. The written decision by the Dean will be mailed to the student.
- K. Following the issuance of the written decision by the Dean, either party may request an Administrative Hearing if the student 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, they have the right to document this disagreement within three (3) business days of the decision and have it placed in their permanent record. The decision rendered as a result of the Administrative Hearing Process, however, shall be final and binding on the student.

ANECDOTAL NOTES

Anecdotal notes must be completed by the student on a weekly basis. The student is required to provide examples of how the specific clinical outcomes were met. It is the student’s responsibility to read, sign and date these notes weekly. The faculty will provide feedback addressing how the student met the clinical outcomes.

ATTENDANCE POLICY – NURSING COURSES

Students are expected to attend and be on time for all theory classes, skills laboratory, and clinical experience for which they are registered in order to achieve the course student learning outcomes.

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

If, for any reason, a class, lab or practice laboratory is missed, it is the student's responsibility to obtain the material covered. 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. Absences from the course work may jeopardize the attainment of the course objectives.

Classroom attendance:

- Students are expected to attend all classes and attendance will be taken and recorded.
- Students are expected to arrive on time and remain for the entire lecture. Doors will be closed and locked, 15 minutes after the start of lecture. After that time students will be permitted into lecture until after the first break.
- Students, who have extended absences from class, whether excused or unexcused, should talk with their Lead teacher to discuss whether successful completion of the course is possible.
- Students are required to meet the academic credits and hours of the course. Students are responsible for all materials presented in class, scheduled experiences and all assignments.

CLINICAL ABSENTEEISM

In the event the student cannot be present in the clinical laboratory they are required to notify their instructor(s). If the nursing student does not follow the notification system for clinical absenteeism at any time during the program, disciplinary action will occur (See Clinical Tardiness and Absenteeism Rubric). The notification system is defined as notifying your instructor of your absence prior to the start of clinical.

Clinical Tardiness and Absenteeism Policy

Clinical and skills practice laboratory experiences are mandatory. Students 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. Students will accrue points as denoted on the Tardiness and Absenteeism Rubric. This point system will assist in determining the consequences of repeated tardiness/absenteeism which may lead to further disciplinary action up to and including failure of the course (see Clinical Tardiness and Absenteeism Rubric / Clinical Make-Up Scheduled Cost Policy).

Generic Track (Original Curriculum)	Generic Track (Concept Based Curriculum)
Nursing 121: 12 clinical hours required per week	Nursing 102: 10.5 clinical hours required per week
Nursing 122: 12 clinical hours required per week	Nursing 103: 10.5 clinical hours required per week
Nursing 221: 13.5 clinical hours required per week	Nursing 201: 10.5 clinical hours required per week
Nursing 222: 13.5 clinical hours required per week	Nursing 202: 10.5 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
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BSN Pathways Track

Same hours as Generic Track based on the curriculum student is enrolled in.

Clinical Absences/Make-up

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. Clinical make up will occur during a period designated in the 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 note. This procedure will occur even if the student adhered to the appropriate notification process, which is to notify your clinical instructor prior to the start of clinical.

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) See “Addendum T” for required formatting for the 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/Clinical 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.

Tardiness

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

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 note. This procedure will occur even if the student adhered to the appropriate notification process, to notify your clinical instructor.

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 note. 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 S will have to make up the clinical day. This will be documented on the student's anecdotal note. 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.

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

CLINICAL MAKE-UP COST SCHEDULE

Students are expected to attend and be on time for all skills laboratory and clinical experiences.

Punctuality: Students are expected to arrive on the clinical unit 10 minutes prior to the start of the clinical. A student who arrives 5 minutes after their scheduled time will be considered late. Students who are more than 30 minutes late will be considered absent from clinical.

Absences: Students are expected to attend all clinical experiences, however, if a situation arises that an absence is necessary due to illness or a personal emergency, the student is responsible to make-up the clinical experience.

- The student must contact the clinical instructor directly by phone at least 60 minutes prior to the start of the clinical shift if absent from clinical. Failure to properly notify the clinical faculty will be considered a no-call-no-show and will warrant a performance improvement plan.
- All clinical absences must be made up in the student's assigned clinical setting unless alternate arrangements are made at the discretion of the course faculty. The clinical make-up date(s) will be determined by the course faculty.
- A clinical make-up fee will be charged for **EACH** missed clinical day, clinical lab day, and/or simulation.

Clinical Lab:	\$ 50
Clinical (1 day)	\$100
Clinical (12 hour day)	\$150

- Clinical make-up fees are to be submitted to the Billing Coordinator prior to the make-up. The student is responsible for submitting the receipt to the clinical faculty on the day of the clinical make-up.

- Students who miss 4 days of clinical experience must withdraw or take a leave of absence from the course immediately.
- Students who do not comply with the terms of the policy will not progress in the program or graduate.
- In the case of absence due to illness, a note from the healthcare provider may be required upon return to the school to establish fitness for duty (See Clinical Clearance).

ASSIGNMENT FORMAT (BIBLIOGRAPHY/FOOTNOTE)

The American Psychological Association (APA 7th Edition) guidelines are used for all nursing assignments and papers. Students can purchase the APA guidelines at the Union College library or other book sellers. Students can also access APA information on the Purdue Owl Writing Lab https://owl.purdue.edu/owl/purdue_owl.html.

COMPUTER LABORATORY

The Computer Lab houses 23 computers. No food or drink is allowed in the laboratory. Student identification badges are required to be worn at all times. **Portable flash drives are not to be used on computers.**

ACADEMIC COMPUTER 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.

COMPUTER LAPTOP TECHNICAL REQUIREMENTS

Recommended Devices:

- Mac (OS® 10.13 or later version)
- PC (Dell, Intel, HP, etc.)
- Android tablet (Android 9.X or later)
- Ipad (iOS 13 or later) *

*Products not supported on Ipad: Proctored Assessments. Communicator 2.0, HealthAssess (virtual practice and virtual challenge simulations)

Required software

- Microsoft Office 2016 or higher.

Recommended Web Browsers:

- Mozilla Firefox v20.0 or higher
- Google Chrome v25.0 or higher Plug-ins:
 - Java Script Enabled & Third-Party Cookies Enabled
- Firefox current version
- Internet Explorer current version (edge not fully supported)
- Safari current version (Mac only)

Windows:

Operating System: 32-bit and 64-bit Versions of Windows 10

Alternate versions of Windows 10 (such as Windows RT and Windows 10 S are not supported at this time)

Only genuine US-English versions of Windows Operating systems are supported

Exemplify must be installed using an Administrator account on Windows 10

(open settings app>go to accounts>Family & other people>change account type)

Camera Resolution

- 800 x 600 resolution or better

Computer Requirements:

- Operating systems of MAC OSX 10.9 Lion or higher/ Windows 7, 8 or higher (if using another operating system, such as Linux, make sure it is equal to—or better than—the given operating systems)
- Ram: 2 GB or better
- CPU Processor: Dual-core 2.4 Ghz CPU or better
- Speed-2mbps upload speed or greater

Other:

- Screen resolution of 1024x 768 or higher
- JavaScript and cookies must be enabled within the browser.
- Some content may be accessible by disabling the pop-up blocker.

Internet Connection

- Connection needed for download, registration, exam download and upload
- Cable modem, DSL or better (300 kbps download, 250 kbps upload)

Other Required Items:

- **WEBCAM required 320x240 VGA** resolution
- **Microphone** - Independent (i.e. not connected to headphones)
- Working Keyboard
- Mouse
- Monitor (if you are using a desktop computer)

NETWORK POLICY

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

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

SOCIAL MEDIA POLICY

Social networking, both professional and personal, is a popular way to connect with friends, foster relationships and create a complex group of online networks and online communities. However, these new communication and networking opportunities also creates new responsibilities for those who engage in social networking. Students who choose to use or contribute to online media are not only impacting their personal image, but may

be potentially impacting the image of JFK Muhlenberg Snyder Schools. The purpose of this policy is to provide reasonable 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 University Medical Center or its patients or which discloses confidential information, as specified by HIPPA: The Privacy rule protects all “individually identifiable health information held or transmitted by a covered entity or its business associate, in any form or media, whether electronic, paper or oral”. Also, remember that your own reputation is at risk – what you say or do, even if not otherwise connected to JFK Muhlenberg Snyder Schools or JFK University Medical Center, 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 You-Tube
- Websites and Blog Site(s) including Personal Blog(s)
- Wikis such as Wikipedia and any other site(s) where text can be edited or posted.
- Social bookmarks such as Digg and Delicious

Please be aware that a violation of this and the Hackensack Meridian Health policy may result in disciplinary action up to and including dismissal from The JFK Muhlenberg Snyder Schools.

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 their 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

Curriculum Design

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

GENERIC TRACK (ORIGINAL)					LPN TO RN TRACK				
FIRST SEMESTER									
Course		Lecture Hrs.	Lab Hrs.	Credit Hrs.	Course		Lecture Hrs.	Lab Hrs.	Credit Hrs.
*BIO105	Anatomy & Physiology I	3	3	4	*BIO105	Anatomy & Physiology I	3	3	4
*CHE114	Intro to Organic	3	3	4	*BIO106	Anatomy & Physiology II	3	3	4
ENG101	English Comp I	3	1	3	*BIO108	Microbiology	3	3	4
NURM119	Intro to Nursing	3	0	3	*CHE114	Intro to Organic	3	3	4
NURM100	Mathematics for Pharmacology	1	0	1	ENG101	English Comp I	3	1	3
				15	ENG102	English Comp II	3	1	3
SECOND SEMESTER					PSY101	General Psychology	3	0	3
*BIO106	Anatomy & Physiology II	3	3	4	PSY204	Lifespan	3	0	3
PSY101	General Psychology	3	0	3	SOC101	Prin. of Sociology	3	0	3
NURM121	Nursing I	4	0	8					
NRML121	Nursing I Clinical	0	12	0	SUMMER SESSION I				
				15	NURM120	LPN Transition Course	11.2	0	4**
THIRD SEMESTER					NRML120	LPN Transition Clinical Lab	0	11.2	0
*BIO108	Microbiology	3	3	4					
PSY204	Lifespan	3	0	3	SEMESTER I				
NURM122	Nursing II	4	0	8		Humanities elective	3	0	3
NRML122	Nursing II Clinical	0	12	0	NURM221	Nursing III	4.5	0	9
				15	NRML221	Nursing III Clinical	0	13.5	0
FOURTH SEMESTER									
SOC101	Prin. of Sociology	3	0	3	SEMESTER II				
ENG102	English Comp II	3	1	3		Humanities elective	3	0	3
NURM221	Nursing III	4.5	0	9	NURM222	Nursing IV	4.5	0	9
NRML221	Nursing III Clinical	0	13.5	0	NRML222	Nursing IV Clinical	0	13.5	0
				15					
FIFTH SEMESTER									
	Humanities elective	3	0	3	Nursing credits: 38				
	Humanities elective	3	0	3	General Education Credits 37				
NURM222	Nursing IV	4.5	0	9	Total Credits 75				
NRML222	Nursing IV Clinical	0	13.5	0	*Transfer limits: BIO sciences – 10 years†				
				15	CHE sciences – 10 years†				
Nursing credits: 38 General Education Credits 37 Total Credits 75 *Transfer limits: BIO sciences – 10 years CHE sciences – 10 years					Up to 36 credits are allowed to be transferred in, 24 credits must be taken through Union College & JFK †No limit as of Fall 2023 ** 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				

Curriculum Design *continued*

ACCELERATED 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	Math for Pharmacology	1	0	1
	Humanities elective	3	0	3
	Humanities elective	3	0	3
				38
SPRING SEMESTER				
NURM141	Accelerated. Nursing I	7	0	13
NRML141	Accelerated. Nursing I Lab	0	18	0
				13
SUMMER SEMESTER				
NURM241	Accel. Nursing II	8.2	0	11
NRML241	Accel. Nursing II Lab	0	20	0
				11
FALL SEMESTER				
NURM242	Accel. Nursing III	7	0	13
NRML242	Accel. Nursing III Lab	0	18	0
				13
Nursing credits: 38				
General Education Credits 37				
Total Credits 75				
*Transfer limits: Sciences – 10 years†				
†No limit as of Fall 2023				
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 Includes 6 humanities credits taken at Kean University				
*Transfer limits: Sciences – 10 years				
Additional BSN Track Credits 14				
** Kean University Course				

PATHWAYS TO BSN – Kean University BSN				
PRE-ENROLLED				
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
CST 100/ HIS Elective	CST 100/ HIS Elective & Humanity ¹			3
				3
				18
SEMESTER I				
*BIO106	Anatomy & Physiology II	3	3	4
*BIO108	Microbiology	3	3	4
ENG102	English Comp II	3	1	3
NURM119	Introduction to Nursing Concepts	3	3	3
NURM100	Math for Pharmacology	1	3	1
CST 100/ HIS Elective	CST 100/ HIS Elective & Humanity ¹			3
				3
				18
SUMMER				
NURS3015	Health Assessment (Kean)			2
SEMESTER II				
NURM121	Nursing I	4	0	8
NRML121	Nursing I Clinical	0	12	0
SOC101	Prin. Of Sociology	3	0	3
PSY204	Lifespan	3	0	3
				14
SEMESTER III				
NURM122	Nursing II	4	0	8
NRML122	Nursing II Clinical	0	12	0
SOC273	Marriage & the Family	3	0	3
NURS3000	Conceptual Foundations & Inquiry in Nursing			3
				14
SEMESTER IV				
NURM221	Nursing III	4.5	0	9
NRML221	Nursing III Clinical	0	13.5	0
**NURS3020	Foundations of Transcultural Care			3
				12
SEMESTER V				
NURM222	Nursing IV	4.5	0	9
NRML222	Nursing IV Clinical	0	13.5	0
HED	Holistic Health			3
**NURS300	Conceptual Foundations/ Inquiries in Nursing			3
				15
¹ Suggested Humanity: Philosophy				

GENERIC TRACK

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 College.

(CONCEPT BASED CURRICULUM)

FIRST SEMESTER				
Course		Lecture Hrs.	Lab Hrs.	Credit Hrs.
BIO105	Anatomy & Physiology I	3	3	4
ENG101	English Comp I	3	1	3
NURM101	Introduction to Professional Nursing Concepts	4	0	4
				11
SECOND SEMESTER				
BIO106	Anatomy & Physiology II	3	3	4
PSY101	General Psychology	3	0	3
NURM102	Fundamental of Professional Nursing Concepts	3.5	0	7
NRML102	Nursing I Clinical	0	10.5	0
				14
THIRD SEMESTER				
BIO108	Microbiology	3	3	4
PSY204	Lifespan	3	0	3
NURM103	Essentials of Professional Nursing Concepts	3.5	0	7
NRML103	Nursing II Clinical	0	10.5	0
				14
FOURTH SEMESTER				
SOC101	Prin. of Sociology	3	0	3
ENG102	English Comp II	3	1	3
NURM201	Advanced Essentials of Professional Nursing Concepts	3.5	0	7
NRML201	Nursing III Clinical	0	10.5	0
				13
FIFTH SEMESTER				
	Humanities elective	3	0	3
	Humanities elective	3	0	3
NURM202	Synthesis of Professional Nursing Concepts	3.5	0	7
NRML202	Nursing IV Clinical	0	10.5	0
				13
Nursing credits:		32		
General Education Credits		33		
Total Credits		65		

PATHWAYS TO BSN – Kean University BSN (Concept Based Curriculum)				
SEMESTER I				
BIO105	Anatomy & Physiology I	3	3	4
ENG101	English Comp I	3	1	3
NURM101	Introduction to Professional Nursing Concepts	4	3	4
				11
SUMMER				
PHI205	Introduction to Philosophy	3	0	3
HIS103	Introduction to World History	3	0	3
SEMESTER II				
BIO106	Anatomy & Physiology II	3	3	4
PSY101	General Psychology	3	0	3
NURM102	Fundamental of Professional Nursing Concepts	3.5	0	7
NRML102	Nursing I Clinical	0	10.5	0
				14
SEMESTER III				
BIO108	Microbiology	3	3	4
PSY204	Lifespan Development	3	0	3
NURM103	Essentials of Professional Nursing Concepts	3.5	0	7
NRML103	Nursing II Clinical	0	10.5	0
				14
SEMESTER IV				
SOC101	Principles of Sociology	3	0	3
ENG102	English Composition II	3	0	3
NURM201	Advanced Essentials of Professional Nursing	3.5	0	7
NRML201	Nursing III Clinical	0	10.5	0
				10
SEMESTER V				
	Humanity Elective	3	0	3
	Humanity Elective	3	0	3
NURM202	Synthesis of Professional Nursing Concepts	3.5	0	7
NRML202	Nursing IV Clinical	0	10.5	0
				13

Kean University Courses (Can be taken in any Muhlenberg semester but are not required)

NURS3000 Conceptual Foundations in Nursing
 NURS3015 Health Assessment
 NURS 3020 Foundations of Transcultural Care
 NURS 3030 Issues in Professional Nursing Practice
 NURS 3400 Health Information Literacy and Technology
 HED 3200 Holistic Health

Muhlenberg Nursing Credits: 32 / General Education Credits:33

Kean University Credits: 120 Credit Program – Includes 80 transfer credits from coursework and successful completion of RN program/passing NCLEX.

EXAMINATION AND TESTING POLICY

The following policy is designed for examinations that determine progression in the nursing program. These examinations are considered unit and final examinations. Progression examinations do not include quizzes, pre-class assessments, pre/post-simulation activities, or classroom learning activities

1. All nursing course examinations will account for 90% of the course grade.
2. All standardized specialty examinations in a course will account for 10% of the course grade.
3. A student must achieve a total mean examination grade of 70% or higher.
4. 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.
5. All students are responsible for taking scheduled examinations as part of the course requirements. It is the responsibility of the student to contact the lead teacher for any of the following reasons:

Missed Examination Due to Illness

If an examination is missed because of illness, the student is required to contact the lead teacher before the scheduled start of the examination. The student then has 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 make up the examination and/or fails to contact the lead teacher regarding the scheduled make-up examination, the student will receive a zero grade for the designated examination and may consequently fail 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 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 in collaboration with the Associate Dean. If the absence is deemed unexcused by the Lead Teacher, the student must sit for the examination within 24 hours of the time that the examination was originally scheduled and shall receive no higher than a grade of 70% on the examination.

Acceptable absences are defined as illness documented by a medical certificate signed by a health care provider and verified by a member of the faculty, life threatening illness, or death in the immediate family.

Acceptable absences are defined as illness documented by a medical certificate signed by a health care provider and verified by a member of the faculty, life threatening illness, or death in the immediate family.

Make Up Examination

When taking a make-up examination, due to illness or emergency, the student will receive an alternate comparable examination and be proctored by a faculty member or a member of administration in a pre-assigned room. The time and date of the make-up examination will be at the discretion of the faculty. No examination can be taken more than one time in any nursing course.

Testing Accommodations for Disability Support Services

Students are required to provide a copy of the Accommodations Alert Form to the course faculty at the start of each semester for signature. In the event the need for accommodation is identified during the semester, the student must submit the form to the course faculty at least seven business days prior to the scheduled examination/quiz for specific reasonable arrangements to be made.

The reasonable accommodations made in the completion times for course examinations, quizzes, and final examinations are extended by time and one half, as illustrated below:

Math Competency Examination	For 30-minute examinations provide 15 extra minutes
Course Examinations	For 100-minute examinations provide 45 extra minutes
Course Final Examinations	For 200-minute examinations provide 90 extra minutes
Standardized Assessments ATI	RN Fundamentals 90 minutes-45 minutes extra RN Nursing care of children 90 minutes-45 minutes extra RN Maternal Newborn Nursing 80 minutes-45 minutes extra RN Mental Health 90 minutes 45 minutes extra RN Pharmacology 70 minutes 45 minutes extra RN Comprehensive Predictor 240 minutes-90 minutes extra

GUIDELINES REGARDING ADMINISTRATION OF EXAMINATIONS ON CAMPUS

1. Students are responsible for self-testing the functionality of their system (see computer laptop technical requirements) prior to all remote proctored examinations so that any required troubleshooting can be accomplished. Please follow instructions for logging on according to the platform being utilized.
2. Students must read the school's policy regarding Honor Code before starting all of the remote examinations. Students will test independently and not in a group. Students will not communicate with anyone during testing. No other persons except the test-taker will be permitted to enter the room during testing.
3. No electronic devices are permitted to be in the students possession during an examination. This includes smartwatches.
4. No use of headsets or ear plugs is permitted. This includes Bluetooth earbuds.
5. Students are not allowed to read the questions out loud unless prior permission is obtained.
6. All programs and/or windows on the testing computer must be closed prior to logging into the proctored test environment and must remain closed until the examination is completed.
7. Appropriate lighting is mandatory during the entire testing time.
8. Ensure the desk, wall, or table is cleared of all other materials. This means the removal of all books, papers, notebooks, note cards, study guides, class notes, food, or drink, etc. Calculators are available within the platform.
9. No other computer monitors, screens, or tablets should be on during the examination.
10. Under no circumstances should students exit the remote proctor during the examination process. No test items should be copied, saved, or shared during or following the examination. No use of headphones or personal earbuds is permitted. Earplugs will be provided by the School.
11. Do not leave the room during the testing period at any time unless directed by the faculty. Do not take the computer into another room to finish testing (examination must be completed in the same room the exam environment view is completed in).

12. No electronic devices will be permitted (cellphones, smart watches, electronic pens, and Bluetooth devices, etc.).
13. All hats/hoodies must be removed unless for religious and/or cultural reasons.
14. No food or drinks are permitted in the examination room unless designated in the student's ADA accommodations form.
15. One student at a time will be allowed out of the room during an examination at the discretion of the faculty and will be monitored.
16. The faculty will provide calculators for in class examinations. No personal devices may be used.
17. The faculty will provide scrap paper which will be collected at the end of the examination. Name should be written on scrap paper for students for math problems only.
18. No talking among students/faculty is permitted after entry to the test room.
19. During testing, no content related to the examination will be discussed with the faculty.
20. The student is responsible to ensure that their examination is uploaded properly before exiting the examination room.
21. Students shall not give, seek, or receive aid in any form before, during, or after an examination, when such aid might create an unfair advantage.
22. If a student has a question during the examination period, the student must raise their hand and remain seated. A faculty member/proctor will attend to the student. No content will be discussed.
23. At the completion of the examination, the student must exit the testing room and go to the main lobby. Students may not assemble in the classroom corridor during the examination. Students may not discuss examination information once the examination has concluded. Exam information should not be discussed via email, text or phone call.
24. Backward navigation will be enabled in ExamSoft for courses NURM 101/119, NURM 121, NURM 122, NURM 120, and NURM 141 for all unit examinations and final examination.
25. Backward navigation will be disabled in ExamSoft for courses NURM 221, NURM 222, NURM 241, and NURM 242 for all unit examinations and final examination.

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

GUIDELINES REGARDING ADMINISTRATION OF EXAMINATIONS OFF CAMPUS

1. Students are responsible for self-testing the functionality of their system (see computer laptop technical requirements) prior to all remote proctored examinations so that any required troubleshooting can be accomplished. Please follow instructions for logging on according to the platform being utilized.
2. Students must read the school's policy regarding Honor Code before starting all of the remote examinations. Students will test independently and not in a group. Students will not communicate with anyone during testing. No other persons except the test-taker will be permitted to enter the room during testing.
3. No electronic devices are permitted to be in the students possession during an examination. This includes smartwatches.
4. No use of headsets or ear plugs is permitted. This includes Bluetooth earbuds.
5. Students are not allowed to read the questions out loud unless prior permission is obtained.
6. All programs and/or windows on the testing computer must be closed prior to logging into the proctored test environment and must remain closed until the examination is completed.
7. Appropriate lighting is mandatory during the entire testing time.
8. Ensure the desk, wall, or table is cleared of all other materials. This means the removal of all books, papers, notebooks, note cards, study guides, class notes, food, or drink, etc. Calculators are available within the platform.
9. No other computer monitors, screens, or tablets should be on during the examination.

10. Under no circumstances should students exit the remote proctor during the examination process. No test items should be copied, saved, or shared during or following the examination. No use of headphones or personal earbuds is permitted. Earplugs will be provided by the School.
11. Do not leave the room during the testing period at any time unless directed by the faculty. Do not take the computer into another room to finish testing (examination must be completed in the same room the exam environment view is completed in).
12. Students are required to adhere to the guidelines as listed above. Each examination is live proctored and reviewed for policy violations. All violations, minor and major, are considered a breach of integrity.
13. Cheating on an examination is a serious violation of academic integrity and will result in further disciplinary action, up to and including dismissal from the School.
14. Backward navigation will be enabled in ExamSoft for courses NURM 101/119, NURM 121, NURM 122, NURM 120, and NURM 141 for all unit examinations and final examination.
15. Backward navigation will be disabled in ExamSoft for courses NURM 221, NURM 222, NURM 241, and NURM 242 for all unit examinations and final examination.

EXAMINATION CALCULATION POLICY

Final course grades will be recorded in whole numbers. The average of the unit examinations is worth 50% of the final grade. ATI will be integrated and is worth 10% of the final grade. The final examination is worth 40% of the final grade.

The number resulting from multiplying the unit examinations by 50%, the number resulting from multiplying ATI by 10%, and the number resulting from multiplying the final examination by 40% are added together for the final grade. No rounding of numbers will occur until the final grade is determined and then the final grade will be calculated by rounding off from one decimal to the nearest whole number.

Example:

Unit Exam: I	II	III	IV	V
83.5	79.5	73	85.5	82

1. Add the examination results: $83.5 + 79.5 + 73 + 85.5 + 82 = 403.5$
2. Average of Exams I through V: $403.5 \div 5 = 80.7$
3. Multiply $80.7 \times 0.50 = 40.35$

ATI: See grading rubric, example 9.2

FINAL EXAM: 82.5

1. Multiply the final examination grade by 40%: $82 \times 40\% = 33$
2. Then add the averages of the unit examinations, quizzes, and final examination in whole numbers together for the final grade: $40.35 + 9.2 + 33 = 87.7 = 88$ (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–Academic Mid-term Warning). Students must also complete an Academic Performance Improvement Plan and discuss with the Lead Teacher/Mentor or Advisor.

COURSE EXAMINATIONS

All course unit examinations will have a total of 100 points.

FINAL GRADES FOR THE COURSE:

The final grade for the course will be derived by rounding to the nearest whole number. For example:

EXAM GRADE	FINAL GRADE
69.4	69
69.5	70
79.4	79
79.5	80
89.4	89
89.5	90

PROCEDURE FOR “EXAM IN PROGRESS” IF CLASSROOM EVACUATION IS NECESSARY.

To maintain security of examination and integrity of examination takers if classroom evacuation is necessary (e.g. fire drill; power outage), the following steps will be taken:

1. If the student is taking a paper and pencil examination, the students will turn over all examination papers and leave them on the desk
2. ExamSoft: If the student experiences internet issues during the examination, the student will be able to complete their examinations without internet access. The answer file will be saved and secured on their device until they are able to reconnect to the internet and upload their answer files.
 - a. For power outages, the student must completely shut down their devices to stop the examination time. Anything answered 60 seconds before the shutdown is secure.
 - b. Do not submit the examination. Closing the laptop may only put the computer to sleep rather than shut it down. If the computer is not shut down, the timer will keep running. When the examination is ready to resume you will receive the universal resume code from the faculty.
3. ATI: Students should close out of their examination in ATI. This will stop the clock and enable the student to return when the fire drill is over without losing time.
4. If an examination is administered on campus, the proctor will verbally remind students that they are not to talk to one another or communicate in any way until the examination is finished.
5. All belongings will remain outside of the classroom.
6. Everyone will exit the classroom and proceed to the nearest exit.
7. The proctor will lock the classroom door upon exit.
8. 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.
9. Upon return to the classroom, the examination papers will remain turned over until the proctor announces that the examination may begin again. For students taking a computerized examination, the proctor will instruct when to begin the examination.

REVIEW OF ON CAMPUS EXAMINATION-GUIDELINES

1. If the student is taking a paper and pencil examination, the students will turn over all examination papers and leave them on the desk
2. ExamSoft: If the student experiences internet issues during the examination, the student will be able to complete their examinations without internet access. The answer file will be saved and secured on their device until they are able to reconnect to the internet and upload their answer files.
3. For power outages, the student must completely shut down their devices to stop the examination time. Anything answered 60 seconds before the shutdown is secure.
4. Do not submit the examination. Closing the laptop may only put the computer to sleep rather than shut it down. If the computer is not shut down, the timer will keep running. When the examination is ready to resume you will receive the universal resume code from the faculty.
5. ATI: Students should close out of their examination in ATI. This will stop the clock and enable the student to return when the fire drill is over without losing time.
6. If an examination is administered on campus, the proctor will verbally remind students that they are not to talk to one another or communicate in any way until the examination is finished.
7. All belongings will remain outside of the classroom.
8. Everyone will exit the classroom and proceed to the nearest exit.
9. The proctor will lock the classroom door upon exit.
10. 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.
11. Upon return to the classroom, the examination papers will remain turned over until the proctor announces that the examination may begin again. For students taking a computerized examination, the proctor will instruct when to begin the examination.
12. Grades will be posted after the faculty have statistically reviewed the examination. If the examination was administered off campus using web cameras, the course faculty or staff from the online testing organization will review the student videos before posting the grades in CANVAS.
13. Once grades are posted electronically, the course faculty will set up a date and time for examination review for the course. Students are encouraged to attend examination review.
14. Students will review their examinations in person. No recording of the reviews will be allowed. No personal items will be allowed in the examination review room. If a student brings in personal items, the items will be placed outside of the room and/or designated area

15. No electronic devices of any kind will be permitted (i.e., no cell phone, smart watches, electronic pens, Bluetooth, etc.) into the classroom during examination review.
16. After the examination review, and within one week of the examination review, a student can meet with the course faculty to explore topics missed on the examination. After the scheduled meeting, there will be no further discussion of examination questions or topics missed. A student is not permitted to send questions via email or text regarding specific examination questions or information.

If a student does not comply with the above, or if there is incivility during the review, the student will be dismissed from the examination review. If there is incivility among the entire class, the examination review will conclude.

MATH FOR PHARMACOLOGY TESTING

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.

1. Students are required to pass a math competency examination at the beginning of each semester.
2. All students must take and pass a written mathematical/pharmacology competency examination with a grade of 100%.
3. The math competency examination 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.
4. The math competency examination may be taken no more than two times in total, in an attempt to achieve a passing grade of 100%.
5. If the student fails the first math competency examination, a Clinical Warning Re: Math Policy is issued (see Addendum). Remediation is mandatory. In the event of failure, the student must contact the lead teacher/mentor regarding remediation prior to scheduling the second math competency examination. All remediation must occur within (on or about one week). Remediation will include completion of dosage calculations in ATI covering types of problems the student got incorrect.
6. The second math competency examination will be administered on or about the third week of the semester. If the student passes the second math competency examination 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.
7. If the student fails the second math competency examination, 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.dosagehelp.com
- ATI tutorials

NGN Question Type and Scoring Guide

Type of Question	Explanation	Scoring
Bow Tie (Not used in case study) Stand alone	Presents a clinical scenario in a medical record format. Drag each response from color-coded word choice boxes to the targets in the corresponding answer section. Choose two responses from the first column (5 options), one response from the middle column (4 options). Two responses from the third column.(5 options) Always a stand alone item.	0/1
Trend Stand alone	Present a clinical scenario that includes assessment data. Data includes multiple data points over time in the scenario such as vital signs, I/O, labs and nurses note entries. Test questions for this type can be any of the 12 NGEN questions. Stand alone item.	Scoring is based on the type of question used
Drag and drop Cloze	Presents information in a sentence format. Contains 1-5 answer spaces, or targets, that represents a missing word or short phrase. Drag answers from associated word choice box to targets. Word choice box contains 4-10 word choices. Word choice box always includes more word choices than available targets. Can be case study or stand alone question.	0/1
Drag and drop rationale	Presents information in a single sentence. Sentence contains two targets (dyads) or three targets (triad). Select answers from corresponding word boxes and drag to appropriate targets. Can be a case study or stand alone item.	(R)
Drop down cloze	Presents information in sentence format. Contains two to five drop downs that represent missing information in the form of a word or short phase: each has three to five options. Select options from each drop down to complete the sentence. Can be a case study or stand alone.	0/1
Drop down Rationale	Presents information as a single sentence;contains two drop down (dyad) or three drop downs (triad) that represents the missing information in the form of a word or short phrase. Select option from each drop down to complete the sentence. Can be case study or alone.	(R)
Drop down table	Presents information in a table containing at least one column and three rows. Each row has a drop down that has missing information.Select option from each drop down to complete	0/1

	sentence. Can be a case study or stand alone.	
Highlight table	Presents information in a table that contains 1-5 rows. Up to 10 segments of text in a table that will be highlighted as selectable options. Click on highlighted segments of text to select answer (s). Can be a case study or stand alone.	+/-
Highlight text	Presents information in a sentence or paragraph format that may contain a bulleted list. Up to 10 segments of the text in the table will be highlighted as selectable options. Click on highlighted segments of text to select answer(s). Can be a case study or stand alone.	+/-
Matrix multiple choice	Presents information in a table containing two or three columns and four to 10 rows. Each row contains a single correct answer. The number of correct answers in each column is not considered for this item type. Click the button in the appropriate column of the table to provide an answer. Can be case study or stand alone.	0/1
Matrix multiple response	Presents information in a table containing two to ten columns and four to seven rows. Each column contains 1-10 correct answers. The number of correct answers in each row is not considered for this item type. Click the checkbox (es) in the appropriate row(s) of the table to provide answer(s). Can be a case study or stand alone item.	+/-
Multiple response grouping	Presents information in a sentence format with two to five small groups of options. Each group contains two to four options with one to four correct answers. Select one to all options in each group to answer the item. The number of correct answers in each group might not be the same. Can be a case study or stand alone item.	+/-
Multiple response select all that apply	Presents information in a sentence format with a list of options, similar to traditional multiple choice items. In this item type there are six to ten options. Select one to all options to answer the item. Can be a case study or stand alone.	+/-
Multiple response Select N	Presents information in a sentence format with a list of six to 10 options. Number of correct answers is indicated in the presented information. Select the appropriate number of options to answer the item. Can be a case study or stand alone.	0/1

Joint Commission Abbreviations to avoid.
Official Do Not Use List

Do not use	Potential problem	Use instead
U,u (unit)	Mistaken for “0” (zero), the number “4” (four), or “cc”	Write “unit”
IU (International Unit)	Mistaken for “IV” (intravenous) or the number “10”	Write “International Unit”
Q.D., QD,q.d., qd (daily) Q.O.D., QOD, q.o.d., (every other day)	Mistaken for each other Period after the Q mistaken for “I” and the “0” mistaken for “I”	Write “daily” Write “every other day”
Trailing zero (X.0 mg)* Lack of leading zero (.Xmg)	Decimal point is missed	Write “X mg” Write “ 0.X mg”
MS MS04 and MgS04	Can mean morphine sulfate or magnesium sulfate Confused for one another	Write “morphine sulfate” Write “magnesium sulfate”

Exception: A trailing zero may be used only where required to demonstrate the level of precision of the value such as lab results, imaging studies that report the size of lesions, or catheter/tube size. It may not be used in medication orders or other medication-related documentation.

Scoring for NextGen is as follows:

Zero one 0/1	This is the classic approach to scoring examination questions. A student earns a point for each correct answer they select and earn no points for selecting an incorrect response. The score is the sum of all correct answers.
Plus minus +/-	A student earns a higher score on an item for identifying and selecting the most important information. A student earns points for selecting correct information and points are offset if the student selects incorrect information. Score sums that result in negative numbers default to zero.
Rationale scoring R	Requires the student to have a full understanding of paired information because the concepts measured by the item require justification through a rationale. For example, a nurse must do X because of Y. To earn points both X and Y must be correct.

GRADE POINT AVERAGE (GPA) – ALL STUDENTS

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

A	4.0	D	1.0
B+	3.5	F	0.0
B	3.0	XF	0.0
C+	2.5	I	0.0
C	2.0	UF	0.0
D+	1.5		

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 the same science course a second time, they are dismissed from the nursing program.

GRADING OF NURSING COURSES

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 outcomes.

THE GRADING SYSTEM

Courses are recorded in terms of credit hours. The fall and spring semester each consist of 14 weeks of instruction plus a one-week final examination period for a total of 15 weeks. 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:

A	Excellent	90-100
B+	Very Good	85-89
B	Good	80-84
C+	Above Average	75-79
C	Average Minimum passing grade for nursing and science course	70-74
D+	Below Average	65-69
D	Unsatisfactory	60-64
F	Failing	Below 60
I	Incomplete	
XF	Incomplete changed to failing	
UF	Unofficial Withdrawal	
W	Official Withdrawal	
AU	Audit (no credit)	

1. Transfer credit for non-nursing courses taken in the JFK Muhlenberg Harold B & Dorothy A. Snyder School of Nursing/Union College Cooperative Nursing Program is awarded at the discretion of the receiving institution
2. 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.
3. The last date to withdraw for each semester and for each summer session is posted on the Union 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.

SKILL SIMULATION LABORATORIES

The Jean Hamm Skill Simulation Laboratory and the Towbin Skill Simulation Laboratory are located on the first floor of the Schools and provide practice laboratory experiences for nursing skills. The labs are equipped both high and low fidelity patient simulators for development of critical thinking and clinical skills. A Classroom/Lab Instructor is available at posted times during the Spring, Summer, Fall and Winter semesters. The laboratory practice provides "hands-on" experience with equipment for skill and critical thinking refinement or in preparation for a clinical assignment; or by creative problem solving when carrying out a simulated nursing situation that combines theory and practice and is also used for skills appraisal. Open Lab hours are posted on the School's website – www.jfkmuhlenbergschools.org. 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. Students 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, must practice in the Skills Simulation Laboratory. Practice in this lab will enhance potential for success in the nursing program.

NCLEX-RN REVIEW COURSE (NATIONAL COUNCIL LICENSING EXAMINATION)

Nursing students are required to attend a mandatory review course(s) prior to sitting for the NCLEX-RN (licensing) examination. Students must attend two NCLEX-RN review courses approved by the school.

A comprehensive assessment is administered. The purpose of the comprehensive assessment 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 assessment was built as a measure to assess all nine of the NCLEX-RN content areas.

REMOTE LEARNING

Guidelines for Lecture

Lecture will take place remotely through Canvas conferences, WebEx, ZOOM, Microsoft Teams, or Google Meet. This will be a synchronous class meeting, which means ALL enrolled students will be present for class at the regularly scheduled time.

The following guidelines will be enforced:

1. All students must be logged into the platform ten minutes before the start of the lecture to ensure proper internet connection. Attendance will be taken throughout the lecture. Students must log into the lecture using a webcam to be considered 'present'. Students should mute their audio upon entrance into the lecture. The faculty must see the student to be counted for attendance. If a student is not present at any time during the lecture meeting, you will be considered absent. If the student must leave the lecture early, they need to notify faculty via email. Do not leave the lecture before the faculty dismisses the class.
2. The absenteeism policy will be enforced.
3. If the student is not able to attend lecture, please notify the lead teacher/faculty BEFORE lecture begins. Class lecture will NOT be recorded. If a student misses lecture, they will be responsible for the material covered.
4. Time will be allotted for questions.

General Guidelines:

1. Please make sure internet connection is working before lecture. Students need reliable internet for virtual learning.
2. Be mindful that this is a live classroom setting, everyone can see and hear everyone else. Proper attire will be expected.
3. Make every attempt to secure arrangements for children, assure pets are fed/walked, and family knows that you are "in lecture".
4. Cell phones should be silenced.
5. There will be break times during the lecture. Please do not log out of the lecture. Students can mute their video and audio and step away from the computer. Please be back and ready at the time given.

Guidelines for Online Exams

1. Students are responsible for self-testing the functionality of the system prior to all remote proctored examinations so that any required troubleshooting can be accomplished. Please follow instructions for logging on according to the platform being utilized.
2. Students are expected to test independently and not in a group. Do not communicate with anyone during testing. No other persons except the test-taker should be permitted to enter the room during testing.
3. No electronic devices are permitted to be in the student's possession during an exam. This includes smartwatches.
4. No use of headsets or ear plugs is permitted. This includes Bluetooth earbuds.
5. Students are not allowed to read the questions out loud unless prior permission is obtained.
6. All programs and/or applications on the testing computer must be closed prior to logging into the proctored test environment and must remain closed until the exam is completed.
7. Appropriate lighting is mandatory during the entire testing time.
8. Ensure the desk, wall or table is cleared of all other materials. This means the removal of all books, papers, notebooks, note cards, study guides, class notes, food, or drink, etc. (exception is the use of calculator for math exams). Calculator use will be defined by the platform, lead teacher and faculty.
9. No other computer monitors, screens, or tablets should be on during the exam.
10. Under no circumstances should students exit remote proctor during the exam process. No test items should be copied, saved, or shared during or following the exam.
11. Do not leave the room during the testing period at any time unless directed by the faculty. Do not take the computer into another room to finish testing (exam must be completed in the same room the "Exam Environment View" is completed in).
12. Students are required to adhere to the guidelines as listed above. Each exam is live proctored and reviewed for policy violations. All violations, minor and major, are considered a breach of integrity.
13. Cheating on an examination is a serious violation of academic integrity and will result in further disciplinary action, up to and including dismissal from the School.
14. Please read the school's policy regarding Honor Code.

Guidelines for Exam Review of Online Exams

1. Grades will be posted after the faculty have statistically reviewed the exam. If the exam was administered remotely using web cameras, the course faculty or staff from the online testing organization will review the student videos before posting the grades in Canvas.
2. Once grades are posted electronically, the course faculty will set up a date and time for exam review for the course.
3. The exam will not be returned to the students for exam review. Additionally, a review of individual questions and answers are not reasonable in the remote environment, therefore a review of concepts to improve understanding will be conducted.
4. No recording of the reviews will be allowed.
5. After the exam review, and within one week of the exam review, a student can meet with the course faculty to explore topics missed on the exam.

SKILLS APPRAISAL

Whereas the Skills Simulation Laboratory is a supportive environment for students to practice previously learned and newly acquired clinical skills under the guidance of the Clinical Laboratory Instructor(s), the Skills Simulation Laboratory can also be used by the faculty to appraise the students' clinical skills so that the safety of the patient is not jeopardized. A clinical objective related to skills appraisal is found in each courses' clinical evaluation tool. It reads as follows: If unsuccessful, the student has two (2) 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 each semester as determined by the individual nursing course. A student must pass the skills appraisal (s). If unsuccessful, the student has one more opportunity to pass the skills appraisals. Retesting must be completed within one week of the initial failure. If the student fails for the second time, then the student receives an unsatisfactory evaluation at the time of the appraisal. The following guidelines will apply for skills appraisal:
 - The student must attend a minimum of three lab practice sessions on three separate days (NURM-121/102 and NURM-141).
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 R)
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 the student 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. If a student successfully demonstrates a required skill in the clinical setting, the student will not be required to perform the skill during skills appraisal.

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

1. Select the date and time when the lab and clinical lab instructor are available.
2. Time schedule must be outside of course time.
3. Indicate the specific skill to be practiced.

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

Skills Policy for Returning Students

1. Students who are returning to the School of Nursing from a medical illness, personal leave of absence or academic leave should practice in the Skills Simulation Laboratory prior to the beginning of the semester.
2. Returning students will practice these skills in Open Hours in the Skills Simulation laboratory during the two weeks preceding the semester of their return, in order to prepare for 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-RN readiness will also be tested in NURM 222/202 and NURM 242. See course syllabus for dates of testing.

STUDENT RESOURCES

The JFK Muhlenberg Harold B and Dorothy A Snyder School of Nursing utilizes several student resources: ATI Nursing Education web-based learning systems additional support and resources for students. Students will receive orientation to the resources and the assessment testing. Students have access to ATI resources throughout the nursing program.

Other Resources:

Math Resources

PrepU

Simulations

NCLEX-RN Study Guides

Testing and Time Management Skills: Referral to Learning Specialist

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. For NURM-121/102 and NURM-141 attendance is required at a minimum of three lab sessions on three separate days per semester. Failure to attend lab practice will result in ability to attend skills appraisal.

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 their 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:

Clinical Warning Narrative:

- Student nurse
- Clinical instructor's anecdotal file

Clinical Warning Notification Form:

- Student nurse
- Clinical instructor's anecdotal file
- 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)
- Academic Warning (See Addendum)

A warning notice may also be issued in other instances:

- 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 100% on the first math/pharmacology test, they will be placed on clinical warning (see Addendum – "Clinical Warning re: Math Policy)."
Individual course outlines will contain details.

The instructors in collaboration with the student will decide on remediation.

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 clinical site and/or the School of Nursing. In the event that the instructor deems the student's performance to be unsafe, at any point in the semester, regardless of 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
- Violation of the ANA Code of Ethics

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 they will have to repeat the course. The "D+", "D" or "F" will initially be recorded on the transcript and will be computed in the student's grade point average. This grade will be deleted from the grade point average after a satisfactory grade is achieved, but will remain on the transcript.

Academic Midterm Warning

An Academic midterm warning is completed at midterm if a student has a grade below 70% in a nursing course (See Addendum A).

SCHOOL LIFE

BASIC LIFE SUPPORT (BLS)

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 University Medical Center. You may schedule a course by visiting www.jfkmc.enrollware.com. The EMS Training Center may be reached by phone at (732-379-2794 or email EMSTraining@hmn.org, with any questions. The course title is “BLS Provider”. It is a 4-1/2 hour course and the cost is \$50.00. The course may be taken at another facility, but it must be a “BLS Provider” or “Professional Rescuer” course sponsored by the American Heart Association “AHA”.

CHAPLAIN SERVICE

There is an Interfaith Chaplain Service which may be utilized by all students at any time. If a student has a need for pastoral services or counseling, please refer to the Interfaith Chaplain Service list by calling the main number at JFK University Medical Center (732) 321-7000, extension 67512.

FITNESS FACILITIES

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

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

FINANCIAL AID

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 JFK Muhlenberg Snyder Schools after receiving grants and loans may be less than they think. The primary purpose of the financial aid program is to provide economic assistance to students who demonstrate financial need, and who, because of this need, would otherwise be unable to pursue their education. The School, 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 to a student shall not exceed their 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

Students may qualify for need-based assistance from the federal or state governments, the only way to find out if they 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).
- Applicants must be accepted for admission to JFK Muhlenberg Snyder Schools in an eligible program.
- The applicant must demonstrate financial need according to the needs analysis procedures, for some loan programs.

Why file?

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

How to file

The FAFSA is the only form required at JFK Muhlenberg Snyder Schools. There is no fee to apply, and students can apply online by visiting <https://studentaid.gov/>. Make sure you list both JFK Muhlenberg Snyder Schools Title IV code 006421 and Union College of Union County, New Jersey’s code 002643 on the FAFSA form.

What happens after you file?

It will take about 72 hours for the government to process the FAFSA and students are notified by email with instructions for downloading the results, a form called a Student Aid Report. If the student filed a FAFSA and listed JFK Muhlenberg Snyder Schools, the school will receive results from the government and use this to put together a financial aid package. This package will provide the student with a summary of the total cost of education (tuition, fees, books, room and board, travel, personal expenses, etc.) and all forms of financial aid the student qualifies for, such as Federal Pell Grant and Federal Supplemental Educational Grant (FSEOG). In addition, the Student Funding Notification will inform them of the loans that they are eligible for. 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.

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 School, transportation and certain incidental expenses) and the estimated family contribution (EFC). The student’s level of need will also determine if they qualify for, and if their student loans will be subsidized or unsubsidized.

When will I know the bottom line?

If the student filed a FAFSA and listed JFK Muhlenberg Snyder Schools, the school will receive results from the government and use this to put together a financial aid package for them. This package will provide the student with a summary of the total cost of education (tuition, fees, books, room and board, travel, personal expenses, etc.) and all forms of financial aid they qualify for, such as Federal Pell Grant and Federal Supplemental Educational Grant (FSEOG). In addition, the Student Funding Notification will inform the student of the loans for which they are eligible. The financial aid package is intended to give the student 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 their family's resources. Documented need is determined through the results of the Free Application for Federal Student Aid (FAFSA). This grant award does not have to be repaid.

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

The William D. Ford Federal Direct Loan Program

Direct Loans are low-interest loans for students and parents to help pay for the cost of their college education. The lender is the U.S. Department of Education (DOE) rather than a bank or other financial institution. If a student chooses to borrow Direct loans, they must complete Direct Loan Entrance Counseling and sign a Master Promissory Note (MPN) at: <https://studentaid.gov/> These forms are completed only once. In addition, students are required to complete the annual student acknowledgement on the same website.

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

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

The Facts Regarding Federal Stafford Loans:

- In order to receive a disbursement of Direct Loans students must meet the student eligibility requirements. Interest rates will be established each year for Direct subsidized, Direct Unsubsidized and Direct Plus Loans. The interest rate will be the sum of a uniform index rate plus and add-on that varies depending on the type of loan and the borrower's grade level. For current rates, please visit: <https://studentaid.gov/>.
- The federal loan limits for the Direct Subsidized Stafford Loan is \$3,500 for freshmen and \$4,500 for sophomores. JFK Muhlenberg Snyder Schools programs are all associate degree level and thus no student is higher than a sophomore level student. For dependent students an additional \$2,000 Direct Unsubsidized Stafford 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 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: <https://studentaid.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 the loan(s). To complete a MPN, please visit:
<https://studentaid.gov/>.

- In most cases, once a student submits an MPN and it has been accepted, they won't have to fill out a new MPN for future loans. The student can borrow additional Direct Loans on a single MPN for up to 10 years. Once the student completes the MPN they will receive a disclosure statement that gives them 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 the student filled out a FAFSA and has been offered federal student loans, here are some things to consider:

- The student does not have to start paying back their federal loans until they graduate or stop attending school at least half-time. If the student gets a private loan, they will 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 in school.
- Students don't need a credit record to get a federal student loan.
- Students don't need a cosigner to get a federal student loan.
- Federal student loans offer a variety of repayment plans, including one that is based 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.

A federal student loan is a much better option than a private loan or a credit card. However, do remember that the student is responsible for repaying their loans, so don't borrow more than the required need for school-related expenses. If the students finds they are going to have trouble making their payments, be sure to get in touch with the 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 education expenses for a child who is a dependent, undergraduate student. The student 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: <https://studentaid.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 <https://studentaid.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 <https://studentaid.gov/>.

In order to receive a disbursement of Direct Loans students must meet the student eligibility requirements. Interest rates will be established each year for Direct subsidized, direct Unsubsidized and Direct Plus loans. The interest rate will be the sum of a uniform index rate plus any add-on that vary depending on the type of loan and the borrower's grade level. For current rates, please <https://studentaid.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 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 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 College and all students receiving NJTAG must abide by Union 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 and have been New Jersey residents for a least 12 consecutive months prior to receiving the grant. This aid is paid through Union College and all students receiving NJTAG must abide by Union 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 from a 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 (CCOG)

CCOG pays for the cost of tuition and approved educational fees that other grants do not cover. Students attending JFK Muhlenberg who have completed their FAFSA prior to the deadline will be automatically considered for eligibility for CCOG funding. There is no separate application. Again, this aid is paid through Union Collège and all students receiving this state aid must abide by the rules and regulations established by Union College.

- CCOG is only awarded to students who do not have a previous Associates of Baccalaureate degree.
- The income guidelines are established by the State of New Jersey.
- Students must include both Union College and JFK Muhlenberg on their FAFSA.

New Jersey CLASS Loans

New Jersey CLASS Loans are non-need-based loans for student or parents that 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. The student 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: <https://www.jfkmuhlenbergschools.org/2014-07-08-18-47-46/private-loans>

Scholarships

The School annually receives 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 them.
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 their family are expected to contribute.

STUDENT RESPONSIBILITIES

1. Advise the Office of Financial Aid if the student changes their 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 a student expects to withdraw or take a leave of absence from the college, the student is expected to inform the Office of Financial Aid. Please refer to policy.
5. Submit to the Office of Financial Aid any required documentation for verification of financial and other relevant information pertaining to the 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 a student receives grants and/or scholarships in excess of tuition, books, and fees, the student must report this excess as income on their 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 are enrolled 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 the maximum time frame.

Timing of Measurement:

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

Failure to Achieve Satisfactory Academic Progress:

If a student fails to meet either the qualitative (2.0 cumulative GPA) or quantitative standard (successful completion of 70 percent of all courses in which enrolled) or both, 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, they 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 Appeal 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 Appeal 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 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 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:

Program	Number of credits credits required for graduation	Maximum number of attempted credits for Financial aid eligibility
Generic Nursing	75	112
Accelerated Nursing	75	112
Radiography	80	120
Diagnostic Medical Sonography	83	124

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 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 they do 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 health appraisal, health service and health education.

OBJECTIVES

As a participant in the 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.

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, and 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 Student Health 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 \$100. The fee for fit testing is \$50 (\$25 for the respirator questionnaire and \$25 for the first test. Additional charges may apply). 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. All student health records are maintained in the Student Health Nurses' office.

Students entering NURM-121/102, NURM-120 and NURM-141 should complete a physical examination within three months prior to starting clinical. Annual physical examinations are required while in the Nursing Program.

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

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 beginning clinical courses. Continued enrollment is conditional upon successful completion of this examination.

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.

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. Annual tuberculin test, on all previously negative reactors.
2. Annual Respiratory Fit testing.
3. Vaccines as indicated.

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. 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.
4. 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 JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools may be referred to the Emergency Department for triage, and or their private medical doctor, as necessary.
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 their private physician.

4. All incidents, injuries/accidents on JFK University 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 University Medical Center property may be evaluated either in the Emergency Room (the student will be charged as any other out-patient), or by their personal medical physician the same day of injury, as necessary.
5. Injuries occurring at home or away from school are to be treated by the student's private physician.
6. Hospital Admission:
 - a. Admissions to any hospital should be arranged through the student's private physician. Financial responsibility rests with the student and their family.
 - b. The Student Health Nurse should be notified of pending, planned hospitalization and the nature of the illness.

Procedure for Reporting Illness or Injury:

1. When a student is ill and cannot attend classes/clinical or the skills simulation laboratory they must notify their instructor prior to the start of class/clinical.
2. All students are required to submit a clearance note from their 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 University Medical Center and those of affiliating clinical agencies.

Infection Control:

1. Testing and Immunization Requirements:
 - 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. Converters will be referred to their physician for follow-up and prophylaxis, as necessary.
2. When students are exposed to infectious diseases (i.e. COVID, tuberculosis, hepatitis, meningococcal meningitis, varicella, rubeola, rubella, mumps) the Student Health Nurse at JFK Muhlenberg Snyder Schools should be notified immediately and an incident report should be completed.
3. Students sustaining puncture wounds, blood splashes or perimucosal contact with blood or body fluids in the clinical areas should report this immediately to their instructor and the Student Health Nurse. A safety report should be made out and the student must be seen in 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:

All students of the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools will complete training sessions to address Training and Education, as well as Work Practices, including:

- OSHA Bloodborne Pathogen Standards
- OSHA Tuberculosis Standard
- HMM Respiratory Protection Plan
- The Bloodborne Pathogen Exposure Control Plan
- Policies that address the proper handling and disposal of sharps and contaminated materials
- Proper Handwashing
- Standard Precautions

All E-Learning modules assigned are required and **MUST** be completed prior to attending clinical.

HEALTH CLEARANCE FORMS

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

- All immunizations, and PPD testing must include lot number and expiration date, and physician print-outs are acceptable.
- Lab titers are recommended for Rubella, Rubella Mumps and Varicella. Immunization records are also accepted. Current vaccination is required for negative or equivocal titers, lab report required.
- Lab titer is required for Hepatitis B Antibody (HbsAb). Current vaccination is required for negative or equivocal titers, lab report required. If the student has not been previously vaccinated, proof that the vaccine series has been started is required.
- Hepatitis B Antigen Test (HbsAg) which screens for active Hepatitis B infection, lab report required.
- A TWO-STEP PPD is required. The PPD test is administered intradermally, and then read 48 to 72 hours later. The 2nd Step PPD **MUST BE DONE WITHIN 1-3 WEEKS OF THE FIRST TEST**. Please contact the Student Health Nurse if you have been doing yearly Tuberculosis testing. Quantiferon Gold or T-Spot Testing is also accepted.
- If previously PPD positive: 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 six (6) 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, including any allergies.
- 11 Panel Urine Drug Screen Test - Done at HMH Occupational Health Service (OHS). The fee is \$100.
- **HMH Occupational Health is located at: 742 Route 1 North, Iselin, NJ - (732) 362-3871.** A General Consent needs to be signed, at the time of the visit, to allow release of the student records to The School. All fees for services may be paid by credit card.
- Respiratory Fit Testing - Done at HMH OHS. The fee is \$50 (\$25 for the respirator questionnaire and \$25 for the first test. Additional charges may apply).
 - **DO NOT EAT OR DRINK ANYTHING 45 MINUTE PRIOR TO TESTING.**
 - No perfume, cologne, or body lotion should be worn during testing.
 - Men need to be clean shaved.
 - 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. New Jersey residents may also contact <https://NJ.gov/GetCoveredNJ> If the student cannot afford insurance, proof of charity care is also accepted. Failure to comply will result in the student being unregistered from the course. Please be aware that Union College no longer offers health insurance. Please contact the Student Health Nurse if with any questions.

- Proof of Tdap vaccination (Must contain Pertussis component).
- COVID Vaccination is required, and documentation should be submitted to the Student Health Nurse.
- Flu Vaccination is mandatory during flu season.
- All aspects of medical clearance can be done with a student's personal physician, except the urine drug screening & respiratory fit testing which must be done at HMH OHS. HMH Occupational Health Services can also do the physical exam and labs at cost.
- Any incidents or exposures that occur during clinical must be reported to the student's instructor. An incident report needs to be completed, with follow-up as necessary.
- 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.

- It is highly recommended that students advise the School's Student Health Nurse and their Instructor as soon as verification of pregnancy is received. The student will require a note from their OB/Gyn if there are any restrictions in duty.
- All Dormitory Residents are required to be immunized against meningococcal meningitis (Menactra or Menveo vaccine). Meningitis B vaccination is also strongly recommended.

Please contact the Student Health Nurse at (908) 668-2594 with any questions regarding these requirements, have been working in healthcare, or are need any guidance, before scheduling appointments. Students will be advised once clinically cleared. Students **WILL NOT** be permitted on any clinical area of the Medical Center, Residence Hall, or any Clinical affiliates until they have received clearance.

All clearance forms may be hand-delivered, or emailed to kate.fredericks@hmn.org , or mailed to the Student Health Nurse at:

JFK Muhlenberg Harold B. & Dorothy A. Snyder Schools
1200 Randolph Road
Plainfield, NJ 07061

LIBRARY - MEDICAL

The JFKUMC Medical Library is organized to provide access to information and resources to all employees, medical staff and students. With its continuously expanding collection of instructional materials and information capabilities, it is an indispensable learning resource. The library is located on the 2nd floor next to the physicians' lounge.

All students have access to extensive collection of full-text current electronic nursing books and electronic journals. Individual and group orientations are scheduled upon request.

The training includes the 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 JFKUMC, and non-affiliated personnel.

Borrowing privileges shall be extended only to students, staff, affiliated staff, and employees of JFKUMC. 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.

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 leaving.
- e) Fines are credited to the library book budget.

UNION COLLEGE LIBRARY

The Union 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.
- All required nursing textbooks

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. The 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 the 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 Engagement, and Curriculum Committees.

STUDENT GOVERNMENT ASSOCIATION

Bylaws & Rules of Procedure

MISSION STATEMENT

The representatives of the SGA share a common goal: to improve the student experience and advocate for a student focused agenda at JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing. The SGA provides a voice for all students to the greater JFK School of Nursing community. The SGA is a committee that supports the general student body through advocacy, representation, discussions, events and community service activities. The student body participates in the state and national student nurse organizations. The representatives of the Student Government Association serve on Faculty Organization, Student Engagement, and Curriculum Committees.

STUDENT GOVERNMENT ASSOCIATION BYLAWS

Article I

Name

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

Article II

Purpose

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

Section 2 To sponsor and coordinate extracurricular activities.

Section 3 To promote student/faculty collaboration.

Section 4 To promote unity and solidarity in the student body through collaboration and communication.

Section 5 To establish and preserve school custom and traditions.

Article III

Membership

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

Section 2 The term of office for all Student Government Association officers and representatives shall begin in September/January and last until the student's term concludes. A student elected as a Student Government Association officer or representative must maintain a grade point average of 2.0, satisfactory clinical performance and good civility standards to continue in the position.

Section 3 Duties of the representatives

- a. Attend all scheduled meetings of the Association. Allow only one unexcused absence per semester.
- 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 the Student Government Association.

Section 4 The Association shall consist of five (5) officers and eleven (11) elected representative as follows:

Nursing 119/101	one day and one evening representative
Nursing 121/102	one day and one evening representative
Nursing 122/103	one day and one evening representative
Nursing 221/201	one day and one evening representative
Nursing 222/202	one day and one evening representative
Accelerated	one representative

**Article IV
Officers**

Section 1 The officers of the Association shall be in Nursing 122/103, Nursing 221/201 or Nursing 222/202.

Section 2 Duties of the President

- a. At the beginning of the term, submit a statement to members of the Student Government and Faculty Committee Chairs reporting the goals of the term. At the end of the term, submit a statement to members of the Student Government and Faculty committee chairs reporting the accomplishments of their term.
- b. Act as leader and spokesperson of Student Government, represent the student body in monthly meetings.
- c. Attend monthly faculty meetings and report to the student body of all Faculty meetings.
- d. Encourage class members to attend SGA meetings.
- e. Communicate issues of concern during SGA meetings in a professional demeanor.

Section 3 Duties of the Vice President

- a. Assume the duties of the President in their absence.
- b. Foresee membership recruitment and retention. Observe the onboarding of new members of the Student Government.
- c. Act as a board of review for any protests filed in relation to the elections. All protests shall be reviewed with respect to the Bylaws of the Student Government.
- d. Act as a board of review for any protests filed in relation to budget concerns. All protests shall be reviewed with respect to the Bylaws of the Student Government.

Section 4 Duties of the Secretary

- a. Keep minutes of all meetings, maintain an accurate file of the minutes, and make the minutes available for inspection. Upon approval of the Student Government, the minutes shall be the official record of the complete proceedings of that body.
- b. Send a copy of the minutes to appropriate members of the administration, the Faculty Committee Chairs and College leaderships. The minutes are submitted within a week of the scheduled meeting.
- c. Provide a summary of the work of the Student Government to the College Leaders and Faculty Committee Chairs on a yearly basis.

Section 5 Duties of the Treasurer

- a. Act as the officer of all the funds of the Student Government
- b. Present a general balance report at all regular meetings of the Student Government when needed. At the end of the term, submit to the Student Government and Faculty Committee Chair a statement reporting the financial status of the Student Government.

Section 6 Duties of the Diversity, Equity and Inclusion

- a. Ensure projects of the Student Government adhere to diversity, equity, and inclusion principles.

Article V

Faculty Role

Section 1 Duties of Faculty

- a. Attend meetings of the Student Government Association.
- b. Act as liaison for all activities and functions of the Student Government Association.
- c. Participate in the admission and election process of the SGA officers and representatives.

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 To establish two general SGA meetings each semester for all nursing students.

Section 3 A simple majority shall be necessary for action on all regular motions.

Section 4 Special meetings may be called at any time during the academic year via the call of the Chairperson or written request by at least one officer and two representatives of the SGA, with at least 24 hours notice.

Article VII

Elections

Section 1 The officers will be elected at the first meeting in September.

Section 2 The requirements to be elected for an officer and representative role are as follows

- a. A recent letter of recommendation; academic or professional
- b. One page essay entailing your interest in the SGA
- c. An interview with the SGA.

Section 3 A simple majority will be required for election.

- Section 4 In case of a tie between two candidates, the faculty chairs holds the right to elect the SGA candidates based on their GPA, clinical and civility standing.
- Section 5 Special election will be held biannually to replace any officer and/or representative who have
- a. Graduated
 - b. Stepped down
 - c. Not met the requirements
 - d. Progressed to the next course

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.

JFK MUHLENBERG HAROLD B. AND DOROTHY A. SNYDER
SCHOOL OF NURSING
FORMAT FOR MINUTES
Student Government Association

Date, Time & Place:

Presiding Officer:

Roll Call:

Total number members present _____

Also present: _____, Advisor

Minutes of Previous 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 College Representation

Nursing Course Reports:

Preclinical
Nursing 121/102
Nursing 122/103
Nursing 221/201
Nursing 222/202
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

The school of Nursing does not have a physical bookstore. Lead Teachers will distribute a textbook list each semester with a list of required and recommended textbooks. Students are required to purchase the correct edition of all required textbooks. Textbooks are to be purchased at the book distributor of the student's choice. The Union College Library carries all required course textbooks.

UNION COLLEGE ACTIVITIES

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

Union 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 College.

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

UNION 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. The national honor society aims to promote scholarship, develop character, and cultivate fellowship among students of two-year colleges. Lota xi is the chapter of Phi Theta Kappa at the College. Full-time students who have earned 12 transferable credits, at the College, with a cumulative average of 3.60, are eligible for admittance into the lota xi chapter.

UNION COLLEGE SERVICES

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

VACATIONS AND HOLIDAYS

The School follows the official academic calendar found on the Union 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. If, for religious reasons, a student requires time that is not regularly posted, materials covered in class during your absence are solely their responsibility. The student must report their absence to their course and/or clinical instructor. The fees for additional clinical time will be charged at the rate posted in this handbook.

WHO'S WHO IN UNION COLLEGE

Students in the JFK Muhlenberg Harold B. & Dorothy A. Snyder School of Nursing-Union College Cooperative Nursing Program are eligible for election to Who's Who in Union College.

STUDENTS' RIGHTS AND REGULATIONS

ALCOHOL/SUBSTANCE ABUSE POLICY

PURPOSE

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

The purpose of this policy is to ensure 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 are 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 University 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, any student who is convicted of any criminal drug violation must notify the Dean no later than five (5) days after such conviction.

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

Violation of these rules will result in disciplinary action.

STUDENT ASSISTANCE PROGRAM

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

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

Students will not be subject to discipline for voluntarily acknowledging their drug/alcohol addiction; however, appropriate action will be taken by the School, if such a disease interferes with the student's ability to perform functions of their 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 their 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 their 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 they have violated this policy to agree to unannounced testing as a condition of their 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 they are 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 confidential medical charts and will be retained as a permanent part of the medical record. 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 their 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 documenting forces 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 them. 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 their 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 recovery group meeting per month. It is strongly recommended that the returning student 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 School 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.

STUDENT IDENTIFICATION BADGES

School ID Badges must be obtained from the JFK University Medical Center Security Office. The Security office is located at 65 James Street, on the lower level. They are open from 7:00AM to 12:00PM Monday through Friday. Once programmed this will provide the student access to the school building. ID badges must be worn at all times, with the picture facing forward, above the waist. It is mandatory that students wear their Student **ID AT ALL TIMES** while on campus. **UNDER NO CIRCUMSTANCES** should any student open the door for any other person (student, faculty, staff, etc). This policy will be enforced and students who do not have an identification badge **WILL NOT** be permitted in the building. Please email the six digit number to Kate.Fredericks@hmhn.org if the ID does not provide entry to the school.

CELL PHONE USAGE POLICY

As per JFK University Medical Center policy:

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

While in the school building, students may only use their cell phone during breaks 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 JFKUMC 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 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 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, Hackensack Meridian 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, the source must be acknowledged with quotation marks or block quotes irrespective of whether 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 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 submissions.

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 infraction 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.

CANVAS LEARNING MANAGEMENT SYSTEM

Canvas is the on-line learning management system utilized by the school of nursing and Union College. Faculty will distribute course material, assignments, grades, and other information using the CANVAS network of Union College. Students are expected to be able to log on to Union 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 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.

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 College is closed, the School of Nursing is closed.
2. You may determine closure for Union College by listening to radio announcements. Closing information may also be found on the Union 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

JFK UNIVERSITY MEDICAL CENTER – MUHLENBERG CAMPUS

- First: Dial **7777** on phone/intercom to alert everyone in the building
Second: Dial **9-911**
Third: Dial **82217** for Security

EMERGENCY – ARMED INTRUDER/HOSTAGE SITUATION

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

- Alert everyone in the building via intercom phone, **7777**, “Armed Intruder Lock Down” or “Hostage Situation Lock Down” “This is not a drill.”
- Any faculty/staff hearing or seeing this activity is to remove any students into a safe area either into locked classroom or to a closet.
- Upon hearing the announcement of 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. If an instructor secures a student not assigned to their 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 to the building. Unless relieved by proper authority, the Dean must maintain control of the situation.
- To institute an all clear, the Dean/designee is to designate staff members to deliver the "all clear message" to each instructor/classroom. An all clear should not be given over the public address system and the instructor should disregard it.
- Contact the Crisis Team to assist students and staff in dealing with the aftermath.

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

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

Security: JFK 67568

Safety Director: 67677/67678

Muhlenberg 82217

Security Director: 67567

Building Services: JFK 67558

Employee Health: 61143

Emergency Dept: JFK 67601 Muhlenberg: 82200

EMERGENCY PREPAREDNESS PLAN - JFK UNIVERSITY MEDICAL CENTER

See JFK University Medical Center's "EMERGENCY MANAGEMENT PLAN" which is available on the "Safety" – Environment of Care" link on the JFK University Medical Center Intranet.

There is one "incident command center" which is located at the JFKUMC Campus. JFK Muhlenberg Harold B and Dorothy A Snyder School of Nursing students, faculty and staff are to remain on standby alert if an emergency or disaster is declared on either campus until an "all clear" is announced.

TYPES OF EMERGENCIES

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

SCHOOL PERSONNEL

1. Instructors in class or in residence, report to Classroom 101 in the Harold B. and Dorothy A. Snyder Building. All off-duty instructors return to the school, if 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. 2402, 2418.
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 School 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.

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. Fire education is a part of the E-Learning requirements for students, staff, and faculty. 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.

**FIRE POLICIES AND PROCEDURES – DISASTER PLAN
JFK MUHLENBERG
HAROLD B. & DOROTHY A. SNYDER SCHOOLS**

FIRE

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 Snyder Schools 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) 668-2217. GIVE THE EXACT LOCATION OF FIRE. BE SPECIFIC
AND KEEP COOL – NEVER YELL “FIRE”.
4. Notify the Head Resident Assistant or other Resident Assistants.
5. Use of fire equipment extinguishers as appropriate – aim at base of fire, back and forth. Turn off
electrical equipment in the area of the fire/smoke emergency (clothes dryers, microwaves, etc.)
All others EVACUATE the School building.
6. The person locating the fire assumes charge and directs firefighting activity until relieved by
someone of higher authority, or until their own safety is threatened. When relieved evacuate
immediately.

IV. EVACUATION

A. 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.

1. There is a fire/smoke emergency – BELIEVE IT!
2. Everyone, not directly involved in the firefighting, 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.
3. The instructions given by the RA’s are to be followed. The resident assistants are responsible for
supervising evacuation of the dormitory. The resident assistants must obtain the sign-in, sign out
file sheet to be presented to the responding fire department.

4. The RA on duty will assume control until relieved. The RA will obtain the location of the fire, if unknown, from the telephone operator; they will also maintain a roster of students, take attendance of all students evacuated and verify that there are no more students in the Residence.
5. Security and Plant Operations/Maintenance will respond to the JFK Muhlenberg Harold B. & Dorothy A. Snyder Building as well as the Plainfield Fire Department.
6. 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.

FIRE EMERGENCY PROCEDURES

- In case of fire, activate the alarm at the nearest pull-box (typically located near stairwells).
- Dial 7777 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 the 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 University Medical Center business.

OFF-CAMPUS SPONSORED STUDENT FUNCTIONS

1. All off-campus school sponsored activities must receive prior approval from the administration of the School.
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 University Medical Center attorney before signing.
4. Drinking of alcoholic beverages at these events will be strictly governed by the following rules:
 - a. Notify the venue where the event is being held that some of the people attending may be under the age of 21.
 - b. Drinking of alcohol in any form shall be allowed only if there is a licensed public bar open on the premises and shall be used 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. Each person is responsible for their 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>
American Assembly for Men in Nursing <http://www.aamn.org>
American Nurses Association <http://www.nursingworld.org>
ATI and Learning Systems RN <http://atitesting.com>
Davis Drug Guide <https://www.drugguide.com>
Free Nursing Scholarships and Financial Aid <http://www.nursingscholarship.us>
Frank and Louise Groff Foundation <http://groff-foundation.org> Scholarship information
Lippincott-Nursing Portal <http://www.nursingcenter.org>
National Association of Hispanic Nurses <https://www.nahnnet.org>
National Black Nurses Association <http://www.nbna.org>
National Council State Boards of Nursing <https://ncsbn.org/nclex.htm> NCLEX information
National Student Nurses Association <http://www.nсна.org>
New Jersey Student Nurse Association <https://www.njsinc.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>
Also <http://www.state.nj.us/lps/ca/medical/nursing.htm>
New Jersey State Nurses Association <https://njsna.org/>
US Bureau of Labor Statistics - Nursing
<http://data.bls.gov/search/query/results?cx=01373806195919377644%3A6ih0hfgrl50&q=nursing>

PHOTOGRAPHS

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

Picture taking of students to be utilized for JFK Muhlenberg Harold B and Dorothy A Snyder School of Nursing and /or JFK University Medical Center for publicity purposes to promote the student or the institution will be

done with the permission granted by the student on the signed Appearance Consent and Release Form upon Orientation to the school.

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. Calls are hotlined 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 JFK University Medical Center assumes no liability for items in the residence rooms or lockers. This includes, but is not limited to, money, jewelry, computers, and electronic equipment.

Any student wishing a security escort to the parking lot can call Security (908) 668-2217, X82217 in the School. Additionally, any student wishing security escort from the parking lot can drive to the Security Entrance (i.e., the Entrance of the Satellite Emergency Room, across the parking lot) and request the same.

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 Engagement.

HOW TO GET HELP

Dial 7777 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 the 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.
- Report suspicious persons to Security.

CLERY STATISTICS										
Muhlenberg Plainfield Campus										
JFK University Medical Center Campus										
	Muhlenberg Campus					JFK University Medical Center Campus				
	2017	2018	2019	2020	2021	2017	2018	2019	2020	2021
Motor Vehicle Theft/Attempted	0	0	0	0	0	0	0	0	0	0
Theft	2	0	0	2	0	5	3	1	1	6
Simple Assault	0	0	0	0	0	0	0	0	1	10
Robbery	0	0	0	0	1	0	0	0	0	0
Sexual Offenses	0	0	0	0	0	0	0	0	0	1
Homicide	0	0	0	0	0	0	0	0	0	0
Liquor Law Violation Arrest	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violation Arrest	0	0	0	0	0	0	0	0	0	0
Weapons Possession Arrest	0	0	0	0	0	0	0	0	0	0
Bias Crimes	0	0	0	0	0	0	0	0	0	0
Fires on Campus	0	0	0	0	0	9	28	4	18	2

Statistics provided by Jerry Kelly, Chief Security Office, JFK University 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

JFK University Medical Center facilities and the JFK Muhlenberg Harold B and Dorothy A. Snyder School of Nursing are tobacco (smoke) free. This means that all patients and visitors, as well as employees, contracted staff, volunteers, students, medical and dental staff are not allowed to use tobacco, smokeless tobacco, snuff, electronic cigarettes, or smoke related products on JFKUMC properties, including outdoor areas, vehicles and parking lots. No smoking is allowed in the residence or instructional areas of the School. No smoking is allowed anywhere in the Medical Center or on Medical Center property, including the School. Fines and disciplinary action may be imposed on students violating this policy.

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:

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

Source: American Nurses Association (2015). Code of Ethics for Nurses with Interpretive Statements. Silver Spring, MD: The Publishing Program of ANA; 2015.

Failure of any student to abide by any of the provisions from the ANA Code of Ethics for Nurses will result in 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 by the ANA Code of Ethics for Nurses.

Print name: _____ Date: _____

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 their 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 their 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 them 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. Students are cognizant that they are representatives of the school and, as such, conduct themselves in a professional manner at all times. Students are 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, clients, and others.
- **Professional Role:** The student conducts themselves 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 their ability to make intelligent decisions in their personal and academic life.
- **Ethics:** The student conducts themselves 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 a student enrolled in a JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing and Medical Imaging, are aware of their responsibility to maintain the confidentiality of client information that may become available to the student in their course of studies. Such information is protected and confidential under applicable federal and state laws (Health Information Portability and Accountability Act - HIPAA) and affiliation agreements between the JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing and Medical imaging and affiliating health care agencies.

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

- Demeaning, belittling or harassing others.
- Rumoring, gossiping about or damaging a classmate/professor's reputation.
- Habitually interrupting as others when speaking.
- Not paying attention or listening to others when addressed, not responding to email, letters, or voice mail that require 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/clinical.
- 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 a 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 arms, leaning forward or back too much, pointing fingers/hands, standing with hands on the hips, and rude hand gestures.
- Leaving class or clinical without notifying the instructor.
- Sleeping/laying your head down in class or clinical areas.
- Using the internet/cell phone during class or clinical for purposes other than academics.
- The student's personal hygiene and dress reflect the high standards expected of a professional nurse and should abide by the school dress code. No sleepwear (pajamas, slippers) are to be worn in class, clinical, or outside of the school dormitory.
- Sharing and/or discussing of examinations questions outside of the of the examination class and/or examination review, including hallways, inside/outside the school building, via emails, texting, social media, and clinical sites.

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

Failure to manage disruptive and inappropriate behaviors within the student, among peers, and others or exhibiting any uncivil behaviors as outlined in the Incivility Rubric will result in disciplinary action up to and including dismissal from The School.

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 by this Professional Civility Contract.

Print name: _____

Signature: _____ Date: _____

INCIVILITY RUBRIC

Step A - Verbal warning with notation in student file of students(s) involved, the offense committed, and the date the verbal warning was given.

Step B - Written warning using clinical or classroom uncivil conduct warning notice.

Step C – Suspension

1st offense: Classroom incivility: Suspension of one day of class

Clinical incivility: Suspension of one day of clinical

Step D – Dismissal

OFFENSE	ACTION 1st OFFENSE	ACTION 2st OFFENSE	ACTION 3rd OFFENSE	ACTION 4th OFFENSE
Demeaning, belittling or harassing others	A	B	C	D
Rumoring, gossiping about or damaging a classmate/professor reputation	A	B	C	D
Habitually interrupting as others speak	A	B	C	D
Not paying attention or listening to others when addressed; not responding to email, letters, or voice mail that require a reply	A	B	C	D
Sending emails that are inflammatory in nature	A	B	C	D
Speaking with a condescending attitude	A	B	C	D
Yelling or screaming at instructors, peers, or clinical staff, or other displays of untoward temper	-	-	C	D
Habitually arriving late to class	A	B	C	D
Knowingly withholding information needed by a peer, instructor, or clinical staff	A	B	C	D
Discounting or ignoring solicited input from instructors/faculty regarding classroom and/or clinical performance or professional conduct	A	B	C	D
Overruling decision without direct discussion and rationale	A	B	C	D
Not sharing credit for collaborative work or not completing an equitable share of collaborative work assigned	A	B	C	D

Threatening others; this refers to physical threats, verbal/nonverbal threats, and implied threats	-	-	C	D
Breaking equipment, and failing to notify appropriate staff/faculty	A	B	C	D
The non-therapeutic use of nonverbal communication such as eye rolling, crossing arms, leaning forward or back too much, pointing with fingers/hands, standing with hands on hips, and rude hand gestures	-	B	C	D
Leaving class without notifying the instructor	A	B	C	D
Leaving clinical without notifying the instructor	-	-	C	D
Sleeping/laying head down in class	A	B	C	D
Sleeping/laying head down in clinical areas	-	-	C	D
Using the internet/cell phone during class or clinical for purposes other than academics	A	B	C	D
No sleepwear (pajamas, slippers) are to be worn in class, clinical, or outside of the school dormitory	A	B	C	D
Sharing and/or discussing of examination questions outside of the examination and/or examination review, including hallways, inside/outside the school building, via emails, texting, social media, and clinical sites	-	-	C	D
Poor grooming or hygiene, including not wearing approved uniform	A	B	C	D
Failure of any student to abide by any of the provisions from the ANA Code of Ethics for Nurses	-	-	-	D
Fighting or attempting bodily injury to any employee or other student at clinical sites	-	-	C	D
Consuming, having unauthorized possession of, or being under the influence of narcotics or alcohol	-	-	C	D

while on clinical site premises				
Unauthorized use of property belonging to the clinical site, patients, visitors, students, employees, school, or faculty – including removal of said property from clinical site	-	-	C	D
HIPPA Violation	-	-	C	D
Classroom incivility: Suspension of one day of class	-	-	C	-
Clinical incivility: Suspension of one day of clinical	-	-	C	-
Other Violation:	A	B	C	D
Other Violation:	A	B	C	D

JFK Muhlenberg Harold B. and Dorothy A. Snyder

**Schools of Nursing and Medical Imaging
Consequences of Failure to Abide With
The Professional Civility Contract**

Part I: ANA Code of Ethics for Nurses I and Part II: Professional Civility Contract.

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

1. Any incident deemed as uncivil in any clinical area by the nursing faculty from The School 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 immediately be notified and a conference will ensue with the Dean of The School. 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.
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 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 immediately be notified and a conference will ensue with the Dean of The School. 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.

References

American Nurses Association (2015). *Code of Ethics for Nurses with Interpretive Statements*. Silver Spring, MD: The Publishing Program of ANA; 2015.

Clark, C.M., & Carnosso, J. (2008). Civility: A concept analysis. *Journal of Theory Construction & Testing*. 12(1), 11.

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 document 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 are to be distributed as follows:
 - a. Student
 - b. Lead Teacher file

**JFK Muhlenberg Harold B. and Dorothy A. Snyder
Schools of Nursing and Medical Imaging**

**Promotions and Evaluation Committee
Uncivil Conduct Warning**

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. Rationale (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: _____

cc: Student
Dean
Chair, P&E Committee
Student File

STUDENT NURSES BILL OF RIGHTS AND RESPONSIBILITIES

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

1. Under no circumstances should a student be barred from admission to a particular institution based on race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, 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 exceptions 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 enrolled.
6. Students should have protection through orderly approved standard procedures against prejudicial or capricious academic evaluation. However, students are responsible for maintaining standards of academic performance established for each course in which enrolled.
7. Information about student views, beliefs, political ideation, legal status, United States citizenship, sexual orientation or other personal information, 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, 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 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, thereby encouraging leadership, 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 which it considers essential to its educational mission, community life, and its objectives and philosophy. These may include but are not limited to, policies on academic dishonesty, plagiarism, punctuality, attendance, and absenteeism.
14. Disciplinary proceedings should be instituted only for violations of standards of conduct. Standards of conduct should be formulated with student participation clearly written and published in advance through an available set of institutional regulations. It is the responsibility of the student to know these regulations.
15. The nursing program should have readily available a set of clear, defined grievance procedures.
16. As citizens and members of an academic community, students are exposed to many opportunities and should be mindful of the 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 individual/personal space to the extent that their well-being 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 and practicality 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.

Additional information can be found through the National Student Nurse Association

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:

- 93% of students graduated in 2019 passed the NCLEX-RN (National Council Licensure Examination) – Registered Nurse Licensing Exam on the first attempt.
- 99.2% of graduates are employed in nursing (from A Survey of the Classes of 2015-2016-2017, 2017-2018 Graduates of the Cooperative Program in Professional Nursing by The Office of Assessment, Planning and Research – Union College, August 2019 Research Report)

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 educational goals in an environment free from unreasonable constraint.

Infraction of the rules and regulations made known by the School authorities, JFK University 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 Engagement. 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) business 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 their permission. Recorded lectures may not be shared without the permission of the faculty lecturer. Recorded lectures may not be used in any way against the faculty member, lecturer, or other students whose classroom comments are recorded as part of the class activity. Information contained in the recorded lecture is protected under federal copyright laws and may not be published or quoted without the express consent of the lecturer and without giving proper identity and credit to the lecturer. If faculty grants permission for a lectures to be recorded the student will sign a Recorded Lecture Policy Agreement. There will be no other

type of 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. Only the official school uniform: tops, pants and lab coats are to be worn in the clinical area. No substitutions are allowed. Uniforms are to be purchased from Meridys Uniform Company via their website by utilizing the code "BSN61". Uniforms should be ordered 6-8 weeks in advance. You are required to purchase:
 - One White Scrub Top with the embroidered logo – Item # 130SEP-61
 - One Cherokee Burgundy Unisex Drawstring Cargo pant – Item # 4100
 - One White Swan Meta Women's Lab Coat – Item # 15000 OR
 - One White Swan Meta Men's Lab Coat – Item # 15112
2. Clean white nursing shoes or all-white sneakers are worn in the clinical area.
3. Shoes must have both closed toes, and heels. Clogs, or any type of elevated heel are not permitted.
4. 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.
5. All students must wear school identification while in the school, clinical, or at any clinical affiliate.
6. Hair must be worn neatly combed and styled off the collar, pulled back from the face. Extremes in hairstyles are to be avoided.
7. Fingernails must be short, less than 0.5mm. Artificial, individual tips, extenders, overlays, wraps, acrylics, or nail jewelry is strictly prohibited in the clinical area. Only clear fingernail polish may be worn in the clinical area.
8. Piercing is limited to the ears only; no more than one pair of small, stud/post earrings. All other piercings are prohibited.
9. Only wedding rings and engagement rings are permissible.
10. Perfume, cologne, after-shave, and other fragrances must be used sparingly and may be prohibited as determined by the faculty or by a supervisor.
11. Eyelash extensions must be natural length only.
12. 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.
13. Religious headwear should be plain and subdued in color.
14. No visible tattoos are allowed in the clinical area.
15. 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.

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. Jeans, sweatpants, halter tops, shorts and 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. They 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 or their designee, which could result in removal from the residence.

CONDUCT IN THE RESIDENCE

Students in the residence are expected to behave in a civil manner at all times. All students are held to the Standards of Professional Civility Contract. Violation of this contract will result in disciplinary action by the Dean or their designee, which could result in removal from the residence.

ALCOHOLIC BEVERAGES

No alcoholic beverages are allowed on campus. Any student found with alcoholic beverages in their 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 and signed prior to the student moving into the residence.

A \$150.00 refundable deposit, 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

Except for 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 School engages 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 The program identifier is “MUHLENBERG”. The Student will be billed directly by the company for conducting a background check and having results forwarded to JFK Muhlenberg Snyder Schools and/or clinical facilities. Favorable results are conditions for continued enrollment.**

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 HMM Occupational Health prior to moving into the student residence. Authorization to conduct this drug screening test and results deemed favorable by JFK Muhlenberg Snyder Schools and/or clinical facilities are a condition of continued residence.

ENVIRONMENTAL SERVICES

Students are responsible for cleaning their rooms and cleaning up after themselves in kitchens and bathrooms. Hospitality will do heavy cleaning of hallways and unit common areas.

GUESTS

All visitors and non-residents must be out of the building between 10:00 pm and 6:00 am. Under no circumstances will visitors be allowed to stay overnight. Visitors must abide by all residence regulations as listed in the Student Handbook.

HEALTH CLEARANCE

A report of satisfactory physical examination, including a urine drug screen, and approval from the Student Health Nurse is required prior to a student’s first clinical course and/or moving into the Residence.

HOLIDAY DECORATIONS

Students must abide by the JFK University 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, TVs, 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 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 investigate to determine whether the student is missing in accordance with this policy. All resident students shall have the opportunity to have an individual to be contacted in any case that the student is determined to be missing. If a missing student is under 18 years of age, the School is required to notify the parent or guardian no later than 24 hours from the time the student was determined to be missing by the School. The school will also notify the Plainfield Police Department after the student is determined to be missing.

All residential students will have the opportunity to designate an individual or individuals to be emergency contacts, who will be notified by the School no more than 24 hours from the time the student is determined to be missing. The designation or emergency contact will remain in effect until changed or revoked by the student.

Procedure:

- All reports of missing students shall be directed to the Security Department at 908-668-2217.
- An investigation will be initiated to determine the validity and credibility of the missing person report. The Security Department will gather all essential information about the student from the person making the report and from the student's acquaintances. The information to be obtained includes, but is not limited to, personal descriptors, clothing last worn, locations where student may be, persons or witnesses who

may 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.

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. A parking decal must be displayed on the driver's side rear window. Commuter students must park across the street in the Park Avenue lot, next to the CVS Pharmacy (not in the CVS lot).

PERSONAL PROPERTY

Money and other valuables, which the student retains in their 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 a 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 been locked out of their room must personally ask a school official or Security to unlock their door.

The cost of damage to the Medical Center or School property will be the responsibility of 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 Resident Assistants (RA) must be in good academic and clinical standing to hold these positions. The RA's will also serve as fire marshals. They must complete all mandatory E-Learning assigned, including fire safety, no exceptions will be made.

The Resident Assistant will meet, as necessary, to address any issues or complaints from resident students.

ROOM SEARCHES

In an emergency 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 their 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

Students must submit the Housing Application the deposit for Fall Semester/August 1st and Spring Semester/December 1st to be considered for that semester.

To be eligible to live in the residence, a student must fall into at least one of the following categories:

- a. Enrolled in a course which carries a skills simulation laboratory / clinical as a part of the course requirements and living more than 25 miles away from 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 25 miles away from the Schools.
- c. Taking 8 credits and living more than 25 miles from the Schools.

IN THE EVENT OF A WAITING LIST FOR RESIDENCE ROOMS, PRIORITY WILL BE GIVEN TO THE STUDENTS RESIDING FARTHEST FROM CAMPUS

1. 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.
2. Residence policies for Summer Sessions:
 - a. Resident students, who are enrolled in clinical courses during the summer semesters at the Schools, may continue to reside during that period of time. This applies to Accelerated Nursing Students only.
 - b. Requests for summer residence must be in writing; procedures must be followed, and written permission granted in the student is requesting summer residence. There will be no exceptions to this policy.
3. All personal belongings must be removed at the end of each Spring Semester, or the student will be billed for summer residence.
4. 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 School.

See the Smoking Policy in the Student Rights and Responsibilities section.

SAFETY INSTRUCTIONS

MICROWAVE OVENS - PRECAUTIONS TO BE OBSERVED

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's front face and the door. **DO NOT** allow soil or cleaner residue to accumulate on sealing surfaces. **DO NOT** operate the oven if it is damaged. **IT IS IMPORTANT** that the **OVEN DOOR CLOSSES PROPERLY** and that there is no damage to the:
 - 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.

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.
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. If materials inside the oven **IGNITE**, keep oven door **CLOSED**, **TURN OFF** the 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.

Revised 7/26/2023 dlm

ADDENDUM A – ACADEMIC MID-TERM NOTICE

**ACADEMIC MID-TERM NOTICE
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.

ACADEMIC MIDTERM WARNING

Remediation Plan: _____

Referral Made to:

Learning Specialist _____

Tutor _____

Other _____

Student Signature _____ **Date** _____

Print Name _____

Lead Teacher/Faculty Signature _____ **Date** _____

ADDENDUM B – AUDIT REQUEST

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: _____

Student File/Billing

ADDENDUM C – CLINICAL CLEARANCE REQUIREMENTS



Hackensack
Meridian Health
JFK Medical Center

Muhlenberg Harold B. and Dorothy A. Snyder
Schools of Nursing and Medical Imaging

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, students 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 the 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 recommended for Rubeola, Rubella, Mumps & Varicella. Immunization records are also accepted. Current vaccination is required for negative or equivocal titers (lab report required).
- Lab titer is required for Hepatitis B Surface Antibody (HbsAb). Current vaccination is required for negative or equivocal titers. If not previously vaccinated, proof that the vaccine series has been started, is required.
- Hepatitis B Antigen Test (HbsAg) for active Hepatitis B infection, lab report required.
- A Urine Drug Screen is required. The test can only be scheduled with the Hackensack Meridian Occupational Health (HMH) Office. The fee is \$100. Outside test agencies will not be considered.
- A Respiratory Fit Test is required. The fee is \$50 (\$25 for the respirator questionnaire and \$25 for the first test. Additional charges may apply). 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.
- COVID vaccination is required, and documentation should be submitted to the Student Health Nurse.
- Influenza Vaccination during Flu season.
- BLS CPR for Healthcare Provider sponsored by the American Heart Association.
- Student Malpractice Insurance.

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

JFK Muhlenberg Snyder Schools, 1200 Randolph Road, Plainfield NJ 07061 **Attention: Student Health 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**. Students will be advised once clinically cleared. Students **WILL NOT** be permitted on any clinical area of the Medical Center, Residence Hall, or any Clinical affiliates until receiving medical clearance. Please contact the Student Health Nurse at (908) 668-2594 with any questions regarding these requirements, or are need any guidance, before scheduling appointments.



Hackensack
Meridian *Health*
JFK Medical Center

Muhlenberg Harold B. and Dorothy A. Snyder
Schools of Nursing and Medical Imaging

JFK Muhlenberg Snyder Schools • 908 668-2400 • Fax 908 226-4640

Dear Healthcare Provider,

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

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

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

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

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

In accordance with Americans with Disabilities Act (ADA) 1973

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

Corrective devices are permitted to meet the minimum requirements.

1. Communicate in English in order to converse and instruct patients, to relieve anxiety and gain their cooperation during procedures.
2. Hear a patient talk in a normal tone from a distance of 20 feet.
3. Observe the patient in order to assess patient condition and/or needs from a distance of at least 20 feet.
4. Read a patient's medical chart and/or physician's orders.
5. Evaluate radiographs using a view box to make certain that the films contain proper identification and are of diagnostic value.
6. Render services and/or assistance to all patients depending on the individual patient's needs and abilities when moving turning, getting on and off the radiographic table or stretcher and when moving in and out of a wheelchair.
7. Push, pull and maneuver 40 pounds.
8. Push and manipulate a portable X-Ray machine in turning corners, maneuvering on and off elevators and within a patient's room.
9. Manually move and maneuver the X-Ray tube at standard and non-standard heights up to 7 feet.
10. Draw up sterile 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 workday.

In accordance with Americans with Disabilities Act (ADA) 1973

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

Corrective devices are allowed to meet the minimum requirements.

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

In accordance with Americans with Disabilities Act (ADA) 1973

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

Corrective devices are allowed to meet the minimum requirements.

1. Communicate in English in order to converse and instruct patients, to relieve anxiety and gain their cooperation during procedures.
2. Hear a patient talk in a normal tone from a distance of 20 feet.
3. Observe the patient in order to assess their 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.

**JFK MUHLENBERG HAROLD B. & DOROTHY A. SNYDER SCHOOLS
IMMUNIZATIONS & TB SURVEILLANCE**

Student Name: _____

Date of Birth: _____ **Telephone (cell) #:** _____

Email address: _____

Emergency Contact: _____ **Phone #:** _____

TB Surveillance (PPD)

IF PREVIOUSLY PPD NEGATIVE	DOCUMENTATION
<p>Mantoux (PPD) Testing</p> <p>A 2-Step Mantoux Skin Test is Mandatory for all students entering the program.</p> <p>Step 1: Recommended at time of physical exam.</p> <p>Step 2: Must be done within 1-3 weeks of first step.</p> <p>OR</p> <p>Quantiferon Gold / T-Spot Test LAB REPORT REQUIRED</p>	<p align="center"><u>Step 1 PPD</u></p> <p>Date: _____ Mfg./Exp. Date/Lot #: _____ _____ Site: _____ Administer by: _____</p> <p align="center"><u>Results</u></p> <p>Date: _____ Induration: _____ mm Read by: _____</p>
	<p align="center"><u>Step 2 PPD</u></p> <p>Date: _____ Mfg./Exp. Date/Lot #: _____ _____ Site: _____ Administer by: _____</p> <p align="center"><u>Results</u></p> <p>Date: _____ Induration: _____ mm Read by: _____</p>
IF PREVIOUSLY PPD POSITIVE	POSITIVE
<p>If previously PPD positive, provide documentation of the date tested, with millimeters of induration (REQUIRED), and INH prophylaxis dates, if given.</p> <p>If PPD testing is positive, A Chest X-Ray or Quantiferon Gold/T-Spot is required and MUST BE WITHIN 6 MONTHS OF THE CLINICAL START DATE.</p>	<p>Documentation of positive PPD results attached, which includes date, induration, and facility received. INH Therapy: Yes () Dates: _____ No ()</p> <p>Copy of Chest X-ray report or Quantiferon Gold Report attached.</p>
HISTORY OF BCG VACCINATION	
<p>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</p>	

IMMUNIZATIONS

REQUIREMENTS	DOCUMENTATION
<p>Rubeola (Measles)</p> <p>Lab Titer recommended. Current vaccination is required for negative or equivocal titer.</p>	<p>Rubeola (MMR)</p> <p>#1 Vaccination Date: _____ Mfg./Lot/ Exp. Date: _____ _____ Administered by: _____</p> <p>#2 Vaccination Date: _____ Mfg./Lot/ Exp. Date: _____ _____ Administered by: _____</p>
<p>Rubella (German Measles)</p> <p>Lab Titer recommended. Current vaccination is required for negative or equivocal titer.</p>	<p>Rubella (MMR)</p> <p>#1 Vaccination Date: _____ Mfg./Lot/ Exp. Date: _____ _____ Administered by: _____</p> <p>#2 Vaccination Date: _____ Mfg./Lot/ Exp. Date: _____ _____ Administered by: _____</p>
<p>Mumps</p> <p>Lab Titer recommended. Current vaccination is required for negative or equivocal titer.</p>	<p>Mumps (MMR)</p> <p>#1 Vaccination Date: _____ Mfg./Lot/ Exp. Date: _____ _____ Administered by: _____</p> <p>#2 Vaccination Date: _____ Mfg./Lot/ Exp. Date: _____ _____ Administered by: _____</p>
<p>Varicella (Chicken Pox)</p> <p>Lab Titer recommended. Current vaccination is required for negative or equivocal titer.</p>	<p>Varicella (Chicken Pox)</p> <p>#1 Vaccination Date: _____ Mfg./Lot/ Exp. Date: _____ _____ Administered by: _____</p> <p>#2 Vaccination Date: _____ Mfg./Lot/ Exp. Date: _____ _____ Administered by: _____</p>
<p>STUDENT'S NAME:</p>	

<p>Hepatitis B Series (HbsAb)</p> <p>If Hepatitis B Series completed: Lab titer required. Vaccination is required for negative or equivocal titer.</p> <p>LAB REPORT REQUIRED</p>	<p>Hepatitis B Series Please check appropriate area:</p> <p>() Copy of completed series attached OR lab report of antibody results attached.</p> <p>() Immunization series started, proof attached.</p>
<p>Hepatitis B Antigen Test (HbsAg)</p> <p>LAB REPORT REQUIRED</p>	<p>Hepatitis B Antigen Test</p> <p>() Lab report attached.</p>
<p>Meningococcal Meningitis (Menactra or Menveo)</p> <p>Dormitory Students Only</p>	<p>Meningococcal Vaccine</p> <p>Date: _____ Mfg./Lot/ Exp. Date: _____ Administered by: _____</p>
<p>Tdap Vaccination</p> <p>Must Contain Pertussis Component</p>	<p>Tdap</p> <p>Date: _____ Mfg./Lot/ Exp. Date: _____ Administered by: _____</p>
<p>Influenza Vaccination</p>	<p>Influenza Vaccination</p> <p>Date: _____ Mfg./Lot/ Exp. Date: _____ Administered by: _____</p>

PHYSICAL EXAMINATION

<p>All clinical students must have a physical examination by their personal physician. All areas of the History and Physical forms MUST be completed including clearance from the physician and their signature.</p>	<p>Attach completed History & Physical form.</p>
---	--

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

Physician's Stamp:

STUDENT'S NAME:

JFK MUHLENBERG HAROLD B. & DOROTHY A. SNYDER SCHOOLS

PHYSICAL FORM

Student Name: _____

Date of Birth: _____ **Telephone (cell) #:** _____

Email address: _____

Physician: _____ **Telephone #:** _____

Blood Pressure: _____ Pulse: _____

Height: _____ Weight: _____

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

Vision: Far: OS: _____ OD: _____ OU: _____

Vision: Near: OS: _____ OD: _____ OU: _____

Color Vision: Within normal limits _____

Not within normal limits _____

To Be Answered By Physician		
Evidence of Past or Present Disease or Abnormality	YES/NO	EXPLAIN IF YES
Eyes		
Ears		
Teeth		
Skin		
Thyroid or other Endocrine System		
Lungs		
Abdominal Organs		
Hernia		
Musculoskeletal System		
Deformities		
Vascular System		
Nervous System		
Reflexes		

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 this individual to participate in all physical clinical activities as a student in their curriculum.

_____ I **DO NOT** approve this applicant to participate in the physical clinical activities as a student in their curriculum.

Physician Signature

Date

JFK MUHLENBERG HAROLD B. & DOROTHY A. SNYDER SCHOOLS

STUDENT NAME: _____ **Date:** _____

Date of Birth: _____ **Telephone (cell) #:** _____

ALLERGIES: (If none, document none): _____

PERSONAL MEDICAL HISTORY

PAST HISTORY

Applicant MUST answer all questions, if YES please explain:

Have you ever consulted or been treated by a doctor For:	YES or No	Explain if Yes
Neurological Disease		
Mental Health Disorder		
Pulmonary Disease		
Cardiovascular Disease		
Gastrointestinal Disease		
Renal Disease		
Skin or Joint Disease		
Latex Allergy		
Cancer, Tumor, Thyroid Disease or Diabetes		
Eye or Ear Disease		
Musculoskeletal Disorders		
Obstetrical or Gynecological Disorders		
Surgeries		
Accidents		
Have you had any illness, injury or hospitalizations other than already noted?		
Are you currently under treatment by a physician? Please give date of treatment and reason:		
Please list all medications and dosages including over-the-counter medication and reason for taking:		
Any physical limitations that may require assistance in performing the clinical duties required in this program?		

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

Students Signature: _____ **Date:** _____

ADDENDUM D – MATH WARNING

**JFK UNIVERSITY MEDICAL CENTER
MUHLENBERG HAROLD B. AND DOROTHY A. SNYDER
SCHOOL OF NURSING**

“CLINICAL WARNING RE: MATH POLICY”

According to JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing policy, any student who does not display mastery in mathematical/pharmacology testing as evidenced by a grade below 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

ADDENDUM E – CLINICAL TARDINESS & ABSENTEEISM RUBRIC

Clinical Tardiness and Absenteeism Rubric

Point Value	Behaviors
	TARDINESS
2	5-14 minutes late
3	15-29 minutes late
4 or More Points	The student is 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. The student 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 the student is tardy three (3) times they will be required to make-up a clinical day.
	ABSENCE
6	>30 minutes late—student sent home/clinical absence
6	Absent from clinical
18	No Call/No Show
	ACTION
7 or more Points	The student will be placed on clinical warning. The student is 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. The student must make an appointment with the clinical faculty/lead teacher to discuss the plan with faculty collaborating on recommendations.
	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: _____

ADDENDUM F – CLINICAL TARDINESS & ABSENTEEISM WARNING

**Clinical Warning
Clinical Tardiness and Absenteeism**

_____, this is a formal notification that the student is on Clinical warning based on the Clinical Tardiness and Absenteeism policy. The student has accrued _____(number of points) for tardiness and absences.

The student is required to submit a Performance Improvement Plan (PIP) before the next clinical week to their clinical faculty/lead teacher. The clinical faculty/lead teacher will review the plan as the student moves 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: _____

ADDENDUM G – CLINICAL WARNING NOTIFICATION FORM

PROMOTIONS AND EVALUATIONS COMMITTEE

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. Rationale (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

Student Date

Routed: Associate Dean
Chair, P&E Committee
Student File

Instructor Date

Associate Dean Date

CLINICAL WARNING NARRATIVE

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. Time period included in the evaluation; dates should be provided.**
- 6. List the course learning outcomes/clinical objectives in which the student's performance is unsatisfactory. Include documented examples from the instructor's anecdotal notes to support the rationale for each unsatisfactory course learning outcome/clinical objective.**
- 7. Statement relative to the above outcomes as to what the student needs to do to improve the unsatisfactory areas.**
- 8. Copies of the clinical warning narrative are to be distributed as follows:**
 - a. Student**
 - b. Clinical Instructors Anecdotal File**

ADDENDUM H – HONOR CODE

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) 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 community – students, faculty, administration, and staff. The School 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 the student is not ill.
- 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.

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.

Print name: _____

Signature: _____

ADDENDUM I – HONOR CODE EXAMINATION

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 Schools 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: _____

Leave of Absence: Approved Denied Date: _____

_____ 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 LOA _____

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: _____

FOR OFFICE USE ONLY DO NOT WRITE BELOW THIS LINE

Comments

Dean, Assoc. Dean or Director: _____

Director of Registration and Enrollment: _____

Director of Financial Aid: _____

Student Accounts: _____

Leave of Absence: Approved Denied Date: _____

ADDENDUM K – POLICY ATTESTATION FORM:

**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 L – RECORDED LECTURE POLICY AGREEMENT

The JFK Muhlenberg Harold B and Dorothy A Snyder Schools of Nursing and Medical Imaging (herein referred to as JFK Muhlenberg Snyder Schools) students may seek permission of the faculty to record class lectures for their personal study use only. Lectures recorded for this purpose may not be shared with other people without the consent of the lecturer. Recorded lectures may not be used in any way against the faculty member, other lecturers, or students whose classroom comments are recorded as part of the class activity. Information contained in the recorded lecture is protected under federal copyright laws and may not be published or quoted without the express consent of the lecturer and without giving proper identity and credit to the lecturer.

Pledge: I have read and understand the above policy on recorded lectures at JFK Muhlenberg Snyder Schools and I pledge to abide by the above policy with regard to any lectures I record while enrolled as a student at JFK Muhlenberg Snyder Schools.

Student Name: _____ (Please Print)

Student Signature: _____

Date: _____

ADDENDUM M – REQUEST TO PREVENT DIRECTORY DISCLOSURE

**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 them 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 this request for such information from non-institutional persons or organizations and will be refused. The School will honor the request to withhold any of the categories listed below but cannot assume responsibility to contact the student for subsequent permission to release them. Regardless of the effect upon the student, the institution assumes no liability for honoring the 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 _____

ADDENDUM N – STUDENT COURSE WITHDRAWAL FORM

Name: _____ Date: _____

Program: _____ Course Withdrawing From: _____

Instructor/Lead Teacher: _____

PLEASE PRINT

Instructors Signature: _____

Reason for Withdrawal: _____

Do you plan to retake this course: _____ YES _____ NO

Academic Advisor: _____

PLEASE PRINT

Academic Advisor's Signature: _____

Have you met with Financial Aid? _____ YES _____ NO

I am aware that it is my responsibility to withdraw from the course via Union College Self-Service at www.ucc.edu, by the appropriate withdrawal date. I am aware that I am financially responsible for all expenses incurred during this semester.

Student Signature: _____

ADDENDUM O – WITHDRAWAL FROM PROGRAM

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

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: _____

ADDENDUM P – TRANSCRIPT REQUEST



TRANSCRIPT REQUEST FORM
(Allow five to seven business days for processing)

Required Information:

Name: _____

Graduate: [] **Non-Graduate:** [] **Date of Birth:** _____

Year(s) Attended: _____ **Last Four of SS#** _____

What name did you have when you attended: _____

Program: () Nursing () Radiography () Sonography

Transcript cost per copy \$10.00, pay online www.jfkmuhlenbergschools.org Submit Transcript Request Form to kianna.spaulding@hmhn.org

Send to: (Print name and address of the recipient)

1. _____

2. _____

3. _____

Signature: _____

Date: _____

ADDENDUM Q – TRANSFER BETWEEN TRACKS



Hackensack
Meridian *Health*
JFK Medical Center

Muhlenberg Harold B. and Dorothy A. Snyder
Schools of Nursing and Medical Imaging

Request Form Transfer - Nursing Track

Date Received _____

Step 1

I, _____, would like to request switching my Nursing Track effective the _____ semester.

CURRENTLY ENROLLED IN THE

- Accelerated Track
- Generic Track
- LPN to RN Career Ladder
- Kean/JFK Muhlenberg Pathways to BSN Track

Step 2

REQUESTING TO SWITCH INTO THE

- Accelerated Track
- Generic Track
- LPN to RN Career Ladder
- Kean/JFK Muhlenberg Pathways to BSN Track

Signature: _____ Date: _____
-----Office Use Only-----

Request Approved: _____ Reason Request Denied: _____

Registration Office: _____

Date: _____

Student file

6/20

ADDENDUM R – UNSATISFACTORY SKILLS APPRAISAL

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

UNSATISFACTORY SKILLS APPRAISAL

Student: _____

Course: _____

Date: _____

This student has received an unsatisfactory skills appraisal will make an appointment with the Skills Simulation Laboratory Coordinator to practice the deficient skill(s). A one-week time frame is given for practice. The student will then make an appointment with the instructor for retesting.

The following skill(s) need practice:

Re-Test Date: _____

Student: _____ Date _____

Instructor: _____ Date _____

ADDENDUM S – ACADEMIC PERFORMANCE IMPROVEMENT PLAN

Academic Performance Improvement Plan Assignment

The student will complete this assignment when placed on an academic warning. The student must submit this assignment to the lead teacher/course instructor on the designated date specified by the course instructor. This assignment will be attached to the academic warning and kept in the student’s academic file. Completion of this performance improvement plan assignment is REQUIRED.

Student: _____ **Course/Semester:** _____

Instructor: _____

Date: _____

Answer the following questions. Writing MUST be neat and legible. Attach additional page(s) if more space is needed. List 3 most significant obstacles that affected your academic performance. Explain in detail how these obstacles have interfered with your academic success:

Plan of Action

Create a concrete action plan to implement to achieve academic success. Be specific. Include the day/time of meeting with your advisor/instructor, a study plan with the day/time listed (attach additional page(s) if needed, the types of resources used, etc.

Goal	Steps to Reach the Goal and the Start Date
<p>Example:</p> <p>Goal#1: Establish a daily schedule for studying and completing schoolwork.</p>	<p>Spend at least 4 hours per day (Monday to Friday) to study and complete schoolwork starting today.</p> <ol style="list-style-type: none"> 1. From 5 pm to 6:30 pm: complete the required assignments, prepare for clinical. 2. From 7 pm to 9:30 pm: read the required chapters and make notes to summarize the key points, review and organize notes taken during lecture, answer 10 to 20 NCLEX style questions, etc. 3. Saturday: from 8 am to 11 am: study and review the material covered for the week. From: 6:30 pm to 9:30 pm: continue to study and review the material covered for the week. Prepare the material for the upcoming week.

ADDENDUM T – CLINICAL PERFORMANCE IMPROVEMENT PLAN

**Clinical Performance
Improvement Plan
Assignment**

The student will complete this assignment when placed on a clinical warning. The student must submit this assignment to the lead teacher/course instructor on the designated date specified by the course instructor. This assignment will be attached to the academic warning and kept in the student’s academic file. Completion of this performance improvement plan assignment is REQUIRED.

Student: _____ Course/Semester: _____ TG_

Instructor: _____

Date: _____

Answer the following questions. Writing MUST be neat and legible. Attach additional page(s) if more space is needed.

Describe in your own words, the incident(s) or behavior(s) that necessitated the Performance Improvement Plan:

Describe in your own words, the incident(s) or behavior(s) that necessitated the Performance Improvement Plan:

State at legal and/or ethical implications of this incident/behavior:

Describe your plan to prevent the recurrence of the incident/behavior. List at least 2-3 strategies to prevent a similar occurrence from happening again. (Be specific):

By signing below, the student attests that the above information is accurate, and a reflection of their intentions and that the student agrees to the terms of this contract that accompanies this form.

Student's Signature _____

Date _____

Instructor's Signature _____

Date _____