



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

NURSING | RADIOGRAPHY | SONOGRAPHY



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

ACCREDITED BY: ACEN NJSBON JRCERT CAAHEP

ABOUT HACKENSACK MERIDIAN *HEALTH*
JFK MEDICAL CENTER
Harold B. and Dorothy A. Snyder Schools

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

HACKENSACK MERIDIAN *HEALTH* JFK MEDICAL CENTER –
MISSION AND VISION

OUR MISSION

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

OUR BELIEFS

Creative	I will do my part to make things better.
Courageous	I will do the right thing.
Compassionate	I am the human experience.
Collaborative	I embrace teamwork.



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Dear Student,

It is my pleasure to welcome you to Hackensack Meridian *Health* JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder Schools. You have made a good choice! Our graduates are distinguished by their critical thinking skills, leadership ability and excellence in clinical practice. Our graduates move on to positions where they influence the future of healthcare for those in the surrounding communities, New Jersey and beyond. Graduates can be found providing care at a patient's bedside, and working effectively with multidisciplinary teams on evidence based projects that seek to improve healthcare for our patients and their families.

The learning atmosphere at our school is built on the vision and mission of the Hackensack Meridian *Health* system. Our distinctive programs are rich in expert nursing and medical imaging resources. Our faculty is part of a community of scholars and clinicians who refine the curricula annually to reflect changes in practice, advancing technology and input from our students' experiences. The student body is comprised of students located across the United States and many other countries which only add to the richness of the learning experience. The faculty is committed to prepare skillful and compassionate nurses, radiographers, and sonographers who excel in the workforce and contribute to creating better systems of care.

All students enjoy the advantages of being a part of an academic medical center. Glad you have decided to join the next generation of Innovative, Compassionate, Collaborative, Creative and Courageous Nurses, Radiographers, and Sonographers.

A handwritten signature in black ink that reads "Coleen Kumar Ph.D., RN, CNE".

Coleen Kumar, Ph.D., RN, CNE

Dean

History



A 1960 picture of the School building.

THE MEDICAL CENTER

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

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

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

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

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

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

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

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

In 2011, Solaris Health System became JFK Health System. JFK entities include:

- JFK Medical Center
- JFK-Muhlenberg Campus S.E.D.
- JFK Muhlenberg Snyder Schools of Nursing and Medical Imaging
- JFK Johnson Rehabilitation Institute
- Hartwyck Nursing and Rehabilitation Centers
- JFK Neuroscience Institute
- Whispering Knoll Assisted Living
- JFK Mediplex Surgery Center
- JFK Adult Medical Day Program
- JFK at Home
- JFK Dental Clinic
- JFK Family Medical Center
- Haven Hospice
- Keith Wold Johnson Child Care Center
- JFK Urgent Care Center

In 2013, JFK Health System became JFK Health.

Effective January 1, 2018, Hackensack Meridian *Health*, Inc., became the sole Member of JFK Health System, Inc., which continues to be the sole Member of the Community Hospital, Inc. t/a JFK Medical Center (“JFK Medical Center”).

THE SCHOOLS

- NURSING
- RADIOGRAPHY
- DIAGNOSTIC MEDICAL SONOGRAPHY

SCHOOL OF NURSING

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



Class of 1944 Muhlenberg School of Nursing

The Cooperative Nursing Program continues, as an excellent example of nursing education, with Union College. Since its inception, the Cooperative Nursing Program has been the recipient of numerous commendations from the Department of Higher Education for its innovation, and commitment to excellence. It has been cited by the Department of Higher Education as a model for nursing education in New Jersey.

The School celebrated its Centennial in 1994. It graduated its first class, two (2) in number, in 1896. At that time, the program was two (2) years in length.

Today, the School has an enrollment of over 500 students and graduated on the average 100 – 150 students annually.

Since its inception, the School has been associated with Muhlenberg Regional Medical Center, and in 2008 sponsorship was transferred to JFK Medical Center. The JFK Muhlenberg Snyder School of Nursing is governed by JFK Medical Center, 80 James St., Edison, NJ.

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

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

The unique combination of the best elements of the two (2) schools affords the graduate a broad, in-depth background and the ability to seek entrance into institutions of higher learning with advanced standing. JFK Muhlenberg



Harold B. and Dorothy A. Snyder School of Nursing has written articulation agreements with Kean University, Wagner College, Rutgers University, Monmouth University and Walden University for an upper division B.S.N. program, and with Union College's Practical Nursing Program.

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

New Jersey Board of Nursing

124 Halsey Street, 6th Floor
P.O. Box 45010
Newark, NJ 07101
973-504-6430
www.njconsumeraffairs.gov/nursing

Accreditation Commission for Education in Nursing

3343 Peachtree Road, NE, Suite 850
Atlanta, GA 30323
404-975-5000 | www.acenursing.org

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

SCHOOL OF RADIOGRAPHY

The School of Radiography was established in 1964 as a hospital-based program to meet the demand for graduate radiographers. In 1978, the School began the process of expanding the educational horizons offered to candidates to the program. This process was completed in 1982 when an affiliation with Union College was established. This affiliation was approved as the Muhlenberg Regional Medical Center Union College 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 Radiography clinically affiliates with various hospitals, medical centers, freestanding facilities and offices throughout the state.

The School is accredited by the Joint Review Committee in Education 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 is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.

Joint Review Committee on Education in Radiologic Technology

20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
312-704-5300 | www.jrcert.org

New Jersey Radiologic Technology Board of Examiners

CN415
Trenton, New Jersey 08625
609-984-5890 | www.nj.gov/dep/rpp/brh

Union College and Thomas Edison State College are accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.

SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY

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

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, Diagnostic Medical Sonography became a 24-month Associate in Science Degree program. Upon successful completion of all General Education and Professional requirements, the student receives an Associate in Science Degree from Union College and a Certificate in General Diagnostic Medical Sonography from JFK Muhlenberg Snyder Schools. Upon completion of the program, the graduate is eligible to sit for the national examinations of the American Registry of Diagnostic Medical Sonographers (ARDMS) and the American Registry of Radiologic Technologists (ARRT).

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

Commission on Accreditation Allied Health Education Programs

1361 Park Street
Clearwater, FL 33756
727-210-2350 | www.caahep.org

Campus and Facilities



The campus is located within a residential area of Plainfield, New Jersey. The original JFK Medical Center Muhlenberg Snyder Schools opened its doors in 1894, with the School of Nursing. It now also incorporates programs in Medical Imaging – Radiography and Diagnostic Medical Sonography. The three programs are located in a modern building which opened its doors on October 11, 2006. This building was made possible by a major donation from the Harold B. and Dorothy A. Snyder Foundation.

The first floor of the building contains classrooms equipped with audio visual equipment, two clinical laboratories where students practice their nursing skills, the Medical Imaging Skills Laboratory for Radiography and Diagnostic Medical Sonography students, the Computer Laboratory, two student lounges - one equipped with assorted vending machines, coffee/tea pots, storage lockers for the students and the

Administrative Suite containing the offices of the Dean, the Associate Deans for the School of Nursing, the Director of Student Engagement, as well as the Admissions, Registration and Enrollment, Financial Aid and Billing offices.

The second floor of the building has additional classrooms and lockers, as well as the Faculty Suite, where each program's faculty has an office. The third floor is reserved for residents. Students have a private room and share a common bathroom with the student next door. The majority of the units are occupied by single students, in three different wings, who share common cooking areas as well as common TV/relaxation areas. The fourth residential wing is dedicated to meet the needs of single parents and their school-age children. The Single Parent Unit supports five families who live in the residences until the completion of their nursing program. Each parent may have only one child and that child must be between

the ages of 5 and 10. The residential floor also contains a terrace, laundry facilities, and an additional large common living area.

THE CLINICAL LABORATORIES

The Jean Hamm Clinical Laboratory and the Towbin Clinical Laboratory are located on the first floor of the Schools and provide practice laboratory experiences for nursing skills. The labs are equipped with life-size demonstration models, beds and equipment to simulate the clinical area. A simulation manikin (SimMan) and a baby manikin are also housed in the Clinical Laboratory. Clinical Lab personnel are available at posted times during the Spring, Summer, Fall and Winter semesters. The laboratory practice provides “hands-on” experience with equipment for skill refinement or in preparation for a clinical assignment; or by creative problem solving when carrying out a simulated nursing situation that combines theory and practice and is also used for skills appraisal.



THE RADIOLOGIC/ /DIAGNOSTIC MEDICAL SONOGRAPHY LABORATORY

The simulated laboratory is equipped with the necessary equipment for simulation practice. The students are able to practice their clinical skills and schedule tutoring sessions with faculty.



COMPUTER LABORATORY

The 2 Computer Labs house 32 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.



RESIDENCE

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



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

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



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

LIBRARY - MEDICAL

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

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

Library 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.

UNION COLLEGE LIBRARY The Union College Libraries serve as the major learning resource of the College.

The libraries offer:

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



Admission Policies & Procedures – All Programs

The Schools' Admissions Committees seek to admit those candidates who are best qualified to meet the academic requirements of each of the Schools' programs, and who, by reason of academic potential and purpose show promise of successful completion of the programs.

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

College. Radiography and Diagnostic Medical Sonography are both full-time, day programs.

Information, applications and directions for the application process are available on the Schools' website, www.jfkmuhlenbergschools.org. To receive an application or to schedule an appointment, one may also contact:

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

Mailing address:

Hackensack Meridian Health
JFK Muhlenberg Snyder Schools
1200 Randolph Rd,
Plainfield NJ 07060

**A completed application includes ALL documents/credentials required of the applicant. Upon receipt of the application, notification of any missing documentation will be emailed to the applicant.*

GENERAL ADMISSION POLICY

- Admission is selective and competitive.
- Individuals must apply during the Open Admissions dates. Please consult the Schools' website, www.jfkmuhlenbergschools.org, for the dates. Deadlines allow the Schools to process the completed applications* and register the new students properly.
- Personal interviews are not required as part of the admission process except for Nursing Accelerated Track. Interested individuals should visit the Schools' website, www.jfkmuhlenbergschools.org, for information about the Schools and required policies and procedures. Information sessions may be held to acquaint applicants with the programs of study and to clarify the admission process. Credit Evaluations provide a preliminary review of credits for transfer. The Admissions Committee may request that the applicant clarify information presented to the Schools before an admission decision is made.
- Candidates are notified by mail of action taken by the Schools' Admissions Committee. Persons who are accepted into a program must submit a non-refundable acceptance fee.
- It is NOT necessary to apply separately to Union College prior to applying to JFK Muhlenberg Snyder Schools. All applications accepted by the Schools are also accepted by Union College.
- Applications are only active for the semester to which the applicant applied.
- Applicants who are declined admission into one program, and apply for another program, must complete a new application form, write a new essay and submit another



application fee. It is also necessary to submit a new reference and it may be necessary to retake the Entrance Exam.

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

ADMISSION REQUIREMENTS

- **HIGH SCHOOL RECORD (OR GED)**
ALL APPLICANTS must submit an official copy of his/her high school transcript or GED.*
NO EXCEPTIONS - REGARDLESS OF WHEN HIGH SCHOOL WAS ATTENDED OR IF THEY HAVE ATTENDED COLLEGE.
GPA Requirements:
 - Must have a 2.5 or higher overall GPA (3.0 for Nursing Accelerated Track).
 - D's, F's, & Withdrawals in relevant courses will be considered in application review.
 - Students with less than 12 college credits, will have their high school GPA evaluated.

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

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

** Only official transcripts can be considered to process an application. Official transcripts are those transcripts sent directly from one school to another school without student receipt and include an official seal of the school. Official transcripts in envelopes sealed with the respective school's seal, hand carried by the applicant, will also be accepted. Official electronic transcripts will be accepted as well.

High School Biology.....*BIO 102*
 High School Chemistry*CHE 101*
 High School Algebra*MAT 017/019*

- **SCHOLASTIC ASSESSMENT/APTITUDE TEST (SAT OR ACT)**
 SAT and ACT scores are not required.

- **ENTRANCE TEST**
 All applicants to the Schools are required to satisfy the appropriate Entrance Test (TEAS) requirement for their program of interest. The Entrance Test evaluates areas that are considered essential for academic success, including reading comprehension, critical thinking, basic math skills, science and English language skills. Review materials for the TEAS exam, scheduling, exam completion and test scores are available through ATI Assessment Technologies Institute, www.atitesting.com.

- **GRADE POINT AVERAGE (GPA) REQUIREMENTS**
 Applicants with previous college experience are required to have a 2.5 cumulative GPA in all relevant courses.* No grade lower than “C+” for Nursing and “C” for Medical Imaging programs will be accepted for transfer. There is a 5 yr. time limit to transfer Anatomy and Physiology I & II, and Microbiology for



Nursing and Radiography, and 5 yrs. for Sonography. Transfer of Chemistry and Physics for Nursing and Medical Imaging programs have a 10 yr time limit.

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

It is not necessary to attend Union College prior to applying to the Schools. However, students who are currently enrolled, previously enrolled and/or plan to enroll at Union College prior to their admission to the Schools, must meet the following:

- Must have a 2.5 or higher overall GPA (3.0 for Nursing Accelerated Track).
- D's, F's, & Withdrawals in relevant courses will be considered in application review.
- Students with less than 12 college credits, will have their high school GPA evaluated.***

Students not meeting this criterion may seek guidance from a Union College counselor.

- **LETTER OF REFERENCE**
 Application to JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools requires one complete letter of reference. This reference may be obtained from either a supervisor, teacher, or guidance counselor who knows the applicant in a professional capacity. Personal references, from family members or friends, are not acceptable.

*** *The Admissions Committee will review official transcripts and make an assessment of the overall Grade Point Average (GPA), the science GPA specifically, and/or the prevalence of repeating courses in order to achieve a passing grade.*

Specific references may be required from qualifying applicants:

- High school seniors, or those who have graduated from high school within the last three years, must select a reference from a guidance counselor, teacher, and/or high school administrator.
- LPN graduates must include a complete reference from the director of their LPN program or from a faculty instructor(s) (not required if graduated more than five years ago).
- **EXTRACURRICULAR/COMMUNITY/VOLUNTEER ACTIVITIES**
See page III of the application
- **APPLICATION ESSAY**
The applicant must write an essay of 250 words or more on the topic listed on the application. The content, organization, spelling, grammar, neatness and overall ability to follow directions are considered by the Admissions Committee.
- **CONSUMER INFORMATION**
See the appropriate Consumer Information Sheet in the application packet. This form must be read, signed and returned with the application and essay.
- **DEADLINES**
The Schools accept applications for the Fall (September) and Spring (January) semesters during the appropriate Open Application Sessions. It is not necessary to wait until the deadline to apply.

ONLY COMPLETED APPLICATIONS WILL BE REVIEWED FOR ACCEPTANCE.

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

POLICY REGARDING TRANSFERRING FROM ONE PROGRAM TO ANOTHER PROGRAM WITHIN THE JFK MUHLENBERG HAROLD B. AND DOROTHY A. SNYDER SCHOOLS OF NURSING AND MEDICAL IMAGING

- Students who wish to transfer from one program to another program within the Schools must complete a new application form, write a new essay, submit an official updated Union College transcript and include a reference from the first JFK Muhlenberg Snyder School program that they attended. Another application fee is also required.

ADDITIONAL ADMISSION INFORMATION

- Applicants with educational credentials from schools outside of the United States must first have their transcripts translated and evaluated. Contact the agency listed below or another current member of NACES (the National Association of Credential Evaluation Services), www.naces.org, for international transcript evaluations. Allow ample time for processing by the deadline. The Schools are not affiliated with any accrediting agency. If you would like to receive credit for specific courses that you have completed, this evaluation must be done on a course-by-course basis. The evaluation must also include verification of high school graduation.



- All applicants must be United States citizens, naturalized U. S. citizens or Permanent Residents. If you are not a U. S. citizen, you will be required to show your Permanent Resident card and/or Naturalization papers in person at the Schools' Administrative Offices. Citizenship or Permanent Residency is a requirement for school entrance consideration.
- Applicants may check on the transferability of previously completed college courses by visiting www.njtransfer.org
- Applicants for the School of Nursing's Accelerated Track must have completed a baccalaureate degree from an accredited college or university (Minimum GPA of 3.0). An official transcript from the college or university must be submitted. These applicants are also required to achieve higher nurse entrance test scores. See School's website for Entrance Exam ATI TEAS requirements.
- Applicants for the School of Nursing's "Pathways to BSN" Track must declare this intent upon application to the Schools. Admission to this track will be determined after successful completion of Math for Pharmacology, NURM 100, and Introduction to Nursing Concepts, NURM 119.
- College Level Examination Program (CLEP): The CLEP Program provides a method of earning college credits by taking examinations in various subject areas. Students may apply for CLEP through www.collegeboard.com. Union College recognizes CLEP scores and will allow credit in most areas if CLEP scores are in the 50th percentile or above. Credit will not be given where there is evidence of previous academic work. The Schools' Director of Registration and Enrollment is able to provide more information about the CLEP examination program to newly admitted students.
- Challenge exams are offered for biology courses through Union College. Admitted nursing students who earned a 70% or higher in the TEAS Math section may take an on-line version of Math for Pharmacology. All other students must take the in-class version.

- Advanced placement credit is available in the Medical Imaging Programs. Credits for previous professional education may be awarded through challenge exams given on an individual basis. Candidates for advanced placement should contact the Director of the respective Medical Imaging program. Placement in any of the Schools' courses is on a seat-available basis.
- Any student who has a documented learning disability will be given reasonable accommodations throughout the program of study. Documentation of learning disabilities must be presented to the Dean of JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools. Required documentation for learning disabilities:
 - Complete and submit a Disability Support Services Application
 - Educational Evaluation, with the specific diagnosis by a psychiatrist, licensed psychologist or a learning consultant, including the addendum of scores, and preferably including accommodations
 - Psychological Evaluation, with the specific diagnosis by a psychiatrist, licensed psychologist or a learning consultant, including test scores, and preferably including accommodations

Any student with a properly documented learning disability should make an appointment to bring the required documentation to the Dean. All official documentation must be current and less than three years old. The Dean reviews the documentation and decides what accommodations, if any, will be made. Although the Dean will inform the Lead Teacher regarding the special

accommodation for the student, it is also the student's responsibility to inform the instructor at the beginning of each course, so that accommodations may be made.

- Students are expected to be able to access and use a computer and printer. Course material, certain exams, review material and hospital technology require the use of computers and printers.

CRIMINAL BACKGROUND CHECKS

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

“(Standard HR .1.20 for staff, students and volunteers who work in the same capacity as staff who provide care, treatment, and services, 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, JCAHO expects them to be done on all three categories.”

The State of New Jersey Professional Responsibility and Reporting Enhancement Act (N.J.S.A. 18A:6-7.1 et. seq.) requires all health care professionals to have a criminal history record background check. Therefore, in order to complete your educational program at JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools, the performance of a completed criminal background check is required prior to a student's first clinical course, and annually thereafter, and/or before moving into the School Residence.

The Schools engage the services of a consumer-reporting agency to conduct this background check. It is the responsibility of the student to submit necessary information

to: www.tabb.net and, for the program identifier, to enter the word MUHLENBERG. A student will be billed directly by the designated company for conducting the background check and having the results forwarded to JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools and/or clinical facilities. Favorable results are conditions for continued enrollment.

ACADEMIC POLICIES

CHANGES OF SCHEDULE (DROP/ADD)

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 Web Services Student Planning, www.ucc.edu or through the Schools' Registration office.

COST

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

CREDIT EVALUATIONS

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

CREDIT HOURS

JFK Muhlenberg Snyder courses are based on credit hours. A "CREDIT HOUR", as defined by Union College is, "An amount of work represented in intended learning outcomes and verified by evidence of student achievement that

is an institutionally established equivalency that approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter of credit, or the equivalent amount of work over a different amount of time; OR
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practical, studio work, and other academic work leading to an award of credit hours.

DEFUNCT STATUS

Students failing to register for two semesters without notifying the Director of Registration and Enrollment, JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools, will 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 fees.

DISTANCE EDUCATION POLICY

Distance education at Hackensack Meridian Medical Center/JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools 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 Schools. Curriculum, course content and end of program student learning outcomes align with the mission of the Schools, and principles of ACEN accreditation.

Distance education courses may be taught solely in electronic format or as hybrid instructional models. Courses taught in electronic format, whether solely online or hybrid modules utilize the CANVAS platform. Course faculty determine how the course is set up and configured within the technology platform. Communication protocol between faculty and students regarding technology requirements is established early in the class process and clearly explained in the syllabus. Options for student/student interactions are also delineated in course orientation.

Instructional communication and content is determined by the individual course faculty using the CANVAS platform and is available to all registered for that course. Faculty has the primary responsibility for providing oversight of distance education courses taught within his/her department.

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

ID Validation:

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

Definitions:

Hybrid/Blended Nursing Course: A nursing course in which content is delivered both in person/in a classroom and via distance education. 1-49% of the traditional in-person/in a classroom time is replaced with work

via distance education, typically delivered asynchronously.

Online/Internet Nursing Course:

A form of distance education whereby 50-100% of the nursing course content is delivered primarily online and asynchronously. As is the case with all student in the school, students enrolled in distance education courses are held to adherence to the honor code pledge and the code of conduct policies as stated in the student handbook.

Addendum #1:

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

Addendum #2:

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

STANDARDIZED EXAMINATIONS

Standardized testing will be utilized in every nursing course each semester. NCLEX readiness will also be tested in NURM 222 and NURM 242 (Fall semester only in NURM 242). The radiography students take the Corectec exam in their last semester just prior to graduation. See course syllabus for dates of testing.

FINANCIAL AID

The JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools are approved for Title IV Financial Aid programs. All inquiries should be directed to the Schools' Financial Aid Office.

GENERAL READMISSION POLICY

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

If the student has attended other institutions since leaving JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools/Union College Cooperative Nursing Program, official transcripts from these institutions must also be submitted. Re-admission into the Schools is contingent upon the attainment of the required grade point average and the approval of the Admissions Committee.

Readmission is based on qualification. Placement in general education and clinical classes is based on seat-availability. Current students are given priority for seat availability. Students who are re-admitted must pay a non-refundable application fee and acceptance fee.

Any JFK Medical Center Muhlenberg Snyder School student, who has failed two JFK Muhlenberg Harold B. and Dorothy A. Snyder courses, is dismissed from the Schools. The dismissal is final and the student may not reapply to the JFK Medical Center Muhlenberg Snyder Schools.

SCHOOL OF MEDICAL IMAGING READMISSION POLICY

A student who has withdrawn/been dismissed from JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Medical Imaging who seeks reinstatement must complete the application process, including payment of applicable fees. If the student has attended other institutions since leaving either School, official transcripts from these institutions must also be submitted. Readmission into the School is contingent upon



attainment of the required grade point average and the approval of the Admissions Committee.

Readmissions is based on qualification. Placement in general education and clinical classes is based on seat-availability. Current students are given priority for seat availability in professional courses.

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

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

REGISTRATION

All students must register on-line through Union College's Web Services (www.ucc.edu Student Planning. For the Fall and Spring semesters, a full-time student may carry 12-18 semester credit hours. Students must check the Academic Calendar at www.ucc.edu for registration dates.

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

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

The Schools will not automatically reserve seats for students on waiting lists. 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 Schools reserve the right to cancel courses due to insufficient enrollment, lack of qualified faculty or lack of clinical faculty. Moreover, the Schools reserve the right to schedule courses at any time, including evenings and weekends.

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

All courses required for graduation must be successfully completed before licensing eligibility is certified. It is the sole responsibility of the student to 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 Union College's Web Services.

STUDENT CLASSIFICATIONS

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

Less than Half-Time Student – A student is considered less than half-time, academically, when he/she pursues 1 – 5 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. *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.

WITHDRAWAL FROM A COURSE

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

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

Students must complete the Course Withdrawal Form located in the Registration office at JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools. This form is to be signed by the following offices: Registration, Financial Aid, Billing and the Student Health nurse.

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

WITHDRAWAL FROM THE PROGRAM

Notification of withdrawal from the program must be submitted in writing to the Dean. The student also needs to: 1) Sign a "Program Withdrawal Notification Form and 2) see the Student Account representative to review any financial obligations. Students are asked to give a reason for the withdrawal. Students who are receiving financial aid must also see the Director of Financial Aid.

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

If a student is seeking to go into a different JFK Muhlenberg Harold B. and Dorothy A. Snyder School program, the student must complete a new application, pay a new application fee, provide an official updated Union College transcript, and provide adequate Entrance Test Exam scores (This may require retaking the entrance exam), provide one reference from one of the student's prior JFK Muhlenberg Harold B. and Dorothy A. Snyder instructors, and write an essay addressing the



reason(s) why the student is seeking to change into a different School program. Each program has its own entrance requirement; prior acceptance does not guarantee readmission. A new acceptance fee must be paid as well.

CLINICAL REQUIREMENTS

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

- New student orientation scheduled just prior to the first clinical semester
- Proof of current Health Insurance
- Criminal Background Check form
- Clearance from the Schools' Student Health Nurse
- Basic Life Support (BLS) – Current certificate - Healthcare Provider Adult/Child
- Malpractice Insurance for students in the amount of \$2 million per incident/\$4 million per aggregate
- Obtain school uniform

More information on completing these requirements is located in the Student Handbook, which is updated annually.



Student Services



The primary aim of the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools is to provide a quality educational experience. Within the framework of this commitment, the Schools grant certain rights to, and require certain responsibilities from, each student in the educational community so that every student may pursue his/her educational goals in a supportive environment.

ACADEMIC ADVISEMENT

The Office of Registration and Enrollment is available to all enrolled students wishing academic counseling. The Registration Office works 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 www.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.

ACADEMIC SUPPORT

The SON/SMI offers support in critical thinking, learning strategies and test-taking skills. Individual or group sessions are posted on a list outside the Skills/Simulation Laboratory. JFK Muhlenberg Harold B. and Dorothy A. Snyder School students may also use the tutorial services at Union College's Academic Learning Centers.

ADDRESS OR NAME CHANGE

When an applicant's or student's home address, telephone number, email address and/or name is changed during the application process or enrollment at the Schools (even as an extended student or student on a Leave-of-Absence), he/she must provide written notification to the

Schools' Student Billing Office as soon as the change is effective. Legal documentation must be provided. Names on correspondence, transcripts and diplomas will be the same as the name with which the student enrolled, unless legal documentation of name change is provided.

THE CATALOG AND THE STUDENT HANDBOOK

The regulations and procedures set forth in the Catalog and the Student Handbook constitute the student rights and responsibilities. It is the responsibility of each student to be acquainted with the regulations and procedures. The Student Handbook is reviewed and revised annually and is distributed to new students at the opening of each academic semester. The Student Handbook and the Catalog are available on the Schools' website, www.jfkmuhlenbergschools.org. It is the responsibility of each student to know and to follow the regulations and procedures. Failure to note the regulations will not excuse noncompliance.

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

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

CHAPLAINCY SERVICE

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

FOOD SERVICES

Students may purchase food or snacks from vending machines located in the Schools and in JFK Medical Center's cafeteria. Union College operates a student cafeteria and snack bar.

GENERAL TUITION INFORMATION

Billing for all semesters is done by and at the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools. Billing is coordinated with the Finance Department of JFK Medical Center. The due dates for each semester billing will be posted in the Schools. Payment for all tuition, fees and room charges is required by the dates stated on the invoice.

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

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

Grades, transcripts and letters of recommendation will not be released until all financial obligations to the Schools have been met. Students with a billing balance are placed



in defunct status and unsettled accounts are subject to collection procedures by an outside agency.

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

Students obtaining financial aid, loans and chargeback are required to complete paperwork before the dates that bills are due to be paid. If they 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 mailed to all eligible students when all requested documents are completed by the student, and as government funding permits. Financial aid loans are deducted at time of billing and students are required to pay the balance at time of billing. Students are informed by the Financial Aid Office of their total aid/loans. Students must compare Award Letters to bills and pay any remaining balances by billing due dates.

Since the student financial aid award letter is broken down by semesters, each recipient can readily know how much of the total award is applicable to each semester's bill. If a student is awarded more financial aid than the semester's bill, the balance will be credited to the student and a refund check will be processed.

ALL FEDERAL AND STATE GRANTS, AND ALL TUITION AND FEES, ARE SUBJECT TO CHANGE. STUDENTS WILL BE GIVEN AS MUCH NOTICE OF THESE CHANGES AS POSSIBLE.

HEALTH APPRAISAL AND CLINICAL REQUIREMENTS

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

A report of satisfactory physical examination, including a urine drug screening and respiratory fit testing are required prior to a student's first clinical course. Evidence of personal health insurance is required as well.

Students moving into the dormitory do not require respiratory fit testing, unless they will also be starting the clinical component. A personal physician may do the physical examination, however HACKENSACK MERIDIAN HEALTH JFK Occupational Health MUST do the drug screening. Respiratory fit testing may be completed at the School. Health forms will be emailed to students upon registration. It is recommended that you contact the Student Health Nurse at JFK Muhlenberg Harold B. and Dorothy A. 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 the fit testing. A health service fee, “MHBN Health Office Fee” is charged each semester.

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 the process.

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.

Each student is responsible for payment of any medical expense which is not covered by his/her own insurance plan.

HEALTH INSURANCE

All clinical students and dorm residents are required to show evidence of personal health insurance. Failure to provide this evidence may affect continued enrollment in the JFK Harold B. and Dorothy A. Snyder Schools.

NON-DISCRIMINATION POLICY

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

These laws prohibit discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age or disability in all educational programs and activities as long as the disabled person does not present a safety hazard to himself/herself or clients. HACKENSACK MERIDIAN HEALTH 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 JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools must be able to perform specific skills in order to care for patients safely and perform all the procedures that would be required of a graduate professional in the work force. Applicants to the Schools must sign the respective Consumer Information Sheet for their program of interest. This form lists the capabilities applicants must possess.

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

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

1. Communicate in English to the patient, family and other support staff both verbally and in writing.
2. Hear a patient talk in a normal tone from a distance of 20 feet
3. Visually observe the patient in order to assess the patient’s condition and /or needs from a distance of, at least, 20 feet.
4. Read all written medical information pertaining to the patient.
5. Assess all readings and functions of technical equipment pertaining to patient care.
6. Render services and/or assistance to all patients, depending on the individual patient’s needs and abilities in moving, turning and lifting. Be able to push, pull and maneuver 40 pounds.

7. Manipulate a stretcher, wheelchair and/or portable equipment within the medical facility without injury to self, patient or others.
8. Draw up sterile solutions without contaminating the syringe and/or needles, etc.
9. Manipulate dials, buttons and switches.
10. Physically, be able to administer emergency care including performing CPR.
11. Be able to stand for periods as long as 2 hours and to walk a distance of 2 miles during a normal workday.

DISABILITIES POLICY

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

Policy:

JFK 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 Associate 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.

ORIENTATION

The orientation program of the Hackensack Meridian *Health* JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder Schools creates a relaxed atmosphere in which each student begins to meet fellow students, has questions answered, attends presentations, and learns more about the Schools, Hackensack Meridian *Health*, and Union College. Orientation is required for all entering students.

PERSONAL COUNSELING

At the beginning of the academic year, each student is provided information about personal counseling services available at Union College.

STUDENT GOVERNMENT ASSOCIATION

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

TEXTBOOKS

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

TRANSPORTATION/PARKING

Each student is responsible for providing his/her own transportation to and from Union College, agencies used for clinical experiences, and other places of learning

or recreation. Each student assumes full responsibility for any risk, loss, injury and/or damages incurred relative to the use of any means of transportation and the parking of bikes and motor vehicles. Day students with cars must park their vehicles in the spacious, well-lighted parking lot immediately across the street from the main entrance of the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools. Evening and resident students may use the parking lot in front of the Schools, but may not use the parking spaces immediately adjacent to the school. Parking is also provided at Union College. Every student attending Union College must purchase the Union College parking decal at the Union College Student Accounts Office.

Each student owning or operating a motor vehicle at JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing must register it through the Student Accounts Office. If a new vehicle is purchased, a new registration is required.

UNION COLLEGE ACTIVITIES

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

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

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



Financial Aid

JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools recognizes that many students and their families need assistance in meeting the cost of education. Financial need should not deter a student from applying to school, as there are multiple sources of financial aid available to incoming and current students. Students may be eligible for a variety of financial aid opportunities, including a Federal Pell Grant, New Jersey Tuition Aid Grant, Educational Opportunity Grant, New Jersey STARS Program, as well as other loan and scholarship programs.

Many students are surprised to learn that the actual cost of attending JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools, after they receive grants and loans may be less than they think. The primary purpose of the financial aid program is to provide economic assistance to students who demonstrate financial need, and

who, because of this need, would otherwise be unable to pursue their education. The Schools, within the limits imposed by funds available, makes every effort to provide a financial aid package, which equals the determined need. A financial aid package may include a combination of grants, loans and some scholarships. The total amount of financial aid offered a student shall not exceed his/her need. After reviewing the aid you are offered, you will know the actual bottom-line cost of the school. In the meantime, visit our Net Price Calculator for an estimate.

APPLYING FOR FINANCIAL AID

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

STUDENT ELIGIBILITY REQUIREMENTS

To receive financial aid, a student must:

- The applicant must be a U.S. Citizen or eligible non-citizen;
- U.S. national (includes natives of American Samoa or Swain’s Island); U.S. Permanent Resident who has an I-151, I-155, or I-155C (Alien Registration Card).
- The applicant must be accepted for admission to the Hackensack Meridian Health 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 HACKENSACK MERIDIAN HEALTH JFK Muhlenberg Snyder Schools. There is no fee to apply and you can apply online by visiting www.fafsa.gov. Make sure you list HACKENSACK MERIDIAN HEALTH JFK Muhlenberg Snyder Schools on your FAFSA form. The Title IV School Code is: 006421.

WHAT HAPPENS AFTER YOU FILE?

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

WHY IS YOUR EFC IMPORTANT?

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

WHEN WILL I KNOW THE BOTTOM LINE?

If you filed a FAFSA and listed JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools, we will receive your FAFSA results from the government and use this to put together a financial aid package for you. This package will provide you with a summary of the total cost of education (tuition, fees, books, room and board, travel, personal expenses, etc.) and also all forms of financial aid you qualify for, such as Federal Pell Grant and Federal Supplemental Educational Grant (FSEOG). In addition, your



award letter will inform you of the loans for which you are eligible. The financial aid package is intended to give you a clear understanding of the bottom-line or net cost after all financial aid is applied.

FEDERAL TITLE IV PROGRAMS

PROGRAMS FEDERAL

- Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study Program (FWS) (beginning with the 2020 semester)
- The William D. Ford Federal Direct Loan Program
- Direct Subsidized Loans
- Direct Unsubsidized Loans
- Parent Loans – Direct Parent PLUS Loan

NEW JERSEY STATE PROGRAMS

- New Jersey State Programs
- New Jersey Tuition Aid Grant (NJTAG)
- New Jersey STARS Program (NJSTARS)
- New Jersey CLASS Loans

PRIVATE LOANS

SCHOLARSHIPS

HOW TO APPLY FOR FINANCIAL AID

Students can apply for aid by filing one main form, the “Free Application for Federal Student Aid” (FAFSA). The steps for filing are:

1. The FAFSA should be completed on the Internet. The web address to complete your FAFSA on the Web is www.fafsa.gov. You have two choices for signing the FAFSA on the Web, a certification/signature page can be printed and mailed to the processing center offices or ideally the assigned Department of Education PIN can be used to sign the application electronically. The Department of Education PIN may be requested on-line at www.pin.ed.gov. The Title IV School Code for JFK Muhlenberg Snyder Schools is 006421.

Students without internet access may complete the paper version of the FAFSA. This form, complete with instructions, may be obtained from high schools and libraries. All sections that are applicable to the student’s status must be answered. Students should then mail their completed applications to the Central Processor in the envelope provided with the application.

No funds under the control of the Schools will be awarded or distributed until the student’s file is complete. Please contact the Financial Aid Office for any assistance.

2. An IRS Tax Transcript of the student’s and/or parent’s I.R.S. 1040, 1040A or 1040 EZ (Federal Income Tax Return) for the prior year and/or an official statement from any agency describing non-taxable benefits received as itemized on the FAFSA may need to be submitted to the Director of Financial Aid as verification of income.

- All information submitted on the FAFSA is subject to verification. The Financial Aid Office will be requesting documentation as directed by Federal guidelines. No financial aid award package will be completed unless all requested documentation is received.

DESCRIPTION OF STUDENT FINANCIAL AID PROGRAMS

Federal Pell Grant

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Federal Work-Study Program (FWS) (beginning with the Spring 2020 semester)

The Federal Work-Study Program (FWS) is maintained by the Financial Aid Office. FWS is a need based federal financial aid program that provides part-time employment for undergraduate students to help with college expenses. Federal Work-Study funds are based on limited resources from the Federal Government and are not guaranteed. The program encourages community service work

and work related to the recipient's course of study. To check your eligibility for Federal Work-Study please contact the Financial Aid Office.

- You must submit the Free Application for Federal Student Aid (FAFSA)
- Must continue to remain in good academic standing, which includes maintaining Satisfactory Academic Progress (SAP), and meeting all conditions for receiving financial aid.
- Students are required to secure their employment and can work up to 20 hours per week during the academic year.
- Being awarded FWS does not guarantee you a position. Federal Work-Study funds are based on limited resources from the Federal Government and are not guaranteed.
- Your earnings are paid directly to you and are not deducted from your bill. Students may only have one position at a time.

New Jersey Tuition Aid Grant (TAG)

NJTAG is a state grant program for undergraduates who show documented need through the 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, and all students receiving this state aid must abide by their rules and regulations for administering these programs. A student is eligible for up to the full tuition based on the need, the cost of attendance and available state funds.

Educational Opportunity Grant (EOF)

EOF is a New Jersey state grant program available to students from an educationally disadvantaged background with exceptional financial need who have been New Jersey residents for at least 12 consecutive months prior to receiving the grant. This aid is paid

through Union College, and all students receiving this state aid must abide by their rules and regulations for administering these programs. A student is eligible for up to the full tuition based on the need, the cost of attendance and available state funds.

New Jersey STARS Program (NJSTARS)

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

Other Federal Assistance

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

THE WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM (FEDERAL STAFFORD LOANS)

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

Federal Stafford Loans

Federal Stafford Loans are made by the United States Department of Education to eligible students who have financial need (as determined by the FAFSA), are enrolled at least 6 credits (half-time) and are making satisfactory

academic progress. Federal Stafford Loans can be subsidized or unsubsidized.

- ***SUBSIDIZED Federal Stafford Loan***
With a need-based Federal Stafford Loan, the government pays the interest on the loan while the student is in school or on deferment. Federal Stafford loans are “subsidized” loans because the government pays the interest and therefore subsidizes or supports these loans. Documented need is determined by the FAFSA.
- ***UNSUBSIDIZED Federal Stafford Loan***
If a student has a non-need based Stafford Loan, they have an “unsubsidized” Federal Stafford Loan, and the student is responsible for any interest that accrues during all in-school grace and deferment periods.

The Federal Stafford Loan currently has a fixed interest rate. The Federal Stafford Loan interest rate is determined by the United States Congress. For a Federal Stafford Loan, an “origination fee of up to 3% may be deducted proportionately from each loan disbursement.

Facts Regarding Federal Stafford Loans

- In order to receive a disbursement of Direct Loans students must meet the student eligibility requirements. Interest rates will be established each year for Direct subsidized, direct Unsubsidized and Direct Plusloans. The interest rate will be the sum of a uniform index rate plus and add-on that varies depending on the type of loan and the borrower's grade level. For current rates, please visit: www.studentloans.gov.
- The federal loan limits for the Direct subsidized loan is \$3,500 for freshmen and \$4,500 for sophomores. HACKENSACK MERIDIAN HEALTH 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 have submitted the MPN and it's been accepted, you will not 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.



Federal PLUS Loans (Parents Loans)

Federal PLUS loans are for parents who want to borrow to help pay for their children's education. This provides additional funds for education expenses and, like Federal Stafford Loans, are made by the United States Department of Education.

Federal PLUS Loans enable parents with good credit histories to borrow for each child who is enrolled at least half-time and is a dependent student. For PLUS Loans first disbursed on or after July 1, 1993, the annual loan limit is the child's cost of education minus any estimated financial aid received.

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.
- 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.

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.

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.

Alternative Loans

Alternative loans are monies offered by lenders to help students meet loan needs that are not otherwise met by financial aid, grants, scholarships and parents. Students can apply as creditworthy or credit-ready or with a co-borrower. Students must be at least 18 years of age and a U.S. Citizen or Permanent Resident. Students must be enrolled at least half time 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.

New Jersey Class Loans

New Jersey CLASS Loans are non-need based loans for students 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 is dependent on the payment option chosen.

Private Scholarships

The JFK Muhlenberg Snyder Schools annually receive scholarship monies from private donors. Scholarships are gift monies and do not have to be paid back. Adherence to high standards of personal behavior is considered a contribution to the ethical tone of the campus. Usually the scholarships are need-based; however, students who demonstrate academic excellence, integrity and ethical behavior are highly considered. Documented need is determined by the Free Application for Federal Student Aid (FAFSA).

NOTE: Students who have received a baccalaureate degree are only eligible for consideration in the Federal Student Loan, Alternative Loan and Scholarship programs.

STUDENT RIGHTS AND RESPONSIBILITIES

In accepting the Financial Aid Award Notice, students are indicating that they understand the procedures and accept the responsibilities involved in receiving financial aid. Students should be aware that if they or their family knowingly make false statements or misrepresentation on any application or form for financial assistance, the student may be liable for prosecution and repayment of all assistance obtained. HACKENSACK MERIDIAN HEALTH JFK Muhlenberg Snyder Schools reserves the right to change or cancel all student assistance awards due to new regulations, revised allocations, and/or additional information gathered concerning the student's financial aid eligibility. Awarding of financial assistance by the Schools 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 but not indicated on the financial aid award notice.
4. If student expects to withdraw or take a Leave-of-Absence from the School or College, the student is expected to inform the Office of Financial Aid. Please refer to policy.
5. Submit to the Office of Financial Aid any required documentation for verification of financial and other relevant information pertaining to the student's application.
6. Give permission to the Office of Financial Aid to relate pertinent financial, academic information and other information to donors of aid as requested.
7. Maintain satisfactory academic progress for financial aid

- Grants and scholarships in excess of tuition, books, and fees are taxable income for the Federal Government. If a student receives grants and/or scholarships in excess of tuition, books and fees, the student must report this excess as income on his/her federal income tax return.

Refund Policy for All Students

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

If the Student Withdraws:	The School Retains:
Withdrawal before the start date of the semester	0%
Withdrawal by the fifth day of the Semester	50%

NOTE: 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:

- In the case of a student who officially withdraws, the date of the withdrawal.
- 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.
- In the case of a student who is expelled, the date of the expulsion.

TREATMENT OF FEDERAL FINANCIAL AID FUNDS (TITLE IV AID)

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

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

RETURN DISTRIBUTION FOR FINANCIAL AID RECIPIENTS

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

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

REFUND PROCEDURES

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

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

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

SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID RECIPIENTS

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

QUALITATIVE AND QUANTITATIVE STANDARDS

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

Developmental Education courses (designated by course numbers below "100")

are included in the calculation of a student's enrollment status. However, no more than 30 Developmental Education course hours can be used to determine a student's enrollment status for financial aid purposes.

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

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

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

TIMING OF MEASUREMENT

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

FAILURE TO ACHIEVE SATISFACTORY ACADEMIC PROGRESS

If a student fails to meet either the qualitative (2.0 cumulative GPA) or quantitative standard (successful completion of 70 percent of all courses in which enrolled) or both, s/he will receive a warning notice. The preferred method of notification is electronic; messages are sent to the student's e-mail address on record. Students



on warning are eligible to receive one semester of financial aid and are expected to use this period to reestablish satisfactory academic progress.

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

APPEAL PROCESS FOR PROBATIONARY SEMESTER

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

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

An appeal submitted without adequate documentation will be denied.

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

Please note that merely filing an appeal does NOT guarantee continued eligibility for financial aid.

Typically, appeals are reviewed within 15 business days. Students will be notified of the Committee's decision. The preferred method of notification is electronic; the decision notice is sent to the student's e-mail account on record. The decision of the Financial Aid Satisfactory Academic Progress Appeals Committee is final and cannot be further appealed.

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

If the appeal is approved, the student regains financial aid eligibility for one probationary semester. During the probationary semester and all subsequent semesters, the student must achieve an 80% completion rate and maintain a term GPA of 2.0. Failure to do so will result in suspension of financial aid eligibility after which the student will regain eligibility ONLY by taking courses, without benefit of financial aid, until

s/he is in compliance with all components of the JFK Muhlenberg Snyder School's satisfactory academic progress policy (70% completion rate and 2.0 minimum cumulative GPA).

MAXIMUM TIME FRAME

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

Program	Number of 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 if s/he does not receive an appeal determination notice within three weeks of submitting the appeal.

An Appeals Board comprised of five members of the staff of JFK Muhlenberg Snyder Schools will vote on any appeals for continued funding within three (3) weeks of the receipt of the appeal.



Students attending the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools are also students of Union College and entitled to student services of the college. Please refer to the current Union College Student Handbook for information concerning policies and services.

ACADEMIC LEARNING CENTER (ALC)

The Academic Learning Centers (ALCs) offer free tutoring and other support services to all Union College students who are currently enrolled in credit bearing and/or developmental courses. Students are encouraged to take advantage of the ALC's services whenever they need assistance since there is no restriction regarding the number of times a student may come for academic support.

Tutoring is delivered primarily by peer tutors, recommended by their instructors, who have performed well in their course work,

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

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

Each ALC has a computer lab with access to Windows computers and printers; computer tutors are available to assist students with networked and web-based software used

mathematics, English-as-a-Second Language, and engineering courses, among others. In addition, students can use Microsoft's Office Suite 2013; access CANVAS, the College's online course delivery system; and receive help with navigating Owl's Nest, the College's portal.

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

There is an Academic Learning Center is conveniently located on each campus. In Cranford, on the first floor of the MacKay Library; in Elizabeth, on the third floor of the Lessner Building; and in Plainfield, in the Annex. For further information or to check with any of the ALCs for hours of operations and tutoring schedules, visit <http://www.ucc.edu/about/ALC>, or find the information in Owl's Nest under Student Development.

ADMISSIONS OF UNION COLLEGE STUDENTS

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

through the action of the Admissions Committee of each school.

BOOKSTORES

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

COLLEGE PLACEMENT TESTING

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

Union College requires that the following students take the test:

- A. Full-time and part-time freshmen entering Union College.
- B. Students who have not already taken the test, but who register for a course that would result in the accumulation of 12 or more credits.
- C. Full-time and Part-time transfer students who have received Union College transfer credit for one semester of college English (for example, English 101) must take

the reading part of the college placement test unless there is evidence of college level reading proficiency.

- D. All transfer students must demonstrate proficiency in basic skills math through old approved test scores or satisfactory completion of developmental courses in arithmetic and elementary algebra to receive exemption from the math part of the college placement test. Students without math proficiency proof, but with transfer credit for one semester of college English must take the math part of the college placement test.
- E. Any student who presents SAT (Scholastic Achievement Test) from the College Board scores of at least 540 in the Critical Reading and 530 in Math will be exempt from the CPT. As the College Board recommends, the college will use the score for Writing separately. Developmental writing will be waived for those who score 500 on the SAT Writing after taking the college placement testing.

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

The College Placement Test is given at various dates and times throughout the year on two of the College's campuses. The student address on your application will be used to send you a schedule of testing times and locations. The student is responsible to take the test shortly after admission to the Schools, but must first complete the acceptance process with JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools. No fee is charged for the test. Students who already hold a bachelor's degree need not be tested.

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

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

COUNSELING SERVICES – ADVISING, CAREER, AND TRANSFER SERVICES (ACT)

Advising, Career, and Transfer Services has staff who are available to assist students in several areas: academic, advising, career planning, crisis referral services, and transfer services. Please visit the department's website for additional information at www.ucc.edu/go/ACT.

ACADEMIC COUNSELING

Academic counseling is an academic advisement and career planning process in which students are taught decision-making skills to help them to succeed academically. Students are encouraged to meet with their advisor at least twice per semester to ensure timely completion of their degree.

CAREER ADVISEMENT

Students can receive assistance with ensuring program of study is congruent with future career goals.

TRANSFER SERVICES

Students interested in transferring to other colleges can receive the following services:

- Online search tools
- On-site Admission/Instant Decision Days;

- Scholarship Information Available to Transfer Students;
- Transfer Fairs;
- Transfer Resources; and
- Transfer Workshops

Students interested in transferring are assisted with their selection process. A comprehensive computerized college file, four-year college catalogs and a transfer resource guide are available to students during the transfer process. The Student Assistance Counselor offers information, short-term counseling, and referral regarding substance-abuse issues and other personal concerns.

CRISIS COUNSELING SERVICES

Students in crisis may consult with the College's Student Services Specialist Social Worker, who can make referrals to community resources based on the student's needs. The Social Worker is available to meet with a student to help with issues such as food stamps, housing/rental assistance/shelter, domestic violence, behavioral health, substance abuse, Medicaid, child support, support groups and medical insurance. Students may be seen on a walk-in basis or by making an appointment by emailing socialworkservices@ucc.edu. All meetings are confidential.

CAREER SERVICES

The Career Services Center serves Union College students, alumni, and community residents. The staff will assist students in the following areas: career advisement and coaching, career interest inventories, internships and job search, interview preparation, resume and cover letter writing, social media and networking, and the Union College career closet. To learn more about Career Services, contact careerservices@ucc.edu.

Athletic advising is provided to students involved in intercollegiate sports.

The Coordinator of Services for Students with Disabilities is available to assist students who have documented physical and learning disabilities. These services need to be arranged before the beginning of each semester. Please visit the Disability website for additional information at www.ucc.edu/administration/the-office-for-equal-opportunity/disability-services.

WEB SERVICES – UNION COLLEGE ONLINE WEB SERVICES

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

CANVAS

In order to access Canvas, the learning management system for online courses, visit <https://Unioncc.instructure.com/>.

In order to take an online class, you must have access to a computer, required software and equipment. If you are not familiar with CANVAS, the learning management system that is used for online course work, the Academic Learning Centers located in the library hold workshops for students to learn the system. For more information, please contact the Cranford Office at 908-709-7526, Elizabeth Office at 908-965-6009, and Plainfield Office at 908-412-3540.

Online Advising

The Online Student Advisor can assist with registration, adding/dropping courses, academic planning and identifying appropriate



institutional resources. If you require assistance in any of the above referenced areas, please feel free to contact 908-497-4355.

Online Tutoring

If you are interested in receiving online tutoring, select the Smarthinking Online Tutoring link within CANVAS. If you would like to receive face-to-face tutoring, you can visit the Academic Learning Center to receive tutoring. Visit the link below for more information on how to use CANVAS. <https://Unioncc.instructure.com/courses/334/assignments/syllabus>.

FOOD SERVICES (CAFETERIA)

On the Cranford, Elizabeth and Plainfield Campuses, the College food service is operated by Corporate Chefs, Inc. A variety of hot meals, sandwiches, desserts, salads, snacks and beverages are available. Service is provided during the day and evening class hours. Hours during breaks and summer sessions are adjusted to fit the College schedule.

ACADEMIC EXCELLENCE

Only matriculated students will be considered for academic excellence. Students on probation are not eligible for recognition of academic excellence.

Matriculated students carrying 15 or more credit hours during one semester are eligible for the Academic Vice President's Honors List if they attain a grade point average of 3.00 with no grade lower than "C", and for the President's High Honor List if they achieve a grade point average of 3.50 with no grade lower than "B". Matriculated students carrying 12 credit hours during the semester are eligible for the Academic Vice President's List if they attain an average of 3.25 grade point average of 3.25 with no grade lower than "C", and for the President's List if they achieve an average of 3.75 with no grade lower than "B".

Matriculate part-time students will be considered for recognition of academic excellence if they have earned at least 12 quality hours and have attained a cumulative grade point average of 3.00. Once this minimum is met, part-time students must carry no less than 6 credit hours and attain a semester average of 3.25 with no grade lower than a "C" for the Academic Vice President's List and 3.75 with no grade lower than "B" for the President's List.

HONORS SOCIETY

Students who achieve outstanding scholastic records and demonstrate qualities of good citizenship are eligible to receive recognition through admission into Phi Theta Kappa. Phi Theta Kappa is the National Honor Society that promotes Scholarship, Leadership Fellowship, and Service among students of two-year colleges. Iota Xi is the Union College chapter of Phi Theta Kappa. To be eligible, a student must have earned 12 transferable college credits completed at Union College with at least a 3.6 cumulative GPA. Since Iota Xi is a part of a national honor society, it must adhere to the guidelines set by the National Phi Theta Kappa headquarters.

LIBRARY

The Union College Libraries mission is to help students find and use the best information sources to support their classroom work and assignments. Each campus has its own full service library; the Kenneth Campbell MacKay Library in Cranford, the Elizabeth I. Kellogg Library in Elizabeth, and the Plainfield Campus Library in Plainfield. Each library is staffed by professional librarians who assist students in finding information, understanding citation formatting, and using library resources.

For more information about the libraries, sign in to the Owl's Nest and visit the website: owlsnest.ucc.edu/pages/Library.aspx

PARKING

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

STUDENT SERVICES

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

Student Services Centers are available on each campus and offer a wide variety of services for new, returning and continuing students. Qualified staff are there to assist students with all of the resources to enroll and be successful in one convenient location on each campus. Services include: Applying for Admissions, Academic Advisement, Registration for Classes, Financial Aid and Scholarship Assistance, College Placement Testing, Career Services,

Disability Support Services, Student Accounts and Billing, Educational Opportunity Fund (EOF), Veteran's Benefits and International Student Visas.

WHO'S WHO AMONG STUDENTS AT UNION COLLEGE

Students are also eligible for selection into "Who's Who Among Students at Union College" based on academic achievement, community involvement and contributions to extracurricular activities on campus.

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

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

GENERIC TRACK					LPN TO RN TRACK				
FIRST SEMESTER					PREREQUISITES				
Course	Course Title	Lecture Hrs	Lab Hrs	Credit Hrs	Course	Course Title	Lecture Hrs	Lab Hrs	Credit Hrs
*BIO 105	Anatomy & Physiology I	3	3	4	*BIO 105	Anatomy & Physiology I	3	3	4
*CHE 114	Intro to Organic Chemistry & Bio Chemistry	3	3	4	*BIO 106	Anatomy & Physiology II	3	3	4
ENG 101	English Composition I	3	1	3	*BIO 108	Microbiology	3	3	4
NURM 119	Intro. to Nursing	3	0	3	*CHE 114	Intro to Organic Chemistry	3	3	4
NURM 100	Mathematics for Pharmacology	1	0	1	ENG 101	English Composition I	3	1	3
				15	ENG 102	English Composition II	3	1	3
SECOND SEMESTER					SUMMER SESSION I				
*BIO 106	Anatomy & Physiology II	3	3	4	NURM 120	LPN Transition Course	11.2	0	4**
PSY 101	General Psychology	3	0	3	NRML 120	LPN Transition Clinical Lab	0	11.2	0
NURM 121	Nursing I	4	0	8					
NRML 121	Nursing I Clinical	0	12	0					
				15	SEMESTER I				
THIRD SEMESTER						Humanities Elective	3	0	3
*BIO 108	Microbiology	3	3	4	NURM 221	Nursing III	4.5	0	9
PSY 204	Lifespan Development	3	0	3	NRML 221	Nursing III Clinical	0	13.5	0
NURM 122	Nursing II	4	0	8					12
NRML 122	Nursing II Clinical	0	12	0	SEMESTER II				
				15		Humanities Elective	3	0	3
FOURTH SEMESTER					NURM 222	Nursing IV	4	0	9
SOC 101	Principles of Sociology	3	0	3	NRML 222	Nursing IV Clinical	0	13.5	0
ENG 102	English Composition II	3	1	3					12
NURM 221	Nursing III	4.5	0	9	Nursing Credits: 38				
NRML 221	Nursing III Clinical	0	13.5	0	General Education Credits: 37				
				15	Total Credits 75				
FIFTH SEMESTER					* Transfer limits: BIO sciences – 10 years				
	Humanities Elective	3	0	3	CHE sciences – 10 years				
	Humanities Elective	3	0	3	** These 4 credits are held in escrow and upon passing NURM120, advanced standing awarded for:				
NURM 222	Nursing IV	4.5	0	9	NURM 100				1 credit
NRML 222	Nursing IV Clinical	0	13.5	0	NURM 119				3 credits
				15	NURM 221				8 credits
					NURM 122				8 credits
Nursing Credits: 38									
General Education Credits: 37									
Total Credits 75									
* Transfer limits: BIO sciences – 10 years									
CHE sciences – 10 years									
Note: CHE 113 and CHE 114 may be needed for transfer into a BSN program.									

JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder Schools Nursing Curriculum Design *(continued)*

ACCELERATED TRACK					PATHWAYS TO BSN				
					PRE-ENROLLED				
Course	Course Title	Lecture Hrs	Lab Hrs	Credit Hrs	Course	Course Title	Lecture Hrs	Lab Hrs	Credit Hrs
*BIO 105	Anatomy & Physiology I	3	3	4	*BIO 105	Anatomy & Physiology I w/lab	3	3	4
*BIO 106	Anatomy & Physiology II	3	3	4	*CHE 114	Principles of Organic Chemistry & Biochemistry	3	3	4
*BIO 108	Microbiology	3	3	4	ENG 101	English Composition I	3	1	3
*CHE 114	Intro to Organic Chemistry	3	3	4	PSY 101	General Psychology <i>(pre-rec for PSY205)</i>	3	0	3
ENG 101	English Composition I	3	1	3	CST 100	Introduction to Computer Applications -OR- History Elective	3	0	3
ENG 102	English Composition II	3	1	3	HIS___				
PSY 101	General Psychology	3	0	3					17
PSY 204	Lifespan Development	3	0	3	SEMESTER I				
SOC 101	Principles of Sociology	3	0	3	*BIO 106	Anatomy & Physiology II w/lab <i>(needed before or with Nursing I - NURM 121)</i>	3	3	4
NURM 100	Mathematics for Pharmacology	1	0	1	*BIO 108	Microbiology w/lab <i>(needed before or with Nursing I - NURM 121)</i>	3	3	4
	Humanities Elective	3	0	3	ENG 102	English Composition II	3	1	3
	Humanities Elective	3	0	3	NURM 119	Intro to Nursing Concepts <i>(recommended to be taken in semester immediately prior to Nursing I - NURM 121)</i>	3	0	3
				38	NURM 100	Mathematics for Pharmacology	1	0	1
SPRING SEMESTER					CST 100	Introduction to Computer Applications -OR- History Elective	3	0	3
NURM 141	Accelerated Nursing I	7	0	13					18
NRML 141	Acc. Nursing I Lab	0	18	0	SUMMER I				
				13	**NURS 3015	Health Assessment (Kean University)	3	0	3
SUMMER SEMESTER					SEMESTER II				
NURM 241	Accelerated Nursing II	8.2	0	11	NURM 121	Nursing I w/Clinical Hours	4	12	8
NRML 241	Acc. Nursing II Lab	0	20.5	0	NRML 121				
				11	SOC 101	Principles of Sociology <i>(needed before or with Nursing III - NURM 221)</i>	3	0	3
FALL SEMESTER					PSY 204	Lifespan Development <i>(needed before or with Nursing II - NURM 122)</i>	3	0	3
NURM 242	Accelerated Nursing III	7	0	13					14
NRML 242	Acc. Nursing III Lab	0	18	0	SEMESTER III				
				13	NURM 122	Nursing II w/Clinical Hours	4	12	8
					NRML 122				
					**NURS 3000	Conceptual Foundations in Nursing (Kean University)	3	0	3
					SOC 273	Marriage and Family	3	0	3
									14
					SEMESTER IV				
					NURM 221	Nursing III w/Clinical Hours	4.5	13.5	9
					NRML 221				
					**NURS 3020	Foundation of Transcultural Care (Kean University)	3	0	3
									12
					SEMESTER V				
					NURM222	Nursing IV w/Clinical Hours	4.5	13.5	9
					NRML 222				
					HED 3200	* Holistic Health (Kean University)	3	0	3
					**NURS 3030	Issues in Professional Nursing Practice	3	0	3
									15
Nursing Credits: 38 General Education Credits: 37									
Total Credits 75									
* Transfer limits: BIO sciences – 10 years CHE sciences – 10 years									
*** Condensed 12 week course									
Note: CHE 113 and CHE 114 may be needed for transfer into a BSN program.									
FOR PATHWAYS TO BSN									
Nursing Credits: 38 General Education Credits: 37									
Total Credits 75 (includes 6 humanities cr. taken at Kean University)									
* Transfer limits: BIO sciences – 10 years CHE sciences – 10 years									
Additional BSN Track Credits 18 ** Kean University Course *** History elective to be taken at Union College or Kean University									

School of Nursing



The practice of nursing contributes significantly to a fulfilling personal life and a productive career. Nursing offers the opportunity to be of service to others, to express compassion and caring and to take pride in oneself. Nurses are competent providers of care, teachers of patients and families, colleagues with other health care providers, and managers of complex patient care systems.

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

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

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

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

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

- Generic Track..... 7 semesters
 - Accelerated Track 4 semesters
 - LPN-to-RN Track..... 4 semesters
 - Pathways to BSN Track 7 semesters
- This applies from the start of the Nursing courses.

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

JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing and Union College, while jointly conducting the Cooperative Nursing Program, remain autonomous institutions and establish their own policies and procedures. The major areas of difference in policy, in which JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing policy does not take precedence, include: attendance policy for non-nursing courses, challenge examinations in non-nursing courses and conduct on the Union College campus which is subject to disciplinary action and the associated Union College judicial process.

Therefore, all students, being dually enrolled in the two institutions, must not only be knowledgeable of their rights and responsibilities at the School of Nursing, but also at Union College. Every student is,



therefore, advised to become familiar with the Union College Student Handbook, the Union College Catalog and other college publications. Students enrolled in the Pathways to BSN Track will be in enrolled in three institutions: JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder Schools, Union College and Kean University and are advised to become familiar with all three institutions’ catalogs and handbooks and other college publications.

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

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

PHILOSOPHY

The philosophy of JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing is derived from, and is in accord with, the central purpose and philosophy its parent organization, Hackensack Meridian *Health*.

The Faculty of JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing believe that:

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

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

Nursing is a health service with the goal of collaborating with the client and helping him acquire the knowledge and abilities to achieve the highest level of well-being possible. This is accomplished by nurses designing a series of nursing systems within the context of evidence-based practice to help individuals meet universal and developmental self-care requisites. The nurse engages in cooperative relationships in an integrated health care system in order to deliver quality outcomes that the client may require.

Nursing is an art and a science. It is a unique body of knowledge drawing on the contributions from the natural and behavioral sciences and the humanities and synthesized and developed through nursing research. Caring is an essential element of this art and science. It involves comforting, empathizing, nurturing and supporting clients to attain and maintain self-care.

Education for professional nursing practice

prepares individuals from various types of educational programs to sit for a common licensing examination. The Faculty believes that one means of preparation as a registered nurse is through diploma education. Accordingly, the Faculty embraces the belief that the graduate of this program is prepared for entry into practice to function as a generalist in organized nursing services where nursing roles are well defined. The graduate can assess, diagnose and treat commonly occurring human responses of clients to actual and potential health problems where outcomes tend to be predictable.

Teaching/learning is an interactional, ongoing process in which a person integrates new and previously held knowledge and beliefs to form new insights and ideas. Learning is a self-directed activity with the faculty functioning as facilitators of learning creating an environment which promotes self-discovery, creativity, problem solving, and beginning critical thinking skills. As a result of the teaching-learning process, the learner demonstrates growth and/or a change in behavior.

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

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

Within the profession of nursing, opportunities must be actively fostered to provide educational opportunities for

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

individuals who wish to change goals and advance from one level of nursing practice to another.

PROGRAM GOALS AND END-OF-PROGRAM STUDENT LEARNING OUTCOMES

PROGRAM GOALS

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

END OF PROGRAM STUDENT LEARNING OUTCOMES

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

1. Demonstrate accountability, responsibility, and integrity for the delivery of safe nursing care within legal, ethical and regulatory framework in nursing practice.
2. Provide safe nursing care utilizing evidence-based practice and the nursing process to minimize risk or harm to a diverse population across the lifespan.
3. Provide education to individuals and families relevant to promotion, maintenance, restoration of health, and caring throughout the lifespan.
4. Collaborate with interdisciplinary healthcare team members to facilitate optimal patient outcomes by incorporating quality initiatives in all settings.
5. Demonstrate effective communication with patients, families, peers, and members of the

interdisciplinary healthcare team to promote optimal patient outcomes in a variety of healthcare settings.

6. Demonstrate sound clinical judgment and reasoning in the delivery of patient centered care for a diverse patient population.
7. Utilize information technology to communicate, incorporate evidence-based practice, minimize errors, gather data, and support decisions for safe patient care.

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

PROGRAM OUTCOMES

1. The School of Nursing will maintain NCLEX pass rate at or above 80% for first time takers.
2. All students will complete the program in 150% of the program length.

	LENGTH OF TRACK	150% COMPLETION RATE
Generic Track	5 semesters	7 semesters
Accelerated Track	3 semesters	4 semesters
LPN to RN Track	3 semesters	4 semesters
Pathways to BSN	5 semesters	7 semesters

3. 80% of the School's graduates who pass NCLEX-RN will attain positions in Nursing within one year from the time of graduation.

ADDITIONAL INFORMATION

- Transfer Students – once a student enters the nursing portion of the program, this student will have 150% of the time to complete the program.
- 90% of the seniors surveyed (Senior Program Evaluation) will rate their preparations to achieve student learning

outcomes at a 3 or above on a Likert Scale of 1-5, 5 being the highest.

- 20% of the graduates who pass NCLEX-RN will enroll in an upper division program (BSN) (MSN) (three year survey).
- Maintain accreditation from the New Jersey State Board of Nursing.
- Maintain accreditation from the Accreditation Commission for Education in Nursing (ACEN).

ORGANIZING FRAMEWORK

The organizing framework of the curriculum is eclectic in approach. This model is built on the faculty's belief that Man is a complex rational being who interacts with his fellow human beings for purpose of preserving the well-being of self, society and the environment. As an integrative and complementary factor affecting human interaction, is Maslow's theory of human motivation. An organizing strategy for implementation of this curriculum is the identification of the nursing needs of patients experiencing commonly occurring health problems.

THEORETICAL FRAMEWORK OF THE CURRICULUM

1. The interactional model serves to organize

the curriculum around the understanding of human needs, abilities and interpersonal relationships. Through interaction, the nurse employs deliberate use of self to foster Man's abilities.

2. Abraham Maslow's theory of human motivation characterizes the individual as one who is capable of using his intellect and other abilities for growth. The ability to move toward self-actualization by both the nurse and the recipient of nursing services is necessary to support the interactional model.
3. Maslow's of various need categories are to serve to embody a positive view of Man and his/her interaction with society and an environment. Moreover, Maslow's idea of needs existing in a hierarchy provides a basis for identification of priorities when more than one unmet need exists. It thereby provides a basis for the development of nursing judgment.

ORGANIZING CONSTRUCTS OF THE CURRICULUM

Threads in the curriculum arise from the philosophy and outcomes of the program. They are the process threads and the integrative threads (*See chart below*).

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

COOPERATIVE PROGRAM

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

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

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

FOUR TRACKS LEADING TO RN

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

GENERIC TRACK

The Generic Track is a flexible 75-credit curriculum for either high school graduates,

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

If attending as a full-time student, the program can be completed in two and a half years (five semesters). Students have a maximum of 7 semesters (150% of the program length) to complete the program.

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

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

Transfers between the Evening Division and the Day Division are possible with the written permission of the Director of Registration and Enrollment and transfer will only be granted one time.

LPN- TO- RN TRANSITION TRACK

The LPN- TO- RN TRANSITION Track is designed for the licensed practical nurse (LPN) who wishes to continue studies to be eligible to sit for the registered nurse licensure examination (NCLEX-RN). The Track builds on existing knowledge, skills and strengths.



Students are admitted in the fall (late August) and spring (January) and may attend the general education portion as a part-time or full-time student, day or evening.

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

ACCELERATED TRACK

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

Students eligible for the Accelerated Track are first accepted into the Generic Track until they satisfy all general education (pre-clinical) requirements, either through transfer and/or

enrollment in the nursing program. They are referred to as "Accelerated Eligible." While completing the general education portion, students may be admitted for the fall (end of August) or spring (January) semesters. Further, the general education portion may be completed full-time or part-time, day or evening.

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

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

PATHWAYS TO A BACHELOR OF SCIENCE IN NURSING (BSN) DEGREE TRACK

The Pathways to BSN Track is a flexible 93 credit curriculum designed for individuals seeking a direct path to complete a BSN degree. JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing and Kean University have collaborated to streamline an articulation to an upper division BSN program.

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

In this track, accepted JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing students will be enrolled in the three institutions: JFK Muhlenberg Harold

B. and Dorothy A. Snyder School of Nursing/ Union College and Kean University. Once accepted, students will be required to complete application to Union College and Kean University and pay the corresponding application fees. The students will follow the curriculum design for the Generic Track at JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing, and will also take several courses required of the Bachelor of Science in Nursing (BSN) degree.

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

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

- Same Admission Exam results
- Declare intention for BSN Track upon application to the School of Nursing
- Actual placement in the BSN Track occurs after the student successfully completes Math for Pharmacology, NURM 100, with a grade of B or higher, and Introduction to Nursing Concepts, NURM 119, with a grade of C+ or higher.

The application process for JFK Muhlenberg Snyder Schools, Union College and Kean University will be handled through the JFK Muhlenberg Snyder Schools. Individuals seeking this track will be enrolled in JFK Muhlenberg Snyder School of Nursing, Union College and Kean University. Pathways

to BSN Track students will be considered eligible for the Pathways to BSN Track until they have successfully completed all the Pre-Enrolled Courses (BIO 105, CHE 114, ENG 101, PSY 101) and Math for Pharmacology, NURM 100, with a grade of B or higher, and Introduction to Nursing Concepts, NURM 119, with a grade of C+ or higher. These courses may be taken only once. The student must earn a grade of “C” or higher in each pre-enrolled course, the first time the course is taken.

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

ACADEMIC PROGRESSION POLICY

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

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

- All pre-requisite and co-requisite requirements must be met.
 1. All nursing courses and all science courses must be completed with a grade of “C” or better before entry into the next nursing course. This applies to BIO 105/ BIO 106/BIO 108/CHE 114, NURM 100, NURM 119, NURM120, NURM121, NURM122, NURM221, NURM141, and NURM241.
 2. A student must achieve a cumulative grade point average of 2.0 or higher to enter NURM 119 (Introduction to Nursing Concepts).
 3. A student must achieve a cumulative grade point average of 2.0 or higher at the end of each semester in order to progress into the next nursing course. EXCEPTION: A student seeking to repeat a nursing course in which a grade of “F”, “D”, or “D+” was earned, who because of that failing grade is unable to meet the grade point average of 2.0, will be permitted to repeat the nursing course if it is being offered again by the School of Nursing and if there is a seat available. After the course is completed, the student’s grade point average must be a 2.0 or better.
 4. For courses taken at Union College, a student may not attempt a course for the third time without the Department Chairperson’s approval. Final grades of “W” will count as an attempted course and will be included in the course-repeat process.
 5. LPN-To-RN Track Academic Progression Policy: Upon successful completion of NURM120 (LPN-To-RN Track), advanced standing will be awarded for NURM100 (Math for Pharmacology – 1 credit), NURM119 (Introduction to Nursing Concepts – 3 credits), NURM121 (Nursing I – 8 credits) and NURM122 (Nursing II-8 credits). The Nursing 120 (LPN Transition) course may not be repeated. If a student fails to obtain a grade of “C” or higher, he/ she must take NURM119 (Introduction to Nursing Concepts) on a seat-available basis and progress sequentially through the Generic Track nursing courses.
 6. Accelerated program academic progression policy: students who are unsuccessful in NURM 241 (withdrawal or failure), and would like to transfer to the Generic Track, are eligible to take the NURM 119 challenge exam. If the student passes the challenge exam, the student will progress to NURM 121. If the student fails the challenge exam, they must start the Generic Track in NURM 119.
 7. Students who are enrolled in the Generic Track may not transfer to the Accelerated Track if they have failed any nursing course in the Generic Track.
- All pre-requisite (except for Humanities electives) and co-requisite courses of the LPN-To-RN Track must be satisfactorily completed in order for the student to progress to the next nursing course.
- Academic progress is evaluated at the end of each semester using the Quality Point Scale found in the Student Handbook. The Student Handbook is available on the Schools’ website, www.jfkmuhlenbergschools.org.
- All nursing courses are sequential.

ACADEMIC REGULATIONS AND PROCEDURES

Students are responsible for acknowledging and following the Curriculum plan for their respective class. It is expected that the student recognize all course requirements in preparation for program completion. The student is expected to maintain his/her own personal record of courses completed, grades, grade point average and copies of course work submitted for grading. Students should use Union College's online Web Services to verify the information. The accuracy of these personal records is the student's responsibility.

ACADEMIC SUPPORT

JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools' students may use the tutorial services for academic (Non-Nursing/Medical Imaging) courses given at Union College's Academic Learning Centers and the tutorial services available at the Schools for all nursing/medical imaging courses. Both institutions also offer tutorial services for learning strategies, management of time and test taking strategies.

ADMISSION WITH ADVANCED STANDING

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

The JFK Muhlenberg Harold B. and

Dorothy A. Snyder Schools /Union College Cooperative Program may grant up to 36 credit hours of advanced standing in general education courses which correspond in subject matter and number of credits to courses offered at Union College. Students holding a baccalaureate degree may transfer up to 40 general education credits. Credits may be accepted for advanced standing at the discretion of Union College and JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools.

General education courses considered for transfer must have been successfully completed at the previous school(s) attended.

All students seeking transfer credit need to have earned a cumulative grade point average of 2.5 or higher, with no grade lower than a "C", in all relevant courses (relevant courses are those courses required by the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools' nursing programs). Any current or former Union College student applying to JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools must have a cumulative Union College grade point average of 2.5 or higher in these relevant courses.

Credits earned in Anatomy and Physiology I and II and Microbiology, taken more than 10 years prior to the first semester as an JFK Muhlenberg Harold B. and Dorothy A. Snyder Student, will NOT be accepted for transfer credit. Chemistry is transferable for ten years. There is no time limit on liberal arts courses for transfer. Courses that exceed the time limit must be retaken.

The School of Nursing curriculum includes both general education (pre-clinical) and nursing (clinical) courses. While many sections are offered, the maximum number of seats in each course may be limited. **Registration for all courses is on a seat-available basis. This means that students with advanced standing are not guaranteed enrollment in nursing (clinical) courses for the semester that they prefer.**

Students admitted to the School of Nursing with advanced standing in nursing, and who have evidence that they satisfactorily completed content comparable to that taught at Union College, or in the nursing courses, will receive one credit of advanced standing for math/ pharmacology. The transferring math content may have been in a separate course or it may have been integrated into a nursing course. Additional advanced standing in a nursing course may be awarded with approval by an Associate Dean.

ATTENDANCE POLICY– NURSING COURSES

Attendance at all scheduled classes, laboratory sections (both clinical and classroom) and clinical assignments for each course is mandatory and vital for the student to meet the objectives of the course. Attendance will be taken at all classes.

AUDITING A COURSE

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

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

CHALLENGE EXAMINATIONS

Challenge exams are offered for Biology courses through Union College.

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

SKILL/SIMULATION LABORATORIES

The Jean Hamm Skill/Simulation Laboratory and the Towbin Skill Simulation Laboratory are located on the first floor of the Schools and provide practice laboratory experiences for nursing skills. The labs are equipped with both high and low fidelity patient simulators for development of critical thinking and clinical skills. A Classroom/Lab Instructor is available at posted times during the Spring, Summer, Fall and Winter semesters. The laboratory practice provides “hands-on” experience with equipment for skill and critical thinking refinement or in preparation for a clinical assignment; or by creative problem solving when carrying out a simulated nursing situation that combines theory and practice and is also used for skills appraisal. Open Lab hours are posted on the Schools’ website, www.jfkmuhlenbergschools.org. No food or drink is allowed in the laboratory. Student Identification Badges are required to be worn in the Skill Simulation Laboratory.

COMPUTER LABORATORY

Adjacent to the Jean Hamm Skill/Simulation Laboratory, the computer laboratory houses 32 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.

The Schools’ computing facility and network connections provide academic support to the students of JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools. Students are encouraged to use the computers, email and the internet. However, it is the responsibility of the students to guarantee that these systems are used in a proper and lawful manner at all times.

CREDIT TRANSFERABILITY POLICY

In order to ensure that each individual receives an accessible, non-discriminatory and consistently applied policy of credit transfer, the School of Nursing’s policy on transfer of credits complies with the Higher Education Opportunity Act and the ACEN Policy #25 Transfer of Credit. The JFK Muhlenberg Harold B. and Dorothy A. School of Nursing strives to recognize and award advanced standing for comparable credit from another institution when the following criteria are met:

General Education Courses:

1. General education credits will be awarded provided the courses taken are requirements of the nursing program.
2. Course content must be comparable in content and credit hours to the course being sought. All science courses must have a lab.
3. Students must have a cumulative grade point average (GPA) of at least 2.5, with no grade lower than a “C”, in all relevant courses.
4. Students may be granted up to 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 ten years prior to application for admission will NOT be accepted for transfer credit. Chemistry is transferable for ten years. There is no time limit for transfer of liberal arts courses. Courses that exceed the time limit must be retaken or challenged.

Process:

1. The student must apply to the JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing
2. General Education credits: Send all official transcripts from the transferring institution to the School of Nursing Office of Admissions
 - a. General Education Courses:
 1. The Director of Registration and Enrollment will review the transcript to determine advanced standing in general education courses.
 - b. 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.

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

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, grade point average and copies of course work submitted for grading. The accuracy of these personal records is the student's responsibility.

DISMISSAL – NON-ACADEMIC

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

DISMISSAL - ACADEMIC

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

1. Enrolled in the same nursing course more than two times.
2. Once a student fails a course they cannot withdraw on the retake.
3. No more than two withdrawals will be allowed in the entire program.
4. Earns two failing grades below a "C" or twice earns a grade below "C" in the same nursing course.
5. Two failures in NURM 100 (because it is a one credit course). When a student fails NURM 100 and fails another nursing course,

Math does not count as a nursing failure so the student may continue in nursing courses, until they fail another course or graduate.

6. Fails to complete the program within 150% of the program length from the first nursing course.
7. Has an unsafe clinical performance.
8. Does not comply with the Clinical Tardiness and Absenteeism Policy. Any School of Nursing or Medical Imaging student who has met any of the above criteria will be dismissed from the program. This dismissal is final. The same student cannot reapply to the same program at JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging.

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

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	0.0

Numerical quality points are then determined by multiplying the above values by the number of credit hours which a course carries. For example, a three (3) credit hour

course in which the student receives a “B” represents nine (9) quality points earned.

The academic grade point average is determined by dividing the total number of quality points earned by the total number of credits attempted, whether passed or failed. The following is an illustration of this computation:

Course	# Credits	Grade	Numerical Value	Quality Points Per Course
Biology 106	4	C	2	8
Psych. 205	3	A	4	12
Nursing 121	8	B	3	24
Total credits attempted	15		Total quality pts. Earned	44
44 divided by 15 results in a 2.93 grade point average.				

Institutional (zero-level courses) and transfer credits are not included in the computation of averages. Institutional credits are awarded for preparatory and basic skills courses.

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

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

GRADING 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	85-89
B	Good	80-84
C+	Above Average	75-79
¹ C	Average <small>Minimum passing grade for nursing and science course</small>	70-74
D+	Below Average	65-69
² D	Unsatisfactory	60-64
F	Failing	Below 60
³ I	Incomplete	
XF	Incomplete changed to failing	
UF	Unofficial Withdrawal	
W	Official Withdrawal	
AU	Audit (no credit)	

1. *NURM 100, 119, 120, 121, 122, 221, 222, 141, 241, 242; BIO 105, 106, 108; CHE 114.*
2. *Transfer credit for nursing & non-nursing courses taken in the JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing/Union College Cooperative Nursing Program is awarded at the discretion of the receiving institution.*
3. *A grade reported as incomplete at the end of a semester in a nursing or non nursing course will be permanently recorded as “XF” if the incomplete is not removed within the first six weeks of the next regular semester. The student will be officially withdrawn from any sequential course if the incomplete is not removed from the prerequisite course within the stated six-week time period. However, students may NOT progress in the nursing sequence with an incomplete in the prerequisite nursing course.*
4. *The last date to withdraw for each semester and for each summer session is posted on the Union College website and on the JFK Muhlenberg Snyder Schools’ website.*

NOTE: Withdrawals are not permitted after the withdrawal date.

NOTE: Any JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing student who has failed two JFK Muhlenberg Harold B. and Dorothy A. Snyder Nursing courses is dismissed from the School. The dismissal is final and the student may not reapply to the JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing.

GRADING OF NURSING COURSES: NURM 100, 119, 120, 121, 122, 221, 222, 141, 241 AND 242

The minimum acceptable grade in these nursing courses is a “C”. NURM 100 and NURM 119 are theoretical courses. A letter grade is assigned to the student’s achievement in theory. All other courses are comprised of theoretical and laboratory components. The laboratory is graded on a Satisfactory/Unsatisfactory basis, while a letter grade is assigned to the student’s achievement in theory. A student must pass both the theory and the laboratory component of a course. A failure in either component will result in a failure in the total course. All grading, both theory and clinical, is a measurement of the degree to which the student has met course objectives.

GRADUATION REQUIREMENTS

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

Students are graduated when all course work is satisfactorily completed and financial obligations met. A cumulative GPA of 2.0 is required for graduation. All graduation requirements must be met before the student

will be certified eligible to sit for the Registered Nurse (RN) Licensing Examination (NCLEX-RN). A comprehensive Assessment Test will be administered via computer in Nursing 222 and Nursing 242. This mandatory test provides a review of and retention of course content. This Assessment Test indicates areas of knowledge, strengths and areas for growth.

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

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

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

LEAVE OF ABSENCE

A Leave-of-Absence request form must be completed prior to the start of the Fall and Spring semester. Leaves-of-Absences are granted for up to one semester to matriculated students in good standing. Applications may be obtained from the Schools’ 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 the requested semester and requires approval by the Director of Registration and Enrollment, the Director of Financial Aid, Billing, the Associate Dean and the Student Health Nurse. The \$20.00 non-refundable processing fee is payable online through the Schools’ website. Leaves of absence are included in the time limit the student has to complete the program. Students return from

a Leave-of-Absence on a seat-available basis. A Leave-of-Absence becomes an automatic defunct if the student does not officially register, withdraw or apply for an extension, or if the leave is denied and the student does not continue studies. College credits earned, at Union College or any other institution, during a Leave-of-Absence will not be transferable during the semester for which the leave-of-absence was approved. Copies of the application will be distributed to appropriate personnel by the Registration Office after approval has been granted.

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

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

NCLEX-RN (NATIONAL COUNCIL LICENSING EXAMINATION) REVIEW COURSE

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

ACADEMIC PROBATION

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

The probationary period is one semester. Students on probation may not enroll in over

three courses of 9 credit hours without written approval of the Dean, School of Nursing. Students on probation may not hold office in any student organization.

At the conclusion of the one semester probationary period, the academic progress of the student is again reviewed. If the student's grade point average is determined to be satisfactory according to the Quality Point Scale, probationary status is automatically terminated. If the student's grade point average is determined not to be satisfactory according to the Quality Point Index Scale, the student is put on continued academic probation. Students on continued probation may not take nursing courses.

Exception: A student seeking to repeat a nursing course in which a grade of "F", "D", or "D+" was earned, who because of that grade is unable to meet the grade point average of 2.0, will be permitted to repeat the nursing course while on probation. A student on continued probation may also enroll in non-nursing courses at Union College. A maximum of 9 credits may be attempted.

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

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

PROGRAM/COMPLETION LIMIT

No student may take more than the below stated time limit to complete the program, inclusive of time accrued during a leave-of-absence. This does not include time accrued due to a seat

being unavailable. An extension of one semester only, under extenuating circumstances, may be granted by the Dean. Failure to comply with this policy will result in dismissal from the program.

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

	LENGTH OF TRACK
Generic Track	7 semesters
Accelerated Track	4 semesters
LPN-to-RN Track	4 semesters
Pathways to BSN Track	7 semesters

REFERENCES FOR EMPLOYMENT

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

REFERRAL TO SKILLS SIMULATION LABORATORY

Students exhibiting skill deficiencies, lacking skill experience, or having difficulty applying theory to practice, may be referred by the Course/Clinical Instructor to the Skill/Simulation Lab Instructor. An appointment must be made in advance for any student make-up or remediation.

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

REPEATING COURSES – ALL STUDENTS

When a student repeats a course, the most recent grade will be calculated into the grade

point average. This average is known as the “adjusted average”. The student’s record, however, will show all courses attempted and all grades received.

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

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

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

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

SEAT AVAILABILITY IN NURSING COURSES

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

1. Students satisfactorily progressing from one course to another.
2. Students who have already waited out a semester due to seat unavailability on a first come first served basis.

3. Newly admitted students into the program. (Including transfer students)
4. Students who are repeating a nursing course, on a first come first served basis.

Students who need to repeat a nursing course, which is closed, will automatically be placed on a waiting list. Students who are not planning on continuing in the program must notify the Director of Registration and Enrollment in writing.

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

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

SKILLS APPRAISAL

Whereas the Skills/Simulation Laboratory is a supportive environment for students to practice previously learned and newly acquired clinical skills under the guidance of the Clinical Laboratory Instructor(s), the Skills Simulation Laboratory can also be used by the faculty to appraise the students' clinical skills so that the safety of the patient is not jeopardized. If a student receives a failure in Skills Appraisal, retesting must be completed within two weeks of the initial failure. If the student fails for the third time, the student receives an unsatisfactory clinical evaluation at the time of the appraisal.

STUDENT RIGHTS AND RESPONSIBILITIES

The primary aim of the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging is to provide a quality educational experience. Within the framework of this commitment, the Schools grant certain rights to, and require certain responsibilities from, each student in the education community, so that every student may pursue his/her

educational goals in an environment free from unreasonable constraint.

Infraction of the rules and regulations made know by the Schools of Nursing and Medical Imaging authorities, JFK Medical Center, the State of New Jersey, the County of Union, the City of Plainfield or the federal government may lead to disciplinary action.

Student concerns are addressed through the student representation on the following committees: Student Government Association, Faculty Organization, Curriculum and Student Services. Additionally, students may submit concerns, in writing, to any member of the staff, faculty or administration. All concerns will be addressed promptly. A written response, if warranted, will ordinarily be given within five (5) working days. Students may also wish to contact the program's oversight and/or accrediting entities (contact information is listed under "Standards and Compliance Policy" in the Student Handbook).

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

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

The regulations and procedures set forth in the Handbook and the Catalog constitute the student rights and responsibilities. It is the responsibility of each student to be

acquainted with the regulations and procedures. Failure to note the regulations will not excuse noncompliance.

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

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

PRACTICE LABORATORY HOURS

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

TRANSCRIPTS

All requests for graduate transcripts from the School of Nursing permanent academic record must be made in writing to the School. Visit the Schools' website at www.jfkmuhlenbergschools.org to obtain the Transcript Request Form. A fee is charged for each transcript. Students are not entitled to transcripts until all obligations to the School of Nursing have

been met. Please allow a minimum of seventy-two (72) hours to generate transcripts.

TRANSFERS BETWEEN DAY AND EVENING TRACKS

Students wishing to change from the Day Division to the Evening Division and vice versa must submit the Transfer Between Day and Evening Divisions form to the Director of Registration and Enrollment. The form can be obtained from the Schools' website, www.jfkmuhlenbergschools.org.

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

WITHDRAWAL FROM A NURSING COURSE

A student can withdraw from the same nursing course only once. A second withdrawal from the same nursing course will result in dismissal from the program.

Students must complete the Course Withdrawal Form located in the Registration Office at the School. This form is to be signed by the following offices: Registration, Financial Aid, Billing and the Student Health Nurse.

Infractions of the rules and regulations made known by the School of Nursing authorities, Hackensack Meridian *Health* and JFK Medical Center, the State of New Jersey, the County of Union, the City of Plainfield or the Federal Government may lead to disciplinary action.

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

JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder Schools
School of Radiography Curriculum Design

PRE-PROFESSIONAL RADIOGRAPHY COURSES		
COURSE NUMBER	COURSE TITLE	CREDIT
MAT 119	Algebra	4
ENG 101	English Composition I	3
ENG 102	English Composition II	3
BIO 105	Anatomy & Physiology I	4
BIO 106	Anatomy & Physiology II	4
	PRE-REQUISITE CREDITS FOR RADIOGRAPHY START IN THE FALL SEMESTER	19
PHY 125*** or PHY 101***	Elements of Physics with lab or General Physics with lab	4
RNTM 101**	Medical Terminology (online)	1
MAT 143* or MAT 127*	Elementary Mathematical Analysis I or Elementary Statistics	4
PSY 101*	Introduction to Psychology	3
SOC 101*	Principles of Sociology	3
CST 100* or CST 101*	Introduction to Computer Applications	3
HUM ELEC*	Humanities Elective	3
	TOTAL:	21
TOTAL PRE OR CO-REQUISITE GENERAL EDUCATION COURSES		39
<p>All of the above courses must be successfully completed prior to graduation eligibility. * Suggested as a pre-requisite, but may be completed as a co-requisite. ** Prior to Fall 1 or co-requisite in Fall 1 semester *** If Physics is not completed as a pre-requisite this must be completed in Fall 1. If PHY 101 chosen, MAT 143 is required pre-requisite; if PHY 125 chosen, MAT 119 is required pre-requisite.</p>		

PROFESSIONAL RADIOGRAPHY COURSES		
FALL SEMESTER		
RNTM 103	Introduction to Medical Imaging	4
RADM 120	Radiographic Procedure I	3
CLPR 901	Clinical Practicum- 2 days per week	0
SPRING SEMESTER I		
RNTM 102	Healthcare Today (Online)	2
RADM 121	Radiographic Procedures II	3
RADM 110	Principles of Radiographic Exposure I	3
CLPR 902	Clinical Practicum- 3 days per week	0
SUMMER SESSION I		
RADM 122	Radiography Procedures III	2
RADM 135	Radiation Biology	2
CLPR 903	Clinical Practicum-2-4 days per week	0
SUMMER SESSION II		
CLPR 904	Clinical Practicum-2-4 days per week	0
FALL SEMESTER II		
RADM 223	Radiographic Procedures IV	3
RADM 211	Principles of Radiographic Exposure II	3
RADM 212	Radiographic Physics	3
CLPR 905	Clinical Practicum- 3 days per week	0
SPRING SEMESTER II		
RADM 224	Radiographic Procedures V	3
RADM 213	Radiographic Equipment	3
RADM 201	Radiographic Pathology (online course, for accepted Radiography students only)	3
RNTM 201	Fundamentals of CT	3
RNTL 201	CT Skills Assessment	1
CLPR 906	Clinical Practicum- 3 days per week	0
SUMMER SESSIONS III & IV		
CLPR 907 & 908	Clinical Practicum – 2 to 4 days per week	0
TOTAL PROFESSIONAL COURSES		41

School of Radiography



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

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

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

The School of Radiography, through a carefully planned academic and clinical curriculum, provides students with the necessary knowledge and skills to meet the program's objectives. The JFK Muhlenberg Snyder School of Radiography, and Union College offer a 2 1/2 year Amplified Radiography Program which includes fall, spring and summer semesters. The School of Radiography is sponsored by JFK Medical Center and affords students all the benefits of a hospital-based radiography program and an Associate in Science Degree. The program provides greater transferability to baccalaureate degree programs and/or radiologic specialty programs. The JFK Muhlenberg Snyder Program consists of 80 college credits including 38 general education college credits and an additional 42 credits in professional radiography courses with clinical experience.

PHILOSOPHY

The Faculty of the School of Radiography endeavors to provide radiography students with the necessary technical and academic skills and clinical competencies within the educational process so that upon graduation they are prepared as entry-level radiography professionals.

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

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

MISSION STATEMENT

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

PROGRAM GOALS AND CURRICULUM OBJECTIVES

In support of the Mission Statement of the School and The Medical Center, the Radiography Program graduate will be able to:

- Successfully complete the American Registry of Radiologic Technologists examination in Radiography
- Exhibit the appropriate skills and competency of an entry level Radiographer including:
- Competency in performing routine and non-routine (trauma) examinations in Radiography
- Practicing appropriate basic patient care
- Utilizing proper radiation protection for their patients, themselves, peers and others
- Demonstration of proper and effective communication skills while speaking and writing
- Practice appropriate professional ethics of a radiographer
- Demonstrate appropriate problem solving and critical thinking skills necessary to be a proficient healthcare provider
- Understand the benefits of additional personal and professional growth and lifelong learning skills necessary for the changing field of Radiography.

Graduates of the JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder School of Radiography are eligible to apply to sit for the credentialing examination of the American Registry of Radiologic Technologies (ARRT) and the licensing examination of the State of New Jersey for Radiologic Technologists (LRT).

OUTCOMES ASSESSMENT

- Students will complete all program requirements within the prescribed time frame consistent with the program mission and goals.
- Students will be adequately prepared to pass the ARRT Board Examination in Radiography.
- Graduates will be successful in finding employment in the field of radiography upon completion of the program consistent with the program mission and expected outcome.
- Graduates will express satisfaction with their educational experience and feel confident in referring others to the program.

- Employers will state that our graduates meet the requirements for adequate performance as entry level radiographers.
- Students will be competent in performing routine examinations in radiography.
- Students will practice basic patient care appropriately.
- Students will utilize proper radiation protection for patients, themselves and peers.
- Students will demonstrate age appropriate communication skills with patients and others associated with the patient.
- Students will demonstrate competency in public speaking.
- Students will demonstrate competency in written communication.
- Students will exercise ethical behavior and display sound professional judgment in the didactic and clinical aspects of the curriculum.
- Graduates will understand the benefits of additional personal and professional growth and will pursue such opportunities.
- Students will be able to function appropriately when performing radiographic examinations in non-routine situations.
- Demonstrate a high level of accuracy in the application of radiographic exposure.
- Provide patients with accurate patient assessment and monitoring.
- Assist the radiologist during radiographic examinations.
- Meet the physical and emotional needs of patients.
- Apply sound professional and ethical judgment utilizing critical thinking skills.

RADIOGRAPHY PROGRAM

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

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

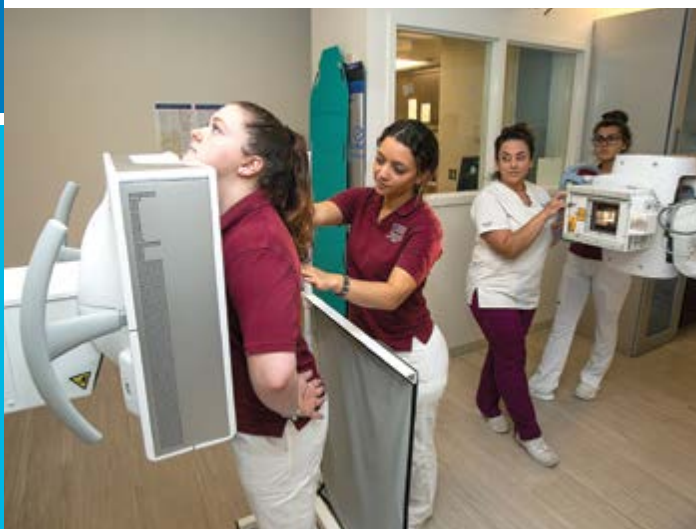
The School of Radiography's favorable student-to-faculty ratio, strong emphasis on clinical competency and state-of-the-art equipment assures students a high quality clinical experience.

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

GRADUATE EXPECTATION

A graduate of the JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder School of Radiography will be able to:

- Demonstrate an understanding of human anatomy, physiology, pathology and medical terminology.
- Demonstrate a high degree of accuracy in radiographic positioning.



CLINICAL FACULTY

The Faculty of the School of Radiography coordinates all clinical education. Clinical rotations are conducted at JFK Medical Center, Edison, New Jersey, as well as other hospitals and several satellite facilities in New Jersey.

NOTE: Refer to the home page on the Schools' website, www.jfkmuhlenbergschools.org

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

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

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

School of Radiography graduates have been accepted into schools offering further study in

the above specialties, including the JFK Muhlenberg Snyder Schools of Imaging—Radiography and Diagnostic Medical Sonography.

ACADEMIC PROGRESSION

Students matriculate into the JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Radiography 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

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

1. All pre-requisite and co-requisite requirements must be met
2. All science courses must be completed with a grade of "C" or better.
3. A student must achieve a cumulative grade point average of 2.0 or higher to enter the first professional course.
4. For courses taken at Union College, a student may not attempt a course for the third time without the Department Dean's approval. Final grades of "W" will count as an attempted course and will be included in the course-repeat process.
5. Academic progress is evaluated at the end of each semester.
6. All professional courses are sequential. Students wanting to begin Radiography (each September) must have completed the required general education college courses with a minimum grade of "C" or better as listed in the Curriculum design

for Radiography. If the applicant has not completed these courses, he/she should still apply to the program and may complete the pre-professional required courses at Union College as an accepted Radiography student.

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

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

Professional Courses

The number of students accepted to begin the program varies, dependent on the number of clinical sites available to The School each September. As of this writing, 25 first year students will be admitted and 10 – 15 alternates will be selected. Accepted candidates for admission will be notified on a rolling basis since admission to The School occurs in the fall, spring and summer semesters for the imaging programs only. (Spring and Summer

admissions for Radiography are only for courses taken at Union College.)

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

ACADEMIC REGULATIONS AND PROCEDURES

ACADEMIC PROBATION

Pre-Professional Students

A student who fails to achieve at least the minimum required grade (C+) for each professional course will be placed on 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.

Professional Students

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 two professional courses in the same or any semester – or – the same course in two separate semesters.

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

- RNTM 103* Introduction to Medical Imaging - Must attain a C+ average or higher in each section - the Patient Care section and the Radiation Protection section of this course to advance. Failure would require the student to repeat the failed section of the course the following year.
- RADM 120* Radiographic Procedures I is a pre-requisite to RADM 121-Radiographic Procedures II and if failed, will need to be repeated prior to any other procedures and clinical courses.
- RADM 110* Rad Exposure I is a pre-requisite to RADM 111 and a failing grade in RAD 110 will require the student to repeat the course before advancing to RADM 111. Some additional didactic courses will be available for registration; however, courses requiring Rad Exposure 110 and clinical competency evaluations may not be attempted until passing grades are attained in RADM 110 and 111. Academic advisement is required when this scenario arises.

ADMISSION WITH ADVANCED STANDING

JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Radiography strives to recognize and award advanced standing for comparable credit from another accredited institution. General education credits will be awarded provided the courses taken are requirements of the program. Course content

must be comparable in content and credit hours to the course being sought. All science courses must have a lab. Students must have cumulative grade point averages (GPA) of at least 2.5 and no grade lower than “C” in relevant courses. The School of Radiography may grant up to 32 credit hours of advanced standing in Radiography-designated courses. Challenge exams in theory are used to determine the level of transfer. In addition, without a baccalaureate degree, Union College may grant up to 36 credit hours of advanced standing in general education courses which correspond in subject matter to courses offered at the college. With a baccalaureate degree, a maximum of 40 credits will be considered for transfer. Credits earned in Anatomy and Physiology I and II taken more than 10 years prior to application for admission will not be accepted for transfer. Chemistry and Physics are transferable for 10 years. Sciences beyond the time limit, may be challenged and achieving an acceptable grade if offered at Union College. There are no time limits on liberal arts courses for transfer.

Advanced standing can only be offered for courses in which the student previously obtained a passing grade through a program accredited by a nationally recognized accrediting body acceptable to the School, ie, Middle States, the JRCs and /or CAAHEP. To receive advanced standing for a course, the course content must be comparable in content and credit hours to the course for which credit is required.

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

**Pre-requisite to the next section – failure in these courses prevents proceeding to the second section of that course. Additional clinical courses will be required after repeating the failed course.*

courses. Challenge exams in theory are used to determine the level of transfer.

In addition, without a baccalaureate degree, Union College may grant up to 36 credit hours of advanced standing in general education courses which correspond in subject matter to courses offered at the college. With a baccalaureate degree, a maximum of 40 credits will be considered for transfer.

ATTENDANCE

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

AUDITING A COURSE

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

CREDIT BY CHALLENGE EXAMINATION

Course credit by challenge examination may be available for various courses. Please consult the Director of Radiography for additional information. Refer to the current fee schedule for challenge examination fees. The passing grade for ALL challenge examinations is 76%

CHANGES OF SCHEDULE

Limitations on section size and available instructional resources may make it impossible for each student to arrange a schedule that will meet his/her personal convenience in each instance. Changes of schedules are made through the office of the Director of Registration and Enrollment or through Union College's online web services. There is a charge for student-initiated changes made after the semester has begun.

CLINICAL COMPETENCY

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

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

90 days, for any reason, must re-test in all previously attained competencies required prior to graduation eligibility.

CREDIT TRANSFERABILITY POLICY

In order to ensure that each individual receives an accessible, non-discriminatory and consistently applied policy of credit transfer, the Schools of Medical Imaging policy on transfer of credits complies with the Higher Education Opportunity Act for Transfer of Credit. The Schools strive to recognize and award advanced standing for comparable credit from another institution when the following criteria are met:

General Education Courses:

1. General education credits will be awarded provided the courses taken are requirements of the program to which the candidate has applied.
2. Course content must be comparable in content and credit hours to the course being sought. All science courses must have a lab.
3. Students must have a cumulative grade point average (GPA) of at least 2.5, with no grade lower than "C", in all relevant courses.
4. Students may be granted up to 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 degree.

Professional Courses:

1. It is the responsibility of the applicant to provide the course description and a detailed course outline for each course for which transfer credit is being sought. The outline submitted must be from the semester in which the applicant took the course.
2. The accepted applicant must have earned a passing grade from the sending institution for each course being transferred. Advanced standing in medical imaging may be secured through challenge exams offered for the individual programs. Advanced standing can only be offered for courses in which the student has previously obtained a passing grade through a program accredited by a nationally recognized accrediting body acceptable to the school. i.e. Middle States, the JRCs and/or CAAHEP.
3. To receive advanced standing for a course, the course content must be comparable in content and credit hours to the course for which credit is requested. Up to 20 credit hours of advanced standing in Radiography may be granted for entry into this program. Up to 37 credits of advanced professional credit may be granted for the Residency Programs in Radiography. All advanced standing in professional courses will be granted sequentially, i.e. award of advanced standing in RADM 120 is a pre-requisite for the awarding of advanced standing in



RADM 121. Credit earned in professional courses taken more than five years prior to application for admission will be evaluated by testing only.

4. An applicant seeking to transfer any professional course(s) must include a letter of reference from the director or other faculty member of the school previously attended.

Process:

1. The student must apply to the JFK Muhlenberg Snyder School of Radiography.
2. All credits: - Send all official transcripts from the transferring institutions to the Office of Admissions.
3. Professional Courses:
 - A. Obtain the course(s) outline(s) from the previous schools attended.
 - B. The Program Director will review the content, grades and credits to determine if advanced standing in the professional courses is possible.
 - C. The student will be scheduled for the challenge exams upon completion of the review of records. The student must achieve a grade of C+ (76%) in the challenge exam to secure credit(s)

for each course. Applicable fees will be charged for each challenge exam.

4. General Education Courses:
 - A. The Director of Registration and Enrollment will review the transcript to determine advanced standing in general education courses.
5. The student must contact the Director of Registration and Enrollment to ascertain the status of all requested advanced standing.

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

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

The criteria used to determine transferability of clinical competency evaluations is based on the criteria used by that program and will be discussed with the student prior to transferring of competencies. Accepted completed competencies may only be transferred in accordance with the number of semesters

successfully completed. Competencies completed more than 90 days prior to the start date will not be considered.

The Schools of Medical Imaging also accept testing for credit as administered by Thomas Edison State College. For more information on these exams, go to www.tesc.edu. General education courses may be checked for transferability by visiting www.njtransfer.org

GRADING SYSTEM

Any grade below a 70% will be considered a non-transferable grade. All other grades stand as recorded. The School uses the following system of grading to indicate, on its records, the quality of a student's work: *(See chart below)*.

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

ADVANCED PLACEMENT PROGRAM

The School of Radiography offers a graduate refresher program for those individuals who have graduated from an accredited radiography

program but for one reason or another have not practiced as a graduate radiographer and/or have not taken or passed the ARRT certifying exam.

The refresher program is offered in both the fall and spring semesters and is up to 2 semesters in length. It consists of both academic and clinical components. It may be determined, at the completion of a semester, that additional review and/or clinical evaluation is/are required. Continuation will be recommended as needed. For additional information, please call 908-668-2844.

GRADUATION REQUIREMENTS

All courses required for graduation must be successfully completed before licensing eligibility is certified. It is the sole responsibility of the student to track their course completion to insure that ALL required courses for the program are completed prior to graduation eligibility. Neither the Administration, registrar,

A	Excellent	90-100%	Lowest passing grade for Clinical Competency Based Education is 85%
B+	Very Good	86-89%	
B	Good	80-85%	
C+	Above Average	76-79%	Minimum passing grade for Professional courses, except NMT110
C	Average	70-75%	Minimum passing grade for all courses, including NMT110
D+	Below Average*	66-69%	
D	Unsatisfactory	60-65%	
F	Failing	Below 60%	
I	Incomplete		
S	Satisfactory (for CLPR, CLPS, CLPN and CLPT ONLY)		
XF	Incomplete Changed to Failing		
U	Unsatisfactory (for CLPR, CLPS, CLPN and CLPT ONLY)		
UF	Unofficial Withdrawal		
W	Withdrawal		
Z	No Grade Entered		

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

faculty, or staff will accept responsibility for missing courses.

A student may participate in graduation exercises at Union College and/or Thomas Edison State College when all required general education, professional and clinical courses are completed and all financial obligations are met. A convocation ceremony is sponsored by JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools for all students who graduate in any given year. All professional courses must be successfully completed with a grade point average of 2.5 or higher. Diplomas are issued at the completion of all course work and when the following conditions have been met:

1. The student must achieve a grade point average of a 2.0 or above for all general education and science courses. Students must obtain a 2.5 (C+) or above in all professional courses
2. All required competencies and/or clinical hours must be completed.
3. All financial obligations to the school must be paid in full.

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

4. 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.

NOTE: In order to be eligible to apply to sit for the arrt, nmtcb, armds and/or the state licensing examinations in new jersey or any other state, all requirements for graduation must have been satisfied.

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

LEAVES-OF-ABSENCE

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

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

NOTE: Students applying for a Leave-of-Absence or Official Withdrawal who have an obligation to the Schools will not be granted a Leave-of-Absence.



PROGRAM COMPLETION TIME LIMITS

Students must complete the Clinical Phase of the Radiography program within three (3) years. Failure to do so will result in dismissal from the program. Exceptions may be made by the Program Director, Radiography in situations of personal crisis (i.e. documented health issues, military service etc.) Request must be made in writing and will be evaluated on a case-by-case basis.

READMISSION TO THE SCHOOL OF RADIOGRAPHY

If a student is accepted for re-admission after a 90-day hiatus, all previously attained clinical competencies will need to be re-tested prior to competency certification.

STUDENTS RIGHTS AND RESPONSIBILITIES

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

Infraction of the rules and regulations made know by the Schools of Nursing and Medical Imaging authorities, JFK Medical Center, the State of New Jersey, the County of Union, the City of Plainfield or the federal government may lead to disciplinary action.

Student concerns are addressed through the student representation on the following committees: Student Government Association, Faculty Organization, Curriculum and Student Services. Additionally, students may submit concerns, in writing, to any member of the staff, faculty or administration. All concerns will be addressed promptly. A written response, if warranted, will ordinarily be given within five (5) working days. Students may also wish to contact the program's oversight and/or accrediting entities (contact information is listed under "Standards and Compliance Policy" in the Student Handbook).

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

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

The regulations and procedures set forth in the Handbook and the Catalog constitute the student rights and responsibilities. It is the responsibility of each student to be acquainted with the regulations and procedures.

Failure to note the regulations will not excuse noncompliance.

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

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



JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder Schools
School of Diagnostic Medical Sonography Curriculum Design

GENERAL EDUCATION & PRE-PROFESSIONAL DIAGNOSTIC MEDICAL SONOGRAPHY COURSES		
COURSE NUMBER	COURSE TITLE	CREDIT HOURS
ENG 101*	English Composition I	3
ENG 102	English Composition II	3
BIO 105*	Anatomy & Physiology I	4
BIO 106***	Anatomy & Physiology II	4
MAT 119*	Algebra	4
MAT 127* OR MAT 143*	Elementary Statistics or Elementary Mathematical Analysis	4
PSY 101	General Psychology	3
SOC 101	Principles of Sociology	3
ALH 201***	Pathophysiology and Healthcare	3
CST 100* OR CST 101*	Intro to Computer Applications OR Intro to Information Systems	3
PHY 125**** OR PHY 101****	Elements of Physics w/lab OR PHY 101 General Physics w/lab	4
HUM ELEC*	Humanities Elective	3
TOTAL GENERAL EDUCATION COURSES		38
RNTM 101 **	Medical Terminology (online)	1
DMSM 101*	Patient Care	2
PROFESSIONAL COURSES REQUIRED / Suggested as noted		3
<p>It is recommended to complete all of the above courses before the professional phase of the program and all of the above courses must be successfully completed prior to graduation eligibility.</p> <p>* Must be completed pre-requisite to DMSM 100</p> <p>** Suggested as a pre-requisite, but may be completed as a corequisite to DMSM 100</p> <p>*** Either BIO 106 or ALH 201 must be completed prior to DMSM 100 – both need to be completed prior to graduation eligibility</p> <p>****PHY 125 or PHY 101 must be completed pre-requisite, if PHY 101 is chosen MAT 143 must be taken pre-requisite. MAT143 will substitute for either MAT119 or MAT 127</p>		

PROFESSIONAL DIAGNOSTIC MEDICAL SONOGRAPHY COURSES SEQUENCE		
SUMMER SESSION I & II		
DMSM 100	Introduction to Clinical Sonography	2
DMSM 102	Cross-sectional Anatomy	2
DMSM 103	Ultrasound Physics and Instrumentation I	3
CLPS 901	Clinical Sonography I	0
FALL SEMESTER		
DMSM 104	Ultrasound Physics and Instrumentation II	3
DMSM 105	Ultrasound of the Abdomen I	3
DMSM 109	Obstetrical Sonography I	3
RNTM 102	Healthcare Today (online)	2
CLPS 902	Clinical Sonography II	0
SPRING SEMESTER		
DMSM 106	Ultrasound of the Abdomen II	3
DMSM 117	Obstetrical Sonography II	3
CLPS 903	Clinical Sonography III	0
SUMMER SESSIONS I & II		
DMSM 111	Ultrasound of Superficial Structures I	3
DMSM 107	Ultrasound of the Female Pelvis	3
CLPS 904	Clinical Sonography IV	0
FALL SEMESTER II		
DMSM 116	Registry Review	3
DMSM 118	Superficial Structures II	3
RNTM 201	Fundamentals of CT	3
CLPS 905	Clinical Sonography V	0
TOTAL PROFESSIONAL COURSES		42

This Sequence Of Courses Is Recommended For Students With No Previous College Course Credits

Fall Semester – Prior to Professional Courses

RNT 101 Medical Terminology (on-line)	1cr	NOTE: May only be done online
BIO 105 Anatomy & Physiology I	4cr	
ENG 101 English Composition I	3cr	
MAT 119 Algebra (or higher)	4cr	
PSY 101	3cr	
SOC 101	3cr	

Winter Semester – Pre-Professional Courses

ENG 102 English Composition II	3cr	NOTE: May be offered online
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Spring Semester – General Education and 1st Professional Course

BIO 106 Anatomy & Physiology Part II	4cr	
DMSM 101 Patient Care	2cr	NOTE: If you intend to pursue a BS degree in the future PHY 101 is highly recommended – PHY 102 will also be required for the BS degree. PHY 125 will not transfer into a BS degree program – also note that MAT 143 is a pre-requisite course to PHY 101. PHY 125 is the minimum requirement for the Sonography program.

Summer Semester - Professional Courses

DMSM 100 Introduction Sonography	2cr	
DMSM 102 Cross-sectional Anatomy	2cr	
DMSM 103 Ultrasound Physics and Instrumentation	3cr	
CLPS 901 Clinical Sonography I & Skills Lab		

Fall Semester - Professional Courses

DMSM 104 Ultrasound Physics and Instrumentation II	3cr	
DMSM 105 Ultrasound of the Abdomen I	3cr	
DMSM 109 Obstetrical Sonography I	3cr	
RNTM 102 HealthCare today (on-line)	2cr	
CLPS 902 Clinical Sonography II		

Winter Semester – General Education Course

CTS 100 Introduction to Computer Applications or	3cr	NOTE: May be offered online
CTS 101 Introduction to Information Systems		

Spring Semester - Professional Courses

DMSM 106 Ultrasound of the Abdomen II	3cr	
DMSM 117 Obstetrical Sonography II	3cr	
MAT 127 Elementary Statistics	4cr	
CLPS 903 Clinical Sonography III		

Summer Semester – Professional and General Education Courses

DMSM 111 Ultrasound of Superficial Structures I	3cr	
DMSM 107 Ultrasound of the Female Pelvis	3cr	
CLPS 904 Clinical Sonography IV		
Humanities Elective (Summer Session I)	3cr	Note: Summer Session I may be offered online
General Education Course (Summer Session II)	3cr	Summer Session II as needed

Fall Semester - Professional Courses

DMSM 116 Registry Review	3cr	
DMSM 118 Ultrasound of Superficial Structures II	3cr	
CLPS 905 Clinical Sonography V		

As stated above this is only a recommendation showing how the program can be completed. Academic counseling is recommended to plan your individual program. The sequence represents the current schedule of professional courses. These are not all offered in every semester as are the general education courses.



School of Diagnostic Medical Sonography

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

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

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

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

The Diagnostic Medical Sonographer requires:

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

Career opportunities range from working in a hospital or medical center, a physician's office, or a free standing clinic. The opportunities for career advancement are varied and many experienced technologists move on to careers in administration, teaching, research and with equipment manufacturers educating users on their products.

PHILOSOPHY

The Faculty endeavors to provide students with the necessary technical and academic skills and clinical competencies within the educational process so that upon graduation they are prepared as entry-level professionals.

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

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

MISSION STATEMENT

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

In support of the Mission Statement of The School and the Medical Center, the Diagnostic Medical Sonography Program will:

- 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.

PROGRAM GOALS AND CURRICULUM OBJECTIVES

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

GRADUATION REQUIREMENTS

A student may participate in graduation exercises at Union College and/or Thomas Edison State College when all required general education, professional and clinical courses are completed. A convocation ceremony will be sponsored by JFK Muhlenberg Harold B.

and Dorothy A. Snyder Schools for all students who graduate in any given year. All professional courses must have been successfully completed with a grade point average of 2.5 or higher. Diplomas will be issued at the completion of all course work and when the following conditions have been met:

1. The student must achieve a grade point average of a 2.0 or above for all general education and science courses. Students must obtain a 2.5 (C+) or above in all professional courses.
2. All required competencies and/or clinical hours must be completed.
3. All financial obligations to the school must be paid in full.

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

4. 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.

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

Transcripts and diplomas will be held until such time as all of the above obligations have been met. Union College and Thomas Edison State College will be notified to also hold all transcripts and degrees until the

graduation requirements are completed.

GRADUATE EXPECTATIONS

A graduate of the JFK Muhlenberg Harold B. and Dorothy A. Snyder Diagnostic Medical Sonography program will be able to:

- Demonstrate an understanding of human anatomy, physiology, pathology and medical terminology.
- Demonstrate a high degree of accuracy in identifying sonographic anatomy on a CRT display.
- Demonstrate a high level of accuracy in the prudent application of sonographic energy.
- Provide patients with accurate patient assessment and monitoring.
- Assist the Radiologist/Physician during the sonographic examination.
- Meet the physical and emotional needs of patients.
- Apply sound professional and ethical judgment utilizing critical thinking skills

ABILITIES AND SKILLS REQUIRED FOR THE DIAGNOSTIC MEDICAL SONOGRAPHER - TECHNICAL STANDARDS

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

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

- **Observation**

The Candidate must possess corrected or uncorrected vision which will allow him/her the ability to observe a patient, read typewritten text and patient data from a computer screen. A Diagnostic Medical Sonographer must have the ability to see well, distinguish colors, hear and touch the patient.

- **Communication**

The candidate must be able to speak, read, write and listen attentively. These abilities are necessary for communicating with the patient as well as other members of the health care team. The student must demonstrate strong communication abilities in the English language.

- **Motor**

The candidate must be able to perform the following physical tasks:

- Possess good vision with the ability to distinguish colors
- Possess good hearing
- Be able to perform tasks in a dimly lit working environment
- Be able to lift and move patients with proper techniques or assistance
- Be able to move heavy equipment
- Be able to stand for long periods of time
- Exhibit good dexterity of both arms and fingers
- Be able to move quickly in relatively limited spaces
- Demonstrate the stamina for eight hours of relatively physical work
- Be able to work with agents used to clean and sterilize ultrasound probes



- **Cognitive-Intellectual**

The candidate must demonstrate the ability to utilize the skills of critical thinking which are essential in performance of an ultrasound procedure. The candidate must be able to absorb new information, integrate it with motor tasks and be able to interpret visual and auditory findings in order to provide high quality diagnostic information.

- **Behavioral and Social Attributes**

The candidate must demonstrate the emotional ability to work in the health care environment. The candidate must demonstrate the maturity to assume responsibilities; develop relationships with patients and colleagues; be accountable for his/her own thoughts and actions; behave in a responsible, mature manner, perform all duties with honesty and integrity; and possess the ability to deal with changing schedules and stressful conditions which do occur in the health care setting.

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

The JFK Muhlenberg Snyder Harold B. and Dorothy A. Schools - School of Diagnostic Medical Sonography offers an amplified program with Union College that leads

to a Diploma in Diagnostic Medical Sonography from JFK Muhlenberg Snyder Schools and an Associate in Science (AS) degree from the College.

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

The general education credits for the program can be completed at Union College, or transferred into the program from external accredited colleges. Without a baccalaureate degree the candidate can transfer in up to 36 college credits. With a baccalaureate degree or higher up to 40 credits are transferable. College education from outside the United States may be considered upon review of an official evaluation from an accredited professional evaluation service approved by the Schools (i.e.: www.wes.org). A course by course evaluation is required for all college transcripts.

NOTE: The JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools are not affiliated with any foreign evaluation

service, but does not accept non-approved services. See the application for a list of approved agencies.

The Sonography program is divided into two phases: the General Education phase and the Professional phase. The Professional phase (open to those who complete the required general education credits) begins every May. All professional courses are scheduled during regular daytime working hours. Clinical assignments are scheduled at various contracted sites and students are scheduled to complement the schedule of technologists at the site. These schedules may extend through both the first and second shifts at the sites, but will never extend beyond 8pm with no more than 8 hours in any one day.

JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools grants a Diploma to all successful graduates and Union College grants an Associate in Science Degree. The graduate can apply most courses toward a baccalaureate degree with Thomas Edison State College, or any institution of their choice. The institution awarding the baccalaureate degree governs the acceptance of credits into their programs.

ACADEMIC PROGRESSION

General Education Phase: (see chart below)
Students must complete the general educational

*BIO 105 and BIO 106	Human Anatomy & Physiology I and II	4 cr. each
*ENG 101 and ENG 102	English Composition I and II	3 cr. each
*MAT 119	College Algebra	4 cr.
MAT 127	Statistics	4 cr.
PSY 101 or SOC 101	General Psychology or Principles of Sociology	3 cr.
ALH 201	Pathophysiology and Health Care	3 cr.
CST 100 or CST 101	Introduction To Computer Applications or Introduction To Information Systems	3 cr.
*PHY 125 or PHY 101	Elements of Physics or General Physics	4 cr.
HUMANITIES	Humanities Elective	3 cr.

RNTM 101	Medical Terminology (online)	1 cr.
DMSM 101	Patient Care	2 cr.
RNTM 102	Healthcare Today (online)	2 cr.
DMSM 100	Introduction to Clinical Sonography	2 cr.
DMSM 102	Cross-Sectional Anatomy	2 cr.
DMSM 103	Ultrasound Physics and Instrumentation I	3 cr.
DMSM 104	Ultrasound Physics and Instrumentation II	3 cr.
DMSM 105	Ultrasound of the Abdomen I	3 cr.
DMSM 106	Ultrasound of the Abdomen II	3 cr.
DMSM 107	Ultrasound of the Female Pelvis	3 cr.
DMSM 109	Obstetrical Sonography I	3 cr.
DMSM 111	Ultrasound of Superficial Structures I	3 cr.
DMSM 116	Ultrasound Registry Review	3 cr.
DMSM 117	Obstetrical Sonography II	3 cr.
DMSM 118	Ultrasound of Superficial Structures II	3 cr.
CLPS 901 - 905	Clinical Sonography I, II, III, IV & V	

requirements for CAAHEP (Commission on Accreditation of Allied Health Education Programs) prior to entering the professional phase. The remaining Associate in Science Degree general education courses are required prior to graduation eligibility. The School recommends completion of all general education courses prior to the professional phase. The following courses comprise the General Educational requirement:

Professional Phase: (see chart above)

Students attend classes and labs at JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools and clinical practicum concurrently throughout the program. This allows the student to practice the skills learned in the classroom and affords a better understanding of the materials being taught.

The Professional phase of the program is five semesters in length. Clinical rotations 1 and

4 are 12 weeks in length, and clinical rotations 2, 3 and 5 are 15 weeks in length. Utilizing various clinical sites allows for the student to become proficient while getting exposure to a wide variety of protocols and different types of equipment.

Prior to completion of the program the student will sit for the Physics portion of the certification examination of the American Registry of Diagnostic Medical Sonography (ARDMS). Any specialty examinations desired by the students may be taken after successful completion of the program.

Upon successful completion of the program the student will be awarded the following:

- A Diploma in Diagnostic Medical Sonography from JFK Muhlenberg Snyder Schools.
- An Associate in Science Degree from Union College.

Bachelor of Science:

Courses taken at Union College and the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools are recognized by Thomas Edison State College (TESC) as fulfilling requirements leading to a Bachelor of Applied Science and Technology degree.

The additional courses required to complete the BS degree must be taken at an accredited 4-year college or through Thomas Edison State College (TESC) guided courses, distance learning or competency exams. No more than 80 credit hours including the General Education courses and the Diagnostic Medical Sonography courses can be transferred from a 2-year college.

Counseling regarding this matter is available at the Schools. For more information, contact the TESC office of admissions at 609-292-6564 or Admissions@call.TESC.edu TESC also has a web page at www.TESC.edu

ACADEMIC REGULATIONS AND PROCEDURES

ACADEMIC PROBATION

A student who fails to achieve at least the minimum required grade (C+) for each professional course will be placed on 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 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 two professional courses in the same or any semester – or – the same course in two separate semesters.
4. All general education courses in the Fall and Spring semesters must be successfully completed before advancing to the professional courses. 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:

RNT 101-Medical Terminology and DMS 101-Patient Care. *DMS 103-Ultrasound Physics and Instrumentation Part I, DMS 104-Ultrasound Physics and Instrumentation Part II, *DMS 105-Ultrasound of the Abdomen I, *DMS 109-Obstetrical Sonography I, *DMS 111-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.

ADMISSION WITH ADVANCED STANDING

Transfer credits may also be considered from accredited sonography programs and will be evaluated on an individual basis. Graduates of a previous two-year hospital-based allied health program must request evaluation of their courses by the Program Director of the School of Medical Imaging, Sonography. The Program Director determines whether any previously completed courses are equivalent to JFK Muhlenberg Snyder Harold B. and Dorothy A. Schools courses. Course descriptions, syllabi, and course outlines may be required for this evaluation. Graduates may also submit nationally recognized certification credentials and request challenge examinations to attain credit on an advanced level toward the Associate in Science Degree. All requirements for the Degree must be met prior to graduation eligibility from the JFK Muhlenberg Harold B. and Dorothy A. School of Medical Imaging program.

Biology courses must have been completed within 5 years of commencing the professional phase of the program. If courses were completed prior to that time, the student may demonstrate current knowledge by passing a challenge exam if offered in a particular course. CLEP (College Level Examination Program) or TESC (Thomas Edison State College) exams can be taken for courses not previously attempted at a college and must be arranged with the specific department chairperson at either Union College or Thomas Edison State College.

ATTENDANCE

Students are required to be in attendance for all class, clinical and laboratory sessions. Penalties for non-attendance and/or flagrant absenteeism and/or tardiness are reflected in a student's grades and are outlined in the Student Handbook.



AUDITING A COURSE

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

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

CREDIT BY CHALLENGE EXAMINATION

Course credit by challenge examination may be available for various courses. Please consult the Program Director of the Schools of Medical Imaging for additional information. Refer to the current fee schedule for challenge examination fees.

CHANGES OF SCHEDULE

Limitations on section size and available instructional resources may make it impossible for each student to arrange a schedule that will meet his/her personal convenience in each instance. Changes of schedules are made through the Office of the Director of Registration and Enrollment or through Union College's online web services. There is a charge for student-initiated-changes made after the semester has begun.

CLINICAL COMPETENCY

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

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

CREDIT TRANSFERABILITY POLICY

In order to ensure that each individual receives an accessible, non-discriminatory and consistently applied policy of credit transfer, the Schools of Medical Imaging policy on transfer of credits complies with the Higher Education Opportunity Act for Transfer of Credit. The Schools strive to recognize and award advanced standing for comparable credit from another institution when the following criteria are met:

General Education Courses:

1. General education credits will be awarded provided the courses taken are requirements of the program to which the candidate has applied.
2. Course content must be comparable in content and credit hours to the course being sought. All science courses must have a lab.
3. Students must have a cumulative grade point average (GPA) of at least 2.5, with no grade lower than "C", in all relevant courses.
4. Students may be granted up to 32 college credits of advanced standing toward an Associate in Science degree.
5. Students who have previously been awarded a bachelor's degree may receive up to 40 transfer credits toward an Associate in Science degree.
6. Credits earned in Anatomy and Physiology I and Anatomy and Physiology II taken more than five years prior to application for admission will NOT be accepted for transfer credit unless the student has been employed within a health care profession with direct patient contact throughout their career. Consideration will be given at the candidate's request; a review of their documentation must reveal their employment history as meeting these qualifications. Chemistry and Physics are transferable for ten years. Credits for courses that exceed the time limit may also be obtained through earning a successful in the challenge exam for that course, if such an exam is offered by Union College. There is no time limit for transfer of liberal arts courses.

Professional Courses:

1. It is the responsibility of the applicant to provide the course description and a detailed course outline for each course for which transfer credit is being sought. The outline submitted must be from the semester in which the applicant took the course.
2. The accepted applicant must have earned a passing grade from the sending institution for each course being transferred. Advanced standing in any Medical Imaging courses may be secured through challenge exams offered for the individual programs. Advanced standing can only be offered for courses in which the student has previously obtained a passing grade through a program accredited by a nationally recognized accrediting body acceptable to the school. i.e. Middle States, the JRCs and/or CAAHEP
3. To receive advanced standing for a course, the course content must be comparable in content and credit hours to the course for which credit is requested.
 - a. Up to 20 credit hours of advanced standing in Sonography may be granted for entry into this program.
 - b. Up to 34 credits of advanced professional credit may be granted for the Residency Programs in DMS.
 - c. All advanced standing credits in professional courses will be granted sequentially, i.e. award of advanced standing in DMSM 101 is a pre-requisite for the awarding of advanced standing in DMSM 121. Credit earned in professional courses taken more than five years prior to application for admission will be evaluated by testing only.
4. An applicant seeking to transfer any professional courses must include a letter of reference from the director or other

faculty member of the school previously attended.

PROCESS:

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

The criteria used to determine transferability of clinical competency evaluations is based on the criteria used by that program and will be discussed with the student prior to transferring of competencies. Accepted

A	Excellent	90-100%	Lowest passing grade for Clinical Competency Based Education is 85%
B+	Very Good	86-89%	
B	Good	80-85%	
C+	Above Average	76-79%	Minimum passing grade for Professional courses, except NMT110
C	Average	70-75%	Minimum passing grade for all courses, including NMT110
D+	Below Average*	66-69%	
D	Unsatisfactory	60-65%	
F	Failing	Below 60%	
I	Incomplete		
S	Satisfactory (for CLPR, CLPS, CLPN and CLPT ONLY)		
XF	Incomplete Changed to Failing		
U	Unsatisfactory (for CLPR, CLPS, CLPN and CLPT ONLY)		
UF	Unofficial Withdrawal		
W	Withdrawal		
Z	No Grade Entered		

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

completed competencies may only be transferred in accordance with the number of semesters successfully completed. Competencies completed more than 90 days prior to the start date will not be considered.

The Schools of Medical Imaging also accept testing for credit as administered by Thomas Edison State College. For more information on these exams, go to www.tesc.edu

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

GRADING SYSTEM (See chart above):

Any grade below a 70% will be considered a non-transferable grade. All other grades stand as recorded. The school uses the following system of grading to indicate, on its records, the quality of a student's work.

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

GRADUATION REQUIREMENTS

A student may participate in graduation exercises at Union College and/or Thomas Edison State College when all required general education, professional and clinical courses are completed. A Convocation Ceremony is sponsored by JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools for all students who graduate in any given year. All professional courses are successfully completed with a grade point average of 2.5 or higher. Diplomas are issued at the completion of all course work and when the following conditions have been met:

1. The student must achieve a grade point average of a 2.0 or above for all general education and science courses. Students must obtain a 2.5 (C+) or above in all professional courses.
2. All required competencies must be successfully completed.

3. All financial obligations to the School must be paid in full.

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

4. 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.

NOTE: In order to be eligible to apply to sit for the arrt, ardns and/or the state licensing examinations in new jersey or any other state, all requirements for graduation must have been satisfied.

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

LEAVES-OF-ABSENCE

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

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

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

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

PROGRAM COMPLETION TIME LIMITS

Students must complete the Diagnostic Medical Sonography program within three (3) years for the Clinical Phase. Failure to do so will result in dismissal from the program. Personal crises and health related issues will be reviewed by the Director as needed. Request for review must be made in writing and will be evaluated on a case-by-case basis.

STUDENTS RIGHTS AND RESPONSIBILITIES

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

Infraction of the rules and regulations made know by the Schools of Nursing and Medical Imaging authorities, JFK Medical Center, the

State of New Jersey, the County of Union, the City of Plainfield or the federal government may lead to disciplinary action.

Student concerns are addressed through the student representation on the following committees: Student Government Association, Faculty Organization, Curriculum and Student Services. Additionally, students may submit concerns, in writing, to any member of the staff, faculty or administration. All concerns will be addressed promptly. A written response, if warranted, will ordinarily be given within five (5) working days. Students may also wish to contact the program's oversight and/or accrediting entities (contact information is listed under "Standards and Compliance Policy" in the Student Handbook).

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

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

The regulations and procedures set forth in the Handbook and the Catalog constitute the student rights and responsibilities. It is the responsibility of each student to be acquainted with the regulations and procedures.



Failure to note the regulations will not excuse noncompliance.

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

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

COURSE DESCRIPTIONS

All NURM, RADM, AND DMSM designated courses are taught at the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools' campus. Kean University courses for "The Pathways to BSN" program are listed in a separate section following the other course descriptions. All other courses are taught at Union College, the majority of which are offered at the Cranford Campus.

ALLIED HEALTH

ALH 201 PATHOPHYSIOLOGY AND HEALTHCARE

This course will introduce the student to the mechanisms of health and human disease. Students will be introduced to factors influencing health and the promotion and maintenance of wellness. An overview will be provided of the etiology, diagnosis and treatment of major diseases, along with how to apply this knowledge as an allied health care practitioner. Focus will be placed on the most common clinical conditions likely to be encountered by health care professionals. Classification, symptoms, and terminology will be discussed.

Prerequisite: BIO 105 or one semester of college-level Chemistry.

*3 lecture and 3 laboratory hours per week.
4 credit hours.*

BIOLOGY

BIO 105 ANATOMY AND PHYSIOLOGY I

The study of the organ systems from the perspective of their structure, processes and regulation. The course specifically deals with cells, tissues, integument, skeletal system, muscular system and nervous system.

Prerequisite: High School Biology and/or Chemistry.

*3 lecture and 3 laboratory hours per week.
4 credit hours.*

BIO 106 ANATOMY AND PHYSIOLOGY II

A continuation of Anatomy and Physiology I intended to complete the required two-semester sequence. The course covers the following systems: endocrine, respiratory, circulatory, lymphatic, digestive, urinary and reproductive.

Prerequisite: BIO 105.

*3 lecture and 3 laboratory hours per week.
4 credit hours.*

BIO 108 MICROBIOLOGY

A study of microbial life on earth including microbial cell biology, growth and metabolism, genetics, diversity and evolution, effects on the environment and the interactions between microorganisms and humans and current efforts to track and control infectious diseases worldwide.

Prerequisites: BIO 105 or one semester of college-level Chemistry.

*3 lecture and 3 laboratory hours per week.
4 credit hours.*

CHEMISTRY

CHE 114 PRINCIPLES OF ORGANIC CHEMISTRY AND BIOCHEMISTRY

Introduction to the basic concepts of organic and biochemistry oriented toward the health-related fields. Topics include nomenclature, reactions and stereochemistry of the major classes of organic compounds; the basic chemistry of carbohydrates, proteins, lipids, nucleic acids and enzymes in relationship to the metabolism of living organisms.

Prerequisite: CHE 101, CHE 111 or CHE 113.

*3 lecture and laboratory hours per week.
4 credit hours.*

COMPUTER INFORMATION SYSTEMS

CTS 100 INTRODUCTION TO COMPUTER APPLICATIONS

This course introduces students to basic computer concepts. The course also focuses on a current version of Microsoft Office Professional. Students experience hands-on instruction in word processing, spreadsheets, databases, and professional presentations. This course

COURSE DESCRIPTIONS

prepares students to succeed in both college and the business world by enabling them to write reports, analyze and chart data, and prepare presentations.

*Prerequisite: ADM 101, ENG 088, MAT 011.
2 lecture and 2 laboratory hours per week.
3 credit hours.*

CTS 101 INTRODUCTION TO INFORMATION SYSTEMS

This course is an introduction to the many facets of computer information systems. The course provides an understanding of system concepts, information technology, and application software. It also introduces students to how information is used in organizations and how information technology enables improvement in quality and timeliness of information. It gives students the characteristics of professionals and of possible career paths. Topics include ethical and societal issues, organizing data and information, telecommunications and networks, e-commerce, and management information systems. With hands-on experience, the course supports the concept of problem solving with computers via applications and the internet.

*Prerequisites: CIS 100, ENG 088, MAT 022.
2 lecture and 2 laboratory hours per week.
3 credit hours.*

DIAGNOSTIC MEDICAL SONOGRAPHY

DMSM 100 INTRO TO SONOGRAPHY

This course provides an entry-level exploration of the historical, professional and occupational development of Medical Imaging with an emphasis on Diagnostic Medical Sonography. Current use and future trends will be discussed in the areas of Diagnostic Radiology, Computed Tomography, Magnetic Resonance Imaging, and Nuclear Medicine. Clinical exploration through the Radiology Department's Imaging Sections coupled with laboratory assignments and case studies will give the student full understanding of the entire function of a medical imaging department. Case studies of various Imaging Modalities, how to correlate these findings with ultrasound will be emphasized. Medical-legal issues as well as ethics will also be discussed. Ergonomics in Sonography (working smarter)

will also be discussed. The laboratory component will introduce students to the fundamentals of sonography such as terms, knobology, anatomy, and scanning skills. The laboratory component provides students hands-on experiential learning and a basic overview of the normal anatomy of the abdomen and pelvis.

*Prerequisites: BIO 105, PHY 125 or PHY 101, MAT 119, ENG 101.
2 lecture hours per week. 2 credit hours.*

DMSM 101 PATIENT CARE

The course includes a survey of general principles, techniques and procedures in patientcare, ethics and medico-legal. The course introduces the student to practical components for the clinical setting. Demonstration lab and competency testing in Patient Care skills are included.

2 lecture hours per week. 2 credit hours.

DMSM 102 CROSS-SECTIONAL ANATOMY

This course provides basic sectional anatomy of the head, neck, thorax, abdomen, pelvis, extremities, and obstetrics, which allows the ultrasound student to develop sufficient comfort with cross-sectional images. The student will be able to identify a sizable number of clinically significant structures. Students will build on their knowledge of human anatomy and physiology using transverse, coronal, and sagittal ultrasound imaged sections of the human body. The laboratory component will introduce students to the terms and scanning skills. It provides students a hands-on experience pertaining to the knowledge gathered in the classroom section and a basic overview of the normal anatomy of the abdomen, including but not limited to the peritoneal cavity, liver, biliary system, pancreas, spleen, urinary systems, aorta, IVC, pelvis, fetal, and the vascularity of the neck and extremities. Emphasis is placed on basic anatomy and scanning techniques, provided under direct supervision of faculty. Students will apply the didactic information presented in the classroom.

2 lecture hours per week. 2 credit hours.

DMSM 103 ULTRASOUND PHYSICS AND INSTRUMENTATION I

This course provides the student with the knowledge of ultrasound physics and

COURSE DESCRIPTIONS

instrumentation with an emphasis on sound and its interaction with matter. Topics covered in this course include basic physical principles of ultrasound, Doppler principles and ultrasound equipment controls.

Prerequisite: PHY 125 or PHY 101.

2 lecture hours per week. 3 credit hours.

DMSM 104 ULTRASOUND PHYSICS AND INSTRUMENTATION II

This course provides the ultrasound student with the knowledge of ultrasound physics and instrumentation with an emphasis on instrumentation. Topics include detailed ultrasound instrumentation, applied Doppler Effect with interpretation, imaging recording devices and quality control.

Prerequisite: DMSM 103.

3 lecture hours per week. 3 credit hours.

DMSM 105 ULTRASOUND OF THE ABDOMEN I

The course will provide the foundation in human physiology and pathophysiology relating to the clinical diseases of the abdomen, and the resultant pathological effects on the anatomy. Sonographers are required to differentiate normal from abnormal processes; therefore, immediately following lectures of normal variety, the abnormal will also be covered for comparison purposes. The foundation will be built upon so that a competent understanding will be made, upon which the student will be eligible to sit for the registry exam upon completion of the program. *The laboratory component provides students hands-on experiential learning and a basic overview of the normal anatomy of the abdomen, including but not limited to the liver, biliary system, pancreas, spleen and urinary systems and abdominal vessels. Sonographic anatomy of the abdomen along with their clinical and sonographic presentations will be studied. Emphasis is placed on detailed anatomy and scanning techniques, provided under direct supervision of faculty. Students will apply the didactic information presented in the classroom.*

3 lecture hours per week. 3 credit hours,

DMSM 106 ULTRASOUND OF THE ABDOMEN II

The course will provide the foundation in human physiology and pathophysiology relating to the clinical diseases of the abdomen, and the resultant pathological effects on the anatomy. Sonographers are required to differentiate normal from abnormal processes; therefore, immediately following lectures of normal variety, the abnormal will also be covered for comparison purposes.

This course combines the didactic education of normal and abnormal abdominal anatomy with active student participation in the classroom laboratory experience. The foundation will be built upon so that a competent understanding will be made upon which the student will be eligible to sit for the registry exam upon completion of the program.

Prerequisite: DMSM 105.

3 lecture hours per week. 3 credit hours.

DMSM 107 ULTRASOUND OF THE FEMALE PELVIS

This course is a study of the principles and practices of diagnostic medical sonography in gynecology. Normal female pelvic anatomy and physiology is presented and correlated with sectional and real-time sonographic imaging. Ovarian, uterine, adnexal, and associated pathologic conditions are discussed along with the common clinical and sonographic findings and imaging approaches associated with each condition. A strong emphasis is placed on the normal physiology of the menstrual cycle as well as physical, endocrine and clinical changes that occur in early pregnancy and in the postmenopausal patient. *This course combines the didactic education of the normal and abnormal pelvis with active student participation in the classroom laboratory experience.*

3 lecture hours per week. 3 credit hours.

DMSM 109 OBSTETRICAL SONOGRAPHY I

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

3 lecture hours per week. 3 credit hours.

COURSE DESCRIPTIONS

DMSM 111 ULTRASOUND OF SUPERFICIAL STRUCTURES I

The course will provide the foundation in human physiology and pathophysiology relating to the clinical diseases of the superficial structures and the resultant pathological effects on the anatomy. Sonographers are required to differentiate normal from abnormal processes; therefore, immediately following lectures of normal variety, the abnormal will also be covered for comparison purposes. The foundation will be built upon so that a competent understanding will be made, upon which the student will be eligible to sit for the registry upon completion of the program. *This course combines the didactic education of the normal and abnormal superficial structures with active student participation in the classroom laboratory experience.*

3 lecture hours per week. 3 credit hours.

DMSM 116 ULTRASOUND REGISTRY REVIEW

This course is comprehensive, covering all topics that appear on the current ARDMS test content outline for General Abdomen Obstetrics and Gynecology and Physics and Instrumentation.

3 lecture hours per week. 3 credit hours.

DMSM 117 OBSTETRICAL SONOGRAPHY II

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

3 lecture hours per week. 3 credit hours.

DMSM 118 ULTRASOUND OF SUPERFICIAL STRUCTURES II

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

Prerequisite: DMSM 111.

3 lecture hours per week. 3 credit hours.

CLPS 901 CLINICAL SONOGRAPHY

This course prepares the student for application of classroom knowledge to the practice of ultrasound by means of a clinical internship. Performing basic, general, ultrasound examinations in both the laboratory and clinical settings is stressed. Nursing procedures, ethical issues and medico-legal considerations are discussed as they related to the practice of an ultrasound examination.

2 days per week. 100 clinical hours.

CLPS 902 CLINICAL SONOGRAPHY

This course further prepares the student for the application of classroom knowledge to the practice of ultrasound by means of a clinical internship. Performing basic, general ultrasound examinations in both the laboratory and clinical settings is stressed. The student is expected to perform basic examinations with little, if any, assistance by the end of this course.

3 days per week. 350 clinical hours.

Continue CLPS Course Descriptions Next Page

COURSE DESCRIPTIONS

CLPS 903 CLINICAL SONOGRAPHY

This course allows for further development of ultrasound examination skills by means of a clinical internship. The student is expected to perform basic examinations with no assistance by the end of this course.

3 days per week. 350 clinical hours.

CLPS 904 CLINICAL SONOGRAPHY

This course is designed to fine tune the development of ultrasound examination skills by means of clinical internship. The student is expected to perform general ultrasound examinations with little or no assistance.

Performance of specialized ultrasound examinations with no assistance will be dependent on the clinical site and approval of the site instructor and program director.

2 days per week. 250 clinical hours.

CLPS 905 CLINICAL SONOGRAPHY

This fifteen-week Clinical Assignment is the final development of ultrasound examination skills by means of clinical internship. The student

is expected to perform general ultrasound examinations with no assistance. Performance of specialized ultrasound examinations with no assistance will be dependent on the clinical site and approval of the site instructor and program director/coordinator. This course also provides an introduction to vascular anatomy, disease states pertinent to vascular disease, duplex Doppler ultrasonography, and plethysmography.

5 days per week. 550 clinical hours.

COURSE DESCRIPTIONS

RADIOGRAPHY

RNTM 101 MEDICAL TERMINOLOGY

This Web-enhanced course is designed to introduce the student to the language of the Medical profession. It includes terminology relating to body systems and organs and provides a comprehensive study appropriate for all allied health modalities.

1 credit hour.

RNTM 102 HEALTH CARE TODAY

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

RADIOGRAPHY

Prerequisites: RNTM 101, RNTM 103, RADM 120.

Corequisites: RADM 121, RADM

110. NUCLEAR MEDICINE

Pre Requisites: RNTM 101, NMTM 121

Corequisites: NMTM 222.

2 credit hours.

RNTM 103 INTRODUCTION TO MEDICAL IMAGING

This course is specific to hospital imaging departments, Medical radiology offices and clinic providing medical imaging services.

It addresses both patient care skills and radiation protection. Special consideration is focused on the basic emotional, physical and diverse cultural needs of patients, infection control, safety, medico-legal and ethical issues, surgical asepsis, pharmacology, vital signs and identification of emergency situations. The radiographers role in patient, public, and personnel radiation protection is emphasized. The concepts of ALARA and Dose Equivalent Limit are compared and regulatory agencies are identified. The agencies involvement in radiation protection are discussed.

Corequisites: RNTM 101, RADM 120.

4 lecture hours per week. 4 credit hours.

RNTM 201 FUNDAMENTALS OF COMPUTED TOMOGRAPHY

This course is designed to provide a basic overview of the fundamentals of Computed Tomography (CT) technology. Equipment, instrumentation, image processing, reconstruction, patient safety, cross sectional anatomy and patient positioning will be discussed. CT involves the use of rotating x-ray equipment, combined with a digital computer, to obtain cross sectional images of the body.

This course is offered to both radiographers and non-radiographers.

3 lecture hours per week. 3 credit hours.

COURSE DESCRIPTIONS

RNTML 201 FUNDAMENTALS OF CLINICAL COMPETENCY

This course is offered to licensed/registered technologists who are eligible to perform Computed Tomography procedures at accredited institutions. In addition to the topics covered in RNT 201, RNTL 201 requires 30 clinical experience hours in CT. Clinical proficiency in several procedures included in the ARRT (American Registry of Radiologic Technologists) certification must be demonstrated. In addition, students observe and assist CT technologists in the clinical setting and evaluate the quality of CT images.

Prerequisite or Co-requisite: RNTM 201.
1 credit hour

ENGLISH

English 101 is prescribed for all freshmen in an Associate Degree program. Students whose records and tests indicate the need for review in the fundamentals of language will be assigned to the appropriate reading or writing courses. Students placed in ENG 098-099 must demonstrate college level writing competence before they may enroll in English 101. Students placed in reading courses may take English 101 concurrently.

Students are not allowed to enroll in ENG 102 or ENG 122 unless developmental reading courses are completed.

Non-Native students whose tests indicate insufficient fluency in English are required to take courses for speakers of other languages; these courses are offered in the Institute for Intensive English. The Academic Learning Center, located on the first floor of MacKay Library (Cranford), provides individual and small group tutoring, peer editing, and access to word processors. Academic Learning Centers are also located in Elizabeth and Plainfield.

ENG 088 INTRODUCTION TO COLLEGE READING I.

Part of a multi-semester sequence designed to help the student whose reading ability indicates the need for concentrated involvement in the reading process, particularly to improve comprehension, critical reading and vocabulary.
Prerequisite: ENG 087, if needed.
4 lecture hours per week. 4 developmental credit hours.

ENG 089 INTRODUCTION TO COLLEGE READING II

Highest level of multi-semester sequence providing intensive involvement in the reading process.
Prerequisite: ENG 088, if needed.
4 lecture hours per week. 4 developmental credit hours.

ENG 098 INTRODUCTION TO COLLEGE WRITING I

Part of a multi-semester sequence designed to help the student whose writing indicates the need for concentrated attention and practice with the process of language use. Particular attention is given to producing compositions that have sufficient information.
Prerequisite: ENG 087, if needed.
4 lecture hours per week. 4 developmental credit hours.

ENG 099 INTRODUCTION TO COLLEGE WRITING II

Highest level of a multi-semester sequence providing intensive involvement in the writing process.
Prerequisite: ENG 098, if needed.
4 lecture hours per week. 4 developmental credit hours.

ENG 101 ENGLISH COMPOSITION I

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

COURSE DESCRIPTIONS

ENG 102 ENGLISH COMPOSITION II

Second half of a two-semester sequence, which focuses on the continued development of the student's skill in writing expository prose as well as an introduction to literature.

Prerequisites: ENG 089, if needed, ENG 101 or ENG 112.

*3 lecture hours and 1 conference hour per week.
3 credit hours.*

ENG 111 ENGLISH COMPOSITION FOR SPEAKERS OF OTHER LANGUAGES I

This course is the first semester of a two-semester sequence of college composition for students whose first language is not English. The sequence serves in lieu of the foreign language requirement and as a substitute for ENG 101 for non-native speakers of English.

Prerequisite: ESL 065 and ESL 092 or ESL Placement Test.

*3 lecture hours and 1 conference hour per week.
3 credit hours.*

ENG 112 ENGLISH COMPOSITION FOR SPEAKERS OF OTHER LANGUAGES II

This course is the second semester of a two-semester sequence of college composition for students whose first language is not English. The sequence serves in lieu of the foreign language requirement and as a substitute for ENG 101 for non-native speakers of English.

Prerequisite: ENG 111 and ESL 082.

*3 lecture hours and 1 conference hour per week.
3 credit hours.*

HUMANITIES ELECTIVES

The student is referred to the Union College Catalog for a complete description of all courses offered by the college. Students enrolled in the JFK Muhlenberg Harold B.

and Dorothy A. Snyder School of Nursing/Union College Cooperative Nursing Program or the JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder School of Radiography/Union College Amplified Radiography Program must take two electives in the humanities. The students in the Diagnostic Medical Sonography and the Nuclear Medicine

Technology Programs must take one humanities elective. Humanities electives are chosen from the following subject areas: English, History, Modern Languages, Philosophy and Fine Arts.

INTERDISCIPLINARY HEALTH STUDIES

IDH 101 FUNDAMENTALS OF HEALTH AND DISEASE

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

3 lecture hours per week. 3 credit hours.

MATHEMATICS

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

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

COURSE DESCRIPTIONS

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

MAT 011 PRE-ALGEBRA

This course is for students whose College Basic Skills Test scores indicate the need for preparatory work in arithmetic. It is a comprehensive study of arithmetic and allied processes with the purpose of preparing students for algebra. Emphasis is on the purpose and techniques of mathematics. Topics include arithmetic operations, fractions, decimals, percents, factors, proportions, signed numbers, and elementary equations. NOTE: Students may not register for courses numbered MAT015 or higher unless they have either passed the computation portion of the College Basic Skills Placement Test or MAT011. Students registered for MAT011 may not register concurrently for a mathematics course numbered MAT015 or higher.

4 lecture hours per week. 4 developmental credit hours.

MAT 019 INTRODUCTION TO ELEMENTARY ALGEBRA I FOR ADVANCED MATH STUDENTS

This course is accelerated to support completion of developmental requirements. Topics include arithmetic operations, fractions, decimals, percentages, factors, proportions, integers, algebraic expressions, solving basic linear equations and inequalities, finding equations of lines, and graphing linear equations. Applications through problem-solving are integrated in all course topics. Technology is used to facilitate some independent, self-paced instruction.

Prerequisites: Satisfactory performance on Accuplacer.

5 lecture hours per week. 5 institutional credit hours

MAT 022 INTRODUCTION TO ALGEBRA

A course for students whose College Basic Skills Test scores indicate the need for preparatory work in algebra. The course includes solving

equations, polynomials, factoring, rational equations, radical equations, systems of linear equations, graphing linear equations and quadratic equations.

Prerequisite: A grade of "C" or better in MAT 011 or satisfactory performance on the College Basic Skills Placement Test.

4 lecture hours per week. 4 developmental credit hours.

MAT 117 INTRODUCTION TO MATHEMATICAL IDEAS

This course is for students enrolled in Liberal Arts and General Education Programs. The course is not recommended for students who have completed Algebra II or higher.

Prerequisites: MAT 017 or MAT 022, ENG 097 or satisfactory performance on College Basic Skills Placement Test

3 lecture hours per week. 3 credit hours

MAT 119 ALGEBRA

This course is for students who have mastered basic algebra and need a deeper understanding of algebra before progressing to other credit mathematics courses. Topics include solving linear and quadratic equations and inequalities, absolute value equations and inequalities, graphs of linear and quadratic equations, equations of lines, systems of equations, introduction to functions, quadratic functions, polynomials functions, rational functions, radical functions, rational exponents and applications.

Prerequisites: A grade of "C" or higher in MAT 016 or MAT 022, and ENG089, or satisfactory performance on the College Basic Skills Placement Test for Algebra.

4 lecture hours per week. 4 credit hours.

MAT 127 ELEMENTARY STATISTICS

An elementary course in descriptive statistics and statistical inference. Measures of central tendencies, standard deviation, sampling, and probability distributions, including binomial, normal, and others. Practical problems involving correlation, linear regression, and hypothesis testing are included.

Prerequisites: ENG 089; a satisfactory score

COURSE DESCRIPTIONS

on the mathematics portion of the College Basic Skills Test, or grade of “C” or better in MAT 016 or MAT 022, or successful completion of MAT 117 or MAT 119, or equivalent.

4 lecture hours per week. 4 credit hours.

MAT 143 ELEMENTARY MATHEMATICAL ANALYSIS I

An introduction to the concepts and techniques needed to proceed to more advanced mathematics and science courses, such as calculus. Topics include the solution of non-linear equations and inequalities; complex numbers, functions and their properties, circles; parabolas; polynomials functions and their graphs; rational functions and their graphs; inverse functions; synthetic division; the factor and remainder theorems; the Fundamental Theorem of Algebra; exponential and logarithmic functions; compound interest; logistic growth and decay models; exponential growth and decay; Newton’s Law of Cooling.

Prerequisites: ENG 089 and a grade of “C” or better in MAT 119 or satisfactory performance on the “College Level Mathematics Test”.

4 lecture hours per week, 4 credit hours

RNTM 102 HEALTH CARE TODAY

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

RADIOGRAPHY

Prerequisites: RNTM 101, RNTM 103, RADM 120.

Corequisites: RADM 121, RADM 110.

NUCLEAR MEDICINE

Pre Requisites: RNTM 101, NMTM 121

Corequisites: NMTM 222.

2 credit hours.

RNTM 103 INTRODUCTION TO MEDICAL IMAGING

This course is specific to hospital imaging departments, Medical radiology offices and

clinic providing medical imaging services.

It addresses both patient care skills and radiation protection. Special consideration is focused on the basic emotional, physical and diverse cultural needs of patients, infection control, safety, medico-legal and ethical issues, surgical asepsis, pharmacology, vital signs and identification of emergency situations. The radiographers role in patient, public, and personnel radiation protection is emphasized. The concepts of ALARA and Dose Equivalent Limit are compared and regulatory agencies are identified. The agencies involvement in radiation protection are discussed.

Corequisites: RNTM 101, RADM 120.

4 lecture hours per week. 4 credit hours.

RNTM 201 FUNDAMENTALS OF COMPUTED TOMOGRAPHY

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

3 lecture hours per week. 3 credit hours.

RNTML 201 FUNDAMENTALS OF CLINICAL COMPETENCY

This course is offered to licensed/registered technologists who are eligible to perform Computed Tomography procedures at accredited institutions. In addition to the topics covered in RNT 201, RNTL 201 requires 30 clinical experience hours in CT. Clinical proficiency in several procedures included in the ARRT (American Registry of Radiologic Technologists) certification must be demonstrated. In addition, students observe and assist CT technologists in the clinical setting and evaluate the quality of CT images.

Prerequisite or Co-requisite: RNTM201.

1 credit hour.

COURSE DESCRIPTIONS

NURSING

NURM 100 MATH FOR PHARMACOLOGY

This course is primarily designed to prepare students with the definitive mathematical concepts necessary to ensure safe administration of medications. The metric and household systems are reviewed and applied. In addition to mathematical concepts, correlation of pharmacological theory to nursing practice will be emphasized. Blended on line course with 4 classroom meetings.

Corequisites: BIO 105, CHE 114, ENG 101, NURM 119
1 credit hour

NURM 119 INTRODUCTION TO NURSING (to be taken in the semester immediately prior to NURM121)

This course is designed to provide the student nurse with the knowledge necessary for registered nurse practice. The role of the accountable, responsible registered nurse is explored through such topics as the profession of nursing, its historical perspectives and Orem's Self Care Theory. Emphasis is placed on the nursing process, evidence-based practice and the critical thinking necessary for practice. Integrated throughout the course are concepts and issues that relate to nursing practice: the nurse patient relationship, effective communication, self care and wellness, culture, teaching and learning, nutrition and current ethical and legal considerations. The theory base provided for in this course will be built upon and applied in subsequent nursing courses.

Corequisites: BIO 105, CHE 114, ENG 101, NURM 100
3 credit hours

NURM 120 LPN TRANSITION COURSE

NURM 120 serves as a bridge course designed to facilitate the transition of the student from the role of the LPN to the role of a student preparing for RN practice. The course will introduce the student to the philosophy, objectives, and conceptual framework of the JFK Medical

Center Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing program. The nursing process will be introduced as it relates to evidence-based decision making when planning care for adults with selected basic care need/self-care deficits. Nursing theory, nutrition, pharmacology, psychosocial, ethical and legal concepts related to nursing practice will be examined. The role of the registered nurse as a member of the nursing and health teams will be explored. Laboratory experiences will be provided in adult medical-surgical clinical and classroom facilities.

Prerequisites: Current LPN license, BIO 106, PSY 101, ENG 101, CHE 113 or CHE 114, and SOC 101.

7.5 lecture and 7.5 laboratory hours per week.
4 credit hours.

NURM 121 NURSING I

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

Prerequisites: BIO 105, CHE 114, ENG 101, NURM 100, NURM 119. Corequisites: BIO 106, PSY 101.

4 lecture hours and 12 laboratory hours per week. 8 credit hours.

COURSE DESCRIPTIONS

NURM 122 NURSING II

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

Prerequisites: NURM 121 and its corequisites.

Corequisites: BIO 108, PSY 205.

4 lecture hours and 12 laboratory hours per week. 8 credit hours

NURM 221 NURSING III

This course explores the role of the accountable, responsible registered nurse as it relates to the delivery of evidence-based care to patients experiencing actual/potential, commonly occurring, complex health deviations. Within the context of the nursing process, the planning phase is stressed. The student nurse gains experiences in setting realistic patient outcomes and personalizing nursing interventions for two patients in the clinical setting.

Emphasis is placed on developing therapeutic communication skills, beginning management skills, current legal, ethical and social problems and teaching-learning principles which assist the patient in overcoming self-care deficits. Laboratory experiences are provided in the classroom laboratory setting as well as medical-surgical units, psychiatric facilities, community agencies, and other clinical sites to meet the course objectives.

Prerequisites: NURM 122 and its corequisites.

Corequisites: SOC 101, ENG 102.

4.5 lecture hours and 13.5 laboratory hours per week. 9 credit hours

NURM 222 NURSING IV

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

Prerequisites: NURM 221 and its corequisites.

Corequisites: 2 Humanities electives.

4.5 lecture hours and 13.5 laboratory hours per week. 9 credit hours

NURM 141 ACCELERATED NURSING

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

COURSE DESCRIPTIONS

commonly occurring health problems.

Prerequisites: Baccalaureate degree or higher and BIO 106, BIO 108, CHE 114, NURM 100, PSY 101 and PSY 205, ENG 102, SOC 101, 2 Humanities electives.

6.5 lecture hours and 19.5 laboratory hours per week. 13 credit hours

NURM 241 ACCELERATED NURSING

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

Prerequisites: NURM 141.

6.8 lecture hours and 20.6 laboratory hours per week. 11 credit hours

NURM 242 ACCELERATED NURSING

Nursing 242 explores the role of the accountable, responsible registered nurse as it relates to the delivery of evidence-based care to patients experiencing actual/potential, commonly occurring, multiple complex health deviations. Within the context of the nursing process, the nursing student gains experience in organizing, prioritizing and evaluating care for small groups of patients by assisting them to overcome those deficits which interfere with self-care. Nutritional, pharmacological, psychological and sociological needs of the patient as well as ethical/legal issues related to the care of chronically ill patients are discussed. Emphasis is also placed on increasing communication skills and implementing teaching-learning principles. Experiences are provided in a variety of structured health care settings such as the

acute care units and medical-surgical units.

Prerequisite: NURM 241.

6.5 lecture hours and 19.5 laboratory hours per week. 13 credit hours

PHYSICS

GENERAL PHYSICS

This course will include the application of physical principles, conservation laws, gravitation, wave motion, heat and thermodynamics as it relates to scientific disciplines.

2 lecture hours per week. 2 credit hours.

Fall semester. First year only. TESC course.

PHY 101 GENERAL PHYSICS I

Basic concepts of measurement; composition and resolution of forces; force systems; kinematics of a particle; dynamics of a particle; systems of forces; rotational motion; work, energy and power; momentum; elastic properties of solids and liquids; mechanics of fluids.

Prerequisites: ENG 088, PHY 005 or equivalent, MAT 143. Corequisite: PHYL 101. 3 lecture hours per week. 3 credit hours.

PHY 101 GENERAL PHYSICS I LABORATORY

Physics laboratory to accompany PHY101.

Corequisite: PHY 101.

3 laboratory hours per week. 1 credit hour.

PHY 102 GENERAL PHYSICS II

Basic concepts of Temperature and heat; thermal expansion; heat transfer; ideal gas laws; thermodynamics; wave motion; stationary waves; sound waves; acoustics; light and illumination; reflection; refraction; thin lenses; optical instruments; physical optics; electrostatics; induced E.M.F.; inductance; alternating current series circuits.

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

PHYL 102 GENERAL PHYSICS II

LABORATORY

Physics laboratory to accompany PHY 102.

Corequisite: PHY 102.

3 laboratory hours per week. 1 credit hour

COURSE DESCRIPTIONS

PHY 125 ELEMENTS OF PHYSICS

Fundamental ideas and concepts of physics for students in health programs: measurements and units, motion of bodies, forces, work and energy, momentum, temperature and heat, waves, optics, electricity and magnetism, radiation, atomic and nuclear physics.

Prerequisites: ENG 088, MAT 119.

Corequisite: PHYL 125.

3 lecture hours per week. 3 credit hours

PHYL 125 ELEMENTS OF PHYSICS LABORATORY

Physics laboratory to accompany PHY 125.

Corequisite: PHY 125.

2 laboratory hours per week. 1 credit hour

PSYCHOLOGY

PSY 101 GENERAL PSYCHOLOGY

Introduction to the scientific study of behavior and mental processes. Includes topics such as research methods, the neurological bases of behavior, consciousness, sensation and perception, learning, memory, thinking and intelligence, personality, motivation and emotion, development, psychological disorders and social psychology.

Prerequisites: ENG 088 and ENG 099 or permission of instructor.

3 lecture hours per week. 3 credit hours.

PSY 204 HUMAN LIFESPAN DEVELOPMENT

Study of childhood development and psychology. Particular focus will be on physical, cognitive, and socio-emotional development from the prenatal period to preadolescence.

Prerequisite: PSY 101. PSY 102 recommended.

3 lecture hours per week. 3 credit hours

PHYSICS II (PHY-112-OL)

This is the second course of a two semester sequence in introductory physics. Topics such as electricity, magnetism, current electricity, electromagnetism, light, optics, atomic theory and nuclear theory will be covered. The emphasis is on comprehensions of concepts. However, because mathematics is at the very heart of physics, problem solving will play a

role in the course.

3 credit hours. Summer semester.

Second year only. TESC course.

PRECALCULUS FOR TECHNOLOGY (MAT-129-OL)

This course will include a study of polynomial, exponential, logarithmic and trigonometric functions and their applications, ruler and compass constructions, plane analytic geometry, Cartesian and polar coordinates, Pythagorean theorem, Law of Sines, combinations and permutations, algebra of sets and normal distribution.

3 lecture hours per week. 3 credit hours.

Spring semester. First year only. TESC course.

PUBLIC SPEAKING (COM-209-GS)

This course will include the theory and practice of public speaking, development of thought process necessary to organize speech content for information and persuasive situations, application of language and delivery skills to specific audiences.

3 lecture hours per week. 3 credit hours.

Spring semester. Second year only.

TESC course.

RESEARCH METHODOLOGY (SOS-492-OL)

This course will introduce the elements of the research process and protocols, data interpretation and application of results.

3 lecture hours per week. 3 credit hours. Spring semester. Second year only. TESC course.

STATISTICS

This course is designed to meet the needs of students in many disciplines and professions. The sciences, social sciences and business are increasingly using quantitative methods. This course provides the tools and techniques needed to design studies that provide representative data for mathematical analysis and statistical interpretation. Topics include types of statistics, data representations (tables, graphs and charts), measures of location and variation, probability concepts, continuous and discrete distributions, confidence intervals, hypothesis tests, and regression and correlation analysis.

COURSE DESCRIPTIONS

3 lecture hours per week. 3 credit hours. Summer semester. Second year only. TESC course.

RNTM 201 FUNDAMENTALS OF COMPUTED TOMOGRAPHY

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

3 lecture hours per week. 3 credit hours.

RNTML 201 FUNDAMENTALS OF CLINICAL COMPETENCY

This course is offered to licensed/registered technologists who are eligible to perform Computed Tomography procedures at accredited institutions. In addition to the topics covered in RNT 201, RNTL 201 requires 30 clinical experience hours in CT. Clinical proficiency in several procedures included in the ARRT (American Registry of Radiologic Technologists) certification must be demonstrated. In addition, students observe and assist CT technologists in the clinical setting and evaluate the quality of CT images.

*Prerequisite or Co-requisite: RNTM201.
1 credit hour.*

RADIOLOGY

RADM 102 RADIATION MATHEMATICS

To introduce the student to practical mathematics applications related to their field of study. The course will evolve through basic mathematics into formulas that apply to radiation exposure, dose, conversions, decay, attenuation, VL, shielding, radiopharmaceutical and physics applications for all Radiography, Nuclear Medicine Technology and Radiation Therapy students.

Prerequisite: MAT 119.

2 lecture hours per week. 2 credit hours.

RADM 110 PRINCIPLES OF RADIOGRAPHIC EXPOSURE I

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

Prerequisite: RNTM 103, MAT 119.

3 lecture hours per week. 3 credit hours.

RADM 120 RADIOLOGIC PROCEDURES I

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

Prerequisite: RNTM 101, BIO 105.

3 lecture hours per week. 3 credit hours.

RADM 121 RADIOLOGIC PROCEDURES II

Part II in this series is a continuation of the concepts, techniques and critical thinking skills initiated in part I. Anatomy, limited pathology and radiographic positioning of the lower extremity, pelvis, bony thorax and spinal column are included. Clinical education based on competency evaluation parallels the course content and are an integral part of this course.

Corequisite: CLPR 902. Prerequisite: RADM 120. 3 lecture hours per week. 3 credit hours.

RADM 122 RADIOLOGIC PROCEDURES III

This course includes a review of the skull anatomy. Bones, topographic landmarks and positioning lines will be identified. Positioning skills for routine skull radiography, facial bones and paranasal sinuses are included. A critical

COURSE DESCRIPTIONS

thinking module as related to film evaluation and clinical situations will be used. Clinical education based on competency evaluation parallels the course content and are an integral part of this course.

Prerequisite: RADM 120, BIO 105.

2 lecture hours per week. 2 credit hours

RADM 135 RADIATION BIOLOGY

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

Prerequisite: RNTM 103.

2 lecture hours per week. 2 credit hours

RADM 201 RADIOGRAPHIC PATHOLOGY

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

Prerequisites: RADM 122, RADM 223, BIO 106.

3 lecture hours per week. 3 credit hours

RADM 211 PRINCIPLES OF RADIOGRAPHIC EXPOSURE II

A continuation of RADM 110, this course continues to focus on the production of quality radiographic images and includes rationale for the selection of appropriate technical factors, image resolution and contrast, grids, image receptor technology and sensitometry. Digital image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system are presented with a comparison to film-based systems.

Prerequisite: RADM 110.

3 lecture hours per week. 3 credit hours

RADM 212 RADIOGRAPHIC PHYSICS

This course will provide the student with the knowledge of basic physics as it relates to ionizing radiation and the principles of electromagnetism. Voltage, current, power and transformer law formulas are presented. The course includes investigation of the construction of the x-ray tube and circuit and the tests required to insure equipment and patient safety.

Prerequisites: MAT 119, PHY 125, RADM 110.

Corequisite: RADM 211.

3 lecture hours per week. 3 credit hours

RADM 213 RADIOGRAPHIC EQUIPMENT

This course is designed to assist the student in the development of a knowledge base in routine radiographic and fluoroscopic equipment, mammographic and tomographic equipment including, computed tomographic and radiographic (CT and CR) units, mobile units and digital imaging equipment and systems. Quality Assurance and Quality Control requirements will also be discussed.

Prerequisites: RADM 212. Corequisite: RADM

224. 3 lecture hours per week. 3 credit hours

RADM 223 RADIOLOGIC PROCEDURES IV

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

Prerequisites: RADM 121, BIO 106.

3 lecture hours per week. 3 credit hours

COURSE DESCRIPTIONS

RADM 224 RADIOLOGIC PROCEDURES V

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

Prerequisite: RADM 223.

3 lecture hours per week. 3 credit hours

RNTM 101 MEDICAL TERMINOLOGY

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

RNTM 102 HEALTH CARE TODAY

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

RADIOGRAPHY

Prerequisites: RNTM 101, RNTM 103, RADM 120. Corequisites: RADM 121, RADM 110. 2 credit hours

RNTM 103 INTRODUCTION TO MEDICAL IMAGING

This course is specific to hospital imaging departments, Medical radiology offices and

clinic providing medical imaging services.

It addresses both patient care skills and radiation protection. Special consideration is focused on the basic emotional, physical and diverse cultural needs of patients, infection control, safety, medico-legal and ethical issues, surgical asepsis, pharmacology, vital signs and identification of emergency situations. The radiographers role in patient, public, and personnel radiation protection is emphasized. The concepts of ALARA and Dose Equivalent Limit are compared and regulatory agencies are identified. The agencies involvement in radiation protection are discussed.

Corequisites: RNTM 101, RADM 120.

4 lecture hours per week. 4 credit hours

RNTM 201 FUNDAMENTALS OF COMPUTED TOMOGRAPHY

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

3 lecture hours per week. 3 credit hours

RNTML 201 FUNDAMENTALS OF CLINICAL COMPETENCY

This course is offered to licensed/registered technologists who are eligible to perform Computed Tomography procedures at accredited institutions. In addition to the topics covered in RNT 201, RNTL 201 requires 30 clinical experience hours in CT. Clinical proficiency in several procedures included in the ARRT (American Registry of Radiologic Technologists) certification must be demonstrated. In addition, students observe and assist CT technologists in the clinical setting and evaluate the quality of CT images.

Prerequisite or Corequisite: RNTM 201. 1 credit hour.

COURSE DESCRIPTIONS

SOCIOLOGY

SOC 101 PRINCIPLES OF SOCIOLOGY

Introduction to foundations of the scientific study of Human social life, to theories and methods of Sociology, and to such basic concepts as culture, society, social organization, social stratification, and social change.

Prerequisites: ENG 088 and ENG 099 or permission of instructor.

3 lecture hours per week. 3 credit hours

KEAN UNIVERSITY – PATHWAYS TO BSN

COMPUTER SCIENCE COURSES

CPS 1031 INTRODUCTION TO COMPUTERS

Computer concepts and components; historical development of computers; data representations and files; operating system software; communications; information systems. Not for credit in Computer Science major.

Prerequisites: Fulfillment of Developmental Math requirements. General Education Distribution Course

3 credits

NURSING

NURS 3000 CONCEPTUAL FOUNDATIONS AND INQUIRY IN NURSING

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

3 credits

NURS 3015 HEALTH ASSESSMENT

Introduction to holistic health assessment and physical examination. Comprehensive health assessment to include physiological, cultural,

development, nutritional, genetic and mental status assessment. Focus is on data gathering techniques, therapeutic communication skills, and use of a body systems approach to physical examination. Documentation of findings and use of the nursing process will facilitate clinical decision making in designing health promotional, risk reduction, and disease prevention activities for diverse client populations across the life span.

3 credits

NURS 3020 FOUNDATIONS OF TRANSCULTURAL HEALTH CARE

An introduction to concepts and theories relevant to healthcare for diverse populations. Diversity is examined relative to social organization, role and expectations, communication patterns and values/beliefs underlying health-illness behaviors between western and non-western cultures. Emphasis on development of knowledge and skills in culturally congruent communication and cultural assessment. Comparative approach to global healthcare by understanding similarities and differences among commonly encountered diverse population groups.

3 credits

SOCIOLOGY

SOC 2100 SOCIOLOGY OF THE FAMILY

Study of families in contemporary society. Examination of the impact of globalizing forces upon family life, family as a gendered experience, and variations in families by race, ethnicity, social class, and sexual orientation.

3 credits

PHILOSOPHY

PHIL 3314 MORAL PROBLEMS IN MEDICINE AND HEALTH CARE (3 CREDITS)

Introduction to philosophical theories dealing with moral problems in medicine and health care. Emphasis is given to problems concerning patients' rights, justice in health care distribution and experimenting on human subjects.

3 credits

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www.acenursing.org*
- **New Jersey State Board of Nursing**
*124 Halsey Street
P.O. Box 45010
Newark, New Jersey 07101
973-504-6430
www.njconsumeraffairs.gov/nursing/*
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*20 North Wacker Drive
Suite 900
Chicago, Illinois 60606
312-704-5300
www.jrcert.org*
- **New Jersey Radiologic Technology Board of Examiners (RTBE of the NJ DEP)**
*P.O. Box 420
(mail code 25-01)
Trenton, New Jersey 08625-0420
609-984-5890
www.xray.nj.gov*
- **Approved for veteran training.**

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SONOGRAPHY

- **Commission on Accreditation of Allied Health Education Programs (CAAHEP)**
*9355 - 113th Street N., #7709
Seminole, FL 33775
727-210-2350
www.caahep.org*
- **Joint Review Commission on Education in Diagnostic Medical Sonography**
*6021 University Boulevard, Suite 500
Ellicott City, Maryland 21043
443-973-3251
www.jrcdms.org*

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

- **Approved for veteran training.**

UNION COLLEGE

- **Commission on Higher Education of the Middle States Association of Colleges and Schools**
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Philadelphia, Pennsylvania 19104-2680
267-284-5000
www.msche.org*
- **State of New Jersey Education Department**
*P.O. Box 500
Trenton, New Jersey 08625-0500
877-900-6960
www.state.nj.us/education*
- **College Entrance Examination Board**
*Three Bala Plaza East, Suite 501
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- New Jersey Association of College Admissions Counselors (NJACAC)
- New Jersey Association of Healthcare Recruiters
- New Jersey Association of School Financial Aid Administrators (NJASFAA)
- New Jersey Counseling Association (NJCA)
- New Jersey Educators in Radiologic Imaging
- New Jersey League for Nursing
- New Jersey/New York Association of College Registrars and Admissions Officers (NJ/NY/ACRAO)
- New Jersey Society of Radiologic Technologists
- Union County Personnel and Guidance Association

NON-DISCRIMINATION POLICY

It is the policy of JFK Muhlenberg Snyder Schools to comply with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Older Americans Act of 1975, and the Americans with Disabilities Act of 1991. These laws prohibit discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age or disability in all educational programs and activities as long as the handicapped person does not present a safety hazard to himself/herself or patients. Hackensack Meridian *Health* JFK Medical Center and the JFK Muhlenberg Snyder Schools are Equal Opportunity Employers.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

PUBLISHED: SEPTEMBER, 2019

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

GENERAL INFORMATION AND TELEPHONE NUMBERS

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

Park Avenue and Randolph Road | Plainfield, New Jersey 07061

Hackensack Meridian *Health* JFK Medical Center

65 James Street | Edison, New Jersey 08820

SCHOOL OF NURSING

General Information	908-668-2400
Application.....	JFKMuhlenbergSchools.org
Admissions.....	908-668-2405/2450
Financial Aid	908-668-2408/2963
Registration & Enrollment.....	908-668-2410/2412
Student Billing.....	908-668-2404
Dean.....	908-668-2403/2418
Associate Dean.....	908-668-2779
Director, Student Services	908-668-2471

SCHOOLS OF MEDICAL IMAGING, DIAGNOSTIC MEDICAL SONOGRAPHY

General Information	908-668-2400
Admissions.....	908-668-2405/2450
Financial Aid	908-668-2408/2963
Registration & Enrollment.....	908-668-2410/2412
Student Billing.....	908-668-2404
Dean	908-668-2403/2418
Director of Radiography	908-668-2543
Director of Diagnostic Medical Sonography	908-668-2884
Director, Student Services	908-668-2471

UNION COLLEGE

Cranford Campus	908-709-7000
1033 Springfield Avenue, Cranford, New Jersey 07016	
Office of Admissions	908-709-7500
Director of Testing	908-709-7538
Transcript Information	908-709-7132
Academic Learning Center	908-709-7526
Elizabeth Campus.....	908-965-6000
40 West Jersey Street, Elizabeth, New Jersey 07202	
Plainfield Campus.....	908-412-3599
232 East Second Street, Plainfield, New Jersey 07060	

LOCATION

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

DIRECTIONS TO:

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

Park Avenue and Randolph Road
Plainfield, New Jersey 07061

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

FROM ROUTE 22 (Traveling EAST or WEST):

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

FROM ROUTE 78 (Traveling EAST or WEST): Take exit 40 (The Plainfields, Watchung & Gillette). At exit, take Route 531 South (Hillcrest Road). At the stop sign turn right, taking you onto the Watchung Circle. Turn left to travel around circle, exiting to continue on Route 531 South (follow blue "H" or hospital signs). Cross over Route 22, turn left onto Somerset Street (in North Plainfield). Follow Somerset Street, which becomes Park Avenue in Plainfield, to the JFK Muhlenberg Snyder Schools on the left. (For parking, see above.)

FROM ROUTE 287: Traveling South, take exit for 529/Dunellen placing you on South Washington Avenue. At first traffic light, turn right onto Stelton Road. Turn left onto Hamilton Boulevard. At intersection, turn left to cross over railroad bridge and stay on Hamilton Boulevard. Turn right onto Maple Avenue. Turn left onto Park Avenue. Follow Park Avenue to the JFK Muhlenberg Snyder Schools.

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

VIA THE GARDEN STATE PARKWAY

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

VIA THE GARDEN STATE PARKWAY

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

LOCATION

VIA THE NEW JERSEY TURNPIKE

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

VIA THE NEW JERSEY TURNPIKE

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

JFK MEDICAL CENTER

65 James Street
Edison, NJ 08818
(732) 321-7000

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

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

ROUTE 1--NORTH OR SOUTH: Traveling North or South on Route 1, take the Menlo Park Mall/Parsonage Road Exit. Follow Parsonage Road for one mile to the traffic light at Route 27. Continue straight (Dunkin' Donuts will be on right, Rite Aid on left), and cross Route 27,

where Parsonage Road becomes James Street. JFK Medical Center is a short distance on the left. Trucks and buses should be aware of the low clearance on Parsonage Road.

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

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

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

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

LOCATION

Union College

Cranford Campus

1033 Springfield Avenue
Cranford, New Jersey 07016-1599

FROM THE GARDEN STATE PARKWAY:

Exit 137 to Westfield Ave. (Rt. 28). Turn right and take North Ave. (West) to Springfield Ave. (just past the 2nd light) and turn right. The College is $\frac{3}{4}$ of a mile on the left.

FROM ROUTE 22 (EAST OR WEST):

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

Elizabeth Campus

12 West Jersey Street
Elizabeth, New Jersey 07201

FROM THE GARDEN STATE PARKWAY:

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

FROM THE NJ TURNPIKE:

Exit at 13A. Take Routes 1 & 9 South to East Jersey Street. Make a right on East Jersey Street. Cross Broad Street. The College is one block ahead on the left.

Plainfield Campus

232 East Second Street
Plainfield, New Jersey 07060-1308

FROM THE GARDEN STATE PARKWAY, NJ TURNPIKE AND ROUTE 22:

Take Rt. 22 to the Somerset St. Exit in North Plainfield. Take Somerset St. towards Plainfield where it becomes Park Ave. Take Park Ave., and turn left onto Second St. The College is on the right, three blocks from Park Ave. OR: Exit Rt. 22 at the Terrill Road exit in Scotch Plains. Proceed two lights south of Rt. 22 to 2nd Street, turn right and follow 2nd Street to the College.

GLOSSARY

Accelerated eligible – By function of having a baccalaureate degree and earning the required entrance test scores, an individual may be considered for the Nursing program’s Accelerated Track. This individual may begin the Accelerated (clinical) portion once all general education requirements have been satisfied.

Applicant – An individual who has submitted an application, with required documentation, to JFK Muhlenberg Snyder Schools. Additional classifications in the application process include:

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

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

Attrition - The number of students who are enrolled minus the number of students who do not complete the program.

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

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

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

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

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

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

Curriculum Design – This is the Curriculum plan of study for the respective program in

GLOSSARY

which a student is enrolled. It is expected that the student recognize all course requirements in preparation for program completion.

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

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

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

Enrolled student – An individual who has paid the JFK Muhlenberg Snyder Schools' acceptance fee, has registered for courses with the Director of Registration and Enrollment or

through Union College's online services, and has also paid the resulting tuition and fees bill.

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

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

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

Family Educational Rights and Privacy Act (FERPA) – To protect the privacy of students and families, federal law sets certain conditions on the disclosure of personal information from records kept by schools that participate in the Student Financial Aid program.

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

General Re-Admission Policy - A student who has withdrawn/been dismissed from the JFK Muhlenberg Snyder Schools and who seeks reinstatement must repeat and complete

GLOSSARY

the application process. If the student has attended other institutions since leaving the JFK Muhlenberg Snyder Schools, official transcripts from these institutions must also be submitted. Re-admission into the Schools is contingent upon the approval of the Admissions Committee and the attainment of the required grade point average. Re-admission is based on qualification. Placement in general education and clinical classes is based on seat-availability. Current students are given priority for seat availability. Students who are re-admitted into the Schools must pay a non-refundable application fee and acceptance fee.

Grade Point Average – (also known as GPA) – A student’s academic standing is based upon his/her performance in all courses expressed in terms of the “academic grade point average” he/she receives. The academic grade point average is determined by dividing the total number of quality points earned from a grade by the total number of credits attempted, whether passed or failed. Developmental and transfer credits are not included in the computation of averages. Developmental credits are awarded for preparatory and basic skills courses.

Graduation Rate – The numbers of students who graduate within a given period of time.

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

Learning Skills Laboratories – The Learning Skills Laboratories are located on the first floor of the JFK Muhlenberg Snyder Schools and is comprised of two skill laboratories, computers and software, videos, slides, audiocassettes and films. The Clinical

Laboratory facilities are available for scheduled class time and for individual self-study.

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

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

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

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

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

Radiologic Technologist – see Radiographer.

Seat Availability – Seat availability is determined by the number of qualified students for a particular Nursing and Radiography, or Diagnostic Medical Sonography course.

GLOSSARY

Enrollment for all nursing courses is determined by the date of admittance, satisfactory completion of required academic courses in the curriculum and seat availability. In the event that a student meets the prerequisites but does not gain a seat in the course, he/she will be placed on a waiting list. A cumulative Grade Point Average of 2.0 or higher must be maintained.

TAC (Theme Analysis Conference) Hours

– TAC hours are specified times in the Clinical Laboratory in which practice is guided by the Clinical Coordinator. When assigned, TAC hours are mandatory.

Three Quarter-time Student – A student is considered half-time when he/she is enrolled for 9 to 11 credits in a particular semester. Courses bearing instructional credits are counted toward student classifications.

Transfer Credit – A student may transfer credits from another accredited institution which he or she has attended. The Nursing program will accept up to 32 general education credit hours of advanced standing toward the Associate degree for courses which correspond in subject matter to courses offered at Union College; the Medical Imaging and Therapeutic Sciences programs will accept 22 credits for transfer. The Schools require a cumulative grade point average (GPA) of 2.5 or higher for courses being transferred, with no course grade below a “C”. Students who have previously been awarded a bachelor’s degree may receive up to 40 transfer credits toward the unrelated Associate degree program. Nursing courses completed within 5 years

prior to admission will be evaluated on an individual basis. Credits earned in professional Radiography and Diagnostic Medical Sonography courses will be evaluated by testing only.

X-ray Technician – see Radiographer.

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Hackensack
Meridian *Health*
JFK Medical Center

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