



**HACKENSACK MERIDIAN HEALTH
JFK MEDICAL CENTER
MUHLENBERG
HAROLD B. AND DOROTHY A.
SNYDER SCHOOLS**

SCHOOLS OF MEDICAL IMAGING

2020-2021

STUDENT HANDBOOK

CAAHEP Accredited

July 2022

Dean’s Welcome

Welcome to the HMH 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, HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging provides a plethora of pathways for you to impact healthcare in the areas that are of greatest interest to you. In some way, in some place, someday soon you will have the opportunity to use your education earned at our school to help save or bring comfort to those that are experiencing health related needs. In effect, your educational roots will be Plainfield, NJ, but the fruits of your labor will be the world!

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

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

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

All the Best,

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

Accreditations:

Radiography

JRCERT	(312) 704-5300	www.jrcert.org
NJDEP Board of X-ray Compliance	(609) 984-5634	www.state.nj.us/dep/rpp/brh

Sonography

CAAHEP	(727) 210-2350	www.caahep.org
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HACKENSACK MERIDIAN HEALTH
JFK MEDICAL CENTER
MISSION & VISION

Our Mission

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

Our Vision

Innovation is in our DNA, compelling us to create a world where: the highest quality care is human-centered, accessible and affordable; we deliver outcomes that matter most; and excellence is the standard.

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Note:

-All rules, regulations, policies and procedures are subject to change.
 -Failure to read this or other College of Schools of Medical Imaging publications does not excuse students from rules and regulations in effect at the School. For the most current information, go to the school's website www.jfkmuhlenbergshools.org
 -JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools does not discriminate on the basis of race, color or national origin, sex, sexual orientation, marital status, religion, age, disability, handicap, or other legally protected status in its provision of employment, education and activities, or other services.
 -At the time of printing, all information contained herein was deemed accurate and current. However, the School reserves the right to change any provisions, requirements, charges, programs, offerings or services without notice or obligation and assumes no responsibility for typographical errors.
 -This Student Handbook 2019/2020 was reviewed and revised in August 2019.

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ABOUT US

- The School of Radiography was established in 1964 as a hospital-based program to meet the demand for graduate radiographers. In 1978, the school began the process of expanding the educational horizons offered to candidates to the program. This process was completed in 1982 when an affiliation with Union College of Union County NJ was established. This affiliation is approved as the Muhlenberg Regional Medical Center Union College of Union County NJ Amplified Radiography Program. In October 1998, the Schools of Nursing and Allied Health became an affiliate of Solaris Health System. In 1999, the schools became the Schools of Nursing, Medical Imaging and Therapeutic Sciences. Currently, the School of Medical Imaging clinically affiliates with various hospitals, medical centers, freestanding facilities and offices throughout the state. The School is accredited by the Joint Review Committee in Educational in Radiologic Technology (JRCERT) and the NJ Department of Environmental Protection Bureau of X-Ray Compliance (NJDEP-BXC) and is approved for Veterans Training. Union College of Union County NJ is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.

- The Diagnostic Medical Sonography program was established in 2003 as a hospital-based sonography program to meet the needs of communities in northern and central New Jersey. Students from outside these areas are equally welcome to attend the School. The School has multiple clinical sites providing a wide range of professional experiences to the students. The program was designed to allow students with diverse backgrounds to obtain a certificate in Diagnostic Medical Sonography in eighteen (18) months. In the fall of 2006, the Diagnostic Medical Sonography converted to a 24-month program and upon successful completion of all General Education and Professional requirements the student receives an Associate in Science degree from Union College of Union County NJ and a certificate in General Diagnostic Medical Sonography from the School. Upon completion of the program the graduate is eligible to sit for the national examinations of The American Registry of Diagnostic Medical Sonographers (ARDMS) and The American Registry of Radiologic Technologists (ARRT). The Diagnostic Medical Sonography program is now established as an Associate in Science degree through Union College of Union County NJ and is accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRCEDMS)

Diversity Population School Wide	2018FA	2019SP
White Non-Hispanic	127 (33%)	136 (28%)
African American	94 (25%)	177 (36%)
Hispanic	82 (21%)	99 (20%)
Asian	46 (12%)	46 (9%)
Two or More Races	18 (5%)	19 (4%)
American Indian	4 (1%)	3 (4%)
Native Hawaiian/Pacific Islander	3 (1%)	2 (0%)
Unknown	8 (2%)	10 (2%)
Males	74 (19%)	85 (17%)
Total	382	492

- School of Radiography Graduates Class of 2018 Diversity:
 - 7 graduates: 2 males, 2 African American, 1 Asian, 1 Hispanic/Latino; 57% diversity
- School of Sonography Graduates Class of 2018 Diversity:
 - 8 graduates: 1 male, 1 African American, 1 Asian, 2 Hispanic/Latino; 50% diversity

Contact Information

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

www.jfkmuhlenbergschools.org

- General Information
(908) 668-2400
- Admissions
(908) 668-2405/2407/2450
- Application
www.jfkmuhlenbergschools.org
- Dean
(908) 668-2403/2418
- Associate Dean
(908) 668-2779
- Director School of Radiography
(908) 668-2543
- Director School of Diagnostic Medical
Sonography
(908) 668-2884
- Fax Number
(908) 226-4640
- Financial Aid Office
(908) 668-2408/2963
- Registration and Enrollment
(908) 668-2410/2412
- Student Billing
(908) 668-2404
- Director of Student Engagement
(908) 668-2844
- Health Clearances
(908) 668-2594
- Union College of Union County NJ
Cranford Campus
1003 Springfield Ave.
Cranford, NJ 07016
(908) 709-7000
 - Academic Learning Center
(908) 709-7526
 - Office of Admissions
(908) 709-7500
 - Director of Testing
(909) 709-7538
 - Transcript information
(908) 709-7132
- Kean University
1000 Morris Avenue
Union, NJ 07083
(908) 737-5326

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

SCHOOL OF MEDICAL IMAGING

ACADEMIC CALENDAR

2021-2022

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

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

PREFACE

The HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging (“the School”) Student Handbook serves as a reference source for all students. It contains the policies and regulations under which the School functions. Students are required to sign a statement acknowledging receipt of the Student Handbook at orientation.

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

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

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

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

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

HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Medical Imaging (herein “The School”) and Union College of Union County NJ, while jointly conducting amplified programs, remain autonomous institutions and establish their own policies and procedures. In most instances, academic policies are identical. The major areas of difference in policy, in which the School policy does not take precedence include: policy for General Education courses, challenge examinations in non-professional courses and conduct on the campus of Union College of Union County NJ which is subject to disciplinary action and the associated Union College of Union County NJ judicial process. Therefore, all students, being dually enrolled in two or more institutions must not only be knowledgeable of their rights and responsibilities at the School, but also at Union College of Union County NJ. Every student is therefore advised to become familiar with the current Union College of Union County NJ Student Handbook, and other Union College of Union County NJ publications.

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 of Union County NJ. Every student is therefore advised to become familiar with the Union College of Union County NJ Student Handbook, the Union College of Union County NJ Catalog and other college publications. Students enrolled in the Pathways to BSN Track will be enrolled in three institutions: The School, Union College of Union County NJ and Kean University and are advised to become familiar with all three institutions' catalogs, handbooks and other college publications.

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

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

NON-DISCRIMINATION/ ADA POLICY

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

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

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

The following information is being provided as required by the federal government, Section 504 of the Rehabilitation Act of 1973. Applicants to the School of Medical Imaging 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 technologist in the work force.

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

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

School of Radiography

The Radiography student must exhibit professional behaviors and possess the ability to think clearly and logically to plan and implement patient care and respond promptly to patient's needs in routine and emergency situation. Prospective students must be able to:

1. Communicate in English in order to converse with and instruct patients, to relieve their anxiety, and to gain their cooperation during procedures. ESL competency may be required for students who received most of their education in another language
2. Hear a patient speak in a normal tone from a distance of 20 feet.
3. Observe the patient in order to assess the patient's 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 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 in 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 digital X-ray cassettes/flash pads in the necessary devices such as Bucky trays and spot film devices and properly manipulate all locking devices.
13. Physically, be able to administer emergency care including CPR as necessary.
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.

School of Diagnostic Medical Sonography

1. Work in a clinical setting eight to ten hours a day performing physical tasks requiring physical energy without jeopardizing patient, self, or colleague safety.
2. Transport, move, and transfer patients from a wheelchair or cart to a sonography table or to a patient bed.
3. Able to lift devices of various weights.
4. Move and manipulate a variety of sonographic equipment, including the physical transportation of mobile sonographic machines, in order to complete examinations on the patient according to established procedures and standards of speed.
5. Handle stressful situations related to technical and procedural standards and patient care situations.
6. Provide physical and emotional support to the patient during the sonographic procedure, being able to respond to situations requiring first aid and providing emergency care to the patient in the absence of, or until a physician arrives.
7. Communicate verbally in an effective manner in order to direct patients during sonographic examinations. ESL competency may be required for students who received most of their education in another language
8. Visually recognizing anatomy on the ultrasound monitor.

9. Adequately distinguish audible sounds in a Doppler signal
10. Read and interpret patient charts and requisitions for sonographic examinations.

DISABILITIES POLICY

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

Policy:

HMH JFK Muhlenberg Harold B. and Dorothy A. Muhlenberg Snyder School of Nursing and Medical Imaging is committed to a total educational experience and mainstreams students with disabilities into the regular program and activities. It is the student's responsibility to self-disclose and to provide appropriate documentation of special disability needs to the Dean. At the point of acceptance into the program, the Disability Support services application must be submitted to the Office of the Dean. Students with disabilities must supply documentation that is current and less than 3 years old. See Standard Documentation Requirements.

CURRENT HIGH SCHOOL GRADUATES:

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

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

1200 Randolph Rd,
Plainfield NJ 07060
ATTN: Office of the Dean

STUDENT WITHOUT CURRENT IEP, OR SEEKING EVALUATION FOR ACCOMMODATIONS

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

Students must submit a **Disability Verification form*** which must be completed by a psychiatrist, Clinical psychologist, or health care provider who is certified in the diagnosis of learning disabilities and is qualified to evaluate eligibility for academic accommodations.

***Obtain forms from Office Coordinator Room 109**

Suggested service providers for evaluation are listed on the next page, but you may use the provider of your choice. The school of Medical Imaging 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

Accommodations are based solely on the documentation that is provided.

No fundamental changes are permitted in the school's requirements.

Most accommodations requested need to be made at the beginning of the semester.

Students are responsible to request accommodations each semester. Students are responsible to notify their instructor.

Accommodations are not retroactive.

Beginning with the 1st semester of non-enrollment, documentation is kept for a maximum of 5 years.

Students who leave for one semester or more (and if their documents are 3 years old or greater at the time of re-admittance) will be required to provide current documentation that is less than 3 years old.

Procedure

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

1. The student will contact the Office of the Dean to obtain the required applications.

- a. High School Grads with Current IEP: Disability Support Services Application
 - b. Student without current IEP, or seeking accommodations: Disability Support Services application, and Disability Verification Form
2. After complete review by the Dean, and based upon the recommendations of the evaluating health care provider, the Dean will assign appropriate accommodations. Accommodation requests are effective throughout the program of study.
 3. Student will be contacted by the Office of the Dean for a meeting to review the accommodations.
 4. The adjustments made in completion time for course exams, quizzes, and final exams are extended by “time and a half”, as illustrated below, unless otherwise indicated by the prescribing provider:

EXAMS

For 90-minute examinations, provide 45 extra minutes

FINAL EXAM

For 180-minute final examination, provide 90 extra minutes

AVAILABLE RESOURCES

Testing and Time management skills: Ms. Carol Campell.

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

STANDARD DOCUMENTATION REQUIREMENTS:

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

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

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

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

Individual Achievement Test, Kaufman Test of Educational Achievement

AND

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

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

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

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

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

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

Psychiatric/Psychological Disabilities:

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

- description of current symptoms
- summary of comprehensive assessment
- history of symptoms
- validation of need for services related to the functional impact of the disability
- current treatment and medication – including any side effects
- recommendations including suggested academic accommodations justified by the link to functional limitations in the academic environment

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

**HMH JFK MUHLENBERG HAROLD B. AND DOROTHY A. SNYDER
SCHOOL OF NURSING AND MEDICAL IMAGING
DISABILITY SUPPORT APPLICATION**

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

Student Information:

First Name: _____ **Middle Initial:** _____ **Last Name:** _____

Student ID#: _____ **Email:** _____

Street _____

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

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

Status: _____ **New Student** **Current Student** **Transfer Student**

First Semester and Year: **Fall** **Spring** **Summer** **Summer** **Year:** _____

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

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

Classroom and testing accommodations only

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).

- | | |
|---|---|
| <input type="checkbox"/> ADD or ADHD | <input type="checkbox"/> Specific Learning Disability |
| <input type="checkbox"/> Speech Disability | <input type="checkbox"/> Orthopedic Disability |
| <input type="checkbox"/> Deaf-Blind | <input type="checkbox"/> Visual Disability |
| <input type="checkbox"/> Blind | <input type="checkbox"/> Hearing Disability |
| <input type="checkbox"/> Deaf | <input type="checkbox"/> Psychiatric/Emotional Disability |
| <input type="checkbox"/> Communication Disability | <input type="checkbox"/> Traumatic Brain Injury |
| <input type="checkbox"/> Autism Spectrum Disorder | <input type="checkbox"/> Intellectual Disability |

Medical (Describe) _____

Other Disability (Describe) _____

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

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

Revised 06-28-18

PERMISSION TO EXCHANGE INFORMATION PRIOR TO ENROLLMENT

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

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

Yes, I give permission.

No, I do not give permission.

Student Signature _____ Date _____

Mail, or Email this application to:

Office of the Dean
HMHN JFK Muhlenberg Snyder Schools
1200 Randolph Rd,
Plainfield NJ 07060

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

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

Disability Verification Form

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

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

- A. The healthcare provider conducting the assessment and/or making the diagnosis must be qualified to do so. These persons are generally trained, certified, or licensed to diagnose medical conditions.**
- B. All parts of the form must be completed as thoroughly as possible. Inadequate information, incomplete answers, and/or illegible handwriting will delay the eligibility review process by necessitating follow up contact for clarification.**
- C. The healthcare provider should attach any reports which provide additional related information (e.g. psychological/educational assessments, neuropsychological test results, Individualized Education Programs [IEPs], etc.) If a comprehensive diagnostic report/evaluation is available that provides the requested information, copies of that report can be submitted for documentation in lieu of this form. In addition to the requested information, please attach any other information you think would be relevant to the student's academic adjustment.**
- D. The information you provide will be kept in the student's file, and is confidential. The form may be released to the student at his/her request.**

Updated 09-01-2018

STUDENT INFORMATION

(Please Print Legibly or Type)

First Name _____ Middle _____ Last Name _____

Date of Birth _____ Student ID# _____

Status (check one) current student transfer student former student

Local phone (_____) - _____ - _____ Cell phone (_____) - _____ - _____

Address _____

Email Address: _____

DIAGNOSTIC INFORMATION

(Please print legibly or type)

1. Date of Diagnosis: _____

2. Primary Diagnosis: _____

Secondary Diagnosis: _____

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

4. Please state the medication or treatment the student is currently prescribed:

5. Major Life Activities Assessment: Please check each of the following major life activities that are impacted by the disability. Indicate severity of limitations.

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 Signature _____ **Date** _____

Title _____

License or Certification# _____

Phone Number (____) - _____ - _____

Fax Number (____) - _____ - _____

ANTI-HARRASSMENT POLICY

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

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

Education and Training in Title IX regulations, rights

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

- 1. Provide mandatory employee training, which is required for faculty, administrative professionals. This course is designed specifically for employees and supervisors.**
- 2. Provide new student training about safety on campus, resources, definitions, and bystander prevention, college policies on non-discrimination, and**

information about how the school responds to complaints of discrimination, harassment, and sexual misconduct.

SCHOOL PHILOSOPHY

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

The faculty of the School believe that:

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

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

Medical Imaging is the use of high-energy modalities (e.g. X-rays, ultrasound, magnetic resonance, tomography) in order to allow visualization of body tissues. It is a very important service in the health care industry today in order to give the highest level of care to the ailing population. It is accomplished by the Doctors and the Technologists who use the evidence based practice with the extensive knowledge of anatomy and pathology that they have acquired in academia. It requires good understanding of the human anatomy and physiology. During the process we make sure they also understand the limitations of the use of the imaging techniques and other modalities when required to help in the diagnosis since it is key to management and alleviation of the patient's symptoms to the patient. All of the imaging modalities are an interdependent.

Education for professional Medical Imaging prepares individuals from various types of educational programs to sit for a common licensing examination. The Faculty believes that one means of preparation as a medical imaging professional is through diploma education. Accordingly, the faculty embraces the belief that the graduate of this program is prepared for entry into practice to function as a generalist in organized medical imaging services where the roles are well defined.

Teaching/learning is an interactional, ongoing process in which a person integrates new and previously held knowledge and beliefs to form new insights and ideas. Learning is a self-

directed activity with the faculty functioning as facilitators of learning creating an environment which promotes self-discovery, creativity, problem solving, and beginning critical thinking skills. As a result of the teaching-learning process the learner demonstrates growth and/or a change in behavior.

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

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

Within the profession of medical imaging, opportunities must be actively fostered to provide educational opportunities for individuals who wish to change goals and advance into other modalities, management or education.

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

ADMINISTRATIVE INFORMATION

ACADEMIC ADVISEMENT

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

ADDRESS OR NAME CHANGE

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

AUDITING A COURSE

A student may audit the theory/didactic portion of a program's course pending written approval of the Program Director in their course of study and completion of the Audit Request form. A student cannot audit a course before having taken the entire course. Refer to the current fee schedule for auditing a course.

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

ADVANCED PLACEMENT PROGRAMS

The School also offers Advanced Placement Programs in Radiography and Diagnostic Medical Sonography to assist advanced level technologists in their pursuit of certification, registration and/or licensure in their respective professions.

Candidates for admission must have graduated from an accredited program in radiography, nuclear medicine technology or sonography and possess or previously had possessed a certificate, license or registration within their specialty. As of January 1, 2015, any student individual applying for advanced placement status must also possess an Associate in Science Degree from an Accredited College before applying. They then need to complete an application for admission and submit the documentation to prove their graduation and certification as mentioned above. Once all documentation is received the candidate will complete a battery of tests to evaluate their retained knowledge for a non-refundable fee of \$2500.00. Each exam requires a passing grade of C+ (76). Courses in which the student has not attained the minimum grade will need to be audited for competency. A schedule will be arranged to allow the technologist ample time to successfully complete the required didactic courses and provide clinical experience for completion of all required competency evaluations.

The cost of these programs varies depending on the individual needs of each technologist. Please also see Credit Transferability Process.

TUITION GENERAL INFORMATION

Billing for all semesters is done by and at the School. Billing is coordinated with the Finance Department of HMH JFK Medical Center. The due dates for each semester billing will be posted in the School's website www.jfkmuhlenbergschools.org. Payment for all tuition, fees and room charges is required by the due dates for each semester. **The following options may be used for satisfying payments: money order, certified or personal check or online with credit or debit card.** Student may also consider setting up a payment plan by completing an application and agreeing to terms and conditions.

Note: The School does not accept cash.

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

Courses must be *officially dropped* during the stated refund period for the semester. Courses can be dropped online through web services or in person at a HMH JFK Muhlenberg Snyder School. Failure to attend a course does not constitute an official drop and students will remain responsible for all tuition and fee charges.

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

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

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

Since the student financial aid award letter is broken down by semesters, each recipient can readily know how much of the total award is applicable to each semester's bill. If a student is awarded more financial aid than the semester's bill the balance will be credited to the student and a refund check will be processed. **ALL FEDERAL AND STATE GRANTS, AND ALL TUITION AND FEES, ARE SUBJECT TO CHANGE. STUDENTS WILL BE GIVEN AS MUCH NOTICE OF THESE CHANGES AS POSSIBLE.**

A current schedule of tuition costs and fees is available on the School's website at:

<https://www.jfkmuhlenbergschools.org>

Please visit the Student Billing Office, call (908) 668-2404 or e-mail

Olga.Forina@hmn.org for more information.

Payment Policies

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

RESIDENCY STATUS

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

Applies to Professional Courses taken at the HMH JFK Muhlenberg Snyder Schools

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

RESIDENCY STATUS (Union County Course only)

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

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

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

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

No out of county charges for the HMH JFK Nursing & Medical Imaging professional courses

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

County Chargebacks

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

- Certification of Inability to Admit which must be completed by the Registrar or Admissions Officer of your home county college.
- Certification of Residency which must be completed by the county fiscal officer (treasurer) of your home county.
- You will be charged in-county tuition if you submit these forms with your registration. If you paid out-of-county tuition and subsequently submit the forms, your charges will be reduced to the in-county rate, and if applicable, a refund will be issued. Students have 30 days from the first day of the regular semester to submit the required chargeback certificates.

DROP/ADD AND OTHER FEES

The School attempts to send calculated bills as soon as individual registrations have been completed. In the event that drop/add fees or any other additional fees are charged by Union College of Union County NJ during the reconciliation process, these fees will be added to the next unpaid semester.

Payment/Drop Procedures:

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

You can view your account balances online at any time by going to <https://myportal.jfkmuhlenbergschools.org/>

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

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

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

TUITION PAYMENT PLAN

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

Tuition Payment Plan

To ease the financial burden of attending, the College offers a Tuition Payment Plan for Fall, Spring and Summer semesters. Summer I and Summer II are billed together as a single semester.

- Students must register for three or more credit/hours.
- There is a non-refundable fee to participate. Payments are due in monthly amounts. The initial payment plus the fee (if applicable) is required upon sign up.

- The number of available monthly payments (up to a maximum of three). Check with the Student Services for specific dates and amounts for each semester.
- Students must visit the Student Services office to make the initial payment and to sign a promissory note to participate in the Plan. Subsequently payments can be made online.
- Students who fail to make payment by the date(s) specified on the promissory note will be subject to late fees. Once a late fee has been added to an account, the student may not be eligible to participate in the Plan in future semesters.

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

Outstanding Balances

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

Refund Policy

- Refunds can take up to 10 days to be processed and for checks to be drawn. Checks will be mailed to students at their address of record.
- Refund amounts are determined by the official drop date recorded on the student’s account.
- Courses officially dropped prior to the first scheduled day of a semester will result in a 100% credit of tuition and course fees.

Fall and Spring Regular Semesters – Course officially dropped from the first scheduled day of the semester through the fifth day of the semester will result in a 50% credit of tuition and course

fees. After the fifth day of the semester, no reduction in charges will be made for dropped courses.

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



Tuition & Fees - Academic Year 2020 - 2021	
School of Radiography	
Average Overall Cost of Program * (Based on In-County Rates)	\$44,939.50
38 General Education Credits plus 42 Radiography Credits = 80 Credits	
In-State cost per credit - \$214.00	
Out-of-State cost per credit - \$428.00	
RAD I CLPR901 - FALL (7 credits)	\$1,498.00
RAD I CLPR901 Clinical Laboratory - FALL	\$2,945.25
Personal Monitoring Device Fee (one time only)	\$125.00
Skills Lab Fee	\$125.00
Student Service Fee (Registration, Library, Building Technology)	\$430.00
Total In-County	\$5,123.25
Total Out-of-State	\$6,621.25
RAD II CLPR902 - SPRING (8 credits)	\$1,712.00
RAD I CLPR901 Clinical Laboratory - SPRING	\$5,189.25
Distance Education - Online Fee	\$30.00
Skills Lab Fee	\$125.00
Student Service Fee (Registration, Library, Building Technology)	\$370.00
Total In-County	\$7,426.25
Total Out-of-State	\$9,138.25
RAD I & II CLPR903/904 - SUMMER (4 credits)	\$856.00
RAD I & II CLPR903/904 - Clinical Laboratory - SUMMER	\$2,945.25
Skills Lab Fee	\$125.00
Student Service Fee (Lab, Registration, Library, Building Technology)	\$370.00
Total In-County	\$4,296.25
Total Out-of-State	\$5,152.25
RAD III CLPR905 - FALL (9 credits)	\$1,926.00
RAD III CLPR905 - Clinical Laboratory - FALL	\$5,189.25
Professional Membership Fee	\$35.00

Skills Lab Fee	\$125.00
Student Service Fee (Lab, Registration, Library, Building Technology)	\$370.00
Total In-County	\$7,645.25
Total Out-of-State	\$9,571.25
RAD IV CLPR906 - SPRING (13 credits)	\$2,782.00
RAD IV CLPR906 - Clinical Laboratory - SPRING	\$5,189.25
Asset Test	\$80.00
Distance Education Online Fee	\$30.00
Skills Lab Fee	\$125.00
Student Service Fee (Lab, Registration, Library, Building Technology)	\$370.00
Total In-County	\$8,576.25
Total Out-of-State	\$11,358.25
RAD I & II CLPR907/908 - Clinical Laboratory - SUMMER	\$2,945.25
Graduation Fee	\$300.00
Skills Lab Fee	\$125.00
Student Service Fee (Lab, Registration, Library, Building Technology)	\$370.00
Total In-County	\$3,740.25
Total Out-of-State	\$3,572.50
Other Additional Fees	
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
Late Payment Fee	\$100.00
Leave-of-Absence Fee	\$20.00
Online Course Fee	\$30.00
Replacement Diploma	\$30.00
Returned Check Service Fee	\$40.00
Transcript Fee	\$10.00
Union College of Union County NJ Parking Fee	\$65.00
Housing Fees	
Residence (Fall & Spring)	\$1,800.00
Residence (Summer I & II)	\$1,200.00
Residence (Summer I or II)	\$700.00
Room Deposit	\$150.00
Mid-Semester Room Change Fee	\$100.00

Student can pay bill on School's Student Portal thru the school website www.jfkmuhlenbergschools.org or by money order, bank certified check or personal check.

The school does not accept cash.

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

*All charges are subject to change at any time pending appropriate approval. All students are enrolled in the Hackensack Meridian Health JFK Medical Center Harold B. and Dorothy A. Snyder School of Radiography/Union College of Union County NJ Cooperative Program.



Hackensack Meridian
JFK University Medical Center

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

Radiography 2020-2021	Fall Semester 1	Spring Semester 2	Summer Session I & II	Fall Semester 3	Spring Semester 4	Summer Session I & II
	CLPR 901	CLPR 902	CLPR 903/904	CLPR 905	CLPR 906	CLPR 907/908
Per Unit						
Number of credits	7	8	4	9	13	0
Tuition * \$214.00	\$1,498.00	\$1,712.00	\$856.00	\$1,926.00	\$2,782.00	\$0.00
Clinical Fee	\$2,945.25	\$5,189.25	\$2,945.25	\$5,189.25	\$5,189.25	\$2,945.25
Skills Lab Fee	\$125.00	\$125.00	\$65.00	\$0.00	\$125.00	\$0.00
MHBN Student Health Fee	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Registration Fee	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00
Library Fee	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00
Technology Fee	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
Distance Education Fee (Online Fee)		\$30.00			\$30.00	
Orientation Fee	\$60.00					
Assess Test					\$80.00	
Graduation Fee						\$300.00
RadTechBootCamp Fee (Class of 2021)				\$33.00	\$33.00	\$66.00
RadTechBootCamp Fee (Class of 2022)	\$24.00	\$24.00	\$48.00			
Film Badge Monitoring	\$125.00					
Professional Membership Fee				\$35.00		

Total in State charges	\$5,247.25	\$7,550.25	\$4,384.25	\$7,653.25	\$8,709.25	\$3,781.25
<i>Out of State rate- double the Tuition*</i>						
Total out of State charges*	\$6,745.25	\$9,262.25	\$5,240.25	\$9,579.25	\$11,491.25	\$3,781.25

No reduction in charges are made after the first day of class in any Radiography course/Check the current UC Catalog for the UC courses' tuition and fee costs refund policy for UC courses

All charges are subject to change at any time pending appropriate approval.
 Students are dually enrolled in the JFK Muhlenberg Snyder Schools/Union College of Union County NJ (UC).

No Out of County charges for the JFK Imaging professional Courses.



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

Sonography 2020-2021		Spring Semester 1	Summer Session I & II	Fall Semester 2	Spring Semester 3	Summer Session I & II	Fall Semester 4
		DMSM101 & RNTM101	CLPS901	CLPS902	CLPS903	CLPS904	CLPS905
Per Unit							
Number of credits		3	7	11	6	6	6
Tuition *	\$ 214.00	\$ 642.00	\$ 1,498.00	\$ 2,354.00	\$ 1,284.00	\$ 1,284.00	\$ 1,284.00
Clinical Fee			\$ 897.60	\$ 3,889.60	\$ 8,228.00	\$ 4,787.20	\$ 5,834.40
Skills Lab Fee			\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00
Simulation Fee				\$ 500.00			
MHBN Student Health Fee		\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Registration Fee		\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00
Library Fee		\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00
Technology Fee		\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
Distance Education Fee (Online Fee)*		\$ 30.00		\$ 30.00			
Orientation Fee		\$ 60.00					
Assessment Fee						\$ 250.00	
Graduation Fee							\$ 300.00
Professional Membership Fee					\$ 45.00		
Total In State/county charges (\$214.00 / credit)		\$ 1,202.00	\$ 2,990.60	\$ 7,368.60	\$ 10,152.00	\$ 6,916.20	\$ 8,013.40
Total Out of State /county charges (\$428 / credit)		\$ 1,844.00	\$ 4,488.60	\$ 9,722.60	\$ 11,436.00	\$ 8,200.20	\$ 9,297.40

Average Overall Cost of Program* (In-county Rates) \$ 36,642.80

No reduction in charges are made after the first day of class in any Sonography course/Check the current UCC Catalog for the UCC courses' tuition and fee costs the refund policy for UCC courses

Students are dually enrolled in the JFK Muhlenberg Snyder Schools/Union County College.

No Out of County charges for the JFK Sonography professional courses.

Tuition & Fees - Academic Year 2020 - 2021
School of Sonography

Other Additional Fees	
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 Fee Replacement	\$25.00
Late Payment Fee	\$100.00
Leave-of-Absence Fee	\$20.00
Online Course Fee	\$30.00
Replacement Diploma	\$30.00
Returned Check Service Fee	\$40.00
Transcript Fee	\$10.00
Union College of Union County NJ Parking Fee	\$65.00
Housing Fees	
Residence (Fall & Spring)	\$1,800.00
Residence (Summer I & II)	\$1,200.00
Residence (Summer I or II)	\$700.00
Room Deposit	\$150.00
Mid-Semester Room Change Fee	\$100.00

Student can pay bill on Schools' Student Portal thru the school website www.jfkmuhlenbergschools.org or by money order, bank certified check or personal check.

The school does not accept cash.

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

*All charges are subject to change at any time pending appropriate approval. All students are enrolled in the Hackensack Meridian Health JFK Medical Center Harold B. and Dorothy A. Snyder School of Radiography/Union College of Union County NJ Cooperative Program.

BUCKLEY AMENDMENT GUIDELINES

- Do not give out any information about a student to anyone without the student's written permission. Require an ID when a student requests a copy of his or her schedule or Counseling Advising Report.
- Do not give out any information about a student over the telephone, even to the student. ID cannot be confirmed by phone.
- Parents who want information about a child, but lack written permission, may only be accommodated if they provide a copy of their most recent U.S tax return showing the student as a dependent to the Registrar or Director of Student Services.
- Police personnel who want information about a student must submit a subpoena.
- Grades may not be posted in any manner by either name or social security number.
- In the event of a real emergency, the college will accept an emergency message. Security will make every effort to deliver the message if the student is enrolled and attending class that day. The college will not confirm delivery of the message. It is the student's responsibility to return the call.
- When in doubt, refer the request to either the Registrar, or Director of Student Engagement on your campus.

THE BUCKLEY AMENDMENT

- I. Date of Effectiveness: November 19, 1974
- II. Objectives of the Legislation: To provide students and parents greater:
 - A. access to student records
 - B. control over information contained in such records
 - C. control over release of personal data without student consent.
- III. Definitions:
 - A. Challenge Hearing must be granted the student to contest the content of his/her educational records or to insure accuracy of recording. (Grades may only be challenged for accuracy of recording, not in terms of the reflection of performance).
 - B. Educational Records are those, which include files, documents and other materials contain information directly related to a student and are maintained by the college or school.
 1. Records excluded from access:
 - a. Confidential letters of recommendation written prior to November 1974.
 - b. Personal notes of individual faculty or staff for their own use which are in their sole possession and are not accessible or revealed to others.
 - c. Medical and Mental Health Information:
 - 1) Provided such are not available to anyone other than person providing treatment.

- 2) Student has right to select a physician or appropriate professional to review.
 - d. Parent's financial statements (PCS forms)
 - e. Records kept by Security Personnel
 - 1) If Security Personnel does not have access to other student records
 - 2) If security records are kept separate from other student records
 - 3) If records are maintained solely for law enforcement purposes
 - 4) If records are not made available to persons other than security or local law 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.

CHALLENGE EXAMS/COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

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

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

Challenge exam for NURM119 may be taken by NURM141 students with accelerated faculty and Dean's approval.

CRIMINAL BACKGROUND CHECKS (Student must declare ethics violations before joining the program or soon after the violation has occurred)

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

“(Standard HR .1.20 for staff, students and volunteers who work in the same capacity as Staff who provide care, treatment, and services, at EP 5 states criminal background checks Are verified when required by law and regulation and organization policy).

This means that if state law, regulation or hospital policy requires background checks on all Employees, volunteers and students, the Joint Commission expects them to be done on all three Categories.”

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

DEFUNCT STATUS

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

COMPLETION REQUIREMENTS

Students are graduated when all course work is satisfactorily completed and financial obligations met. A cumulative GPA of 2.5 in all professional courses is required for graduation. All graduation requirements must be met before the student will be certified eligible to sit for the credentialing/licensing examination of their respective modality.

Students who are graduating in January or September with an Associate's Degree will be eligible to participate in the Union College of Union County NJ graduation ceremony following their actual program completion date.

Convocation is held by the School twice a year, in January and August, to accommodate the various programs.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

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

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

1. The right to inspect and review the student's education records within 45 days after the day the Hackensack Meridian Health JFK Medical Center Muhlenberg Harold B. and

Dorothy A. Snyder Schools (the “School”) receives a request for access. A student should submit to the Dean, Director of Registration or Director of Student Engagement, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the Schools to amend a record should write the school official responsible for the records, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the School decides not to amend the record as requested, the Schools will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the Schools discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorized disclosure without consent.

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

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

An exemption also exists for law enforcement. Student consent or disclosure by the Schools is not required in the event the US Attorney General or designee serves the Schools with an ex parte court order collecting education records relevant to an investigation or prosecution. Another important exception concerns the concept of “Directory Information.” Information

specifies as “Directory Information” can be released without the consent of the student unless the student specifically requests that such information be withheld (also known as “opting out”). A student may opt out of directory information disclosure by submitting a written request to the Director of Registration and Enrollment specifying which directory information the student wishes not to be disclosed. Such a request must come from the student and only applies to what is otherwise non-confidential directory information. Such a request is not necessary for personally identifiable information already protected as confidential under FERPA.

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

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

This document is not intended as 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/polciy/gen/guid/fpc/ferpa/index.html>

GRADUATION REQUIREMENT

All courses required, including Junior and Senior seminar, 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 for the respective program are completed prior to graduation eligibility. Neither the administration, Registrar, faculty nor staff will accept responsibility for missing courses.

Students are graduated when all course work is satisfactorily completed and financial obligations met. A cumulative GPA of 2.0 or above for all general education and science courses is required for graduation. Students must obtain a 2.5 (C+) or above in all professional courses.

All school property including ID badge, monitoring devices, keys, books and any other borrowed items must be returned to the school as verified via the routing form provided by the programs. All students must pay all financial obligations and complete all course requirements in order to participate in convocation. (Addendum)

Transcripts and diplomas will be held until such time as all of the above obligations have been met. Union College of Union County NJ will be notified to also hold all transcripts and degrees until the graduation requirements are completed.

Students in all programs will not be endorsed for National Registry examinations until all courses (Professional, Gen Ed and Senior/Junior seminar courses) and clinical requirements are completed and passed with a 76 C+ or better. Updated 08/04/2015, reviewed 7/11/2016.

All graduating students are eligible to participate in the Union College of Union County NJ graduation ceremonies. The convocation will be held by the School. Students must have completed all courses in the program to be eligible to participate in the convocation ceremony. All graduating students are expected to attend. All students must pay all financial obligations.
Revised 7/2016

GRADUATION AWARDS (Revised 7/2016)

An academic award will be presented to an individual student who achieves the highest GPA encompassing both Professional and General education courses.

A clinical award will be presented to an individual student who has the highest clinical average.

HEALTH INSURANCE

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

HISTORY OF THE MEDICAL CENTER

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

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

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

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

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

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

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

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

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

- JFK Medical Center
- JFK-Muhlenberg Campus S.E.D.
- HMHN JFK Muhlenberg Snyder Schools of Nursing, Medical Imaging
- JFK Johnson Réhabilitation Institute (JRI)
- Hartwyck Nursing and Rehabilitation Center
- JFK Neuroscience Institute
- Whispering Knoll Assisted Living
- JFK Mediplex Surgery Center
- JFK Adult Medical Day Program
- JFK at Home
- JFK's Dental Clinic
- JFK Family Medical Center
- Haven Hospice
- Keith World Johnson Child Care Center
- JFK Urgent Care Center

In 2013, JFK HEALTH SYSTEM became JFK HEALTH.

In 2019, JFK HEALTH became part of the Hackensack Meridian Health System.

LEAVE OF ABSENCE

A Leave-of-Absence request form must be completed prior to the start of each semester. Leave-of-Absence are granted for up to one semester to matriculated students in good standing. Applications may be obtained from the School's website. Students must return the signed applications to the office of the Director of Registration and Enrollment for processing. The Leave-of-Absence is effective for requested semester and approval by the Director of

Registration and Enrollment, Director of Financial Aid, Billing, the Program Director and Student Health Nurse. The \$20.00 non-refundable processing fee is payable online through the School's website. Leave-of-Absence are included in the time limit the student has to complete the program. Students return from a Leave-of-Absence on a seat-available basis. A Leave-of-Absence becomes an automatic defunct if the student does not officially register, withdraw or apply for an extension, or if the leave is denied and the student does not continue studies. College credits earned, at Union College of Union County NJ or any other institution, during a Leave-of-Absence will not be transferable during the semester for which the leave of absence was approved. Copies of the application will be distributed to appropriate personnel by the Registration Office after approval has been granted.

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

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

LEAVE-OF-ABSENCE EXTENSION

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

MATERNITY LEAVE

The student is responsible for notifying the Health Clearance Nurse and Program Director as soon as verification of pregnancy is received. The student is to obtain a note from her obstetrician indicating that the student is medically cleared to remain in class and clinical. Any restrictions in duty must be listed. The student will also require a clearance note to return to class and clinical post-partum. The physician's clearance note must be presented to the Health Clearance Nurse at the School. All costs of medical care and hospitalization associated with pregnancy shall be the responsibility of the student. The student must also speak to the Director of Registration and Enrollment and sign a Leave-of-Absence form if she is taking a Maternity Leave. Students receiving financial aid must also see the Director of Financial Aid.

PREGNANCY POLICY FOR RADIATION WORKERS

To reduce the possible damage to the fetus from exposure to ionizing radiation, a pregnant student is encouraged to voluntarily declare her pregnancy to the Program Director. Upon such a written declaration, the appropriate advisement in reducing fetal dose can be initiated. All costs of medical care and hospitalization associated with pregnancy shall be the responsibility of the student.

PREGNANCY DISCLOSURE

The School recognizes that it is the individual's right to choose to disclose any medical condition, including pregnancy, to Program/School officials. If the student chooses to voluntarily disclose her pregnancy, she will complete the Declaration of Pregnancy Form and return it to the Program Director. The declaration of pregnancy will be held in strictest confidence. The declared pregnant student has the option to withdraw the declaration of pregnancy at any time. This withdrawal must be in writing and can be completed by using the attached Withdrawal of Pregnancy Declaration form. The program assumes no responsibility for and will not provide additional radiation monitoring, beyond that supplied to all students, if a student chooses to **NOT** declare or withdraw her declaration of her pregnancy.

PROCEDURE

Following the disclosure of a pregnancy, the student will be counseled as to the potential risks that are associated with radiation exposure to the fetus by either the Radiation Safety Officer or Program Director in addition to the review of this policy. United States Nuclear Regulatory Commission (NRC) Regulatory Guide No. 8.13, Instruction Concerning Prenatal Radiation Exposure, and NCRP Report No. 91, Protection of Embryo-Fetus, are suggested as references for all students. The student will be asked to sign a statement acknowledging that the possible danger has been explained to her. It will be recommended that she also consult her own physician on this matter.

Once a declaration of pregnancy is made, a student may withdraw this declaration at any time.

The School has adopted the policy of the Radiologic Technology Board of Examiners of New Jersey regarding pregnant students. It is as follows:

1. ALL students shall wear whole body radiation dosimeters whenever in the vicinity of radiation producing machines. This practice must be particularly enforced with respect to pregnant students. To assure fetal dose remains within safe limits, a second radiation monitoring badge will be requested after the pregnancy is declared. The second badge, "the baby badge" will be worn at waist level and under radiation protective apparel during the entire pregnancy to estimate fetal dose.

2. The relative risk to the embryo and/or fetus from x-rays should be thoroughly explained to ALL students prior to actual operation of x-ray machines.

3. The NJ Radiologic Technology Board of Examiners recommends a total dose equivalent limit (excluding medical exposure) of 5 mSv (50 mR) for the embryo/fetus. Once a pregnancy becomes known, exposure of the embryo/fetus shall be no greater than 0.5 mSv (50 mR) in any month (excluding medical exposure). With proper radiation controls.

4. The Program Director and the appropriate Radiation Safety Officer designee should, periodically, review student radiation reports to assure compliance with the above dose limit. Following the review of the Pregnant Radiography Students Policy with the Program Director or Radiation Safety Officer, the declared student will determine whether she will remain in the Program, take a pregnancy leave or withdraw from the Program. She will have 14 days after she has declared to make her decision. After that time, she must sign the appropriate form indicating her decision

Option 1: The declared student remains in the program

The student may continue in and complete the current academic and clinical portions of the semester, request a family leave for the birth and return full-time after the birth with medical clearance from their doctor.

While there are no restrictions placed on a student who has declared pregnancy, the following are recommendations that may reduce fetal radiation dose:

- The declared student should not hold any patient during any radiographic exposure.
- During the first trimester, do not remain in the fluoroscopic room while the fluoroscopy unit is producing radiation. After the first trimester the student should remain in the room only as necessary while the fluoroscopy unit is activated.
- Move to a distance of greater than 10 feet perpendicular from the path of the primary beam during portable examinations.
- Use a wrap-around apron when involved with fluoroscopic or portable procedures.
- Do not be involved in the preparation of radiopharmaceuticals, or the care of patients receiving therapeutic dosages of radioisotopes.
- Use safe radiation practices to reduce radiation exposure as much as possible. (Time, Distance, Shielding)

If the student declines to take a Leave for Pregnancy after declaring pregnancy, the student still may, at a later date, decide to take a Pregnancy Leave.

Option 2: The declared student takes a voluntary leave from the Program

If the declared student desires or if it is deemed medically advisable by her physician, the student may voluntarily take a pregnancy leave from the Program. To initiate this leave, the student shall acknowledge this decision by signing the Request for Leave form. Refer to Leave of Absence Policy.

The pregnant student also has the option to request a leave of absence from the clinical components of the program while continuing in the academic courses. After the birth of the baby, all missed clinical time must be made up to full-fill graduation requirements.

The student must also speak to the Director of Registration and Enrollment and sign a Leave-of-Absence form if she is taking a Pregnancy Leave. Students receiving financial aid must also see the Director of Financial Aid.

The student may return to the Program and complete the Program if a leave of absence is taken for pregnancy. An educational plan will be given to the student from the Program Director for their future progression in the program once the Maternity Leave is over. After the birth of the child, the student may be required to extend clinical or their didactic education beyond the

normally required two years to make up for the missed didactic or clinical classes. To return to the program after a leave, the student must get medical clearance from their doctor and submit the clearance to Student Health Nurse.

Option 3: The declared student withdraws from the Program

The student may withdraw immediately from the program and return full-time in the appropriate semester after the birth.

(Refer to Voluntary Disclosure Forms in Appendix)

Revised: August 2019

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 accreditors and the School that all students complete the program in 150% of the program length.

Radiography- Maximum of 3 years

Diagnostic Medical Sonography- Maximum of 3 years

Transfer students, once accepted into one of the programs, have 150% of program length to finish the program.

NOTIFICATION OF CHANGES AND ADDITION OF POLICIES

All students and stakeholders will be made aware of policy changes via the school website, Union College of Union County NJ (UC) email, Canvas platform, and in the classroom. Students matriculated in the HMH JFK Muhlenberg School of Medical Imaging receive a student handbook during orientation. Notifications of needed additions and revisions of policies are made as follows:

- Each program within the Schools of Medical Imaging will distribute the new/revised policy in the classroom. The course faculty will collect a signed Policy Attestation Form from each student. This document is filed in the student files.
- 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 professional courses of policy changes via UC email. A read receipt verifies acknowledgement of the policy change.

QUALITY POINT SCALE MATRIX

This matrix is used in conjunction with the academic progression, probation and dismissal policies of the School to determine the degree to which the student is making satisfactory progress in the program. Such determinations are made by the Director, School of Medical Imaging, upon the recommendation of the Promotion and Evaluation Committee of the School's Faculty Organization. Additionally, the Academic Evaluation Committee of Union College of Union County NJ (on which the School faculty hold full membership) recommends decisions relative to probation and dismissal to the College. Students are advised to consult the Union College of Union County NJ Student Handbook and Catalog relative to actions of the Union College of Union County NJ Academic Evaluation Committee. Decisions by the School take precedence over decisions by the AEC of Union College of Union County NJ. Any student wishing a further explanation of the scale is requested to speak to the Registrar, the Chairman of the Promotion and Evaluation Committee, their Program Director or the Assistant Dean.

QUALITY POINT INDEX SCALE

Credits Attempted	Minimum Accept GPA JFKSON	Minimum Accept Q.P. JFKSON	Minimum Accept Q.P. UC	Probation Range Q.P. JFKSON	Probation Range Q.P UC	Dismissal Range JFKSON (Below)	Dismissal Range UC (Below)
1							
2							
3							
4							
5							
6	0.5	3	3	3-5	3-5	3	3
7	0.57	4	4	4-6	4-6	4	4
8	0.75	6	5	6-8	5-7	6	5
9	0.89	8	7	8-10	7-9	8	7
10	1	10	8	10-13	8-11	10	8
11	1.18	13	9	13-16	9-13	13	9
12	1.42	17	11	17-20	11-15	17	11
13	1.62	21	12	19-21	12-17	19	12
14	1.79	25	13	21-25	13-18	21	13
15	2.00	30	15	22-30	15-20	22	15
16	2.00	32	16	27-32	16-22	27	16
17	2.00	34	18	29-34	18-24	29	18
18	2.00	36	21	31-36	21-26	31	21
19	2.00	38	23	33-38	23-29	33	23
20	2.00	40	25	35-40	25-31	35	25
21	2.00	42	27	37-42	27-33	37	27
22	2.00	44	30	38-44	30-35	38	30
23	2.00	46	32	40-46	32-37	40	32
24	2.00	48	34	42-48	34-39	42	34
25	2.00	50	36	44-50	36-41	44	36
26	2.00	52	39	45-52	39-43	45	39
27	2.00	54	41	47-54	41-45	47	41
28	2.00	56	43	49-56	43-47	49	43

Credits Attempted	Minimum Accept GPA JFKSON	Minimum Accept Q.P. JFKSON	Minimum Accept Q.P. UC	Probation Range Q.P. JFKSON	Probation Range Q.P. UC	Dismissal Range JFKSON (Below)	Dismissal Range UC (Below)
29	2.00	58	45	50-58	45-49	50	45
30	2.00	60	48	52-60	48-51	52	48
31	2.00	62	50	54-62	50-53	54	50
32	2.00	64	52	56-64	52-55	56	52
33	2.00	66	54	57-66	54-58	57	54
34	2.00	68	57	59-68	57-60	59	57
35	2.00	70	59	61-70	59-62	61	59
36	2.00	72	61	63-72	61-64	63	61
37	2.00	74	63	65-74	63-66	65	63
38	2.00	76	66	67-76	66-69	67	66
39	2.00	78	68	69-78	68-71	69	68
40	2.00	80	70	71-80	70-73	71	70
41	2.00	82	72	73-82	72-75	73	72
42	2.00	84	75	75-84	75-78	75	75
43	2.00	86	77	77-86	77-80	77	77
44	2.00	88	79	79-88	79-82	79	79
45	2.00	90	81	81-90	81-85	81	81
46	2.00	92	84	84-92	84-87	84	84
47	2.00	94	86	86-94	86-89	86	86
48	2.00	96	88	88-96	88-91	88	88
49	2.00	98	91	91-98	91-93	91	91
50	2.00	100	93	93-100	93-96	93	93
51	2.00	102	96	96-102	96-98	96	96
52	2.00	104	98	98-104	98-100	98	98
53	2.00	106	101	101-106	101-102	101	101
54	2.00	108	103	103-108	103-105	103	103
55	2.00	110	106	106-110	106-107	106	106
56	2.00	112	108	108-112	108-109	108	108
57	2.00	114	111	111-114	111-112	111	111
58	2.00	116	113	113-116	113-114	113	113
59	2.00	118	116	116-118	116-116	116	116
60	2.00	120	118	118-120	118-118	118	118
61	2.00	122	121			122	121
62	2.00	124	123			124	123
63	2.00	126	126			126	125
64	2.00	128	128			128	127
65	2.00	130	130			130	129

Credits Attempted	Minimum Accept GPA JFKSON	Minimum Accept Q.P. JFKSON	Minimum Accept Q.P. UC	Probation Range Q.P. JFKSON	Probation Range Q.P. UC	Dismissal Range JFKSON (Below)	Dismissal Range UC (Below)
66	2.00	132	132			132	131
67	2.00	134	134			134	133
68	2.00	136	136			136	135
69	2.00	138	138			138	137
70	2.00	140	140			140	139
71	2.00	142	142			142	141
72	2.00	144	144			144	143
73	2.00	146	146			146	145
74	2.00	148	148			148	147
75	2.00	150	150			150	149
76	2.00	152	152			152	151
77	2.00	154	154			154	153
78	2.00	156	156			156	155
79	2.00	158	158			158	157
80	2.00	160	160			160	159

RE-ADMISSION POLICY

A student who has been withdrawn from the HMHN JFK Muhlenberg Snyder School of Radiography or the School of Sonography 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 HMH JFK Muhlenberg Snyder Schools/Union College of Union County NJ Cooperative Medical Imaging 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.

Students who have been dismissed for issues involving state statutes, laws or similar offenses related to the profession in which they are enrolled must document compliance with any and all mandates, rules, variances or orders imposed by the authorities invoking their discipline. In all cases involving legal and/or ethical issues applicable written clearance for application for registration, certification and/or licensing must be obtained by the candidate seeking readmission from the accrediting/licensing authorities prior to acceptance for admission in the new program.

Any HMH JFK Muhlenberg Snyder School of Medical Imaging student, who has failed two Professional courses, is dismissed from the School. This dismissal is final and the student

may not reapply to the HMH JFK Muhlenberg Snyder School of Radiography or School of Sonography.

Any HMH JFK Muhlenberg Snyder School of Medical Imaging student who has been dismissed due to unsafe clinical practices must reapply to the school with the next cohort using the application procedure in place for that new cohort.

RE-ADMISSION PROCEDURE

The process outlined below is not a guarantee that the student will be readmitted but to be considered for readmission, the following must be submitted:

1. Application
2. Appeal Letter
3. Letter from meeting with Carol Campbell (908) 322-3883
4. Learning Contract
5. Reference letter from the faculty member who taught the course in which you failed.

REFUND POLICY FOR ALL STUDENTS

When a student withdraws on or after the first day of class during a semester, the Institution will refund the student's account according to the chart listed below.

<u>If the student withdraws:</u>	<u>The school retains:</u>
Withdrawal before the start date of the semester	0%
Withdrawal by the fifth day of the semester	50%

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

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

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

REFUNDS FOR DROPPED COURSES

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

COURSES DROPPED PRIOR TO THE START OF A SEMESTER

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

COURSES DROPPED AFTER THE START OF A SEMESTER

Fall and Spring Regular Semesters

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

Late Start, Winter, Summer and Seven Week Sessions

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

4. Treatment of Federal Financial Aid Funds (Title IV Aid)

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

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

Return Distribution for Financial Aid Recipients

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

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

Refund Procedures:

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

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

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

REGISTRATION

Students currently enrolled in Profession Medical Imaging courses must register for their next semester using the following time frame:

Summer and Fall Registration:

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

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

Current students who do not register within the assigned time frame will be in jeopardy of not obtaining a seat in their next professional courses. 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 of Union County NJ's Web Services (www.ucc.edu) Student Planning or at HMH JFK Muhlenberg Snyder Schools Registration office. Students must check the Academic Calendar at www.ucc.edu for registration dates.

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

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

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

In accordance with prevailing academic convention, the School reserves the right to cancel courses due to insufficient enrollment, lack of qualified faculty or lack of clinical facility. Moreover, the School reserves the right to make adjustments to course schedules to accommodate staffing.

Note: Once a student has been accepted into one of the medical imaging programs all courses must be taken at HMH JFK Medical Muhlenberg Snyder Schools or Union College of Union County NJ. Credits taken at other colleges will not be transferred into our programs without pre-approved written permission from the Director of Registration and Enrollment.

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

REPEATING COURSES – ALL STUDENTS

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

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

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

For courses taken at Union College of Union County NJ, 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 professional courses taken at HMHN JFK Muhlenberg Snyder Schools, a student can withdraw from the same nursing course once. After the second withdrawal, the student will be dismissed from their respective medical imaging program.

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

SCHEDULE CHANGES

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

SEAT AVAILABILITY (Revised 4/18)

Seat availability for a professional course is determined based on the student’s completion in the required academic courses in the curriculum. Students who are eligible to repeat a professional

course are not guaranteed a seat in a subsequent course. The priority of registering students in professional courses is as follows:

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

Students who need to repeat a professional course which is closed will automatically be placed on a waiting list, and will be notified when they may register for the professional course.

Students who are not planning on continuing in the program should notify the Director of Registration and Enrollment as early as possible.

- In the event that a student meets the prerequisites but does not gain a seat in the course, he/she will be placed on a waiting list. The criteria used for wait list placement is date of admittance.
- In the event that a student meets the pre/co-requisites but does not gain a seat in the course, he/she will be placed on a waiting list.

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

STUDENTS CLASSIFICATIONS

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

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

STUDENT RECORDS

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

STUDENT RECORD RETENTION POLICIES

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

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

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

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

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

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

In maintaining and in processing all records, the School is in compliance with the Family Education Rights and Privacy Act of 1974 (Buckley Amendment).

No information concerning a student or graduate academic status is released without written consent of the student, graduate or supporting parents, if the student is a minor. Character references, during student tenure, may only be released with similar written consent.

Inspection and Review of Records

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

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

- a. Confidential evaluations and letters of recommendation filed before January 1, 1975.
- b. Evaluations after that date if the student has waived his/her right to view the records.
- c. Financial records and statements of parents.
- d. Documents classified by law as non-educational.
- e. Anecdotal comments by staff.

Disclosure of Information from the Record

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

Correction of Record

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

Right of Complaint

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

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

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

Retention Periods for Student Records

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

TRANSCRIPTS

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

TRANSFERABILITY OF CREDITS POLICY

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

POLICY: The schools of Medical Imaging policy on transfer of credits complies with the Higher Education Opportunity Act. The school strives to recognize and award advanced standing for comparable credit from another institution when the following criteria are met:

General Education Courses:

1. General education credits will be awarded provided the courses taken are requirements of the nursing program.
2. Course content must be comparable in content and credit hours to the course being sought. All science courses must have a lab.
3. Students must have a cumulative grade point average (GPA) of at least 2.5, and no grade lower than a "C", in all relevant courses.
4. Students may be granted up to 36 college credits of advanced standing toward an Associate in Science degree.
5. Students who have previously been awarded a bachelor's degree may receive up to 40 transfer credits toward an Associate in Science.
6. Credits earned in Anatomy and Physiology I, Anatomy and Physiology II, and Microbiology taken more than five years prior to application for admission, will NOT be

accepted, for transfer credit. Chemistry is transferable for ten years. There is no time limit on liberal arts course for transfer. Courses that exceed the time limit must be retaken or challenged.

Professional Courses:

1. It is the responsibility of the accepted applicant to provide the detailed course outline for each course that transfer credit is being sought. The outline must be the one from the semester in which syllabus and topical outline were used/provided, to accepted applicant, when course had been taken.
2. The accepted applicant must have earned a passing grade from the sending institution for each course being transferred. Advanced standing in medical imaging may be secured through challenge exams offered for the individual programs. Advanced standing can only be offered for courses in which the student has previously obtained a passing grade through a program accredited by a nationally recognized accrediting body acceptable to the school: i.e., Middle States, the JRCERT and/or CAAHEP, JRCEDMS.
3. Credit earned in professional courses for admission will be evaluated by *testing only*.
6. An applicant seeking to transfer any professional courses must include a letter of reference from the director of the school of nursing or from the respective course instructor.

Process:

1. The student must apply to the HMH JFK Muhlenberg Snyder School of Radiography or Diagnostic Medical Sonography.
2. All Credits: Send all official transcript from the transferring institution to the School of Medical Imaging Office of Admissions.
3. Professional Courses:
 - A. Obtain the nursing course(s) syllabus and topical outline(s) from the previous schools attended.
 - B. The Program Director will review the content and credit to determine advanced standing in Professional courses is possible.
 - C. The student will be scheduled for the challenge exams upon completion of the review of records. The student must achieve a grade of C+ (76%) in the challenge exam to secure credit(s) for each course. Applicable fees will be charged for each challenge exam.
4. General Education Courses:
 - A. The Director of Registration will review the transcript to determine advanced standing in general education courses.
5. The student must contact the Director of Registration and Enrollment to verify, or if there are any questions concerning the credit transferability, information that is to be or has been received.

TRANSPORTATION/PARKING

Each student is responsible for providing his/her own transportation to and from Union College of Union County NJ, 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 HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools. Parking is also provided at Union College of Union County NJ. Every student attending Union College of Union County NJ must purchase the Union College of Union County NJ parking decal at the Union College of Union County NJ Student Accounts Office. Each student owning or operating a motor vehicle at HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing must register it through the Student Accounts Office. If a new vehicle is purchased, a new registration is required.

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

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

WITHDRAWAL FROM A COURSE

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

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

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

WITHDRAWAL FROM A PROFESSIONAL COURSE

A student can withdraw from the same professional course a maximum of two times. A third withdrawal from the same professional course will result in dismissal from the program.

WITHDRAWAL FROM THE PROGRAM

Notification of withdrawal from the program must be 1) submitted in writing to the Director of Registration and Enrollment and then sign a "Withdrawal Notification Form"; 2) contact the Student Accounts Office to review any financial obligations; 3) Students are asked to give a

reason for the withdrawal and 4) Students who are receiving financial aid must also see the Director of Financial Aid. A student who has withdrawn from a School program in good standing and seeks reinstatement must complete the admission process to be re-admitted. If he/she has attended other institutions since leaving the School, he/she must also submit official transcripts of these institutions. An application fee is required of a student applying for readmission. Re-admission to the program will be on a seat available basis. If accepted to return after a 90-day vacancy all previously attained clinical competencies need to be re-tested prior to competency certification. (Addendum)

PROGRESSION AND ACADEMIC POLICIES

INDIVIDUAL PROGRAM GOALS SCHOOL OF RADIOGRAPHY

In support of the Mission Statement of the School and the Medical Center, the Radiography Program will provide the healthcare community with qualified entry level radiographers and will concentrate our focus on the following

Goals and Outcome Assessments:

- Students will be clinically competent.
 - Students will acquire proper positioning skills
 - Students will select appropriate technical factors for radiographic exams
 - Students will practice patient care appropriately

- Students will apply appropriate critical thinking skills.
 - Students will demonstrate the ability to analyze consequences associated with the decision-making process
 - Students will critique radiographs/images for image quality

- Students will exercise professional behavior
 - Students will employ professional practices by their actions
 - Students will demonstrate an understanding of ethical behavior decision making

- Students will be able to communicate effectively
 - Students will demonstrate appropriate communication skills with patients
 - Students will demonstrate competency in written communication

INDIVIDUAL PROGRAM GOALS SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY

The diagnostic medical sonography program mission is consistent with the mission and goals of HMM and the JFK Muhlenberg School of Nursing and Medical Imaging. The diagnostic medical sonography program is committed to transforming healthcare by providing the healthcare community with qualified entry level sonographers who will become leaders of positive change. The program will concentrate its focus on the following:

- To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains [DMS – General Concentration].
- Enroll qualified students who will benefit from the course of study and graduate within the prescribed time frame at a rate consistent with the program mission and expected outcomes.
- Enable student to develop the appropriate communication skills, critical thinking, and problem-solving skills of a healthcare provider.
- Enable students to pursue professional and academic excellence throughout their careers as healthcare providers.
- Enable students to demonstrate the professional and ethical behaviors that are outlined in the Professional Code of Ethics published by the Society of Diagnostic Medical Sonographers.

Graduates of the JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Diagnostic Medical Sonography are eligible to apply for and to sit the certification examinations of the American Registry of Diagnostic Medical Sonography (ARDMS).

PROGRAM OUTCOMES SCHOOL OF RADIOGRAPHY

ARRT Pass Rate

- School of Radiography will maintain an ARRT pass rate at or above 80%.

Program Completion Rate

- 75% of students will complete the program in 150% of the program length.

*Advanced Placement students: Once you enter the program you have 50% of the time to complete the program.

TRACK	Actual Length	150% of Program Length
Generic Track	24 months	36 months
Advanced Placement Track	24 months	12 months

Job Placement Rate

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

PROGRAM OUTCOMES SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY

ARDMS Pass Rate

- School of Diagnostic Medical Sonography will maintain an ARDMS pass rate at or above:
 - 60% on Abdominal
 - 60% on Obstetrics and Gynecology

Program Completion Rate

- The student attrition rate will be less than 30%

Job Placement Rate

- 75% of the School of DMS graduates will attain positions in Diagnostic Medical Sonography within one year from the time of graduation.

ACADEMIC HONORS

Students carrying 15 or more credit hours during one semester are eligible for the Dean's List of Honor Students at Union College of Union County NJ if they attain a grade point average of 3.0 with no grade lower than a "C", and for the President's List of Honor Students if they achieve a grade point average of 3.50 with no grade lower than "B".

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

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

ACADEMIC PROBATION

Pre-professional students

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

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

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

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

Continued Probation: At the end of the initial probationary semester, a student will be placed on continued probation, if his/her grade point average remains within the probationary range based on the Quality Point Index Scale. Students on continued probation may not take professional courses; non-professional courses at Union College of Union County NJ may be taken. A maximum of 12 credits may be attempted. Students on continued probation must attain a

semester grade point average of 2.0 with no grade below a “C”. If the student meets the above stated requirements, and also achieves a cumulative grade point average of 2.0 at the close of the semester, probationary status is automatically terminated.

Professional Students

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

ACADEMIC PROGRESSION POLICY

Students matriculate into a Schools of Medical Imaging program when they register for their first course, Academic or Professional.

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

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

- All pre-requisite and co-requisite requirements must be met.
 1. All science courses must be completed with a grade of “C+” or better.
 2. A student must achieve a cumulative grade point average of 2.0 or higher to enter the first professional course.
 3. A student must achieve a cumulative grade point average of 2.0 or higher at the end of each semester in order to progress into the next professional course.
 4. For courses taken at Union College of Union County NJ, 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.
- Academic progress is evaluated at the end of each semester using the Quality Point Scale found in the Student Handbook. The Student Handbook is available on the Schools’ website, www.jfkmuhlenbergschools.org.
- All professional courses are sequential.

It is the responsibility of the student to make sure that they have all of the courses and pre-requisites needed to progress through the program.

ACADEMIC – DISMISSAL

A student will be dismissed from the program if he/she:

1. Has been placed on academic probation and fails to achieve the minimum course grade in any course in subsequent semesters.
2. Fails to complete the program within the published time frame for that program as stated previously under Disciplinary Action.
3. Fails any 2 professional courses in the same or any semester
4. Fails any 2 professional courses in any semester
5. Fails the same course in 2 separate semesters.

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

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

- *Radiography*: RNTM 103-Introductoin to Medical Imaging - Must attain a C+ average or higher in **both** the Patient Care section **and** the Radiation Protection section of this course to advance. Failure would require the student to repeat the course the following year before attempting any other professional courses. RADM 120-Radiographic Procedures I is pre-requisite to RADM 121-Radiographic Procedures II and if failed will need to be repeated prior to any other procedures and clinical courses. RADM 110-Rad Exposure I is pre-requisite to (RADM 111 - RADM 211) and a failing grade in RADM 110 will require the student to repeat the course before advancing to courses requiring clinical experience.
 - * Pre-requisite to the next section – failure in these courses prevents proceeding to the second section of that course. Additional clinical courses may be required at the time of or after repeating the failed course.
 - * Medical terminology must be taken once before entering the professional phase of the program. Second attempt must be taken first professional semester and passed with a 76% C+ or better. Updated 8/4/15

- *Diagnostic Medical Sonography*: The following general education courses must be successfully completed before advancing to the professional phase: ENG101, MAT119, PHY101 or PHY125, BIO105. This includes RNT-101 Medical Terminology, and DMS 101 Patient Care. *DMSM 103-Ultrasound Physics and Instrumentation Part I, DMSM 104-Ultrasound Physics and Instrumentation Part II, *DMSM 105 Ultrasound of the Abdomen I, *DMSM 109 Obstetrical Sonography I, *DMSM Sonography of Superficial Structures I, *CLPS 901-Clinical Sonography I, *CLPS 902-Clinical Sonography II, *CLPS 903-Clinical Sonography III, *CLPS 904-Clinical Sonography IV, CLPS 905-Clinical Sonography V.

* Pre-requisite to the next section – failure in these courses prevents proceeding to the second section of that course. Additional clinical courses may be required at the time of or after repeating the failed course
 *Medical terminology must be taken once before entering the professional phase of the program. Second attempt must be taken first professional semester and passed with a 76% C+ or better. Updated 8/4/15

ACADEMIC DISMISSALS Adopted 6/7/04 Rev 7/15/07 Rev 8/12/08 Rev 8/17/10, 8/11/12, 7/11/2016

Please read the Student Rights & Responsibilities section found later in this document, outlines the process required to appeal any decision rendered by the School which affects your attendance in the program.

ACADEMIC DISMISSAL

A student who appeals a dismissal from a program in the Schools of Medical Imaging for reasons not related to clinical performance may continue in the program throughout the appeal process until such time as a final decision is announced. If infractions of the Honor Code are involved a grade of incomplete (I) will be recorded until such time as the appeal decision is finalized. **Only 1 appeal processes is allowable per student.**

CLINICAL DISMISSAL

A student who appeals a dismissal from a program in the Schools of Medical Imaging due to unsafe clinical practice and/or poor clinical practice may continue in the didactic portion of the program *only* while the appeal process takes place. If the appeal is determined in the student's favor, the student is responsible to complete the remainder of the competency based program.

Only 1 appeal processes is allowable per student.

If an appeal upholds a dismissal, the student will be dropped from all clinical and didactic classes and a grade of "F" will be recorded for those courses. Additionally, if the incident occurs prior to the published withdrawal date for that semester, the student will be withdrawn from all courses. Tuition and Fees will *not* be refunded for any academic and/or clinical dismissal. See also, *Unsafe Clinical Practices*.

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. **(Student must declare ethics violations before joining the program or soon after the violation has occurred).**

APPEAL PROCESS

I. APPEAL PROCESSES (only 1 appeal processes is allowable per student)

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 of Union County NJ.

II. NON-ACADEMIC APPEAL PROCESS

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

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

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

1. An associate dean or program director from a program other than the program the student is enrolled in.
2. A faculty member from a program other than the program the student is enrolled in.
3. The director of Student Engagement.
4. 2 students from a program other than the program the student is enrolled in.

- C. The Investigative Committee shall schedule a hearing within five (5) working days from original receipt by the Dean of the student's Grievance Statement.
- D. At least three (3) working days prior to the appeal hearing date, the Dean or his/her designee will obtain the rationale/documentation involved in the contested decision and submit it to the Committee.
- E. The student and a representative of the School will appear before the Investigative Committee at the designated time and place to present the issues and to address any questions that the Committee may have concerning this matter.
- F. The student may choose a representative from the faculty at the school (who is not serving on the Investigative Committee) to serve as an advisor through the appeals process. This individual may attend the appeals hearing in a supportive role only and will not participate in the hearing.
- G. The student may bring a support person in place of the faculty advisor to the hearing. The support person may serve as a consultant, but may not actively participate in the hearing. The hearing is not intended to be a trial or similar proceeding and, therefore, the support person may not participate in the hearing in the capacity of a lawyer or advocate of the student's position (e.g. presenting evidence, examining witnesses, making argument to the Investigative Committee, or otherwise actively counseling the student).
- H. Minutes will be recorded on a recording device. At the conclusion of the hearing, the Investigative Committee will make a final decision, unless extraordinary circumstances preclude the committee from making an immediate decision, in which case the committee will render its decision within two business days of the completion of the hearing. A majority vote will constitute the final decision of the Investigative Committee.
- I. The decision of the Investigative Committee will be given in a written statement to the Dean.
- J. The Dean will review the written materials considered during the hearing, review the Investigative Committee's statement, and issue a written decision accepting, rejecting or modifying the Investigative Committee's recommendations. The Dean will notify the student of the written decision which has been issued.
- K. Following the issuance of the written decision by the Dean, either party may Request an Administrative Hearing if he/she believes due process was not afforded. The purpose of this Administrative Review is to examine the process to determine if student and administrative rights were upheld (see Academic Process, Section D. "Administrative Hearing Process" for further description of the Administrative Hearing Process applicable to this phase of the review process).

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

III **ACADEMIC APPEAL PROCESS**

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

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

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

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

- B. The following relates to an academic numerical grade

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

- C. The following relates to clinical evaluations:

1. Informal Resolution

- (a) The student should attempt to resolve the disagreement related to the clinical Evaluation with the involved faculty member(s). A copy of the evaluation Tool and the anecdotal should be given to the student at this time.
- (b) The Associate Dean/Program Director should be contacted to attempt to mediate the issue.
- (c) If the student is not satisfied with the outcome of the meetings, he/she may request an appeal. This is instituted by submitting a written statement of

intent to the Dean, Schools of Nursing and Medical Imaging, within three (3) working days of the student/Associate Dean/Program Director conference. At this meeting, the Dean will determine if the issue meets the stated criteria for a valid appeal (see above). The Dean will immediately notify the Chairperson of the Promotion and Evaluation committee and the instructor(s) involved.

2. Appeals Committee Hearing

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

- (i) The Appeals Panel makes recommendation to the Dean, but does not have the authority to change the clinical grade to “Satisfactory.” The decision of the Appeals Panel requires a majority vote and shall be presented as a recommendation to the Dean at the conclusion of the hearing. The Dean will review the written materials from the hearing and the Appeals Panel’s recommendation. Within three (3) working days of receipt of the Appeals Panel’s recommendation, The Dean will notify the student and the instructor(s) involved of the Dean’s decision. The decision of the Dean will be written.
- (j) In the event a majority of the Appeals Panel is unable to reach a decision, the Panel will be dismissed and a new Appeals Panel will be empaneled within five (5) working days. The members of the new Panel will consist of two faculty members drawn by lot (any faculty member involved in the evaluation being appealed will not be eligible) and two (2) students (one from each level) drawn by lot. (The student cannot be in the course that the student is presently enrolled).

D. Administrative Hearing Process

1. Following the decision by the Dean (upon completion of the hearing), either party may request an Administrative Hearing if he/she believes due process was not afforded. The purpose of this Administrative Hearing is to examine the process to determine if student and faculty rights were upheld.
2. A written request for a hearing must be submitted to the Dean by a party seeking an Administrative Hearing within two (2) working days of the receipt of the Dean’s decision.
3. This written request must state the reason(s) that the requesting party believes that due process was not accorded to him/her during the hearing. The Administrative Hearing Panel will consist of:
 - a. Dean, Schools of Nursing, Medical Imaging
 - b. Vice President and Chief Operating Officer, HMMH JFK Health
 - c. CNO or the Radiology Director
4. All written materials from the Academic Appeals Hearing are to be retained in the Office of the Dean and will presented to the Administrative Hearing Panel by the Dean.
5. The Administrative Hearing will ordinarily be scheduled within ten (10) working days from the time of the request and the student will be promptly notified of the Administrative Hearing date by the Dean of the Schools.
6. The chair of the Appeals Committee, the student and faculty may each make an oral or written presentation to the Administrative Hearing Panel.
7. The Administrative Hearing Panel will render its decision within three (3) working days of the Administrative Hearing. A majority vote of the Panel will constitute the decision of the Panel.
8. The decision of this Panel will be forwarded to the instructor(s) and the student within one (1) working day after the decision has been made. The decision is final and binding and there shall be no further right of appeal of the decision.
9. If the student does not agree with the decision of the Academic Appeals Panel (in the case of academic appeal) or the Administrative Hearing Panel, he/she has the right to document this disagreement within (7) working days of the

Academic Appeals Panel's decision and have it placed in his/her permanent record.

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

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

ANECDOTAL NOTES

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

ATTENDANCE POLICY - CLASSROOM

ATTENDANCE IN ALL SCHEDULED CLASSES, LABORATORIES, SEMINARS, AND CLINICAL ASSIGNMENTS IS MANDATORY.

Students are required to attend classes for which they are registered. Students are graded according to the course objectives and requirements established and distributed by the instructor in the syllabus for each course.

The instructor in a given course will handle tardiness. Tardy is defined as 5 minutes late for class without previous notice. If a student is tardy more than twice with no previous call, the instructor will request that the Program Director initiate a written warning with an action plan to ensure the student complies with this policy. Failure to comply with the action plan will be interpreted as a behavioral problem and will be resolved in accordance with the policies in this student handbook regarding behavior. As stated therein: "If the student engages in the same behavior that would require disciplinary action for the second time, the student may be dismissed from the program".

Any instructor has the right to invoke the following:

1. A student arriving late for class or laboratory will be admitted only at the discretion of the instructor.
2. Students are permitted to leave a class or laboratory before the class is dismissed only at the discretion of the instructor.

3. Students must be in the clinic and ready to work at the assigned time. (Refer to Clinical Tardiness and Absenteeism Policy). A late arrival will be recorded as tardy by the clinical instructor/supervisor. Except for scheduled breaks and lunch, students may not leave the clinical site until their assigned shift is completed.
4. Repeated tardiness will result in disciplinary action, as described in the Clinical Tardiness and Absenteeism Policy.
5. Upon the third unexcused absence from a course that meets twice a week or upon the second unexcused absence from in a course that meets once a week, the student will be automatically withdrawn from the course with NO REFUND of tuition or fees.
6. Extended absences (more than three consecutive school days) will be handled on an individual basis. Those students experiencing extended absence due to illness must contact their Program Director for advisement.
7. All absences due to illness that exceed three consecutive school days must be verified by a note from a physician before returning to class or clinical. Please see the “Health Service” procedures in this handbook.
8. Any student who fails to attend class and/or clinical for a period of two weeks or more without notifying either their Program Director or Director of Registration and Enrollment as required will be automatically dropped from the program. No tuition or fee reimbursements will be given and readmission can only be granted through reapplication.
9. In the event of a death in the immediate family, a student will be granted up to three days off without penalty. Additional time may be granted by the Program Director, but this may impact on continuation in courses in which the student is enrolled. Time lost may require makeup time or additional work on the part of the student. Immediate family includes spouse, parents, grandparents, siblings, children, others living in your primary residence. Documentation of the death and/or residency may be requested.

MISSED CLASSES

Students are required to attend all scheduled classes and clinical sessions. If the student is absent from class it is his/her responsibility to contact the instructor regarding missed information, handouts, assignments, and announcements.

MISSED QUIZZES AND EXAMS

Quizzes and exams that are missed due to absence are made up according to program and/or instructor policy. The instructor’s policy will be noted in the course syllabus and announced on the first class day.

If a test or quiz is missed due to absence from class on the day the test is scheduled, the test and/or quiz **MUST** be taken prior to the next class period, i.e. Tuesday afternoon class missed - the test and/or quiz must be taken before the next class meeting on Tuesday afternoon. The student will not be permitted back to class until the missed test/quiz is completed. The student must make arrangements for taking the test/quiz with the instructor of the course.
(Rev. 5/2010, Reviewed 5/2015)

Clinical Tardiness and Absenteeism Policy

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

Tardiness

Tardiness is defined as greater than 5 minutes late to clinical or 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, 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 clinical coordinator. This will also be documented in the weekly clinical anecdotal. This procedure will occur even if the student adhered to the appropriate notification process (Notification System for Clinical Absenteeism, please refer to the Clinical Manual).

A second occurrence of tardiness will result in the student being placed on clinical warning, signing a second Clinical Tardiness and Absenteeism Rubric, and completing a Performance Improvement Plan (PIP). This will also be documented on the student's weekly anecdotal record. The PIP will be a contractual agreement in which the student will identify specific steps that will be taken to avoid subsequent tardiness. This contract must be submitted to the clinical coordinator 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 required to make up a clinical day after the third tardiness regardless of the amount of time they were late. This will be documented on the student's anecdotal record. The clinical coordinator and clinical 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 Clinical Coordinator and the Program Director.

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 a course failure.

Absences

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

Clinical make up will occur during a period designated in your course syllabus, which is distributed at the beginning of each semester. Clinical make up may be completed on a different clinical site and/or with different faculty members. All make-up days will be at a hospital clinical site with a faculty instructor.

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

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

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

Failing the clinical component of the course will result in a course Failure.

Skills Practice Laboratory

Skills practice laboratory (SPL) is part of the clinical credit hours for the Radiographic Procedures course for that semester. Attendance is mandatory as outlined in the Student Handbook. There are no make-up days at the school for absences from SPL, it will be made up at your clinical site prior to the next scheduled week. If the skills practice laboratory is not made up prior to the next clinical week of the course, the course instructor, clinical instructor or clinical coordinator will issue a written clinical warning. This written clinical warning will be documented on the student's weekly anecdotal. The designated clinical skill/procedure will 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.

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CLINICAL TIME AND REPORTING

School time, class and clinical, is based on an 8-hour day, 40-hour week. Class and clinical time will be scheduled between 7:00 am and 6:30 pm depending on the site assigned. Additionally, time off from class or clinical is not sanctioned by the school. Medical appointments, job interviews religious days etc. may be pre-scheduled with the Program Director and will be subject to the Tardiness and Absenteeism Policy. Additional clinical time may be required based on the clinical progress of the student. Fees for any required additional clinical time will be charged at the prevailing rate.

An absence or an expected late arrival on class or clinical days must be reported prior to the start of clinical on the day of the occurrence by calling the program telephone number and leaving a message on the answering machine. Trajecsys users may mark themselves absent on the website.

The message must include:

- Name of student and clinical site (if applicable)
- Date of absence or late arrival
- Expected return date or arrival time

The student must also call the clinical site to which he/she is assigned and leave a voicemail or direct message for the Clinical Supervisor. This **MUST** be done prior to the time at which the student is assigned to begin clinical.

Program telephone numbers:

Clinical Coordinator:

Radiography 908-668-2771
Diagnostic Medical Sonography 908-668-2666

Program Director:

908-668-2543
908-668-2884

Failure to report an absence/tardiness or calling in after the required call-in time to the clinical site and program office as required will be considered abandonment of duties and result in disciplinary action as outlined in the Tardiness and Absenteeism Policy.

CLINICAL GRADING, PROBATION, AND DISMISSAL

GRADING

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

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

PROBATION

A student will be placed on clinical probation for any of the following reasons:

- Two failing competencies for the same procedure.
- Significant, documented deficiencies on periodic evaluations.
- Lacking the knowledge and/or competence to perform previously learned skills (i.e. procedures for which he/she has already passed competency evaluations)
- Failure to protect patient confidentiality as required by federal HIPAA standards.
- Failure to abide by the professional code of ethics and standards of practice for their

discipline.

Upon being placed on clinical probation, the student will be counseled by the Program Director and Clinical Coordinator. An action plan will be presented and a deadline set for achieving the expected standards. Failure to follow the remediation plan or failure to meet the standards for compliance will result in dismissal from the program.

CLINICAL DISMISSAL

If, at any time, the Program Director, Clinical Coordinator, Clinical Supervisor, or Designated Clinical Instructor determines the student to be clinically unsafe the student will be dismissed from the clinical site immediately. Please refer to *Unsafe Clinical Practices*.

Any student who has been dismissed from a program due to clinical incompetence will need to re-apply and be placed in the admissions pool for possible re-start of the program. These students will be re-considered under the admissions policies in place at the time of re-application. If chosen to re-start the program repeating ALL clinical courses will be required. No credit will be given for prior clinical time or competency evaluations.

BIBLIOGRAPHY AND FOOTNOTE FORMAT

Students are expected to obtain and use a standard form and style book, for example – Campbell, W.G., and S. Ballou; Tiraboam; A.P.A. or similar book – when preparing all papers. A.P.A. Style books can be purchased at Union College of Union County NJ Bookstore. They are also available in libraries. Please include the style book used in the bibliography for each paper.

COMPUTER LABORATORY

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

Academic Computing Network Use Policy:

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

Network Policy:

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

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

Social Media Policy:

Social networking, both professional and personal, is a popular way to connect with friends, foster relationships and create a complex group of online networks and online communities. However, these new communication and networking opportunities also creates new responsibilities for those who engage in social networking. Students who choose to use or contribute to online media are not only impacting their personal image, but may be potentially impacting the image of HMH JFK Muhlenberg Snyder Schools. The purpose of this policy is to provide reasonable guideline for online behavior for students of HMH 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 HMH JFK Muhlenberg Snyder Schools or HMH JFK Health or its patients or which discloses confidential information. Also, remember that your own reputation is at risk – what you say or do, even if not otherwise connected to HMH JFK Muhlenberg Snyder Schools or HMH JFK Health, may be seen by patient, vendors, competitors or others who will make judgments about you based upon what you place online.

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

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

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

CURRICULUM DESIGN

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

DISTANCE EDUCATION POLICY

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

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

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

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

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

EXAMINATION POLICIES

All students, faculty and administrators will strictly adhere to the following procedure(s) during the administration of quizzes, tests and exams.

1. All books, reference material and personal items will be placed in the front or back of the classroom as directed by the instructor/proctor.
2. All cell phones and/or beepers must be turned off and placed in personal belongings in the front or back of the room as directed by the instructor/proctor.
3. All writing implements will be supplied by the instructor/proctor and only those distributed by the instructor/proctor may be at the student's desk/computer. The writing implement must be turned in with the quiz, test or exam paper.
4. If a calculator is required for test taking it must be non-programmable. The calculator's cover/case must be removed and left with the student's personal belongings. The instructor/proctor may request to examine the calculator at any time before, during and/or after the test. If found to be non-compliant a grade of "0" will be recorded for that quiz, test or exam. Personal belongings and books may be taken to the student's workstation only when every student has finished the quiz, test or exam.
5. All online course final examinations will be proctored and given offline in a classroom setting. Schedules will be announced via e-mail.

6. A different but comparable exam must be given for all makeup exams.
7. It is the policy of the School that NO retake of any examination in any credited professional course will be allowed.
8. **School Policy:** Grades for quizzes, test and exams will not be made available to the student within 24hr of taking the test. Do not call or visit the instructor within the 24hr period immediately following the quiz, test or exam to receive your grade. Instructors may choose to go over the exam questions with the class immediately following the administration of the quiz; test or exam provided ALL students were present for the evaluation. Grades will be calculated after class and grades provided to the students after the 24 hr. lapse. Grade may be sent electronically provided the student has agreed to accept their grades via e-mail.
9. No tests, quizzes or exams will be returned to the student.
10. No talking amongst/students/faculty will be allowed while test materials are distributed or during the examination.
11. If a student has a question, the instructor will go to the student. Content will not be discussed.
12. Only what is on the Scan Tron sheet will be taken as the answer.

Rev 08/09, 08/10, 08/11, 7/2016

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

Objective: To maintain security of exam and integrity of exam takers if classroom evacuation is necessary (e.g. fire drill)

The following steps will be taken:

1. The proctor will ask the students to turn over all exam papers and leave them on the desk.
2. The proctor will verbally remind students that they are not to talk to one another or communicate in any way until the exam is finished.
3. All belongings will remain at the front of the classroom.
4. Everyone will exit the classroom and proceed to the nearest exit.
5. The proctor will lock the classroom door upon exit.
6. With the proctor, the students will remain together silently as a group and return to the classroom
7. as a group when the “all clear” is designated.
8. Upon return to the classroom, the exam papers will remain turned over until the proctor announces that the exam may begin again.
9. The proctor will allow the same period of time for the students to complete the exam as was left before the fire drill.

Nov. 2009

GRADE POINT AVERAGE (GPA) – ALL STUDENTS

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

A	4.0	D+	1.5
B+	3.5	D	1.0
B	3.0	F	0.0
C+	2.5	XF	0.0
C	2.0	I	0.1

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

The following is an illustration of this computation:

Biology 106	4	C (2)	8
Psychology 205	3	A (2)	12
Nursing 121	8	B (3)	24
Total Attempted Credits:	15	Total Quality Points Earned:	44

44 divided by 15 results in a 2.93 grade point average. Institutional and transfer credits are not included in the computation of averages. Institutional credits are awarded for preparatory and basic skills courses.

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

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

THE GRADING SYSTEM

Courses are recorded in terms of credit hours. The fall and spring semester each consist of 15 weeks of instruction plus a one-week final examination period. Summer sessions may vary in length. One theory credit hour is equivalent to a 50-minute period of class work per week per semester. One laboratory credit hour is equivalent to a three-hour period of laboratory

experience per week per semester. Students receive a grade report following the close of each semester.

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

A	Excellent	90-100
B+	Very Good	86-89
B	Good	80-85
C+	Above Average	76-79
C	Average	70-75
D+	Below Average	66-69
D	Unsatisfactory	60-65
F	Failing	Below 60
I	Incomplete *If not completed within 6 weeks of the end of semester, grade will become XF	
XF	Incomplete changed to failing	
UF	Unofficial Withdrawal	
W	Official Withdrawal	
AU	Audit (no credit)	

Grades below a 70% are not transferrable.

Midterm Warning

An Academic midterm warning is completed at midterm if a student has a grade below 76% in a Radiography or Diagnostic Medical Sonography course, or is in serious danger of falling below 76%.

No grades will be released unless all financial obligations are satisfied and a signed release form is on file. Students will receive a grade of "I" Incomplete until financial obligations are met.

Note: It is the policy of the school that grades for tests, quizzes and exams will not be given to the student within the first 24 hours of administration. Students are not to contact the instructor or Program Director during the 24 hours immediately following the test. Mid-term

and Final examinations and tests are not released to the students under any circumstances. Quizzes may be distributed at the discretion of the instructor.

Any HMH JFK Muhlenberg Snyder School of Medical Imaging student who has failed two HMH JFK Muhlenberg Professional courses is dismissed from the School. This dismissal is final and the student may not reapply to the program from which they were dismissed.

DEFINITIONS OF WARNINGS

A verbal warning is any warning given in person to a student by any school or hospital official. The program director/clinical coordinator will maintain documentation of the verbal warning as a written anecdotal in the student's file.

A written warning may be given at any time either on a DISCIPLINARY ACTION form (see Addendum) or as part of the periodic performance evaluation summary given by the program director to the student. At such time a remediation plan may be required to rectify the behavior of the student to bring them into compliance with the policies of the School.

DISCIPLINARY PROCESS CLINICAL (SEE ALSO CIVILITY CONTRACT)

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

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

- Narrative:
 - student
 - clinical instructor's anecdotal file/course

- Clinical Warning Notification:
 - student
 - clinical instructor's anecdotal file/course
 - student's academic record after written acknowledgment by Educational Director

- Academic Warning:
 - same as Clinical Warning Notification

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

“Warning notices may also be given for breaches in 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.”

- **Academic Midterm Warning:** An academic midterm warning is completed at midterm if a student has a grade below 76% in an imaging course.

The minimum acceptable grade in an imaging course is a "C+". If a student earns a "C, D+", "D" or "F" in an imaging designated course he/she will have to repeat the course. The "C, 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.

UNSAFE CLINICAL PERFORMANCE/ OSL/TLD BADGE POLICY (SEE POLICY ADDENDUM U)

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

- Behavior indicating substance abuse
- Abandonment of patient
- Insubordinate behavior towards faculty or staff
- Flagrant disrespect of patient, faculty, staff and/or peers
- Gross negligence
- Verbal abuse or physical abuse/neglect to patient, faculty, staff and/or peers
- Possession of a weapon
- Theft of any medical center property
- Unsafe practice which causes potential or actual harm to a patient (SEE Policy on Direct and Indirect Supervision Addendum T)
- Lack of knowledge and/or incompetence of previously learned skill
- Falsification of documents

Also, if at any time the Program Director, Clinical Coordinator, Clinical Supervisor, or Designated Clinical Instructor determines the student to be clinically unsafe the student will be dismissed from the clinical site immediately.

This includes but is not limited to:

1. Causing excess radiation exposure to the patient, staff, or self.
2. Poor radiation safety practices.
3. Endangering the physical safety or well-being of the patient, staff, or self.
4. Abandoning the patient, for any reason, at any time.
5. Attempting to perform examinations, repeats and/or procedures without direct supervision when direct supervision (See Addendum T)

is required. This includes preparation of a radiopharmaceutical dosage or radiopharmaceutical kit, or injection of a patient without direct supervision.

6. Physically or verbally abuses, or neglects a patient.

7. Physically or verbally abuses a faculty member, staff, or peer or uses obscene language in any manner while in the clinical setting.

8. Acting in a manner that could or did cause psychological or emotional harm to patients or visitors.

***NOTE:** As stated previously in this document the student may be dismissed from the program if the nature of the situation warrants dismissal. Multiple infractions may require immediate dismissal as previously outlined.

A student will also be **dismissed** from the program for any of the following reasons:

- Failure to comply with the action plan or fails to meet the deadline noted in the plan.
- Engaging in the same action as a previous offence or new actions that would result in placing a student on probation, suspension, or require disciplinary action.

SCHOOL LIFE

BLS (BASIC LIFE SUPPORT)

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

CHAPLAINCY SERVICE

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

FITNESS FACILITIES

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

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

FINANCIAL INFORMATION

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

Applying for Financial Aid

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

Student Eligibility Requirements

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

Why file?

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

How to file

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

What happens after you file?

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

Why is your EFC important?

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

When will I know the bottom line?

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

Federal Title IV

Programs Federal

Pell Grant

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

The William D. Ford Federal Direct Loan Program

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

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

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

The Facts Regarding Federal Stafford Loans:

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

to the Department. It also explains the terms and conditions of your loan(s). To complete your MPN, please visit: www.studentloans.gov.

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

Additional Information

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

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

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

Parent Loans

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

The Facts Regarding Parent PLUS Loans:

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

Other Federal Assistance

Veterans' benefits are available for approved candidates. Students who are requesting Veterans' Administration benefits must do so through the Admissions Office of Union College of Union County NJ.

New Jersey State Programs

New Jersey Tuition Aid Grant (NJTAG)

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

New Jersey Educational Opportunity Fund (NJEOF)

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

New Jersey STARS Program (NJSTARS)

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

New Jersey Community College Opportunity Grant (NJCCOG)

New Jersey's fiscal year 2020 budget appropriates \$25 million to fund New Jersey's Community College Opportunity Grant program for student financial aid support. Students at all of New Jersey's 19 community colleges who have completed the FAFSA or the New Jersey Alternative

Financial Aid Application will be automatically considered for eligibility for this last-dollar state grant funding.

New Jersey CLASS Loans

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

Private Loans

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

For additional information on the Private/Alternative Loans available to students attending HMHN JFK Muhlenberg Snyder Schools, please visit the following website:

<http://beta.elmselect.com/link/query/schoolid=335>

Scholarships

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

Students Rights and Responsibilities

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

STUDENT RIGHTS

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

STUDENT RESPONSIBILITIES

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

Satisfactory Academic Progress Policy for Financial Aid Recipients

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

Qualitative and Quantitative Standards:

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

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

Transfer credits from institutions other than JFK Muhlenberg Schools will be totaled and counted in the determination of completion rate and maximum time frame.

Grades of “W”, “I”, “UF” and “F” **do not** count as successfully completed courses but **do** count as credits attempted and are used in the determination of enrollment status and maximum time frame.

Audited courses are not eligible for financial aid funding and are not included in the determination of a student’s enrollment status for financial aid purposes.

A student is permitted to **repeat** a previously passed course one additional time for the repeated course to be eligible for financial aid. A student can **repeat** a previously-failed course. All attempted hours will be included in the calculation of maximum time frame.

Timing of Measurement:

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

Failure to Achieve Satisfactory Academic Progress

If a student fails to meet wither the qualitative (2.0 cumulative GPA) or quantitative standard (successful completion of 70 percent of all courses in which enrolled) or both, he/she will receive a warning notice. The preferred method of notification is electronic; messages are sent to the student’s e-mail address on record. Students on warning are eligible to receive one semester of financial aid and are expected to use this period to reestablish satisfactory academic progress.

If a student fails to meet either standard for a second consecutive semester, he/she will receive a suspension notice. No financial aid will be awarded to a student on suspension until the student corrects the academic progress deficiencies. Students who do not meet the satisfactory academic progress requirements for financial aid eligibility can enroll at HMH JFK Muhlenberg Snyder Schools **without financial aid** to correct the deficiencies.

Appeal Process for Probationary Semester:

The right to appeal is granted to any student whose financial aid eligibility has been suspended. An appeal must be based on significant mitigating circumstances that seriously impacted academic performance. The student should submit a written appeal to the Financial Aid Office. An appeal letter must include why the student failed to make satisfactory academic progress and what has changed that will allow the student to make progress at the next evaluation (i.e., at the end of the next semester of enrollment).

An appeal letter must be accompanied by:

1. A typed academic plan clearly stating how the student intends to meet progress standards.
2. A copy of the student’s program evaluation, which is available on the student’s Web Advisor account. The program evaluation displays completed courses and courses still required for program completion.

An appeal submitted without adequate documentation will be denied.

The appeal letter and supporting documentation submitted by the student will be forwarded to the Financial Aid Satisfactory Academic Appeals Committee.

Please note that merely filing an appeal does NOT guarantee continued eligibility for financial aid. Typically, appeals are reviewed within 15 business days. Students will be notified of the Committee’s decision. The preferred method of notification is electronic; the decision notice is

sent to the student's e-mail account on record. The decision of the Financial Aid Satisfactory Academic Progress Appeals Committee is final and cannot be further appealed.

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

If the appeal is approved, the student regains financial aid eligibility for one probationary semester. During the probationary semester and all subsequent semesters, the student must achieve an 80% completion rate and maintain a term GPA of 2.0. Failure to do so will result in suspension of financial aid eligibility after which the student will regain eligibility ONLY by taking courses, without benefit of financial aid, until he/she is in compliance with all components of the JFK Muhlenberg Snyder School's satisfactory academic progress policy (70% completion rate and 2.0 minimum cumulative GPA).

Maximum Time Frame:

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

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 or not a degree was received. The number of credits attempted will be measured against the student's current active program of study.

Student Responsibilities

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

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

It is the student's responsibility to follow up with the Financial Aid Office is he/she does not receive an appeal determination notice within three weeks of submitting the appeal.

CLINICAL CLEARANCE

PHILOSOPHY

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

PURPOSE

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

OBJECTIVES

As a participant in the Health Program for Hackensack Meridian HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing, the student will be expected to:

1. Demonstrate knowledge of health principles important in health promotion and health maintenance.
2. Practice health promotion and health maintenance.
3. Utilize available health facilities and services.
4. Evaluate health practices of self and others.
5. Become self-directing in the improvement of health practice.

DESCRIPTION AND IMPLEMENTATION OF COMPONENTS

HEALTH APPRAISAL

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

CLINICAL REQUIREMENTS

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

Students entering the Radiography or Sonography program should complete a physical examination with the three months prior to starting clinical. Annual physical exams are required while in the medical imaging 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.

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

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

Americans With Disabilities Act (ADA) 1973

In accordance with Americans with Disabilities Act (ADA) 1973

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

Corrective devices are allowed to meet the minimum requirements.

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

HEALTH SERVICE

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

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

1. Follow-up for exposures and other problems related to infection control.
2. Annual tuberculin test, on all previously negative reactors.
3. Annual Respiratory Fit testing.

The fee also covers:

4. Evaluation and referral for treatment of school related injuries and illness.

In addition to the student health fee, the following policy applies to the payment of medical/ Hospital bills:

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

Care During Illness or Injury:

1. Students who become ill or injured while in classes, clinical, or as a resident at HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools may be referred to HMH Occupational Health for triage and referred as necessary to their private medical doctor.
2. If a student is referred for further medical treatment or is treated in the Emergency Room, the student will pay on a fee for service basis. 105
3. If diagnostic tests or medical therapy are required, the student will be referred to his/her private physician.
4. All incidents, injuries/accidents on JFK Medical Center property must be reported and an incident report must be made immediately following the incident for person(s) injured. students injured on JFK Medical Center property must be evaluated either at HMH Occupational Health or the Emergency Room the same day of injury.
5. Students with school related injuries will be triaged through the HMH Occupational Health and will be referred to a specific medical specialist in keeping with standing policy and insurance carrier requirements.
6. Injuries occurring at home or away from school are to be treated by the student's private physician.
7. Hospital Admission:

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

Procedure for Reporting Illness or Injury:

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

Infection Control:

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

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

3. Students sustaining puncture wounds, blood splashes or perimucosal contact with blood or body fluids in the clinical areas should report this immediately to their instructor and the Health Clearance Nurse. An incident report should be made out and the student must be seen at HMH Occupational Health or the Emergency Room **the same day the incident occurs**
4. The School of Nursing reserves the right to require additional testing depending on contract

requirements of clinical affiliates.

HEALTH EDUCATION

The Health Service Staff and Faculty work with students, reinforcing health principles that are taught in the curriculum and help them to apply these principles individually.

Other Requirements for Students:

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

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

HEALTH CLEARANCE FORMS

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

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

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

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

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

- A TWO-STEP PPD is required. The PPD test is administered intra-dermally, and then read 48 to 72 hours later. The 2nd Step PPD **MUST BE DONE WITHIN 1-3 WEEKS OF**

THE FIRST TEST. Please contact me if you have been doing yearly Tuberculosis testing. Quantiferon Gold or T-Spot Testing is also accepted.

- If previously PPS positive: Please provide documentation of the positive test date with “mm” of induration. A Chest X-ray report or Quantiferon Gold T-Spot Test is required within three (3) months of clinical start date. If INH therapy was prescribed, documentation of therapy is also required. Thereafter a Tuberculin Surveillance Monitoring form must be completed annually.
- Submit Personal Medical History form, please be sure to indicate any allergies.
- 10 Panel Urine Drug Screen Test – **Done at HMH Occupational Health Service (OHS)**. If the HMH OHS physician has to review the results of your drug test, an additional fee is charged.
- HMH Occupational Health has two locations and you may schedule your appointment at either facility:

1080 Stelton Road	742 Route 1 North
Piscataway, N.J.	Iselin, N.J.
(848) 230-6800 – Option 1	(732) 362-3871
- Respiratory Fit Testing – **Done at HMH OHS**
 - DO NOT EAT OR DRINK ANYTHING 45 MINUTES PRIOR TO TESTING
 - No perfume, cologne, or body lotion should be worn during testing.
 - Beards need to be short and well-groomed.
 - Long hair needs to be well tamed.
- Proof of Health Insurance is required for all clinical and dormitory students. You may visit the government website, www.healthcare.gov, or contact them at 1-800-318-2596 if you need to obtain insurance. If you cannot afford insurance, proof of charity care is also accepted. Failure to comply will result in your being unregistered from the course. Please be aware that Union College of Union County NJ no longer offers health insurance. Please contact the Health Clearance Nurse if you have any questions.
- Proof of Tdap vaccination (Must contain Pertussis component).
- Flu Vaccine, during flu season, is required and offered free of charge at the school starting in October.
- All aspects of medical clearance can be done with your personal physician, **except the urine drug screening & respiratory fit testing which must be done at HMH OHS**. HMH Occupational Health Services can also do your physical exam and labs at cost.

- Incidents that occur during clinical must be reported to your instructor. An incident report needs to be completed, and you must follow up at HMH Occupational Health Office.
- Exposures to Blood borne Pathogens must be reported immediately to your instructor, and followed up at HMH OHS.
- All students are required to submit a clearance note from their Physician/Healthcare Provider before returning to classes, skills simulation laboratory or the clinical setting, after any illness or accident, that fall within the guidelines below.
 - The student has been absent for 3 or more consecutive days.
 - The student has been evaluated in an Emergency Room Setting.
 - The student has been hospitalized.
 - At the instructor's discretion, if they feel physician clearance is merited.
 The clearance note must list the diagnosis and any restrictions in duty.
- If you become pregnant while in school, you must submit a note from your obstetrician stating that you are medically cleared to participate in clinical without restriction.
- All **Dormitory Residents** are required to be immunized against meningococcal meningitis (Menactra or Menveo vaccine). Meningitis B Vaccination is also recommended.

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

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

HMH JFK Muhlenberg Harold B. & Dorothy A. Snyder Schools
1200 Randolph Rd,
Plainfield NJ 07060

KEY CARD POLICY

Key cards are given to all students during new student orientation. This will enable you to enter the building for classes. If the key card is lost, there is a \$25.00 fee to replace the card. You will see the Accounting Assistant, for the replacement card and to pay the required fee.

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

LIBRARY – MEDICAL

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

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

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

LIBRARY RULES AND REGULATIONS

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

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

Smoking and eating in the library are not permitted.

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

The library is open Monday – Friday, 7:00 am- 3:30 pm.

Access to online material can be accomplished by following the click path: MyLinks/Clinical Patient Care/JFK Medical Center Library

LOANS

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

FINES

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

UNION COLLEGE OF UNION COUNTY NJ LIBRARY

The Union College of Union County NJ Libraries serve as the major learning resource of the College.

The libraries offer

- Expert research help
- Instruction for information literacy
- Access to millions of articles available 24/7.
- Over 300,000 books in print and electronic formats.
- Over 30,000 journals in print and online.
- Wireless access
- Audiobooks, music, films
- iPads, laptops and more.

MALPRACTICE INSURANCE

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

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

OTHER SCHOOL EXPENSES

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

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

SINGLE PARENT PROGRAM

The Audrey Snyder Single Parent Program has been developed to support student nurses' academic and economic needs. Student must be an Admitted Student in one of our Nursing Program Tracks, be the single Head of Household of one school-aged child between the ages of 5 and 10, having primary custody of said child. The applicant will be required to have a meeting with Director of Financial Aid and/or other committee members prior to acceptance in the

program. Additional eligibility and guidelines may apply. For more information on the program, students may contact the Director of Financial Aid.

STUDENT GOVERNMENT ASSOCIATION

All students belong to the Student Government Association, which governs certain student activities. It meets on a regular basis during the academic year to conduct business and sponsor a variety of activities including social events, fund raising projects, group discussions, and community service activities. Also, representatives of the Student Government Association serve on Student Services and Advisory meetings. 7/2016

TEXTBOOKS

Information on books for all courses can be found online at rittenhousebookstore.com (Rittenhouse Book Company). An online book purchasing system has been arranged with Rittenhouse for your convenience. Information regarding books is found on the school's web site: www.JFKMuhlenbergschools.org. The School's ID code varies by program and course, as stated below:

Sonography:

Access code:

105121 (Ultrasound 1st semester)
082715 (DMS 101 Patient Care)
074080 (Healthcare Today)
060218 (RNTM101 Med Term)

Radiography:

Access code:

081539 (RADM 110/211 Rad Exposure)	074080 (RNTM 104 Healthcare Today)
081540 (RADM 201 Pathology)	060218 (RNTM 101 Medical Terminology)
124902 (RADM 212)	127770 (RNTM 201)
124903 (RADM 120)	138912 (Senior Seminar)
124904 (RNTM 103 Radiation Protection)	
082715 (RNTM 103 Patient Care)	

UNION COLLEGE OF UNION COUNTY NJ ACTIVITIES

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

Union College of Union County NJ 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 of Union County NJ.

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

UNION COLLEGE OF UNION COUNTY NJ HONOR SOCIETY (Phi Theta Kappa)

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

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

UNION COLLEGE OF UNION COUNTY NJ SERVICES

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

UNION COLLEGE OF UNION COUNTY NJ LIBRARY

The Union College of Union County NJ Libraries serve as the major learning resource of the College. Library holdings total more than 130,000 volumes, over 300 periodical subscriptions, and over 3,000 videos and DVDs. In addition, the Libraries provide access to nearly 30,000 of full text journals, newspapers and reference sources via the Library's website. The Library's Web site includes virtual tours, staff information, study guides, instruction modules, and links to dozens of resources that can be accessed on campus or from home. The Kenneth Campbell MacKay Library on the Cranford Campus contains the major reference and research collections of the College. The libraries on the Elizabeth and Plainfield Campuses serve as the learning resource

centers on those campuses, with collections and services geared toward the specific programs offered at those campuses. Students have access to the total holdings of the College Libraries. Materials can be borrowed from or returned to any campus by intercampus deliver on one-day notice.

VACATIONS AND HOLIDAYS

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

Ample holiday and vacation time is provided, and the student should take advantage of this time to relax and get some rest. If, for religious reasons, you request time that is not regularly posted time off, a written request must be directed to the program office prior to the beginning of each semester. Materials covered in class during your absence are solely your responsibility.

Additional clinical time may be required at the end of the program if competency is not achieved prior to the expected date of the last semester. Additional fees will be charged if additional time is required and will be charged at the then going rate.

WHO'S WHO IN UNION COLLEGE OF UNION COUNTY NJ

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

STUDENTS' RIGHTS AND REGULATIONS

ALCOHOL/SUBSTANCE ABUSE POLICY

PURPOSE

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

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

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

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

POLICY

DRUGS/ALCOHOL

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

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

Violation of these rules will result in disciplinary action.

STUDENT ASSISTANCE PROGRAM

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

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

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

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

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

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

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

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

The Dean has the final decision regarding all disciplinary decisions.

DEFINITION OF DRUGS

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

PRESCRIPTION/OVER-THE-COUNTER DRUGS

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

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

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

TESTING BASED ON REASONABLE SUSPICION OF DRUG/ALCOHOL IMPAIRMENT

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

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

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

SAFETY AND SECURITY PROCEDURES – SUSPECTED POSSESSION/SALE

- A. Upon notification of an incident involving suspected drug possession/sale by a student, the Security Supervisor will ask all persons involved in the incident to stay for questioning. However, no person should be forcibly detained, nor given the impression that he or she is not free to leave at any time. If not already notified, the Dean of the Schools should be notified at once.
- B. The Security Supervisor will, if practical, question each involved person separate from others.
- C. Statements will be obtained from all individuals (no joint statements allowed).
- D. All evidence will be gathered by the Security Supervisor and secured at once. Only if the police are involved may the Supervisor release such evidence.
- E. As soon as possible, the Director of Safety and the Director of Security will be notified.
- F. All such evidence and statements will be reviewed with the assigned Administrator.

RECORDKEEPING AND CONFIDENTIALITY

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

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

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

STUDENT NOTIFICATION OF POLICY

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

FITNESS FOR SCHOOL GUIDELINES

GENERAL

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

A. DETERMINING FITNESS FOR SCHOOL AND CONSEQUENCES OF BEING UNFIT

1. General Responsibilities

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

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

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

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

2. Consequences of being Unfit Where Substance Abuse is Suspected. Any student who engages in the unlawful manufacture, distribution, dispensation, possession or use of

a controlled substance or alcohol will receive one of the following actions or combination of the following actions:

- a. Short-term suspension from Nursing, Medical Imaging classes for a period of up to 5 school days.
- b. Long-term suspension from Nursing, Medical Imaging classes for a period of up to one full semester.
- c. Dismissal from HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools.
- d. Loss of specific residence privileges for up to a period of one full semester.
- e. Short-term revocation of the privileges of remaining in the residence up to a period of one full semester.
- f. Long-term revocation of the privilege of remaining in the residence up to a PERIOD OF ONE ACADEMIC YEAR.
- g. Permanent revocation of the privilege of residing in the residence.
- h. Any other disciplinary action deemed appropriate by School authorities after consideration of 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 HMH JFK Harold B. and Dorothy A. Snyder Schools program when written documentation from the treatment program and Dean determine readiness. The student will be required to submit a clearance note from the treating physician. The student will be monitored by the Dean weekly for the first semester and bimonthly for subsequent semesters. All instructors who will be involved with the student will be informed of the status of the returning student.

Behaviors

1. Compliance with the behaviors/restrictions listed below will be expected of the student. A contract will be established by the Dean to this effect.
2. The student must attend all meetings with the Dean. The student must follow the treatment/recovery program established for him/her. This information will be shared with the Dean. The student must remain substance-free. The student must inform the instructor every time the narcotics computer code and/or keys are in his/her possession. The student's formal evaluation of practice is based on class/clinical grade

using the same criteria that is used for all students.

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

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

Reviewed 1/2021

BADGES

Photograph Identification Badges must be obtained from HMH JFK Human Resources at 80 James St., Edison, NJ 08818 – **(732) 321-7000, Ext 68501**. Badges are made on Tuesdays from 1PM – 3:45PM and Thursdays from 9AM – 11:45AM, no appointment is necessary. ID badges may be obtained after orientation, and by no later than the end of the first two weeks of class. ID badges must be worn at all times when in the Medical Center/HMH JFK Muhlenberg Snyder Schools. If badges are lost, there is a fee assessed for replacement. If lost, request for replacement must be arranged immediately through HMH JFK Medical Center Human Resources. **Revised 01/21**

CELL PHONE USAGE POLICY

As per HMH JFK Medical Center policy:

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

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

CODE OF CONDUCT

CONDUCT SUBJECT TO DISCIPLINARY ACTION

The following conduct is subject to disciplinary action:

1. Conduct involving violations against the School and Medical Center Community.

- A. Violations of the rules and policies stated in the Student Handbook or promulgated from time to time by school authorities.
 - B. Violations of the rules and policies as stated in the HMH JFK Health Administrative Policy and Procedures Manual or promulgated from time to time by Medical Center authorities.
 - C. Violence against or forcible interference with the freedom of movement of any member or guest of the School and/or Medical Center community.
 - D. Behavior which deliberately infringes upon the rights of others or endangers their well-being or safety.
2. Conduct involving trespass or damage to School/Medical Center property.
 - A. Unauthorized entrance into the School/Medical Center buildings or rooms.
 - B. Intentionally causing damage to School/Medical Center property or to personal property to others on School Medical Center grounds.
 - C. Theft of personal or School/Medical Center property.
 3. Conduct involving the provision of false information to the School/Medical Center.
 - A. Misuse of I.D. Cards, School/Medical Center records.
 - B. Plagiarism, cheating.
 - C. Knowingly giving false information, including falsification of documents.
 4. Use, possession or distribution of illegal drugs, prescription drugs illegally obtained, alcoholic beverages or other dangerous substances or weapons on School or Medical Center property. See HMH JFK Health employee policies located in the School's Health Office.
 5. Conduct involving violations of Civil and Criminal laws.
 - A. The student has full responsibility for obeying State and Federal laws, as well as City ordinances.
 6. Any other conduct prejudicial to good order and discipline within the School of Nursing or the Medical Center.

DISCIPLINARY ACTION

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

ETHICS

The HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing and Medical Imaging Faculty has adopted the following policy regarding ethics. In preparation for licensure as a medical professional, students are expected to uphold the standards set forth by the national credentialing organization associated with each discipline.

A copy of the code of ethics for ARRT and ARDMS can be found online at:

<https://www.arrt.org/earn-arrt-credentials/requirements/ethics-requirements>
<https://www.sdms.org/about/who-we-are/code-of-ethics>

Keeping with these standards, the School of Nursing and Medical Imaging Faculty and Staff have established certain definitions and policies including administration of examinations. They are as follows:

1. Cheating will be defined as intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise (adapted from the University of Maryland Student Honor Council, 2003).

The proctor of the exam/exercise will determine cheating. As it is the responsibility of each member of the School of Nursing community – students, faculty, administration and staff- to bring forth observations or documentation of cheating, input may be received by the proctor from any member of the School of Nursing community.

2. Plagiarism – Intentional or unintentional representation of another’s words or ideas as one’s own in an academic exercise.

Examples of plagiarism include but are not limited to:

- The exact copy of information from a source without proper citation and without use of quotation marks or block quotation formatting. If any words or ideas used in a class posting or assignment submission do not represent the student’s original words or ideas, the student must distinguish them with quotation marks or a freestanding, indented block quotation (for a quotation of 40 or more words), followed by the appropriate citation in accordance with the Publication Manual of the American Psychological Association. When a student copies information from a source, he or she must acknowledge the source with quotation marks or block quotes irrespective of whether or not the source has been formally published.
- Paraphrasing statements, paragraphs or other bodies of work without proper citation using some else’s ideas, data, language, and/or arguments without acknowledgement.
- Presenting work as the student’s own that has been prepared in whole or part by someone other than that particular student. This includes the purchase and/or sharing of work.
- Failure to properly cite and reference statistics, data, or other sources of information that are used in one’s submission.

3. Disciplinary Measures: Cheating or plagiarism

The student may be dismissed from the Program.

4. The following applies to the use of drugs or alcohol:

- a. Any student appearing in the clinical area under the influence of drugs or alcohol (as indicated by their behavior, admission or input from any member of the School of Nursing community or medical center community) will be immediately dismissed from the clinical area. Faculty are to follow the alcohol/substance abuse policy.
- b. Possession, use or distribution of illegal drugs, of prescription drugs illegally obtained or of alcohol by any student, or guest of a student in the residence is prohibited. Any 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.

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

COPYRIGHT INFRINGEMENT POLICY

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

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

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

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750.00 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

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

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.
08/10

EMERGENCIES, PERSONAL

Any personal emergency is to be reported immediately to an official of the Schools of Nursing and Medical Imaging.

EMERGENCY CLOSING DUE TO INCLEMENT WEATHER

1. When Union College of Union County NJ is closed, the HMH JFK Muhlenberg Snyder School is automatically closed.
2. You may determine closure for Union College of Union County NJ by listening for the radio announcements relative to Union College of Union County NJ. Closing information may also be found on the Union College of Union County NJ'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. HMH JFK Muhlenberg Snyder School relinquishes any responsibilities for student performance or supervision when in such a role.

EMERGENCY CODES

- 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

EMERGENCY PHONE NUMBERS – HMH JFK MEDICAL CENTER – MUHLENBERG CAMPUS

- First: Dial # **7777** on phone/intercom to alert everyone in the building
- Second: Dial **9-911**
- Third: Dial ***8** Security Alert Hostage Situation
- Fourth: Dial **82217** for Security

EMERGENCY – ARMED INTRUDER/HOSTAGE SITUATION

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

- Alert everyone in the building via intercom phone, # **7777**, “Armed Intruder Look Down” or “Hostage Situation Lock Down” “This is not a drill”
- Any faculty/staff hearing or seeing this activity is to remove any students into a safe area either into locked classroom or to a closet.
- Upon hearing the announcement for an armed intruder, all staff members are to lock their doors securing the safety of all students known not be a threat by pulling them from halls and corridors into their classroom. In the event that an instructor secures a student not assigned to his/her classroom that instructor is to attempt to notify the main office.
- Inside of the classroom the instructor is to move all students to the furthest corner of the room on the same side as the classroom door and away from windows.
- Students are to take a safe position on the floor below window level.
- Instructors take an accurate count of students.
- The administrative office is to be notified giving as much information about the individual(s) as possible.
- Make special mention of the type of weapon being carried, if possible.
- No one is to be allowed to leave the room. Do not answer the door unless there is a clear view of the situation outside and it is determined to be safe.
- Administration is to institute a method to inform faculty, staff members and families of students directly affected.
- The instructor and students are to remain in this location until help arrives.

- The Dean/designee should assist with escorting or directing law enforcement to the necessary areas or with providing building floor plans.
- Refer media contact to the Dean's Office.
- The Dean is responsible for the safety of the student, staff and visitors of the building. Unless she has been relieved by proper authority, she must maintain control of the situation.
- In order to institute an all clear, the Dean/designee is to designate staff members to deliver the all clear message to each instructor/classroom. An all clear should not be given over the public address system and the instructor should disregard it.
- Contact the Crisis Team to assist students and staff in dealing with the aftermath.

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

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

Security: JFK 67568

Safety Director: 67677/67678

Muhlenberg 82217

Building Services: JFK 67558

Security Director: 67567

Emergency Dept.: JFK 67601 Muhlenberg: 82200

Employee Health: 61143

HMH JFK MEDICAL CENTER EMERGENCY PREPAREDNESS PLAN

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

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

SCHOOL PERSONNEL

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

BIOTERRORISM

Healthcare facilities may be the initial site of recognition and response to bioterrorism events. If a bioterrorism event is suspected, local emergency response systems should be activated. Notification should immediately include local infection control personnel and the healthcare

facility administration and prompt communication with the local and state health departments. If a suspected bioterrorism event occurs, involving suspected human cases, notify internal contacts including the local health department. The FBI field office, local police, CDC and medical emergency services will be notified as necessary.

Reviewed 1/2021

FIRE SAFETY PROVISIONS

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

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

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

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

FIRE

I. FIRE EVENT

The Fire Event used at HMH 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 HMH 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 HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder Building to:

1. Know the location of all fire alarm boxes and fire-fighting equipment.
2. Know how to use each extinguisher and other fire-fighting equipment.

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

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

B. EVACUATION

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

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

emergency. Stairwells may be locked on the stairwell side and exit is then on the first floor.

Reviewed 1/2021

FIRE EMERGENCY PROCEDURES

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

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

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

LEGAL CONSENTS

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

OFF-CAMPUS SPONSORED STUDENT FUNCTIONS

1. All off-campus school sponsored activities must receive prior approval from the administration of the School of Nursing.
2. The activity must be arranged and held under the guidance of an appropriate faculty member(s) (for example, the S.G.A. advisors).
3. No contracts are to be signed by students. All contracts are to be submitted to the Dean and subsequently approved by the HMH JFK Health attorney before signing.
4. Drinking of alcoholic beverages at these events will be strictly governed by the following rules:

- A. Notify the place where the event is being held that some of the persons attending will be under 21.
- B. Drinking of alcohol in any form shall be allowed only if there is a licensed public bar open to the public at large on the premises and shall be one only by those persons of legal age.
- C. The above bar's regular employees must assume complete responsibility for carding, service and control of consumption.
- D. No special bar shall be set up for the School sponsored function.
- E. If the above conditions cannot be fully met, then the party must be dry.
- F. Each person is responsible for his or her own actions and any behavior or consequences resulting from these actions. The School does not condone the drinking of alcoholic beverages at these events.

PHOTOGRAPHS

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

SECURITY

Any student who observes or experiences a breach in security should contact a School official immediately. Dial Security at 908-668-2217 or 82217 from any in-house phone if an emergency exists. These call are hot-lined to the switchboard which is staffed 24 hours a day.

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

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

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

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

HOW TO GET HELP

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

SAFETY TIPS

- Lock car doors/remove valuables
- Park in assigned areas – they are well-lit and patrolled.

- Walked accompanied by someone else at night,
- Call Security extension 82217 or (908) 668-2217 for an escort to your car
- Have your car keys ready and look inside before getting in the car.
- In the dormitory, keep your door locked and ask who is knocking before opening the door.
- Do not hold the main school door open for anyone. Each person should swipe using their ID badge.
- Do not allow anyone in the building without an ID badge. Visitors should ring the bell and speak with the receptionist.
- Report suspicious persons to Security.

CLERY STATISTICS Muhlenberg/Plainfield Campus JFK Medical Center Campus											
Muhlenberg	2013	2014	2015	2016	2017	JFK	2013	2014	2015	2016	2017
Motor Vehicle Theft/Attempted	0	0	0	0	0		0	0	0	0	0
Theft	3	0	0	2	0		5	2	2	14	5
Simple Assault	0	0	0	0	0		0	0	0	0	0
Robbery	0	0	0	0	0		0	0	0	1	0
Sexual Offenses	0	0	0	0	0		0	0	0	0	0
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		0	0	0	4	9

Statistics provided by Jerry Kelly, Chief Security Office, HMH JFK Medical Center

SECURITY SERVICES

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

SMOKING

As of November 19, 2009, all HMH JFK Medical Center facilities have become tobacco (smoke) free. This means that all patients and visitors, as well as employees, contracted staff, volunteers, students, medical and dental staff will no longer be allowed to use tobacco or smoke related

products on HMH JFK Health properties, including outdoor areas, vehicles and parking lots. No smoking is allowed in the residence or instructional areas of the School. No smoking is allowed anywhere in the Medical Center or on Medical Center property, including School of Nursing. Revised 08/10.

PROHIBITED DISCRIMINATION AND HARASSMENT POLICY – JFK MEDICAL CENTER

I. PURPOSE:

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

II. POLICY:

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

Applicability of Policy

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

III. DEFINITION OF SEXUAL HARASSMENT:

Sexual harassment consists of any unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature when:

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

The following are examples of prohibited conduct:

- 1) Unwelcome physical contact with sexual overtones, such as touching, patting, pinching, repeatedly brushing against someone, or impeding the movement of another person.
- 2) Unwelcome sexually offensive comments such as slurs, jokes, epithets, and innuendo.
- 3) Unwelcome sexually oriented "kidding" or "teasing" or sexually oriented "practical

- jokes”.
- 4) Suggestive or obscene written comments in notes, letters, invitations, or e-mail.
 - 5) Inappropriate, repeated, or unwelcome sexual flirtations, advances, or propositions.
 - 6) Offensive visual contact such as staring, leering, gestures, or displaying obscene objects, pictures, or cartoons.
 - 7) Inappropriate or suggestive comments about another person’s physical appearance or dress.
 - 8) Exchanging or offering to exchange any kind of employment benefit for a sexual concession, e.g., promising a promotion or raise in exchange for sexual favors.
 - 9) Withdrawing or threatening the withdrawal of any kind of employment benefit for refusing to grant a sexual favor, e.g., suggesting that an individual will receive a poor performance review or be denied a raise unless he/she goes out on a date with a manager.

Other Prohibited Harassment

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

Substantially interfering with an individual’s work performance, or creating an intimidating, hostile, or offensive working environment:

- 1) Otherwise adversely affecting an individual’s employment opportunities; or
- 2) Unreasonably interfering with an individual’s work performance.

Harassment occurs when:

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

Finding of Harassment:

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

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

General Management Responsibilities

Managers are responsible for creating and maintaining a positive and productive work environment free from harassment. Managers are required to:

1. Take all possible steps to eliminate any harassment they become aware of.

2. Bring this policy to the attention of their subordinate supervisors and employees.
3. Counsel subordinates as necessary.
4. Document all aspects of the process.
5. Consult with Human Resources as needed.

IV. COMPLAINT PROCEDURE PROCESS:

Process – General

A. Employee Responsibility

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

B. Manager Responsibility

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

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

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

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

V. PROCEDURE:

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

Where the charged harasser is an employee of the Medical Center, the complaint will be processed as generally described below:

1. The supervisor or manager will report the complaint to the Vice President of Human Resources or designee immediately.
2. The Vice President of Human Resources or designee will direct all activities and commence an investigation. The complaining employee's manager will also be involved in the investigation as set forth below, as long as he or she is not the charged offender.
3. The Vice President of Human Resources or designee, in consultation with the manager, will interview the complaining employee and the charged offender.
4. The Vice President of Human Resources or designee, in consultation with the manager, will interview all witnesses and evaluate any relevant documents.
5. The Vice President of Human Resources or designee, where appropriate, will request that statements, including the complaint of unlawful harassment be reduced to writing and signed.

6. After all the parties and witnesses have been interviewed and the investigation is Otherwise complete, the Vice President of Human Resources or designee, in Consultation with the manager, will review the investigation results in light of the Medical Center policies, and take appropriate management action.
 - a. The investigation file will be maintained in a separate confidential file in the Human Resource Department.
 - b. If the finding is that harassment (or sexual harassment) did occur, HMH JFK Health will take appropriate corrective action including discipline, and documentation of the offense and action taken will become part of the offender's personnel file.
 - c. The Vice President of Human Resources or designee, in consultation with the manager, will explain to the complaining party the disposition of the complaint and the action taken.
 - d. The Vice President of Human Resources or designee, in consultation with the manager, will communicate to the offending party the disposition of the complaint and implement the disciplinary action.
- B. Employer Responsibility Where the Charged Party is a Student or Volunteer
Where the charged harasser is a student or volunteer, the complaint will be processed generally, as described above. Where the charged harasser is a student, the Dean of students will participate in the investigation along with the Vice President of Human resources or designee. Where the charged harasser is a volunteer, the Director of volunteers will participate in the investigation along with the Vice President of Human Resources or designee.
- C. Employer Responsibility Where the Charged Person is a Supplier or Vendor
Where the charged harasser is a supplier of vendor to the Medical Center or an employee of a supplier or vendor, the complaint will be processed as generally described above. The Materials Manager will participate with the investigation.
- D. Employer Responsibility Where the Accused is a Physician and not an Employee of the Medical Center.
Where the charged harasser is a physician who is not a Medical Center employee, the complaint will be processed in accordance with the Professional Conduct Policy in a manner consistent with the Hospital's policy on Prohibited Discrimination and Harassment Policy and the Medical/Dental Staff Bylaws.

VI. PROTECTION FROM RETALIATION:

JFK Health will not retaliate against anyone for reporting or complaining about unlawful Harassment or discrimination in good faith, or for participating in an investigation of Alleged harassment, nor will it tolerate retaliation by managers, supervisors, co-workers Or anyone else

Policy Number: 04.6020.01.0106

Policy Title: Prohibited Discrimination and Harassment Policy

Policy Type: Administrative

Last Review Date: Monday, August 6, 2012

Last Revision Date: Monday 6,2012 Effective Date: Monday, April 27, 2009

Expiration Date: Thursday, August 13, 2015

Responsible Party: Patricia Cooke
Approver: Shirley Higgins Bowers

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

Professional Civility Contract

Part I: Code of Ethics

The HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging students are required to abide by the Code of Ethics of their respective professions.

Students are required to “acts in a professional manner”; “practices ethical conduct appropriate to the profession and protects the patient’s right to quality radiologic technology care”.

A copy of the code of ethics for ARRT and ARDMS can be found online at:

<https://www.arrt.org/earn-arrt-credentials/requirements/ethics-requirements>
<https://www.sdms.org/about/who-we-are/code-of-ethics>

The Standards of Ethics provides proactive guidance on what it means to be qualified and to motivate and promote a culture of ethical behavior within the profession.

The Schools of Medical Imaging mandate that all students, from the time of admission until the time of graduation, strictly abide by their profession’s Code of Ethics.

Failure of any student to abide by any of the provisions from their relevant Code of Ethics (referenced above) will result in disciplinary action up to and including dismissal from The Schools of Medical Imaging.

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 Schools of Medical Imaging. The following is a description of the scholastic, non-cognitive performance responsibilities of a student enrolled in The Schools of Medical Imaging:

- **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 studies. The student maintains a professional bearing in interpersonal relations. The student functions in a supportive and constructive fashion when in group situations and makes good use of feedback and evaluations.
- **Maturity:** The student functions as a responsible, ethical, law-abiding adult.
- **Cooperation:** The student demonstrates his/her ability to work effectively in groups and with other members of the health care team, giving and accepting freely in the interchange of information.
- **Inquisitiveness:** The student acquires an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.
- **Responsibility:** The student will exemplify commitment to their course of study by appropriately prioritizing radiography school performance and responsibilities. Student-to student, and student-to-faculty academic interchanges are carried out in a reliable, and trustworthy manner.
- **Authority:** A student shows appropriate respect for those placed in authority over him/her both within The School and in society.
- **Personal Appearance:** The student's personal hygiene and dress reflect the high standards expected of a professional healthcare workers and abides by the school dress code. Student is cognizant that he/she is a representative of the school and, as such, conducts themselves in a professional manner at all times. Student is aware that uniforms and school identification are only to be worn during authorized times.
- **Communication:** The student demonstrates an ability to communicate effectively verbally, nonverbally, and in writing with peers, instructors, patients, and others.
- **Professional Role:** The student conducts self as a professional role model at all times and in compliance with the ARRT Code of Ethics. The student demonstrates the personal, intellectual, and motivational qualifications of a professional nurse.
- **Judgment:** The student shows an ability to think critically regarding options, reflecting his/her ability to make intelligent decisions in his/her personal and academic life.
- **Ethics:** The student conducts self in compliance with the ARRT Code of Ethics.
- **Moral Standards:** The student respects the rights and privacy of other individuals and does not violate the laws of our society.

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

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

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

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

As a member of the student body of the HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging, I pledge to strictly abide to the Code of Ethics set forth by my profession

Print name: _____ Date: _____

Signature: _____ Date: _____

As a member of the student body of the HMH 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: _____

**HMH JFK
MUHLENBERG HAROLD B. AND DOROTHY A. SNYDER
SCHOOLS OF NURSING AND MEDICAL IMAGING
CONSEQUENCES OF FAILURE TO ABIDE TO
THE PROFESSIONAL CIVILITY CONTRACT**

Part I: Code of Ethics for Medical Imaging and Part II: Professional Civility Contract

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

1. Any incident deemed as uncivil in any clinical area by the clinical 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. The clinical coordinator will be immediately notified, and a conference will ensue with the Dean of the School of Nursing and Medical Imaging. If a second incident deemed as uncivil occurs in the clinical area, at any time from admission through graduation, it will result in a second uncivil conduct warning, failure of the currently enrolled course, and may result in further disciplinary action up to and including dismissal from The School of Medical Imaging.
2. Any incident deemed as uncivil in any classroom area (i.e., class, computer lab, skills lab, any area of the building) by the faculty from The School of Medical Imaging 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. The Program Director will be immediately notified, and a conference will ensue with the Dean of the School of Nursing and Medical Imaging. 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 and may result in further disciplinary action up to and including dismissal from The School of Medical Imaging.

km 1/2019
Revised 6/19
Revised for Medical Imaging 1/21

UNCIVIL CONDUCT WARNING

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

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

Km 6/19

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/Program Completion Rates and Job Placement rates can be found on our website: www.jfkmuhlenbergschools.org

STUDENT RIGHTS AND RESPONSIBILITIES

The primary aim of the School is to provide a quality educational experience. Within the framework of this commitment, the school grants certain rights and responsibilities from, each student in the education community, so that every student may pursue his/her educational goals in an environment free from unreasonable constraint.

TAPE RECORDING

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

UNIFORMS AND ATTIRE: ATTIRE FOR CLINICAL AND RELATED ACTIVITIES

The name badge and radiation monitoring device(s) issued by the School must be worn at all times in the clinical setting regardless to which facility the student is assigned. Additional separate name badges may be required at the assigned clinical facility.

Uniforms are to be kept neat, clean, pressed, and stain-free. Only the approved school uniform is acceptable.

Additions to the uniform, such as vests or sweaters are **not** permitted. Only the approved uniform lab coat/sweater can be added to the uniform. All students must wear uniform lab coats at all times while in the clinical setting.

Jewelry is to be kept to a minimum. Only wedding and engagement rings are permissible. Small button type earrings are allowed for either men or women, with no more than one earring per ear. In order to present a professional appearance, jewelry may not be worn on other visible body parts, such as the nostril, tongue, or eyebrow. No necklaces are to be worn. These restrictions are for safety reasons as well as assuring a professional appearance.

Perfume, cologne, after-shave and other fragrances must be used sparingly and may be prohibited if deemed overwhelming by a supervisor or faculty member. Please remember patients may not be able to tolerate these scents.

Hair is to be shoulder length or shorter. Longer hair must be securely tied back whenever in uniform. The student should consider his/her professional appearance when selecting a hairstyle, remembering that appearance may affect the patient's confidence in the student. The student must refrain from wearing spike, cut-out symbols, mousse bouffant styles, etc.

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.

Religious headwear should be plain and subdued in color. The wearing of religious headwear must be discussed with the Program Director at the time of admission to the program. If the student is currently enrolled and decides to observe such religious customs, he/she must discuss the headwear with the Program Director prior to wearing it to a clinical site. No student will be denied the right to wear religious headwear, but the School reserves the right to approve individual pieces of headwear.

Fingernails must be kept short in order to facilitate wearing disposable gloves, to assist with radiation safety, hygiene, and standard (universal) precautions. (No more than one-quarter inch length). Light colored nail polish is acceptable and must be free of chipping. Artificial nails are NOT permitted. This includes acrylics, overlays and or extensions as dislodging is considered unsafe to patients.

Good personal hygiene is expected. This includes frequent bathing and the use of deodorants, and good dental care. If a student reports to class or clinical and is deemed offensive due to poor personal hygiene he/she will be removed until their hygiene improves.

Underwear must be discrete and must not affect the professional uniform appearance. Underwear, including panties, briefs, boxers and tee shirts, must not be visible through or beyond the uniform.

Shoes/sneaker must be ALL WHITE. See shoe polity later in this section.

Students who arrive at clinical out of uniform (i.e. Unacceptable hair or nails, lack of proper uniform, radiation monitor or ID badge) or in an otherwise improper fashion will be sent off clinical to correct their appearance. An appropriate verbal or written warning will be issued. The time lost in this process must be made up and must be assigned through the School Administration. Recurring offenses will be monitored and will result in dismissal from the program if the practice is not corrected.

The uniform requirements are as follows:

- Wine colored scrub pants
- White scrub top and white lab coat with HMH embroidered logo issued only at Meridy's Uniforms, www.meridys.com
- White socks only
- No other combinations of uniforms than those approved can be worn,
- All students are required to provide proof of uniform order on the first day of school.
- All students are required to purchase at least 2 uniform combinations and 2 lab coats. Lab coats are required at all times while in clinical
- School ID badges must be worn at all times. NO EXCEPTIONS! Pins and stickers will not be placed on badges to conceal names or ID photos of students.

Consult www.jfkmuhlenbergschools.org for information regarding the ordering of uniforms.

SHOE GUIDE

This guide must be followed when planning to purchase and wear new shoes. If a student arrives at clinical in shoes that do not follow this guide, he/she will be sent home. When unsure if your shoes will be acceptable, ask for approval prior to wearing them to clinical.

GUIDE:

- 1) All shoes must be ALL WHITE. Ivory, beige, light gray, off-white....are NOT white.
- 2) All shoes must have white soles (the visible part). Ivory, beige, light gray, off-white are NOT white.
- 3) Shoe strings must be white. Ivory, beige, light gray, off-white are NOT white.
- 4) There must be NO writing on the shoe with the exception of a brand tag, such as Nike, Sketchers, Adidas, etc. This includes: no messages, no slogans, no words. The brand logo cannot make up the majority of the shoe and cannot be a color other than white. A brand tag is permissible, and would be found on the tongue or on the back of the shoe.

RESIDENCE LIFE

RESIDENCE RULES AND REGULATIONS

Infraction of any of the following regulations can result in disciplinary action by the Dean of his/her designee.

ALCOHOLIC BEVERAGES

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

APPLIANCES AND EXTENSION CORDS

Pursuant to Fire Safety Regulations, the use of electric cooking, heating units, extension cords or multiple way sockets, is absolutely prohibited in student rooms. In addition, single unit air conditioners and toaster ovens are strictly prohibited.

APPLICATION AND DEPOSIT FOR RESIDENCE

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

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

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

BULLETIN BOARDS

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

CANDLES

The use of candles and incense is prohibited anywhere on HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder School property.

CRIMINAL BACKGROUND CHECK

A criminal background check is required to be performed prior to any student moving into the school residence. The Schools engage the services of a consumer-reporting agency to conduct this background check. **It is the responsibility of the student to submit necessary formation to: www.tabb.net and for program identifier enter the word MUHLENBERG. Student will be billed directly by designed company for conducting background check and having results**

forwarded to HMH JFK Muhlenberg Snyder Schools and/or clinical facilities. Favorable results are conditions for continued enrollment. Revised: 07/2017

DRUGS AND DRUG SCREENING

Any student reported using, possessing or distributing prescription drugs without a doctor's order or illegal drugs will be referred to the Dean of the Schools. The student will face expulsion from the Residence. The student may also face dismissal from the program (See Alcohol/Substance Abuse Policy). A urine drug screening test is required and must be performed by HMH JFK Health Occupational Health prior to moving into the student residence. Authorization to conduct this drug screening test and results deemed favorable by HMHN JFK Muhlenberg Snyder Schools and/or clinical facilities are a condition of continued residence.

ENVIRONMENTAL SERVICES

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

GUESTS

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

HEALTH CLEARANCE

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

HOLIDAY DECORATIONS

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

QUIET HOURS

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

KITCHENETTES

Kitchenettes are available in each residence unit. All kitchen appliances must be checked for electrical/mechanical safety by the Medical Center Maintenance Department prior to use. **Toasters, crockpots and microwaves are the only cooking equipment allowed in the kitchenettes.** Refrigerators are allowed in the residence rooms; no cooking equipment is allowed in the residence rooms.

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

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

LAUNDRY

Students are responsible for the laundering of their uniforms, bed linen, towels and personal laundry. Laundry facilities are available in the residence. Rugs are not to be washed in the washers. Do not place plastic or foam articles in dryers. Irons are only to be used in the laundry room.

MAIL

All resident students should pick up their mail in the Administrative Suite before 4:00 pm Monday through Friday or by special arrangement.

Special delivery letters, registered mail and packages are sent to the School and the students are notified.

MISSING PERSON REPORT AND PROCEDURES

The purpose of this policy is to establish procedures for JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools to respond to and assist with reports of missing students as required under the Higher Education Opportunity Act of 2008. This policy applies to students who reside on campus and are deemed missing or absent from the School for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior. Such circumstances could include, but are not limited to, reports or suspicions of foul play, suicidal thoughts, drug use, any life threatening situations, or where a student may be known to be with persons who may endanger the welfare of the student.

All reports of missing resident students shall be directed to the Security Department at 908-668-2217, which will conduct an investigation to determine whether the student is missing in accordance with this policy. All resident students shall have the opportunity to have an individual to be contacted in any case that the student is determined to be missing. If a missing student is under 18 years of age, the School is required to notify the parent or guardian no later than 24 hours from the time the student was determined to be missing by the School. The school will also notify the Plainfield Police Department after the student is determined to be missing.

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

Procedure:

- Any and all reports of missing students shall be directed to the Security Department at 908-668-2217.
- An investigation will be initiated to determine the validity and credibility of the missing person report. The Security Department will gather all essential information about the student from the person making the report and from the student's acquaintances. The information to be obtained includes, but is not limited to, personal descriptors, clothing last worn, locations where student may be, persons or witnesses who may have information, vehicle descriptions, information of the physical and mental well-being of the student, up-to-date photographs, class schedule, etc.

- Notification and contact with the Dean or designee.
- Notification will be made to the individual(s) identified by the missing student as the confidential emergency contact of the determination that the student is missing. All confidential emergency contact information is to be on file with the Residence Life Coordinator.
- In the event the student is under 18 years of age or is not emancipated, the School shall make notification to the custodial parent or guardian immediately.
- If the listed actions prove to be unsuccessful in locating the missing student, notification will be made to the Plainfield Police Department.
- The Dean shall initiate whatever actions deemed appropriate and in the best interest of the missing student.

10/01/2009

Reviewed 8/1/2012

PARKING

Resident students may use the parking lot in front of the school, but may not use the parking spaces immediately adjacent to the school.

PERSONAL PROPERTY

Money and other valuables, which the student retains in his/her possession, must be locked in the student's room or made secure in such a way as to avoid loss. The Medical Center does not assume responsibility for loss of property, but it is strongly urged that all losses be reported to the Dean of Schools. Rooms must be vacated and all possessions must be removed at the completion of the Spring semester. The only exception is a student who is enrolled in an JFK Muhlenberg clinical course during the Summer semester.

PETS

No pets will be allowed.

PROPERTY

Medical Center property is not to be defaced. Any student found to be defacing Medical Center property will be charged for the damages. Security deposits may be withheld and/or not refunded. Furniture is not to be removed from or brought into rooms. A student will not be permitted to enter another student's room unless accompanied by a school official. If extraordinary circumstances exist, permission may be obtained through the Dean of the Schools. A student who has locked her/himself out of his/her room must personally ask a school official or Security to unlock his/her door.

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

REPAIRS AND REPLACEMENTS

Requests for repairs and replacements in student rooms are made to the Resident Assistants, Residence Life Coordinator, Residence Life Assistant or School Secretaries. This includes routine, as well as emergency repairs.

RESIDENT ASSISTANTS

To facilitate the resolution of problems that can occur in residential living, Residence Life has been established. The Residence Life Team includes the Residence Life Coordinator, Residence Life Assistant and two Resident Assistants (RA's). The RA's must be in good academic and clinical standing to hold these positions. The RA's will also serve as fire marshals. They must attend fire classes; no exceptions will be made. Fire classes are conducted by the Safety Department of the Medical Center on a regular basis.

The Residence Life Team will meet on a monthly basis to address any issues or complaints from resident students.

The Residence Life Coordinator has been assigned to coordinate and manage RA activities/duties and to supervise Residence security and maintenance requires must be reported to the Residence Life Coordinator or the Residence Life Assistant. RA's must reapply and be approved for each academic year.

ROOM SEARCHES

In an emergency situation in which the rights, health and safety of a student or of other students may be violated, or there is deemed to be potential for violation, the Dean of HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools or his/her designee, reserve the right to search a room or rooms without prior notice. Rooms may also be inspected periodically, without notice, for safety factors and maintenance needs.

ROOM SELECTION POLICY FOR RESIDENT STUDENTS

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

1. IN THE EVENT OF A WAITING LIST FOR RESIDENCE ROOMS, first priority to live in the residence will be given to students:
 - a. Enrolled in a course which carries a skills simulation laboratory as a part of the course requirements and living more than 15 miles away from HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools.
 - b. Carrying a full-time program: i.e. 12 or more credits per semester and living more than 15 miles away from the Schools.
 - c. Taking 8 credits and living more than 15 miles from the Schools.
2. Board is not provided as a service for students in residence at the Schools. Food may be purchased at the vending machines located in the School.
3. Residence policies for Summer Sessions:
 - a. The student must be enrolled in a clinical course at the Schools. There will be no

- exceptions.
- b. Procedures must be followed and written permission granted if the student is requesting summer residence.
4. All personal belongings must be removed at the end of each Spring Semester of the student will be billed for summer residence.
 5. No students are to remain in the residence during the winter break.

SMOKING

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

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

SAFETY INSTRUCTIONS AND PRECAUTIONS TO BE OBSERVED WHEN USING MICROWAVE OVENS

I **IMPORTANT PRECAUTIONS**

1. DO NOT OPERATE this oven with the door open. Open door operation CAN RESULT IN HARMFUL EXPOSURE TO MICROWAVE ENERGY.
2. DO NOT place any object between the oven front face and the door. DO NOT allow soil or cleaner residue to accumulate on sealing surfaces. DO NOT operate the oven if it is damaged. IT IS IMPORTANT that the OVEN DOOR CLOSES PROPERLY and that there is no damage to the:
 - Door (bent)
 - Hinges and latches (broken or loosened)
 - Door seals and sealing surfaces

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

IMPORTANT SAFETY INSTRUCTIONS

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

1. Read all instructions
2. No aluminum foil, no metal, no tea bags with metal staple, no metal twists on oven cooking cooking bags. Use cotton STRING or special nylon tie, or strip cut from open end of bag.

3. DO NOT cook in plastic food STORAGE bags. They are not heat resistant and may melt from the heat of the food.
4. DO NOT use ordinary paper bags for any purpose in a microwave oven.
5. Whole eggs, in their shell, and sealed containers (closed jar) may EXPLODE and should NOT be heated in a microwave oven.
6. In materials inside the oven should IGNITE, keep oven door CLOSED, TURN OFF oven, and disconnect the power cord. Follow Fire Procedures (see “Fire” section of the Student Handbook).
7. Hospital Policy PROHIBITS the cooking of microwave popcorn on school premises.

Addendum A

HMH 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

Revised 7/2019

Addendum B



Hackensack Meridian
JFK University 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, you will be required to receive medical clearance through the HMHN JFK Muhlenberg Snyder Schools.

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

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

- A complete physical examination with medical clearance by a licensed physician or Nurse Practitioner.
- 2-Step Mantoux tuberculin test (PPD test), or Quantiferon Gold/T-Spot Lab Test. Explanation of the 2 Step Mantoux test is attached.
- Lab titers are required for Rubella, Rubella & Varicella. Immunization records and/or lab titer is required for Mumps.
- Lab titer is required for Hepatitis B Surface Antibody (HbsAb). If you have not been previously vaccinated, proof that the vaccine series has been started, is required.
- Hepatitis B Antigen Test (HbsAg) for active Hepatitis B infection.
- A 10 Panel Urine Drug Screen is required. The test can only be scheduled with the Hackensack Meridian Occupational Health (HMH) Offices. Outside test agencies will not be considered.
- A Respiratory Fit Test is required. This test can only be scheduled with HMH Occupational Health.
- All Dormitory Residents are required to be immunized against meningococcal meningitis (Menactra or Menveo vaccine). Meningitis B vaccination is also recommended.
- Tdap Vaccination.
- Influenza Vaccination during Flu season.
- BLS for Healthcare Provider.
- Student Malpractice Insurance.

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

HMHN JFK Muhlenberg Snyder Schools
1200 Randolph Rd,
Plainfield NJ 07060
Attention: Health Clearance Nurse

Physical exams, vaccines, and required lab work can be performed by Hackensack Meridian Occupational Health Services (fee for services) by calling their **Iselin** location at **(732) 362-3871**, or the **Piscataway** location at **(848) 230-6800**. Student will be emailed a clearance letter upon completion of all above requirements. You **WILL NOT** be permitted on any clinical area of the Medical Center, Residence Hall, or any Clinical affiliates until you have received clearance. Please contact the Health Clearance Nurse at

(908) 668-2594 if you have any questions regarding these requirements, or are need any guidance, before scheduling your appointments.



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

In accordance with Americans with Disabilities Act (ADA) 1973

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

Corrective devices are allowed to meet the minimum requirements.

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

In accordance with Americans with Disabilities Act (ADA) 1973

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

Corrective devices are allowed to meet the minimum requirements.

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

**HMH 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)

<u>IF PREVIOUSLY PPD NEGATIVE</u>	<u>DOCUMENTATION</u>
<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. 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>
<u>IF PREVIOUSLY PPD POSITIVE</u>	<u>POSITIVE</u>
<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 3 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>

<u>HISTORY OF BCG VACCINATION</u>	
<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

<u>REQUIREMENTS</u>	<u>DOCUMENTATION</u>
<p>All clinical students MUST provide proof of immunity by lab titer – WITH LAB RESULTS ATTACHED</p>	<p>Vaccination records must be submitted on appropriate letterhead/prescription with MD signature.</p>
<p>Rubella (Measles)</p> <p>Lab Titer required. Current vaccination is required for negative or equivocal titer.</p> <p>LAB REPORT REQUIRED</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>Rubella (German Measles)</p> <p>Lab titer required. Current vaccination is required for negative or equivocal titer.</p> <p>LAB REPORT REQUIRED</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 or documentation of 2 vaccines. 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 required. Current vaccination is required for negative or equivocal titer.</p> <p>LAB REPORT REQUIRED</p>	<p>Varicella (Chicken Pox)</p> <p>#1 Vaccination Date: _____ Mfg./Lot/ Exp. Date: _____ _____</p> <p>Administered by: _____</p> <p>#2 Vaccination Date: _____ Mfg./Lot/ Exp. Date: _____ _____</p> <p>Administered by: _____</p>
---	---

STUDENT'S NAME: _____

<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>
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<p>Hepatitis B Antigen Test (HbsAg)</p> <p>LAB REPORT REQUIRED</p>	<p>Hepatitis B Antigen Test</p> <p>() Lab report attached.</p>
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<p>Meningococcal Meningitis (Menactra or Menveo)</p> <p>Dormitory Students Only</p>	<p>Meningococcal Vaccine</p> <p>Date: _____ Mfg./Lot/ Exp. Date: _____ _____</p> <p>Administered by: _____</p>
---	---

<p>Tdap Vaccination</p> <p>Must Contain Pertussis Component</p>	<p>Tdap</p> <p>Date: _____ Mfg./Lot/ Exp. Date: _____ _____</p> <p>Administered by: _____</p>
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<p>Influenza Vaccination</p>	<p>Influenza Vaccination</p> <p>Date: _____ Mfg./Lot/ Exp. Date: _____ _____</p> <p>Administered by: _____</p>
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PHYSICAL EXAMINATION

--	--

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

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

Physician's Stamp:

STUDENT'S NAME:

HMH 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 _____

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

Heart

Location of apex beat: _____

Murmur: _____

Any other abnormality: _____

General Condition:

Good _____ Questionable: _____ Poor: _____

Clearance

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

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

Physician Signature

Date

HMH JFK MUHLENBERG HAROLD B. & DOROTHY A. SNYDER SCHOOLS

STUDENT NAME: _____ **Date:** _____

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

ALLERGIES: (If none, document none): _____

Specific allergy needs: _____

PERSONAL MEDICAL HISTORY

PAST HISTORY

Applicant MUST answer all questions, if YES please explain:

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

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

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

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

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

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

Students Signature: _____

Date: _____

Addendum C

Clinical Tardiness and Absenteeism Rubric

Point Value	Behaviors
	TARDINESS
2	5-14 minutes late
3	15-29 minutes late
4 or More Points	You are required to complete a typed Performance Improvement Plan (PIP) before the next scheduled clinical week. The PIP must address the steps to eliminate the issue. You must make an appointment with the clinical faculty/lead teacher to discuss the plan with faculty collaborating on recommendations. A second occurrence will result in clinical warning. If you are tardy three (3) times you will be required to make-up a clinical day.
	ABSENCE
6	>30 minutes late—student sent home
6	Absent from clinical
18	No Call/No Show
	ACTION
7 or more Points	You are required to complete a typed Performance Improvement Plan (PIP) before the next scheduled clinical week. The PIP must address the steps to eliminate the issue. You must make an appointment with the clinical faculty/lead teacher to discuss the plan with faculty collaborating on recommendations.
	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 D

Clinical Tardiness and Absenteeism Agreement Form

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

_____ I have reviewed the Clinical Tardiness, and Absenteeism Rubric.

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

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

_____ For further clarification, see the Clinical Tardiness and Absenteeism Policy.

(print name)

(student signature)

(date)

Addendum E

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

**Clinical Warning
Clinical Tardiness and Absenteeism**

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

_____, you are required to submit a Performance
Improvement Plan (PIP) before the next clinical week to your clinical faculty/lead teacher. The
clinical faculty/lead teacher will review the plan as you move forward.

Further recommendations can be addressed during this meeting and written below by the clinical
faculty/lead teacher.

Student Name: _____

Student Signature: _____

Faculty Name: _____

Faculty Signature: _____

Date: _____

Kk/5/2019

Addendum F

HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging Honor Code/Pledge

The JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing and Medical Imaging (herein referred to as The School of Nursing) students have the responsibility to maintain high ethical standards that will create an atmosphere conducive to professional integrity. As published in the American Nurses Association Code for Nurses, the professional nurse must be accountable for professional standards in the practice of nursing. Honesty and integrity are expected from all student nurses from admission through graduation.

Academic misconduct is defined as any act that actually, or potentially distorts a student grade, or academic record. Academic misconduct is a destructive force in the learning process and it jeopardizes the achievements of all students. The responsibility to challenge and bring forward apparent violations of academic misconduct belongs to each member of The School of Nursing community – students, faculty, administration, and staff. The School of Nursing community maintains a zero-tolerance policy for inaction, or apathy with regard to reporting academic misconduct.

Acts of academic misconduct include but are not limited to the following:

- Possessing, using, or exchanging improperly acquired written or verbal information in the preparation of any essay, laboratory report/nursing care plan, examination, or other assignment included in a nursing course.
- Copying from someone else's examination or receiving answers from another student during an examination (cheating).
- Allowing someone to copy from an examination or giving answers to another student during an examination (aiding in dishonesty).
- Turning in an assignment that was done entirely or in part by someone else including knowingly representing someone else's words or ideas to one's own (plagiarism).
- Calling in sick when you are not.
- Not reporting an incident involving a patient.
- Documentation that any nursing duty was completed, when the duty was not performed (narrative, signature, initialing).
- Not questioning an order when in doubt.

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

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

Print name: _____

Signature: _____

1/2004

Reviewed 07/13

Revised 07/19

Addendum G

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

Leave-of-Absence Form

____ Leave-of-Absence
____ Leave-of-Absence Extension

Program: _____

____ \$20.00 Processing Fee

Student Name: _____
PRINT

Last 4 Digits SS#: _____

Address: _____

Telephone #: _____

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

Reason(s) for requesting a Leave of Absence: _____

Please be advised that all approved leaves of absence are included in the time limit that each student has to complete the program.

Nursing – ACEN Accredited:

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

Radiology: Radiography and Sonography

Students in the Radiology programs who have been out of class for 90 days or more must be re-evaluated in ALL required clinical competencies prior to the completion of the first semester in which they return. The student must schedule lab & practice hours the Program Director prior to the return to class.

Student Signature: _____ Date: _____

FOR OFFICE USE ONLY – Do not write below this line

Dean, Assoc. Dean or Director: _____

Director of Registration and Enrollment: _____

Director of Financial Aid: _____

Student Accounts: _____

Student Health Nurse: _____

Leave of Absence: Approved Denied Date: _____

ADDENDUM H

FETAL RADIATION EXPOSURE ADVISEMENT FORM

I have been advised of the policy regarding pregnant students in the Radiography Program and I understand I have the several options including taking a leave of absence from my education in the Radiology Program.

I understand that there is a potential hazard to the fetus from radiation and that the possibility of future genetic mutations exists. These hazards have been explained to me by

I have read the Pregnant Radiography Students Policy and I fully understand the risks involved and I have been given the opportunity to take a voluntary leave of absence from my education in the Radiology Program during this pregnancy without any negative consequences. I have been advised to discuss this decision with my personal physician and I will advise the Program Director / Radiation Safety Officer (RSO) immediately should I and/or my physician determine that a leave is warranted.

Signature Program Director

Date

Signature Radiation Safety Officer

Date

Addendum J

**HMH 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 K

**HMH JFK MUHLENBERG HAROLD B. & DOROTHY A. SNYDER SCHOOLS
REQUEST TO PREVENT DISCLOSURE OF
DIRECTORY INFORMATION**

All Students:

The Family Educational Rights and Privacy Act designates certain information related to a student as “Directory Information” and gives the School the right to disclose such information to anyone inquiring without having to ask the student for permission, unless the student specifically requests in writing that any or all such information about him not be made public without consent. A description of “Directory Information” may be found in the Student Handbook. If you wish to withhold the disclosure of any or all of the items of “Directory Information,” complete the form below and submit it to the Director of Registration and Enrollment or obtain the form in the Director of Registration and Enrollment’s Office.

Please consider very carefully the consequences of any decision made by you to withhold any category of “Directory Information.” Should you decide to inform the School not to release any or all of this “Directory Information,” any future requests for such information from non-institutional persons or organizations will be refused. The School will honor your requests for such information from non-institutional persons or organizations will be refused. The School will honor your request to withhold any of the categories listed below but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

I have carefully read the above and request that the following specific items of “Directory Information” not be disclosed by the School without my prior written permission.

ID No. _____ Type or Print Name _____

Date: _____ Student Signature _____

10/93

Reviewed 07/19

Addendum L

**HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder
Schools of Nursing and Medical Imaging
Course Withdrawal form (Grade of “W”)**

MHBN _____ MRAY _____ MDMS _____

Student’s Printed Name: _____ Last 4 Digits _____

Student’s Signature: _____ Date: _____

Course(s): _____

Number of Credits: Before the drop _____ After the drop _____

1. JFK Health Medical Library: Email sent: _____

Signature: _____ Date: _____

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

Signature: _____ Date: _____

3. Financial Aid Office

Signature: _____ Date: _____

4. Student Accounts Office

Signature: _____ Date: _____

5. Registrar’s Office

Signature: _____ Date: _____

6. Health Nurse

Signature: _____ Date: _____

Nursing – ACEN Accredited:

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

Medical Imaging: Radiography and Sonography

Students in the Medical Imaging programs who have been out of class for 90 days or more must be re-evaluated in ALL required clinical Competencies prior to the completion of the first semester in which they return. The student must schedule lab & practice hours the Program Director prior to the return to class.

Student Signature: _____ Date: _____

Comments: _____

Addendum M

**HMH 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: _____

6/2019

Addendum N

**HMH JFK MUHLENBERG HAROLD B. AND DOROTHY A. SNYDER
SCHOOLS OF NURSING AND MEDICAL IMAGING
TRANSCRIPT REQUEST FORM**

(Allow five to seven business days for processing)

Required Information:

Name: _____

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

Year(s) Attended: _____

What name did you have when you attended: _____

Program: Nursing [] Radiography [] Sonography []

Transcript cost per copy \$10.00, pay online www.jfkmuhlenbergschools.org

Submit Transcript Request Form to Shelby.Miller@hmhn.org and cc:

Cheryl.McCoy@hmhn.org

Send to: (Print name and address of recipient)

1. _____

2. _____

3. _____

Signature: _____ Date: _____

ADDENDUM O

**HMH JFK Muhlenberg Snyder School of Radiography
NOTICE OF DISCIPLINARY ACTION**

Date:

Student Name:

Reason for Disciplinary Action:

Disposition: _____ Verbal (no acknowledgement required)
 _____ Written (acknowledgement and witness)

Comments and/or action plan:

Student comments:

Faculty Member signature and date: _____

Student signature and date: (written only) _____

Witness signature (other than PD) _____

Program Director and date: _____

ADDENDUM P

**HMH JFK Muhlenberg Snyder School of Radiography
NOTICE OF CLINICAL ACTION**

Date:

Student Name:

Reason for Disciplinary Action:

Disposition: _____ Verbal (no acknowledgement required)

_____ Written (acknowledgement and witness)

Comments and/or action plan:

Student comments:

Faculty Member signature and date: _____

Student signature and date: (written only) _____

Witness signature (other than PD) _____

Program Director and date: _____

ADDENDUM Q

HMH JFK School of Radiography

Academic Advisement Form

Student Name:

Date:

Academic Advisor:

Semester:

Reason for advisement session:

Goals/plan developed by student with academic advisor's advice:

Student signature _____

RT Faculty signature _____

Date of next advisement session _____

ADDENDUM R

HMH JFK School of Radiography

Clinical Advisement Form

Student Name:

Date:

Advisor:

Semester:

Reason for advisement session:

Goals/plan developed by student with academic advisor's advice:

Student signature _____

RT Faculty signature _____

Date of next advisement session _____

ADDENDUM S

HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools
School of Radiography
Didactic Progress Deficiency Form and Notice of Probationary Status

Date:

Student's Name: _____

At the present time, your didactic/clinical instructor(s) for the following course(s) has/have reported that you are in danger of potentially failing. This conference is to formally notify you of your probationary status in this/these courses and the consequences of failure. As stated in your handbook on pages 19, 70, 71, and 72, dismissal from the program may result from "failure to demonstrate initiative in the learning setting or failure to demonstrate a willingness to learn" (page 72) and/or "student has been placed on academic probation and fails to achieve the minimum course grade in any course in a subsequent semester" (page 19). In order to demonstrate initiative in the learning setting and a willingness to learn, a student must achieve a minimum of a C+ or 76% average in each RAD course. Below is a summary of your average as indicated by your instructor(s):

<u>Course</u>	<u>Grade Information Provided</u>
_____	_____
_____	_____
_____	_____
_____	_____

This notice formally makes you aware that you must seek tutorial help or improve your study habits in order to be taken off of the probation list. As per our discussion, failure of this course will result in Dismissal from JFK School of Radiography Program

_____.

My signature below indicates that the Program Director has reviewed my status and options with me, I have been given a copy of the above information, and I have had my questions and concerns answered.

Student Signature

Program Director Signature

Date: _____

ADDENDUM T



T: 908-668-2477 F: 908-226-4640

ACCREDITED BY: NLNAC JRCERT JRCNMT CAAHEP

Policy on Direct and Indirect Supervision

Direct supervision as defined in the **Competency Based Clinical Education Standard** requires that a Registered Radiologic

Technologist review the examination and the patient's condition in relation to the student's level of achievement. In addition, the technologist must be present during the entire procedure and review and approve all radiographs. All repeat radiographs **MUST** be performed with a registered radiologic technologist present in the x-ray room regardless of the student's level of competency.

Indirect Supervision is defined as supervision by a technologist by being immediately available to assist the student regardless of the student's level of achievement. **Immediately available** is interpreted as the presence of the technologist adjacent to the room or location where the examination or procedure is taking place.

Regulations by the State of New Jersey DEP Bureau of X-ray Compliance requiring Direct Supervision

The State of New Jersey requires that all radiographs be performed under the direct supervision of a licensed technologist until Clinical Competency has been achieved under the program's Clinical Competency Evaluation System. When two students are assigned to share a clinical assignment and **neither** of them has attained competency, only one of them may actively participate in that procedure and work with the technologist. Attempting to perform examinations or procedures without direct supervision when direct supervision is required will result in disciplinary action which will lead to suspension or dismissal from the program as outlined in the Disciplinary Action section of this clinical handbook.

B. Repeat Radiographs

The State of New Jersey requires that repeat radiographs throughout the entire length of program be performed under the direct supervision of a licensed technologist. Failure to comply with this policy will result in disciplinary action which will lead to suspension or dismissal from the program as outlined in the Disciplinary Action section of this Clinical Handbook.

ADDENDUM U

MUHLENBERG SNYDER SCHOOLS OF MEDICAL IMAGING AND THERAPEUTIC SCIENCES OSL and TLD BADGE POLICY

Every student will be issued a radiation monitoring badge that is to be worn at all times while in the clinical education setting. The OSL or TLD badge is to be worn for a period of one month. In order to maintain accurate records, the badge must be exchanged in a timely manner, every month. The OSL or TLD badge should be turned-in at the end of each month to the clinical coordinator in exchange for the next badge. The clinical coordinator will have the new OSL or TLD badge prior to the end of each month. You can put the old badge in the mail box of room 234 or give them to the clinical coordinator.

To maintain compliance with the Nuclear Regulatory Commission policy on radiation protection, all student dosimetry reports will be reviewed on a monthly basis by your Program Director and Sarah Diana, Clinical Coordinator for the School of Radiography. A copy of your radiation dosimetry report is available in room 234. You must review the report monthly and initial each new report next to your name. This will insure that you are aware of your radiation exposure on a monthly basis.

You will be notified in writing of any exposure amounts above the acceptable limits. The Dose Equivalent Limit for students must not exceed 0.5 rem (500mrem) for any 12-month period. Any student with a monthly report that exceeds 30 mrem will be counseled by the clinical coordinator regarding safe radiation practices. Carelessness in radiation hygiene/practices is not tolerated and repeated offenses will result in dismissal from the program. Any and all exposures must be reported to the Program Director immediately following the event. To ensure the accuracy of the readings, this protocol must be followed:

- The school supplied badge should be worn ONLY during assigned school hours.
- The student may not attend clinical without the radiation monitoring devise/badge.
- The badge should not be washed, microwaved or left in the sun for any period of time.
- The badge should not be left in the car or other excessively warm places.
- The badge should not be left overnight in the clinical site.
- The badge should not be worn if a student has had a nuclear medicine procedure. Until the student is cleared by the Program Director.

- The badge shall be turned-in at the end of the each month or a fine will be issued.

Lost or misplaced badges needs to be reported immediately to the clinical coordinator. A replacement badge must be obtained. A fee of \$10.00 will be charged to replace a lost badge. All badges **MUST** be returned by the last day of the month. The student will be charged a late fee of \$6.50 per badge for each month of late recovery. **Any replacements and or late fees will be charged to the students semester bill.**

Note: The Student cannot attend clinical with a prior month's badge and cannot attend clinical without a badge. The Clinical Coordinator cannot issue the new badge without return of the expiring badge.

A copy of this policy is given to all students required to wear a radiation monitor. Changes to this policy may be required, at any time, without prior notice.

By signing below you have reviewed the OSL or TLD badge policy and understand its content.

Student Signature

Date

School Official

Date