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

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

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

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

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

All the Best,
Dr. Kumar
Dean

Accreditations: Addresses for the accreditors listed below can be found on our website www.jfkmuhlenbergschools.org

- Joint Review Committee in Education in Radiologic Technology (JRCERT)
- Bureau of X-ray Compliance (RTBE of the NJ DEP)
- The Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Our Mission
Transform health care and be recognized as the leader of positive change.

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

**NOTE:**
- All rules, regulations, policies and procedures are subject to change.
- Failure to read this or other College or School publications does not excuse students from rules and regulation in effect at the School. For the most current information, log on to the School’s website: [www.jfkmuhlenbergschools.org](http://www.jfkmuhlenbergschools.org)
- HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools do not discriminate on the basis of race, color, national origin, sex, sexual orientation, marital status, religion, age, disability, handicap, or other legally protected status in its provision of employment, education and activities, or other services.
- At the time of printing, all information contained herein was deemed accurate and current. However, the School reserves the right to change any provisions, requirements, charges, programs, offerings or services without notice or obligation and assumes no responsibility for typographical errors.
- This Student Handbook 2018-2019 was reviewed and revised in August 2018.

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

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

<table>
<thead>
<tr>
<th>Enrollment Diversity Fall 2017</th>
<th>Radiography</th>
<th>Diagnostic Medical Sonography</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian</td>
<td>2 (11%)</td>
<td>3 (10%)</td>
</tr>
<tr>
<td>African American</td>
<td>4 (20%)</td>
<td>2 (7%)</td>
</tr>
<tr>
<td>American Indian</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
</tr>
<tr>
<td>Hispanic</td>
<td>2 (11%)</td>
<td>6 (21%)</td>
</tr>
<tr>
<td>Native Hawaiian</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
</tr>
<tr>
<td>2 Races</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
</tr>
<tr>
<td>Unknown</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
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<tr>
<td>White</td>
<td>10 (53%)</td>
<td>18 (62%)</td>
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<td>Total</td>
<td>19</td>
<td>29</td>
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<table>
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<th>Enrollment Diversity Spring 2018</th>
<th>Radiography</th>
<th>Diagnostic Medical Sonography</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian</td>
<td>2 (10%)</td>
<td>2 (5%)</td>
</tr>
<tr>
<td>African American</td>
<td>5 (25%)</td>
<td>3 (8%)</td>
</tr>
<tr>
<td>American Indian</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
</tr>
<tr>
<td>Hispanic</td>
<td>2 (10%)</td>
<td>10 (29%)</td>
</tr>
<tr>
<td>Native Hawaiian</td>
<td>1 (5%)</td>
<td>0 (0%)</td>
</tr>
<tr>
<td>2 Races</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
</tr>
<tr>
<td>Unknown</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
</tr>
<tr>
<td>White</td>
<td>10 (50%)</td>
<td>20 (58%)</td>
</tr>
<tr>
<td>Total</td>
<td>20</td>
<td>35</td>
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CONTACT INFORMATION

HACKENSACK MERIDIAN HEALTH
JFK MEDICAL CENTER
MUHLENBERG
HAROLD B. AND DOROTHY A. SNYDER SCHOOLS
PARK AVENUE & RANDOLPH ROAD
PLAINFIELD, NJ 07061
www.jfkmuhlenbergschools.org

- General Information
  (908) 668-2400

- Admissions
  (908) 668-2405/2407/2450

- Application
  www.jfkmuhlenbergschools.org

- Dean
  (908) 668-2403/2418

- Associate Dean
  (908) 668-2779

- Assistant Dean
  (908) 668-2473

- Director, Schools of Medical Imaging
  (908) 668-2844

- Director of Student Services
  (908) 668-2471

- Student Health Nurse
  (908) 668-2594

- Fax number
  (908) 226-4640

- Financial Aid Office
  (908) 668-2408/2963

- Registration & Enrollment
  (908) 668-2410/2412

- Student Billing
  (908) 668-2404

- Union County College
  Cranford Campus
  1033 Springfield Ave.
  Cranford, NJ 07016
  (908) 709-7000
  - Academic Learning Center
    (908) 709-7526
  - Office of Admissions
    (908) 709-7500
  - Director of Testing
    (908) 709-7538
  - Transcript Information
    (908) 709-7132

- Kean University
  1000 Morris Ave
  Union, New Jersey 07083
  (908) 737-5326
Please refer to the academic calendar on Union County College’s website – www.ucc.edu. Hackensack Meridian Health JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder Schools follows the same academic calendar.
PREFACE

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

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

The Student Handbook is reviewed and revised annually and is distributed at the opening of each academic year. Enrolled students may secure access to a copy of the current catalog at the Secretary's Office. The student is responsible for obtaining the 2018-2019 Student Handbook. Official notices are posted as needed throughout the school and 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 student rights and responsibilities. It is the responsibility of each student to be acquainted with the regulations and procedures. Failure to note the regulations will not excuse noncompliance.

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

The information contained in this 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 one of the Hackensack Meridian Health JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder School /Union County College Cooperative Program or who seek entry or reentry into the Program.

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

It is the policy of the School 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.

Americans with Disabilities Act (A.D.A.)
The following information is being provided as required by the federal government, Section 504 of the Rehabilitation Act of 1973. Applicants to the Schools of Medical Imaging must be able to perform specific skills in order to care for patients safely and perform all the procedures that would be required of a graduate in the work force.

Applicants to a program must be able to perform specific skills in order to care for patients safely, complete clinical assignments of the program and to perform all procedures required of a graduate of the Schools of Medical Imaging.

Corrective devices are permitted to meet the minimum requirements.

School of Radiography
1. Communicate in English in order to converse with and instruct patients, to relieve their anxiety, and to gain their cooperation during procedures. ESL competency may be required for students who received most of their education in another language.
2. Hear a patient speak in a normal tone from a distance of 20 feet.
3. Observe the patient in order to assess the patient's condition and/or needs from a distance of, at least, 20 feet.
4. Read a patient’s medical chart and/or physician’s orders.
5. Evaluate radiographs using a view box to make certain that the films contain proper identification and are of diagnostic value.
6. Render services and/or assistance to all patients, depending on the individual patient's needs and abilities in moving, turning, getting on and off the radiographic table or stretcher and when moving in and out of a wheelchair.
7. Push, pull and maneuver 40 pounds.
8. Push and manipulate a portable X-ray machine in turning corners, maneuvering on and off elevators and within a patient’s room.
9. Manually move and maneuver the X-ray tube at standard and non-standard heights up to 7 feet.
10. Draw up sterile contrast media and other solutions without contaminating the syringe, needle and/or injecting device.
11. Select the exposure factors necessary to produce a radiograph by manipulating dials, buttons and switches.
12. Place X-ray cassettes in Bucky trays and spot film devices and properly manipulate all locking devices.
13. Physically, be able to administer emergency care including CPR as necessary.
14. Physically be able to stand for periods as long as 2 hours while wearing lead aprons and to walk a distance of 2 miles during a normal workday.
School of Diagnostic Medical Sonography

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

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

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. The School will endeavor to make changes to facilitate academic success; however, it is the responsibility of the student to self-identify to make his/her need known. Individuals with concerns regarding accommodations should contact the Director, Student Services.

March 2007, Updated 2010, Reviewed 06/25/12, Reviewed 08/04/2015, Reviewed 07/11/2016

JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools 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 06/10/15

Students with Disabilities (ADA)

Policy:

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

CURRENT HIGH SCHOOL GRADUATES:
Complete the Disability Support Services Application.*
Obtain a copy of your documents, which will include your Individual Education Plan, educational evaluation, and psychological evaluation. If sending this via mail, use the address below:
   P.O. Box 4649
   Metuchen, NJ 08840
   ATTN: Office of the Dean

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

*Obtain forms from Office Coordinator Room 106

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

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

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

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

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

Georgian Court University Evaluation Center
GCU Raymond Hall West
900 Lakewood Avenue
Lakewood, NJ 08701
732-987-2120

Rutgers University
Psychological Services Clinic
Busch Campus
41 Gordon Road, Suite A
Livingston Campus Piscataway, NJ 08854
848-445-6111 ext. 2
Accommodations are based solely on the documentation that is provided. No fundamental changes are permitted in the school’s requirements. Most accommodations requested need to be made at the beginning of the semester. Students are responsible to request accommodations each semester. Students are responsible to notify their instructor. Accommodations are not retroactive. Beginning with the 1st semester of non-enrollment, documentation is kept for a maximum of 5 years. Students who leave for one semester or more (and if their documents are 3 years old or greater at the time of re-admittance) will be required to provide current documentation that is less than 3 years old.

Procedure

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

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

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

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

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

EXAMS
For 90-minute examinations, provide 45 extra minutes

QUIZZES
For 30-minute quizzes, provide 15 extra minutes
For 20-minute quizzes, provide 10 extra minutes
For 15-minute quizzes, provide 8 extra minutes

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

AVAILABLE RESOURCES

Testing and Time management skills: Ms. Carol Campell.
Tutoring services (Nursing content): Mrs. Ronnie McGreevey, MSN, RN.

To make an appointment, utilize sign-in sheet located outside the Skills Simulation Lab, Room 106.
STANDARD DOCUMENTATION REQUIREMENTS:

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

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

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

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

AND

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

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

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

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

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

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

**Psychiatric/Psychological Disabilities:**
Current documentation (less than one year old); an official report from a licensed psychiatrist, licensed psychologist, licensed social worker, or licensed mental health provider to include:
- specific diagnosis
- description of current symptoms
- summary of comprehensive assessment
- history of symptoms
- validation of need for services related to the functional impact of the disability
- current treatment and medication – including any side effects
- recommendations including suggested academic accommodations justified by the link to functional limitations in the academic environment

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

**Student Information:**

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<thead>
<tr>
<th>First Name:</th>
<th>Middle Initial:</th>
<th>Last Name:</th>
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<th>Student ID #</th>
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<th>City: State:</th>
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<th>Home Phone:</th>
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<tr>
<th>Status:</th>
<th>☐ New Student</th>
<th>☐ Current Student</th>
<th>☐ Transfer Student</th>
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<th>First Semester and Year:</th>
<th>☐ Fall</th>
<th>☐ Spring</th>
<th>☐ Summer</th>
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☐ I wish to apply for Disability Services. *(No Application Fee Required)*

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

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

- Classroom and testing accommodations **only**
BACKGROUND INFORMATION

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

High School Name:  
Graduation Year:

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

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

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

   - Extended Time on Exams/Quizzes
   - Reduced Distraction Testing Room
   - Permission to Record Lecture
PERMISSION TO EXCHANGE INFORMATION PRIOR TO ENROLLMENT

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

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

☐ Yes, I give permission.
☐ No, I do not give permission.

Student Signature _____________________________________ Date _______________________

Mail, or Email this application to:

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

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

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

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

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

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

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

D. The information you provide will be kept in the student’s file, and is confidential. The form may be released to the student at his/her request.
STUDENT INFORMATION
(Please Print Legibly or Type)

First Name ____________________________ Middle ____________________________ Last ____________________________

Date of Birth ____________________________ Student ID# _____

Status (check one) ☐ current student ☐ transfer student ☐ former student

Local phone (______) - _______ - _________  Cell phone (______) - _______ - _________

Address

________________________________________________________________________

________________________________________________________________________

Email address:

________________________________________________________________________

________________________________________________________________________

DIAGNOSTIC INFORMATION
(Please print legibly or type)

1. Date of Diagnosis: ____________________________________________________________

2. Primary Diagnosis: __________________________________________________________

   Secondary Diagnosis: ________________________________________________________

   What is the severity of the disorder? ☐ Mild ☐ Moderate ☐ Severe

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

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

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

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

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

Provider Signature ___________________________________________ Date ______________

Provider Name (print) _____________________________________________

Title ___________________________________________________________

License or Certification # ___________________________________________

Address _________________________________________________________

Phone Number (______) - _______ - _____________

Fax Number (______) - _______ - _____________

Anti-Harassment Policy

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

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

Education and Training in Title IX regulations, rights

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

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

2. Provide new student training about safety on campus, resources, definitions, and bystander prevention, college policies on non-discrimination, and information about how the school responds to complaints of discrimination, harassment, and sexual misconduct.
The philosophy of the School is derived from, and is in accord with, the central purpose and philosophy of Hackensack Meridian Health JFK Medical Center of which it is a part.

The Faculty of the School believe that:

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

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

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

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

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

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

Society is a complex social system created by Man for nurturing, education, protection 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 Imaging, opportunities must be actively fostered to provide educational opportunities for individuals who wish to change goals and advance from one level of Imaging practice to another.

Revised July 2016
INDIVIDUAL PROGRAM GOALS

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

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

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

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

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

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

- Prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

- 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 students to develop and apply professional ethics and life-long learning skills of a professional healthcare provider

- Enable students to acquire and demonstrate appropriate communication skills and thinking/problem solving skills of a healthcare provider

- Graduates of the School 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).
ADMINISTRATIVE INFORMATION

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

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.

AUDITING A COURSE
A student may audit the theory/didactic portion of a program’s course pending written approval of the Director, Schools of Radiology and completion of the Audit Request form. A student cannot audit a course before having taken the entire course. Refer to the current fee schedule for auditing a course. (Addendum)

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.

BILLING, TUITION AND FEES GUIDELINES

GUIDELINES FOR PAYING TUITION AND FEES
A current schedule of tuition costs and fees is available on the School’s website at: http://www.jfkmuhlenbergschools.org
Please visit the Student Billing Office, call (908) 668-2404 or e-mail aarti.sharma@HackensackMeridianHealth.org or more information.

Billing for all semesters is done by and at the School. Billing is coordinated with the Finance Department of JFK Medical Center. The due dates for each semester billing will be posted in the School. Payment for all tuition, fees and room charges is required by the due dates for each semester. The following options may be used for satisfying payments: money order, certified check or online with credit card. Student may also consider setting up a payment plan by completing an application and agreeing to terms and conditions. Note: The school does not accept cash, personal checks.

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 College’s Web Services will owe the School 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 School has up to two business days from when payment has been received to release the hold.

Students obtaining financial aid, loans and chargeback are required to complete paperwork before the dates that bills are due to be paid. If they cannot present proof of expected financial aid, loans, and/or chargeback, they are responsible for the entire bill by the due date Student Financial Aid Award letters will be e-mailed to all eligible students when all requested documents are completed by the student, and as government funding permits. Expected loan funds are deducted at time of billing and students are required to pay the balance at time of billing. Students are informed by the Financial Aid Office of their total aid/loans. Students must compare Award Letters to bills and pay any remaining balances by billing due dates.

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

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

Payment Policies

Students who do not make payment or have sufficient financial aid by the posted payment deadline for the semester, account will be charged $100.00 late fee.

New students registering after the Term Bill Due Date Have one week to pay bill full or $100.00 late fee to be assessed.

If accepted and/or registering within one week of 1st day of semester Term bill must be satisfied in full before 1st day of semester.

RESIDENCY STATUS (Union County Courses/in-State rate only)

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

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

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

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

No Out-of-county charges for Medical Imaging professional courses.
CHARGE-BACK ASSISTANCE (out-of-county students)

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

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

Students have 30 days from the first day of the regular semester to submit the required chargeback certificates.

PAYMENT/DROP PROCEDURES:

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

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

EMPLOYEE DISCOUNT - BILLING POLICY FOR EMPLOYEE'S IMMEDIATE FAMILY MEMBERS

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

The student must be in good standing in the School. The student must maintain a 2.0 GPA or better in the relevant courses to receive the discount.

TUITION PAYMENT PLAN

To ease the financial burden, the School offers a Tuition Payment Plan for Fall, Spring and Summer (JFK Professional Courses only) semesters.

- Students must register for three or more credit/hours.
- There is a non-refundable fee to participate. Payments are due in monthly amounts. The initial payment plus the fee (if applicable) is required upon sign up.
• The number of available monthly payments (up to a maximum of three). Check with the Student Services for specific dates and amounts for each semester.
• Students must visit the Student Services office to make the initial payment and to sign a promissory note to participate in the Plan. Subsequent payments can be made online.
• Students who fail to make payment by the date(s) specified on the promissory note will be subject to late fees. Once a late fee has been added to an account, the student may not eligible to participate in the Plan in future semesters.

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

OUTSTANDING BALANCES

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

REFUND POLICY

• Refunds can take up to four weeks to be processed and for checks to be drawn. Checks will be mailed to students at their address of record.
• Refund amounts are determined by the official drop date recorded on the student’s account.
• Courses officially dropped prior to the first scheduled day of a semester will result in a 100% credit of tuition and course fees.
  o Fall and Spring Regular Semesters - Courses officially dropped from the first scheduled day of the semester through the fifth day of the semester will result in a 50% credit of tuition and course fees. After the fifth day of the semester, no reduction in charges will be made for dropped courses.

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

OTHER AVAILABLE DISCOUNTS
Students who successfully complete a Medical Imaging program and graduate are offered a 10% discount in tuition in a second program within the imaging programs. Students who apply for entry into a second program must complete the application process submit an essay stating their interest in and understanding of the second profession and submit the application fee. No further documentation is needed. The student is guaranteed acceptance into the next available seat and will be guided to attain any pre-requisite courses required for the second program. This discount is only offered in the year in which the student graduates from the initial program and cannot be extended once the student leaves the school. The 10% discount is calculated on all School charges. Union County College fees cannot be discounted.
OTHER EXPENSES
Students must purchase textbooks, other books, manuals, uniforms, markers, and consumable supplies and equipment, as required for each course of instruction. Faculty will inform the student of any miscellaneous equipment needed for a course.

Residential and commuting students may purchase meals at JFK Medical Center or Union County College cafeteria. Applicable discounted prices in these areas, if available, will be granted only if proper student identification is visible. Vending foods are also available at the School.

All clinical students and dorm residents are required to show evidence of health insurance.

The School requires all students enrolled in any clinical course to be covered by malpractice liability insurance. Applications for this insurance are mailed to each student prior to the beginning of the 1st clinical semester. Students in the Radiography and Diagnostic Medical Sonography program can purchase this insurance online at www.proliability.com. This insurance must be renewed annually by the student throughout the program.

Each student is responsible for providing his/her own transportation to and from Union County College, agencies used for clinical experiences, and other places of learning required by the School. Each student assumes full responsibility for any risk, loss, injury and/or damages incurred relative to the use of any means of transportation and the parking of bikes and motor vehicles. Students with cars can obtain a parking sticker, from the Student Accounts office at the School, to park in the parking lot immediately across the street (the west side of Park Avenue) from the main entrance of the School. Parking is also provided at Union County College. Every student attending Union County College must purchase the Union County College parking decal at the Union County College Student Accounts office.

Sonography, and Radiography students are required to attend a mandatory review course during their senior year prior to sitting for the ARRT and ARDMS (certifying/licensing) examinations. Seminars are presented in various locations and rooming fees may be incurred during these endeavors.

State law requires all students in the Medical Imaging programs are to be monitored for radiation safety. Fees will appear on your invoice in the proper semesters to provide this monitoring.
BUCKLEY AMENDMENT GUIDELINES

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

OUTLINE STATEMENT

THE BUCKLEY AMENDMENT

I. Date of Effectiveness: November 19, 1974

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

III. Definitions:
   A. Challenge Hearing must be granted the student to contest the content of his/her educational records or to insure accuracy of recording. (Grades may only be challenged for accuracy of recording, not in terms of the reflection of performance.)
   B. Educational Records are those, which include files, documents and other materials that contain information directly related to a student and are maintained by the college or school.
      1. Records excluded from access:
         a. Confidential letters of recommendation written prior to November 1974.
         b. Personal notes of individual faculty or staff for their own use which are in their sole possession and are not accessible or revealed to others.
         c. Medical and Mental Health Information:
            1) Provided such are not available to anyone other than person providing treatment.
            2) Student has right to select a physician or appropriate professional to review.
         d. Parent’s financial statements (PCS forms)
         e. Records kept by Security Personnel
            1) If Security Personnel does not have access to other student records
2) If security records are kept separate from other student records
3) If records are maintained solely for law enforcement purposes
4) If records are not made available to persons other than security or local law enforcement personnel

C. Student includes any person with respect to whom the college or school maintains educational records and who is attending or has attended the institution, regardless of age.

D. Waiver of Rights occurs when a student relinquishes rights to see certain classifications of documents, such as letter of recommendation, if some are used solely for purpose for which intended. A waiver may not be required as condition for admission or receipt of financial aid, other services or benefits.

IV. Access to Student Educational Records Without Student Consent

A. Those eligible for such access are:
   1. Instructors and administrators currently employed by the institution who have an educational interest in the information.
   2. Officials of other schools in which the student seeks to enroll provided the student is notified of the release.

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

Course credit by challenge examination may be available for various courses. Please consult the Director, Schools of Medical Imaging for additional information. The challenge fee is based on the per credit rate.

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

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

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

The State of New Jersey Professional Responsibility and Reporting Enhancement Act (N.J.S.A. 18A:6-7.1 et. seq.) requires all health care professionals to have a criminal history record background check. Therefore, in order to complete your educational program at the School, 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 program identifier enter the word MUHLENBERG. Student will be billed directly by designated company for conducting background check and having results forwarded to the Schools and/or clinical facilities. Favorable results are conditions for continued enrollment. Revised: 07/2017

COMPLETION REQUIREMENTS
Students are graduated when all course work is satisfactorily completed and financial obligations met. A cumulative GPA of 2.5 in all professional courses is required for graduation. All graduation requirements must be met before the student will be certified eligible to sit for the credentialing/licensing examination of their respective modality.
Students who are graduating in January or September with an Associate’s Degree will be eligible to participate in the Union County College graduation ceremony following their actual program completion date.

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

**DEFUNCT STATUS**
Students failing to register for two semesters without notifying the Director of Registration and Enrollment will be placed in defunct status and must go through the admissions process. Defunct students are allowed to re-apply and will be required to pay the non-refundable application and acceptance fee.

**DISMISSAL** Adopted 6/7/04  Rev 7/15/07 Rev 8/12/08 Rev 8/17/10, 8/11/12, 7/11/2016
Please read the Student Rights & Responsibilities section found later in this document, outlines the process required to appeal any decision rendered by the School which affects your attendance in the program.

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

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

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

**PLEASE REVIEW THE SECTION ON ACADEMIC PROBATION AND DISMISSAL LATER IN THIS HANDBOOK.**

**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 Schools and/or the Medical Center deems dismissal to be warranted.

**DISMISSAL - ACADEMIC**
A student will be dismissed from the program when he/she:

1. Has been on academic probation for two consecutive semesters.
2. Falls within the Dismissal Range on the Quality Grade Point Scale.

Exception: A first semester student who: a) is not enrolled in a professional course; b) has not been previously dismissed by the school, and c) has not had specific academic requirements levied by the Admissions Committee, will not be dismissed from The School for academic reasons. If his/her grade point average is in the dismissal range, he/she will be placed on probation. Following the first semester of enrollment, all academic policies apply.
3. Withdraws from the same professional course a third time.
4. Earns two failing grades in any two professional courses in the same or any semester – or – the same course in two separate semesters.
5. Fails to complete the program within the published time frame for that program.
6. Demonstrates unsafe clinical performance. For more information, refer to the Student Handbook.
7. Meets the criteria for a Union County College dismissal.

A student who has been dismissed from The Schools of Medical Imaging may reapply. An appointment with the Director of the Schools of Medical Imaging is required before the student submits the application. The student is required to request a meeting with the Dean within 72 hours after receiving the dismissal letter from the School. No appeal will be considered after the 72 hours. Revised 7/16

Any School of Medical Imaging student who has failed two School of Medical Imaging professional courses is dismissed from the school. This dismissal is final and the student may not reapply to the Schools of Medical Imaging.

PROCESS FOR READMISSION
The process outlined below is not a guarantee that the student will be readmitted but to be considered for readmission, the following must be submitted:
1. Application
2. Appeal Letter
3. Letter from meeting with Carol Campell (908) 322-3883
4. Learning Contract
5. Reference letter from the faculty member who taught the course in which you failed.

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

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

1. The right to inspect and review the student’s education records within 45 days after the day the School receives a request for access. A student should submit to the Dean, Director of Registration and Enrollment or Director of Student Services, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

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

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

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

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy of Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

This document is not intended as an exhaustive representation of FERPA, nor does it explain all rights afforded student under FERPA. More FERPA information can be found online at:

**GRADUATION REQUIREMENTS**
All courses required, including Junior and Senior seminar, for graduation must be successfully completed before licensing eligibility is certified. It is the sole responsibility of the student to track their course completion to insure that ALL required courses for the respective program are completed prior to graduation eligibility. Neither the
administration, Registrar, faculty nor staff will accept responsibility for missing courses.

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

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

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

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

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

GRADUATION AWARDS (Revised 7/2016)
An academic award will be presented to an individual student who achieves the highest GPA encompassing both Professional and General education courses.

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

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

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

The hospital came into being to fulfill a definite need. The story told in the report from the year which closed with June 6, 1904, states: “Near the close of 1876, a railroad accident to a stranger, necessitating a serious operation amid the bustle and distracting surroundings of the railway station, indicates the need for a hospital in Plainfield.”
Dr. Charles A. Hart, then a practicing physician, urged establishment of such an institution and his suggestion received careful consideration during the ensuing few months.

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

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

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

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

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

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

In 2013, JFK HEALTH SYSTEM became JFK HEALTH.

6/16/14, 7/11/16, 7/2017
LEAVE OF ABSENCE
A Leave-of-Absence request form must be completed prior to the start of the Fall and Spring semester. Leaves-of-Absence are granted for up to one semester to matriculated students in good standing. Applications may be obtained from the registration office. Students must return the signed applications to the Registration Office for processing and distribution. The Leave-of-Absence becomes effective on the date of approval by the Registrar. The non-refundable processing fee is payable online through the School’s 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 withdraw or apply for an extension on or before the approved semester, or if the leave is denied and the student does not continue studies. College credits earned, at Union County College or any other institution, during a Leave-of-Absence will not be transferable during the semester for which the leave of absence was approved. Copies of the application will be distributed to appropriate personnel by the Registration Office after approval has been granted. Approval by the registrar will not be granted unless an educational plan is submitted by the student from the Program Director for a continuance plan upon returning to the program after the Leave of Absence is over. Updated 08/04/2015, reviewed July 11, 2016. (Addendum)

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 submit all required paperwork and be cleared by the School’s Student Health Nurse.

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

LEAVE-OF-ABSENCE EXTENSION
Leaves-of-Absence Extension applications may be obtained in the Office of the Registrar, must be completed and signed before the start of the semester for which the student is requesting a Leave-of-Absence Extension. The signature of the Director of Registration and Enrollment indicates approval of the Leave-of-Absence extension. The non-refundable processing fee is payable online through the School’s website.

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

MATERNITY LEAVE
The student is responsible for notifying the Dean’s office as soon as written verification of pregnancy is received. The student is to obtain her physician’s written consent to remain in the current courses and written consent to resume classes/clinical post partum. The physician’s written consent must be presented to the Student Health Nurse at the School. All costs of medical care and hospitalization associated with pregnancy shall be the responsibility of the student. The student must also speak to the Director of Registration and Enrollment and sign a Leave-of-Absence form if she is taking a Maternity Leave. Students receiving financial aid must also see the Director of Financial Aid. An educational plan will be given to the student from the Program Director for their future progression in the program once the Maternity Leave is over. Updated 08/04/2015

VOLUNTARY MEDICAL DISCLOSURE POLICY AND PROCEDURE POLICY
The School recognizes that it is the individual's right to choose to disclose any medical condition, including pregnancy, to Program/School officials.

If pregnancy occurs, the student has two options:
1. Not to disclose the pregnancy in writing to the Program/School officials.
2. Disclose the pregnancy in writing to the Program/School officials.

Disclosure will not affect the student's participation in the program.

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

1. NO pregnant student should receive a radiation dose of more than 0.5 REM during the nine-month gestation period.
2. ALL students shall wear whole body radiation dosimeters (i.e.: film badges or thermoluminescent dosimeters) whenever in the vicinity of radiation-producing machines. This practice must be particularly enforced with respect to pregnant students.
3. The relative risk to the embryo and/or fetus from x-rays should be thoroughly explained to ALL students prior to actual operation of x-ray machines.
4. With proper radiation controls, NO student should have to be exposed to more than 0.5 REM during the nine-month period. Therefore, the board recommends that adequate controls and monitoring be instituted to limit the dose to ALL students to as low as is reasonably achievable and in no case should be more than 0.5 REM in any nine-month period.
5. The Program Director and the appropriate Radiation Safety Officer designee should, periodically, review student radiation reports to assure compliance with the above dose limit.

PROCEDURE
As stated previously, the School recognizes that it is the individual’s right to choose whether or not to disclose a pregnancy. If the student is pregnant or suspects she may be pregnant and chooses to declare or thinks she may want to declare her pregnancy, she should follow this procedure:

1. Complete a pregnancy test to confirm the pregnancy.
   NOTE: It is the student’s sole responsibility to arrange to have the test performed.
2. Inform the Program Director or the Director, Schools of Medical Imaging in writing that she may wish to declare her pregnancy. (The conversation will be held in the strictest confidence)
3. The student must then meet with the Program Director to discuss the following educational options which are available should she wish to declare her pregnancy:
   a. The student may withdraw immediately from the program and return full time in the appropriate semester after the birth.*
   b. The student may continue in and complete the current academic semester, withdraw from clinical practicum for the remainder of the current semester and at the completion of the semester take a family leave from the program to return full-time after the birth.*
   c. The student may continue in and complete the current academic and clinical portions of the semester, request a family leave and return full-time after the birth.*
   d. The student may complete the current academic semester and proceed to subsequent academic semesters and suspend their clinical practicum until a time after the birth providing progress to the subsequent semester does not have a clinical component requirement that has not been met. Clinical practicum can be extended beyond the
minimum graduation requirement to provide time to attain competency. All academic and clinical requirements for subsequent semesters must be met to proceed.
e. The student may continue in the program as originally scheduled with proper radiation monitoring by the radiation safety officer.

4. After meeting with the Program Director, the student must meet with the Radiation Safety Officer or their representative. Declaration will be made only after the likeliness of radiation exposure and all possible consequences resulting from radiation exposure have been discussed.

5. Upon completion of steps 1 through 4, if the student still wishes to declare her pregnancy, she must sign and date the proper form (See Addendums) declaring her pregnancy and indicate her choice regarding completion of the program. The student must then complete any required Leave of Absence forms as may be required in the office of the Director of Registration and Enrollment in preparation for completion of the program.

* The student must also consult with her physician regarding her ability to continue in and/or return to the physical aspects of the program. Upon clearance from her physician to return to the program, a plan will be developed providing the student the opportunity to successfully complete the program without penalty. The student must then attain passing grades in all didactic courses, labs and all required clinical competencies to complete the education requirements for program graduation.

Once a student has declared her pregnancy she may at any time un-declare her pregnancy in writing. The program assumes no responsibility for and will not provide additional radiation monitoring, beyond that supplied to all students, if a student chooses to NOT declare her pregnancy.

For information regarding “Other” medical conditions please see the Director, Schools of Medical Imaging.

Revised 2008 – Reviewed 8/09, 8/10, 8/12, 8/15, 1/16

PROGRAM COMPLETION LIMITS
No student may take more than the below stated time limit to complete the program, inclusive of time accrued during a Leave of Absence. This does not include time accrued due to a seat being unavailable. An extension of one semester only, under extenuating circumstances, may be granted by the Dean. Failure to comply with this policy will result in dismissal from the program.

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

Radiography- Maximum of 3 years

Diagnostic Medical Sonography- Maximum of 3 years

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

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

Any student wishing a further explanation of the scale is requested to speak to the Registrar, the Chairman of the Promotion and Evaluation Committee or the Director, School of Medical Imaging.

QUALITY POINT INDEX SCALE

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RE-ADMISSION POLICY
A student who has withdrawn from the School and who seeks reinstatement must complete the application process, including payment of applicable fees. Admission is not automatic or guaranteed. The student will be re-evaluated and the decision by the Admissions Committee is binding.

If the student has attended other institutions since leaving HMH JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder Schools/Union County College Radiography/Sonography Program, official transcripts from these institutions must also be submitted. Re-admission into the School is contingent upon the attainment of the required grade point average and the approval of the Admissions Committee. 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 have been dismissed for issues involving state statutes, laws or similar offenses related to the profession in which they are enrolled must document compliance with any and all mandates, rules, variances or orders imposed by the authorities invoking their discipline. In all cases involving legal and/or ethical issues applicable written clearance for application for registration, certification and/or licensing must be obtained by the candidate seeking re-admission from the accrediting/licensing authorities prior to acceptance for admission in the new program.

Any student who has failed two School of Medical Imaging courses is dismissed from the School. This dismissal is final and the student may not reapply to the School of Medical Imaging.

REFERENCES FOR EMPLOYMENT
Personal references may be requested of any faculty member, but in no way may be interpreted as the official statement of the School.
Revised 08/10

REFUND POLICY FOR ALL STUDENTS
When a student withdraws on or after the first day of class during a semester, the School will refund the student’s account according to the chart listed below.

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<th>The school retains:</th>
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<tr>
<td>Withdrawal by the fifth day of the semester</td>
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No refunds are made if a student withdraws after the fifth day of the semester.

The refund policy reflects the standards of the School’s accrediting agency and State law.

The date used to calculate the refund is determined as follows:

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

3. In the case of a student who is expelled, the date of the expulsion.

### REFUNDS FOR DROPPED COURSES

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

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

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

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

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

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

### 1098-T FORMS

Each calendar year, the School issues Internal Revenue Service Form 1098-T to qualified students. The forms are mailed to students by January 31 of the following year.

The 1098-T contains information to assist students to determine if they qualify for educational tax credits or deductions. For details on these credits/deductions or how to use the amounts listed on your form, consult either a qualified tax preparer or IRS publication 970 titled “Tax Benefits for Education” [www.irs.gov](http://www.irs.gov).

The 1098-T reports the total amount of qualified tuition/fee expenses incurred during the tax year, as well as any scholarships/grants awarded to you during that year.

The information on the 1098-T form complies with IRS regulations. Charges are reported in the tax year in which they were posted to a student’s account, which is not necessarily the same as the year in which the courses were taken.
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: The School’s refund and repayment policies are disseminated to students in the School’s Catalog and Student Handbooks. Students may receive additional information by making an appointment with the Financial Aid Office.

REGISTRATION

All students must register on-line through Union County College’s Web Services (www.ucc.edu) and click on Student Planning. For the Fall and Spring semesters, a full-time student may carry 12-18 semester credit hours. Students should check the Academic Calendar at www.ucc.edu for registration dates. Revised 7/11/16.

Students who decide not to attend the ensuing semester, after having registered, must withdraw from courses via Union County College’s Web Services and click on Student Planning, or by completing a withdrawal form with a representative at the Registration office of the School.

No student will be registered who has an outstanding obligation to the School or Union County College.
The Schools will not automatically reserve seats for students on waiting lists. Students on waiting lists must wait to register until they have received permission from the Director of Registration and Enrollment.

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

Note: Once a student has been accepted into the Medical Imaging program, all courses must be taken at the School, or Union County College. Credits taken at other colleges will not be transferred into our programs without pre-approved written permission from the Director of Registration and Enrollment.

All courses required for graduation must be successfully completed before licensing eligibility is certified. It is the sole responsibility of the student to track their attendance to ensure that ALL required courses are completed prior to graduation eligibility. Neither the Administration, Registrar, Faculty nor Staff will accept responsibility for missing courses.

REPEATING COURSES – ALL STUDENTS

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 program in which he/she is enrolled.

A student may not repeat a professional course (in which a grade other than “W” has been received) more than once. The policy relative to repeating pre-professional courses (other than the sciences) is found in the Union County College Catalog and Student Handbook. If the student fails any professional course the second time or fails any two professional courses while in the program, he/she will be dismissed from the program in which he/she is enrolled.

For courses taken at Union County College, a student may not attempt a course for the third time without the Department Chairperson’s approval. Final grades of “W” will count as an attempted course and will be included in the course-repeat process. For professional courses taken at the School, a student can withdraw from the same professional course twice. After the third withdrawal, the student will be dismissed from the program.

The minimum acceptable grade in science courses is a C. The minimal acceptable grade for all Professional Imaging courses is a C+.

SCHEDULE CHANGES

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

SEAT-AVAILABILITY

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

1. Students progressing through professional courses
2. Students who have already waited out a semester due to seat unavailability, in order of date of admittance.
3. Transfer students
4. Students who are repeating a professional course, in order of date of admittance.

Students who need to repeat a professional course which is closed will automatically be placed on a waiting list, and will be notified when they may register for the professional course. Students who are not planning on continuing in the program should notify the Director of Registration and Enrollment as early as possible. In the event that a student meets the prerequisites but does not gain a seat in the course, he/she will be placed on a waiting list. The criteria used for wait list placement is date of admittance.

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

**STUDENT CLASSIFICATIONS**

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

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

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

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

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

**STUDENT RECORDS**

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

**RECORD RETENTION POLICIES**

Documented, filed records provide information about the School, faculty, students and graduates.

Academic records of new admits, current students and the most recent graduates are housed in secured metal files in the School’s File Room for seven (7) years. Thereafter, limited records are kept on CD’s in a secure area and on a secured website. Academic records of other students and persons who have withdrawn from the program are kept secured in files. The Director of Registration is responsible for these records.

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

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

The financial aid records are secured in the Financial Aid Office. Confidentiality is maintained in accordance with federal law.

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

    The student has the right to review all the documents in the file EXCEPT:
    b. Evaluations after that date if the student has waived his/her right to view the records.
    c. Financial records and statements of parents.
    d. Documents classified by the law as non-educational.
    e. Anecdotal comments by staff
  4. If, after reviewing his/her record, the student has a question about them, he/she may request an oral or written explanation of them.

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

• **Right of Complaint**
  A student who believes that the School is not complying with the requirements of the Family Educational Rights and Privacy Act or the regulations issued by the Department of Education implementing that Act, may file complaints in writing with:
  
  The Family Policy Compliance Office  
  U.S. Department of Education  
  400 Maryland Avenue, SW  
  Washington, D.C. 20202-5901  
  (800) 872-5327

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

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

**STUDENT SERVICE EMPLOYMENT**

Due to various state regulations regarding licensure requirements for professionals using ionizing radiation on human beings, no student in the Radiography Program shall be employed as a technologist in their current field of study prior to graduation from the educational program and the granting of a license, where applicable.

Additionally, Diagnostic Medical Sonography students shall not be employed as a sonographer in the JFK Medical Center or any of the contracted clinical affiliates of the program, prior to successful completion of the program.

Failure to comply with the policies stated here will result in immediate dismissal from the School.

Adopted 1/2004 Reviewed 8/09, 8/10, 8/11, 8/12, 8/15

**TRANSCRIPTS**

All requests for graduate transcripts from the School’s permanent academic record must be made in writing to the School. All requests for transcripts prior to graduation must be made to Union County College. Dates of attendance and present address must be included in the written request. A fee is charged for each transcript. Students are not entitled to transcripts until all obligations to the School have been met. Please allow a minimum of twenty-four (24) hours to generate transcripts.
**SCHOOL OF RADIOGRAPHY**

**TUITION & FEES EFFECTIVE**

**Academic Year 2018-2019**

AVERAGE OVERALL COST OF PROGRAM* (Based on In-County Rates)
Radiography Program (80 credits) .............................................................. $42,911.50
(This program requires 38 general education credits (some of which may be transferred in)

Clinical Laboratory Fees*
- CLPR 901 (Clinical Practicum) .............................................................. $2,677.50
- CLPR 902 .......................................................................................... $4,717.50
- CLPR 903 .......................................................................................... $1,338.75
- CLPR 904 .......................................................................................... $1,338.75
- CLPR 905 .......................................................................................... $4,717.50
- CLPR 906 .......................................................................................... $4,717.50
- CLPR 907 .......................................................................................... $1,338.75
- CLPR 908 .......................................................................................... $1,338.75

Additional Clinical Hours (Charged as needed) .......................... $144.00/day

**TUITION**

Union County Resident - $ 208.50 per credit
New Jersey Resident - $ 417.00 per credit

*No Out of County charges for the JFK Imaging Professional Courses.*

**FEES**

- Assess Test Fee .................................................................................. $80.00
- Audit Fee (Lecture) .......................................................................... $150.00
- Audit Fee (Laboratory) .................................................................... $350.00
- Building Technology Fee ................................................................ $300.00
- Certification Exam Fee .................................................................... $200.00
- Distance Education fee (Online fee) ....................................................... $30.00
- Drug screening fee ........................................................................... $25.00
- Film Badge Monitoring Service ......................................................... $125.00
- Graduation Fee (non-refundable; payable last semester of program; includes Convocation and Commencement) $300.00
- Health Office Fee – Fall, Spring, Summer ........................................ $100.00/semester
- Late Payment Fee ............................................................................ $100.00
- Leave-of-Absence Fee ..................................................................... $20.00
- Library Fee per semester ................................................................. $35.00
- Mid-Semester Room Change Fee ...................................................... $100.00
- Online Course Fee ........................................................................... $30.00
- Orientation Fee (payable first semester in the program) ...................... $60.00
- Parking Permit Fee (paid directly to Union County College) ............... $65.00
- Professional Membership Fee .......................................................... $35.00
- Registration Fee (per semester) ......................................................... $35.00
- Residence Fee (Fall & Spring) ......................................................... $1800.00
- Residence Fee (Summer I or II) ........................................................ $700.00
- Residence Fee (Summer I & II) ........................................................ $1200.00
- Returned Check Service Charge ...................................................... $40.00
- Room Deposit .................................................................................. $150.00
- Skills/Technology Lab Fee (per semester) ........................................ $125.00
- Transcript Fee ................................................................................ $10.00

Course or Laboratory Fees – (Science, Math, Social Sciences, Humanities) may be found on Fee Sheets or Web site for Union County College - [www.ucc.edu](http://www.ucc.edu)

*All charges are subject to change at any time pending appropriate approval. All students are enrolled in the HMH JFK Medical Center Harold B. and Dorothy A. Snyder School of Radiography/Union County College Cooperative Program. Additional course fees may apply.*
## SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY

### TUITION & FEES EFFECTIVE

**Academic Year 2018-2019**

### AVERAGE OVERALL COST OF PROGRAM* (Based on In-County Rates)

Sonography Program (80 credits) ................................................................. $41,702.00  
(Note: This program requires 41 general education credits (some of which may be transferred in)

### Clinical Laboratory Fees*

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
</tr>
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<tbody>
<tr>
<td>CLPS 901</td>
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<td>CLPS 902</td>
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<tr>
<td>CLPS 905</td>
<td>$5,482.50</td>
</tr>
<tr>
<td>Additional Clinical Hours (Charged as needed)</td>
<td>$144.00/day</td>
</tr>
</tbody>
</table>

### TUITION

- **Union County Resident** - $208.50 per credit
- **New Jersey Resident** - $417.00 per credit

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

### FEES

- Assess Test Fee ................................................................. $100.00
- Audit Fee (Lecture) ................................................................. $150.00
- Audit Fee (Laboratory) ............................................................... $350.00
- Building Technology Fee (per semester) ..................................... $300.00
- Certification Exam Fees (CLPS 902 and 904) ............................... $200.00
- Distance Education fee ............................................................. $30.00
- Drug screening fee ................................................................. $25.00
- Film Badge Monitoring Service ................................................ $125.00
- Graduation Fee (non-refundable; payable last semester of program; includes Convocation and Commencement) $300.00
- Health Office Fee – Fall, Spring, Summer ..................................... $100.00/semester
- Late Payment Fee ...................................................................... $100.00
- Leave-of-Absence Fee ................................................................. $20.00
- Library Fee (per semester) .......................................................... $35.00
- Mid-Semester Room Change Fee ................................................. $100.00
- Online Course Fee ..................................................................... $30.00
- Orientation Fee (payable first semester in the program) ............... $60.00
- Parking Permit Fee (paid directly to Union County College) .......... $65.00
- Professional Membership Fee (S.D.M.S.) – ................................ $25.00
- Registration Fee (per semester) ................................................... $35.00
- Residence Fee (Fall & Spring) ..................................................... $1800.00
- Residence Fee (Summer I or II) ................................................... $700.00
- Residence Fee (Summer I & II) .................................................... $1200.00
- Returned Check Service Charge ................................................ $40.00
- Room Deposit ........................................................................ $150.00
- Skills/Technology Lab Fee (per semester) .................................... $125.00
- Simulation fee (CLPS902) .......................................................... $500.00
- Transcript Fee ........................................................................... $10.00

*Course or Laboratory Fees – (Science, Math, Social Sciences, Humanities) may be found on Fee Sheets or Web site for Union County College - [www.ucc.edu](http://www.ucc.edu)*

*All charges are subject to change at any time pending appropriate approval. All students are enrolled in the HMH JFK Medical Center Muhlenberg Regional Medical Center School of Diagnostic Medical Sonography/Union County College Cooperative. Additional course fees may apply.*
## Radiography 2018-2019

<table>
<thead>
<tr>
<th>Per Unit</th>
<th>Fall Semester 1</th>
<th>Spring Semester 2</th>
<th>Summer Session I &amp; II</th>
<th>Fall Semester 3</th>
<th>Spring Semester 4</th>
<th>Summer Session I &amp; II</th>
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<td>4</td>
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<tr>
<td>Clinical Fee</td>
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<td>$4,717.50</td>
<td>$2,677.50</td>
<td>$4,717.50</td>
<td>$4,717.50</td>
<td>$2,677.50</td>
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<tr>
<td>Skills Lab Fee</td>
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<td>$125.00</td>
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<tr>
<td>Health Office Fee (clearance for clinical)</td>
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<tr>
<td>Drug Screening (1st Semester)</td>
<td>$25.00</td>
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<td>Graduation Fee</td>
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<tr>
<td>Film Badge Monitoring</td>
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<tr>
<td>Professional Membership Fee</td>
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All charges are subject to change at any time pending appropriate approval.
Students are dually enrolled in the HMH JFK Muhlenberg Snyder Schools/Union County College. 

*No Out of County charges for the JFK Imaging Professional Courses.*
<table>
<thead>
<tr>
<th>Sonography 2018-2019</th>
<th>Spring Semester 1</th>
<th>Summer Session I &amp; II</th>
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<td><strong>$2,944.50</strong></td>
<td><strong>$7,226.50</strong></td>
<td><strong>$8,875.00</strong></td>
<td><strong>$5,643.50</strong></td>
<td><strong>$7,628.50</strong></td>
</tr>
<tr>
<td><strong>Out of State rate-double the Tuition</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total out of State charges</strong></td>
<td><strong>$1,761.00</strong></td>
<td><strong>$4,404.00</strong></td>
<td><strong>$9,520.00</strong></td>
<td><strong>$10,126.00</strong></td>
<td><strong>$6,894.50</strong></td>
<td><strong>$8,879.50</strong></td>
</tr>
</tbody>
</table>

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

WITHDRAWAL FROM A COURSE
Students who register for a course and elect to withdraw may do so through Union County College’s online Web Services and click on Student Planning or by completing a drop/add form with The School’s Office of Registration and Enrollment. Withdrawal dates for each semester are on the Academic Calendar on Union County College’s website (www.ucc.edu). Withdrawals are not permitted after the withdrawal date for courses. A student who fails to comply with the withdrawal procedure or withdraws after the published withdrawal date will receive a grade of “F”. NOTE: “F” grades impact negatively on a student’s GPA, financial aid and advancement in the program. Seek counseling from a program official before withdrawing from any course. (Addendum)

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

WITHDRAWAL FROM THE PROGRAM
Notification of withdrawal from the program must be 1) submitted in writing to the Director of Registration and Enrollment and then sign a “Withdrawal Notification Form”; 2) contact the Student Accounts Office to review any financial obligations; 3) Students are asked to give a reason for the withdrawal and 4) Students who are receiving financial aid must also see the Director of Financial Aid.

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

ACADEMIC POLICIES

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

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

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

Pre-professional students

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

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

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

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

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

Professional Students

A student who fails to achieve at least the minimum required grade (C+) for each professional course will be placed on academic probation. A plan of action will be prepared and given to the student. Since many of the courses are sequential the student must repeat the course and attain the required grade prior to advancing and becoming eligible for graduation. Once the student is placed on academic probation 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/PROGRESSION

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

1. Has been placed on academic probation and fails to achieve the minimum course grade in any course in subsequent semesters.

2. Fails to complete the program within the published time frame for that program as stated previously under Disciplinary Action.

3. Fails any 2 professional courses in the same or any semester - or - the same course in 2 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:

- **Radiography: RNTM 103-Introduction to Medical Imaging** - Must attain a C+ average or higher in both the Patient Care section and the Radiation Protection section of this course to advance. Failure would
require the student to repeat the course the following year before attempting any other professional
courses. RADM 120-Radiographic Procedures I is pre-requisite to RADM 121-Radiographic Procedures II
and if failed will need to be repeated prior to any other procedures and clinical courses. RADM 110-Rad
Exposure I is pre-requisite to RADM 111 and a failing grade in RADM 110 will require the student to
repeat the course before advancing to courses requiring clinical experience.

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

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

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

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

- Applicants with previous college experience are required to have a 2.5 cumulative grade point average
  (GPA) in all relevant courses. See Curriculum Design in School Catalog.
  Note: To transfer Professional credits, the Professional course must match in content and sequence. A
  passing grade must have been earned from the school from which it is transferred.
- All pre-requisite and co-requisite requirements must be met.
  1. All science courses must be completed with a grade of “C+” or better.
  2. A student must achieve a cumulative grade point average of 2.0 or higher to enter the first
     professional course.
  3. A student must achieve a cumulative grade point average of 2.0 or higher at the end of each
     semester in order to progress into the next professional course.
  4. For courses taken at Union County College, a student may not attempt a course for the third time
     without the Department Chairperson’s approval. Final grades of “W” will count as an attempted
     course and will be included in the course-repeat process.

- Academic progress is evaluated at the end of each semester using the Quality Point Scale found in the
  Student Handbook. The Student Handbook is available on the Schools’ website,
  www.jfkmuhlenbergschools.org.
- All professional courses are sequential.
ADVANCED PLACEMENT PROGRAMS

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

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

The cost of these programs varies depending on the individual needs of each technologist.

ADVANCED STANDING - CREDIT TRANSFERABILITY POLICY

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

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

General Education Courses:
1. General education credits will be awarded provided the courses taken are requirements of the 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, and no grade lower than “C”, in all relevant courses.
4. Students may be granted up to 32 college credits of advanced standing toward an Associate in Science degree.
5. Students who have previously been awarded a bachelor’s degree may receive up to 40 transfer credits toward an Associate in Science degree.
6. Credits earned in Anatomy and Physiology I and Anatomy and Physiology II taken more than five years prior to application for admission will NOT be accepted for transfer credit. Chemistry and Physics are transferable for ten years. Credits, for courses that exceed the time limit, may also be obtained through attaining a successful grade in the challenge exam for that course, if offered at Union County College. There is no time limit on liberal arts courses for transfer. Courses that exceed the time limit must be retaken or challenged.

Professional Courses:
1. It is the responsibility of the applicant to provide the course description and a detailed course outline and syllabus for each course for which transfer credit is being sought. The topical outline and syllabus 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 and therapeutic sciences may be secured through challenge exams offered for the individual programs. Advanced standing can only be offered for courses in which the student has previously obtained a passing grade through a program accredited by a nationally recognized accrediting body acceptable to the school. i.e. Middle States, the JRCERT and/or CAAHEP, JRCDMS.

3. Credit earned in professional courses 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.

Updated 8/4/15

**PROCESS:**

1. The student must apply to the School.

2. All credits: - Send all official transcripts from the transferring institutions to the Office of Admissions School of Medical Imaging.

3. Professional Courses:
   a. Obtain the course(s) syllabus and topical outline(s) from the previous schools attended.
   b. The 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 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 verify, or if there are any questions concerning, the credit transferability information that is to be or has been received.

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.

Credit courses accepted from another institution will not be considered in computing the cumulative grade point average.

Graduates of foreign post-secondary schools may also be eligible for transfer of credit after their transcripts have been evaluated by World Education Services, Inc. or other transcript evaluating service acceptable to the School. This evaluation must be a line-by-line or course-by-course evaluation. The admissions office in cooperation with the Registrar will determine the acceptability of foreign transcript evaluations.

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

Revised: 08/10, Reviewed 08/12, 8/15, 7/11, 7/16
ATTENDANCE POLICY

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

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

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

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

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

Revised 7/16

REPORTING ABSENCE OR LATE ARRIVAL

1. Absence or an expected late arrival on class or clinical days must be reported preferably by 7:30 am on the day of the occurrence by calling the program telephone number and leaving a message on the answering machine. The message must include:
   • Name of student and clinical site (if applicable)
   • Date of absence or late arrival
   • Expected return date or arrival time

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

   Program telephone numbers:           Clinical Coor              Prog Director
   Radiography                        908-668-2771              908-668-2477
   Diagnostic Medical Sonography      908-668-2666              908-668-2884

3. Failure to report an absence/tardiness or calling in after the required call-in time to the clinical site and program office as required will be deemed non-compliant and as such may be subject to disciplinary action.

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

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

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

MISSED CLINICAL
Absence from clinical will not be tolerated and is considered to be detrimental to the learning plan. Practice in procedures is critical to proficiency in performance. Clinical time is based on competency requirements for each semester. If the clinical competencies for a semester are not completed due to absence the student will not be permitted to progress to the next level of clinical. Refer to the Clinical Handbook of your individual program. Consult the Clinical Coordinators for details as needed. Excused absences due to illness will be handled on an individual basis with documented medical treatment only.
BIBLIOGRAPHY AND FOOTNOTE FORMAT
Students are expected to obtain and use a standard form and style book, for example - Campbell, W.G., and S. Ballou; Turabian; A.P.A. or similar book - when preparing all papers. A.P.A. Style books can be purchased at Union County College Bookstore. They are also available in libraries. Please include the style book used in the bibliography for each paper.

CLINICAL GRADING, PROBATION, AND DISMISSAL

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

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

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

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

DISMISSAL
A student will be immediately removed from the clinical portion of a program for any of the following reasons:

If, at any time, the Program Director, Clinical Coordinator, Clinical Supervisor, or Designated Clinical Instructor determines the student to be clinically unsafe the student will be dismissed from the clinical site immediately. This includes but is not limited to:
1. Causing excess radiation exposure to the patient, staff, or self.
2. Poor radiation safety practices.
3. Endangering the physical safety or well-being of the patient, staff, or self.
4. Abandoning the patient, for any reason, at any time.
5. Attempting to perform examinations or procedures without direct supervision when direct supervision is required. This includes preparation of a radiopharmaceutical dosage or radiopharmaceutical kit, or injection of a patient without direct supervision.
6. Physically or verbally abuses, or neglects a patient.
7. Physically or verbally abuses a faculty member, staff, or peer or uses obscene language in any manner while in the clinical setting.
8. Acting in a manner that could or did cause psychological or emotional harm to patients or visitors.

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

A student will also be dismissed from the program for any of the following reasons:
- Failure to comply with the action plan or fails to meet the deadline noted in the plan.
- Engaging in the same action as a previous offence or new actions that would result in placing a student on probation, suspension, or require disciplinary action.

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

CERTIFICATION OF COMPETENCY
Once a student has been dismissed from the program or leaves the program for any reason (i.e. medical leave, family leave etc.) and their absence extends longer than 90 days, all previously recorded clinical competencies will be deemed void and the student must retest in each procedure. Similarly, certification of all clinical competencies will expire 90 days from the date of graduation. Graduates must sit for a certification examination for their modality within 90 days of graduation to maintain certification of competency by this school. Program Directors will not re-certify clinical competency evaluations past the 90-day limit without re-testing.

Re-evaluation appointments will be arranged and a re-evaluation fee will be charged at the then current clinical fee rate.

Additionally, students absent or withdrawn for 90 days or more are encouraged to audit previously passed didactic courses to restore their didactic competency.

CODE OF CONDUCT
ALL students will:
1. Demonstrate professional behavior at all times while in class, clinical, or lab, or whenever he/she is in or on the grounds of Union County College, the Medical Center, the School grounds or any of its contracted affiliates.

   Professional behavior is described in the professional Code of Ethics, the Roles and Responsibilities of the profession, the Student Handbook, the Catalogs, the Clinical Handbook, State Regulations, and the accrediting body Standards. This information is provided to the student at the time of acceptance, during orientation, or at the beginning of the first semester courses and is available online at www.JFKMuhlenbergschools.org

2. Abide by the rules of the School, JFK Medical Center, Union County College, and the clinical affiliate to which the student is assigned.

3. Abide by all state and federal regulations that apply to the profession.

4. Abide by all state and federal laws.
NOTE: The student is required to comply with the above Code of Conduct even when the professionals with whom the student may be working do not abide by them.

COMPUTER LABORATORY
The Computer Lab houses 23 computers, software, videos, audiocassettes and films. Students are encouraged to use the lab to learn or reinforce course content and skills by using designated audio visuals, computer assisted instruction and reference readings. The Computer Laboratory facilities are available for individual self-study, assigned projects, online course work and research. A catalog of the holdings of the software is available in the laboratory. Students are encouraged to be self-directed in review of the catalog for the identification of materials which they can use to enhance their own learning. No food or drink is allowed in the laboratory. Student Identification Badges are required to be worn in the Computer Laboratory.

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

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

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

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

**General Rule:** When communicating on social media you ACT AT YOUR OWN PERIL. Students must never engage in communication which injures the reputation of the School or JFK Medical Center or its patients or which discloses confidential information. Also, remember that your own reputation is at risk – what you say or do, even if not otherwise connected to the School or JFK Medical Center, may be seen by patients, vendors, competitors or others who will make judgments about you based upon what you place online.
This social media policy applies, but is not limited, to use of the following multi-media and social networking websites:

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

Please be aware that a violation of this policy may result in disciplinary action up to and including dismissal from the School.

CREDIT BY CHALLENGE EXAMINATION

Course credit by challenge examination may be available for various courses. Please consult the Director, Schools of Medical Imaging for additional information. The challenge fee is based on the per credit rate.

CURRICULUM DESIGN

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

DISCIPLINARY ACTION

Infraction of any of the following rules WILL result in immediate dismissal from the program.

A. Conduct/Language involving violations against the School/Medical Center community:
   1. Violence against or forcible interference with the freedom of movement of any member or guest of the School/Medical Center community.
   2. Behavior which deliberately infringes upon the rights of others and endangers their well-being or safety.
   3. Insubordinate behavior including but not limited to abusive or obscene language, writing or gestures towards instructors, members of the medical community or school administrators and officials (including websites and social media).

B. Conduct involving trespass or damage to School/Medical Center property.
   1. Unauthorized entrance into buildings or intentionally causing damage to School/Medical Center property.
   2. Theft of Personal, School or Medical Center property.
   3. Intentional Vandalism.

C. Conduct involving violations of civil and criminal laws.***
   1. The student has full responsibility for obeying all State and Federal laws as well as city ordinances. Failure to comply with any law constitutes a violation of that law.

D. Infractions involving plagiarism and/or cheating of any kind.
   See Honor Code on page 63.

   NOTE: Infractions involving plagiarism and/or cheating apply not only to the person who performs the act, but any person who knowingly assists or has knowledge of the act and fails to report it.
E. Conduct involving the provision of false information to the School, such as misuse of ID cards, government cards (i.e. green cards) and/or education and health records. This includes altering or falsification of any school document including time sheets, competency records and clinical documentation records.

F. Falsification of patient and/or radiation safety documents

G. After being placed on academic probation for a GPA below 2.0: Failure to meet the required minimum course grade in any course in any subsequent semester.

H. Failure to complete the program within the published time frame for that program. See the program completion schedules to follow.

   **Radiography:** 6 years to complete the program from the time they are admitted as a JFK Muhlenberg student to the General Education Courses with the following breakdown; 3 years for the General Education requirements and 3 years for the Professional Radiography requirements.

   **Diagnostic Medical Sonography:** 6 years from the date of acceptance into the program.

I. Being found guilty of violations against the school community, the medical center community, civil and/or criminal statutes and laws that are of such nature that the administration of the School and/or of the Medical Center deems dismissal to be warranted. Failure to meet the eligibility requirements of the certifying agencies of the program of attendance due to criminal offences.

J. Failure to comply with any education action plan presented to you or failure to meet a deadline noted in any clinical probation plan prepared for you.

K. Engaging in any action that would result in placing a student on probation or require disciplinary action for a second time.

L. Failure to abide by the professional code of ethics and standards of practice for the discipline of your program.

M. Flagrant disregard for the student employment policy of not working in the respective profession as a paid technologist while attending school.

N. Being designated as Clinically Unsafe.

**UNSAFE CLINICAL PERFORMANCE**

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

Examples: May include but are not limited to:
- Behavior indicating substance abuse
- Abandonment of patient
- Insubordinate behavior towards faculty or staff
- Flagrant disrespect of patient, faculty, staff and/or peers
- Gross negligence
- Verbal abuse or physical abuse/neglect to patient, faculty, staff and/or peers
- Possession of a weapon
- Theft of any medical center property

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

This includes but is not limited to:
1. Causing excess radiation exposure to the patient, staff, or self.
2. Poor radiation safety practices.
3. Endangering the physical safety or well-being of the patient, staff, or self.
4. Abandoning the patient, for any reason, at any time.
5. Attempting to perform examinations or procedures without direct supervision when direct supervision is required. This includes preparation of a radiopharmaceutical dosage or radiopharmaceutical kit, or injection of a patient without direct supervision.
6. Physically or verbally abuses, or neglects a patient.

7. Physically or verbally abuses a faculty member, staff, or peer or uses obscene language in any manner while in the clinical setting.
8. Acting in a manner that could or did cause psychological or emotional harm to patients or visitors.

***Students dismissed from a program for legal and/or criminal issues directly related to the profession for the program in which they are enrolled will not be eligible to re-apply to the School for entry into that program.

Infraction of any of the following rules, or combinations of the following rules, WILL result in dismissal from the program if not resolved through a verbal warning followed by a written warning.

A. Failure to comply with the requests of the School faculty or clinical staff in the performance of their duties.

B. Failure to comply with required radiation safety practices, such as wearing personal monitors.

C. Failure to follow defined hospital protocols regarding recapping of needles or failure to use remote recapping methods for recapping used needles when applicable and/or failure to dispose of used needles properly.

D. Failure to report absence or tardiness to both the program director/clinical coordinator and the affiliate clinical supervisor as required.

E. Smoking on the school and hospital property or in any unauthorized areas at the clinical sites.

F. Failure to comply with the School Dress Code and/or school policies.

G. Unauthorized handling of unfamiliar equipment.
H. Failure to maintain and submit required documents, such as personal radiation survey equipment and clinical performance records.

I. Failure to demonstrate initiative in the classroom and/or clinical learning setting or failure to demonstrate a willingness to learn or inappropriate speech or demonstrating behavior that interferes with the routine operational scheme of the school or clinical site.

J. Failure to comply with the policies and procedures described in the Student Handbook, Clinical Handbook, School catalog, or College Catalogs.

K. Flagrant disregard for the attendance policy or demonstrating a pattern of absences in conjunction with quizzes, tests and exams.

L. HIPAA violations.

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

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

Students are required to receive a copy of all written notices and should sign that they received the notices. In the event a student refuses to sign or fails to sign a written notice 2 witness signatures will document the event. If the Program Director is not present at the distribution of the written warning the Clinical Coordinator, Clinical Instructor, Faculty member, Designated Clinical Instructor/Supervisor or Department Manager will notify the Program Director and forward the documentation for filing.

WARNING NOTICES FOR UNSATISFACTORY CLINICAL/CLASSROOM PERFORMANCE

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

Written documentation of the clinical warning will be distributed as follows: Narrative:
- student
- clinical instructor’s anecdotal file/course

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

• Academic Warning: same as Clinical Warning Notification
• Academic Midterm Warning
A Warning notice may also be issued in one other instance:

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

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

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

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

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**EXAM/TEST/QUIZ TAKING PROTOCOLS**

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

- All books, reference material and personal items will be placed in the front or back of the classroom as directed by the instructor/proctor.
- All cell phones and/or beepers must be turned off and placed in personal belongings in the front or back of the room as directed by the instructor/proctor.
- All writing implements will be supplied by the instructor/proctor and only those distributed by the instructor/proctor may be at the student’s desk/computer. The writing implement must be turned in with the quiz, test or exam paper.
- If a calculator is required for test taking it must be non-programmable. The calculator’s cover/case must be removed and left with the student’s personal belongings. The instructor/proctor may request to examine the calculator at any time before, during and/or after the test. If found to be non-compliant a grade of “0” will be recorded for that quiz, test or exam. Personal belongings and books may be taken to the student’s workstation only when every student has finished the quiz, test or exam.
- All online course final examinations will be proctored and given offline in a classroom setting. Schedules will be announced via e-mail.
- A different but comparable exam must be given for all makeup exams.
- It is the policy of the School that **NO retake of any examination in any credited professional course will be allowed.**
• **School Policy:** Grades for quizzes, test and exams will not be made available to the student within 24hr of taking the test. Do not call or visit the instructor within the 24hr period immediately following the quiz, test or exam to receive your grade. Instructors may choose to go over the exam questions with the class immediately following the administration of the quiz; test or exam provided ALL students were present for the evaluation. Grades will be calculated after class and grades provided to the students after the 24 hr lapse. Grade may be sent electronically provided the student has agreed to accept their grades via e-mail. No tests, quizzes or exams will be returned to the student.

• No talking amongst/students/faculty will be allowed while test materials are distributed or during the examination.

• If a student has a question, the instructor will go to the student. Content will not be discussed.

• Only what is on the scantron sheet will be taken as the answer.

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

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

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

Procedure: The following steps will be taken:

1. The proctor will ask the students to turn over all exam papers and leave them on the desk.
2. The proctor will verbally remind students that they are not to talk to one another or communicate in any way until the exam is finished.
3. All belongings will remain at the front of the classroom.
4. Everyone will exit the classroom and proceed to the nearest exit.
5. The proctor will lock the classroom door upon exit.
6. With the proctor, the students will remain together silently as a group and return to the classroom

7. as a group when the “all clear” is designated.
8. Upon return to the classroom, the exam papers will remain turned over until the proctor announces that the exam may begin again.
9. The proctor will allow the same period of time for the students to complete the exam as was left before the fire drill.

Nov. 2009

**GRADE POINT AVERAGE (GPA) - ALL STUDENTS**

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

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D+</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>XF</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>0.1</td>
</tr>
</tbody>
</table>

Numerical quality points are then determined by multiplying the above values by the number of credit hours which a course carries. For example, a 3 credit hour course in which the student receives a "B" represents 9 quality points earned.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 106</td>
<td>4</td>
<td>C (2)</td>
<td>8</td>
</tr>
</tbody>
</table>
44 divided by 15 results in a 2.93 grade point average. Institutional and transfer credits are not included in the computation of averages. Institutional credits are awarded for preparatory and basic skills courses. When a student repeats a course, the higher grade will be substituted for the lower grade in the student's average. This altered average is known as the "adjusted average". The student's record, however, will show all courses attempted and all grades received. Students may repeat science courses only once after a failing grade (below a C). If the student fails any science course the second time, he/she is dismissed from the program in which he/she is enrolled.

**GRADING SYSTEM**

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

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>90-100%</td>
<td>Lowest passing grade for Clinical Competency Based Education is 100%</td>
</tr>
<tr>
<td>B+</td>
<td>Very Good</td>
<td>86-89%</td>
<td>Minimum passing grade for professional courses</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>80-85%</td>
<td><em>Minimum grade for transfer of science courses</em></td>
</tr>
<tr>
<td>C+</td>
<td>Above Average</td>
<td>76-79%</td>
<td>Minimum passing grade for general education courses</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>70-75%</td>
<td><em>Minimum grade for transfer of all non-science courses</em></td>
</tr>
<tr>
<td>D+</td>
<td>Below Average*</td>
<td>66-69%</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Unsatisfactory</td>
<td>60-65%</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>below 60%</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>XF</td>
<td>Incomplete changed to failing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Grades below 70% are not transferable.

No grades will be released unless all financial obligations are satisfied and a signed release form is on file.

**NOTE:** It is a policy of the School that grades for tests, quizzes and exams will not be given to the students within the first 24hrs of the time of the administration. Students are **not** to contact the Instructor, Program Director or
Director, Schools of Radiology during the 24 hours immediately following the test administration. Mid-Term and Final examinations and tests are not released to the students under any circumstances. Quizzes may be distributed at the discretion of the instructor.

**HONOR CODE**

The Hackensack Meridian Health JFK Medical Center Muhlenberg Harold B and Dorothy A. Snyder Schools of Medical Imaging students have the responsibility to maintain high ethical standards that will create an atmosphere conducive to professional integrity. Honesty and integrity are expected from all students from application through graduation.

The allied health professions require students to learn for the sake of knowledge and the well-being of their patients, rather than for the acquisition of particular grades. Although adequate grades are stressed, they only indicate a student’s knowledge at the time of testing. Students must strive to learn knowledge and skills in a way that assures they will be retained because they will be needed in the future when the graduate practices his/her profession. Because cheating affects both the student who has failed to learn and those who have made the effort, it will not be tolerated in the School.

Academic misconduct is defined as any act that does or could improperly distort student grades or other student academic records. It is a destructive force in the learning process and it jeopardizes the achievements of all students. The School will not tolerate inaction or apathy with the occurrence of academic misconduct. The responsibility to challenge and bring forward apparent violations of academic misconduct belongs to each member of the School community, - students, faculty, administration and staff.

Misconduct includes, but is not limited to:

- Sharing information concerning specific examination, test or quiz questions.
- Sharing information concerning what was or was not covered on a particular test, quiz or examination other than such information that was provided to all students by the instructor.
- Using cheat sheets, crib sheets or other unauthorized notes; devices, including but not limited to cell phones, pocket computers, IPODs and all other mechanical, electrical or manual recorded materials during quizzes, tests or examinations.
- Sharing information or answers before, during and after tests, quizzes or examinations.
- Copying other people’s work and claiming it as one’s own. This constitutes plagiarism, which is defined as the act of taking and passing off the ideas or words of another as one’s own.
- Having another person complete an assignment for you, and then claiming it as your own.
- Completing assignments for other students.
- Calling in sick when you are not
- Not reporting an incident involving a patient

To prevent plagiarism, you must always attribute unique ideas, researched facts, specific phrases or sentences, or paraphrased sentences to the original author. This is done using footnotes or in text notations.

Any student detected and documented to have been cheating, plagiarism will be subject to **immediate dismissal from the program**.

Any student, who has knowledge of cheating, plagiarism by another student and fails to report it, will be held equally accountable and will be disciplined accordingly.
STANDARDS FOR NON-COMPLIANCE POLICY

Students who have determined that the program is in non-compliance with the standards of an accredited program may do the following:

1. Make an appointment with the Director, Schools of Medical Imaging, to discuss areas of concern in an attempt to satisfy stated concern.

2. The concern must be stated and the standard identified. The letter must be signed and an address listed for a response from any of these agencies. If stated concern is not satisfied, the student may contact the accrediting agencies, in writing, at the following addresses:

For Radiography:
- Joint Review Committee on Education in Radiologic Technology
  20 North Wacker Drive
  Suite 2850
  Chicago, Illinois 60606-3182
  312-704-5300
  www.jrcert.org
  mail@JRCERT.org
- RTBE of the NJ DEP
  PO Box 420, Mail Code 25-10
  Trenton, NJ 08625-0420
  609-984-5890
  www.xray.nj.gov
- Approved for veteran training.

For Diagnostic Medical Sonography:
- Commission on Accreditation of Allied Health Education Programs
  25400 US Highway 19 North
  Suite 158
  Clearwater, FL 33757
  727-210-2350
  www.caahep.org
- Approved for veteran training.
- Joint Review Committee on Education in Diagnostic Medical Sonography
STUDENT RIGHTS AND RESPONSIBILITIES

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

Infraction of the rules and regulations made known to the School authorities, the JFK Medical Center and its affiliates, the State of New Jersey, the Counties of Union and Middlesex, the Cities of Plainfield and Edison or the federal government may lead to disciplinary action.

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

I. APPEAL PROCESSES

An academic and non-academic appeal process is detailed below. All other issues are addressed to the Director, Schools of Medical Imaging, on an individual basis. All appeals documentation is maintained in the Office of the Director, Schools of Medical Imaging.

All students within the Schools of Medical Imaging have the right to appeal Program decisions through procedures that afford due process. Imaging Course grades may not be appealed at Union County College.

II. NON-ACADEMIC MATTERS APPEAL PROCESS

Non-academic appeals cover all issues related to student conduct, excluding grades and clinical evaluations. The student is given the right to an orderly, unbiased examination of any decision which he/she considers to be adverse when such decision is perceived by the student to be capricious, arbitrary or based on inadequate rationale/documentation or other evidence, when considered as a whole.

A student seeking review of any decision which he/she considers to be adverse, and if enforced against the student, will result in some form of sanction or other negative consequence for the student, shall be entitled to a review of such decision in accordance with the following procedure:

A. Within seven (7) working days of receiving notice of a written decision by the Program Director which the student seeks review of, the student shall submit, to the Director, Schools of Medical Imaging, a written statement of his/her grievance (the “Grievance Statement”), indicating the nature of the charge(s) made against him/her and his/her response thereto. This statement serves as the student’s request for a review in accordance with the process set forth herein.
C. The Director, Schools of Medical Imaging, shall promptly convene an investigative for the purpose of investigating the matter. The Director, Schools of Medical Imaging, shall provide to the Investigative Committee a copy of the student’s Grievance Statement.

D. The Investigative Committee will consist of the following individuals:
   1. A Program Director or Clinical Coordinator from any discipline within the School except the discipline in which the student is enrolled;
   2. One faculty member from any discipline within the School except the discipline in which the student is enrolled;
   3. Two students from any discipline or disciplines within the Schools except the discipline in which the student is enrolled;

E. The Investigative Committee will schedule a hearing within seven (5) working days from the original receipt, by the Director, Schools of Medical Imaging, of the student’s Grievance Statement.

F. At least three (3) working days prior to the appeal hearing date, the Director, Schools of Imaging, or designee will obtain the rationale/documentation involved in the contested decision and submit it to the Committee.

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

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

I. The hearing will be audio taped and at the conclusion of the hearing the tape will be retained in the student’s file by the Director, Schools of Medical Imaging. The purpose of doing so is to create a record of the hearing in order to ensure that the matter was fairly reviewed by the Investigative Committee and that both the student and the Program Director’s position were fairly presented and considered by the Investigative Committee.

J. At the conclusion of the hearing, the Investigative Committee will make a final written decision, unless extraordinary circumstances preclude the committee from making an immediate decision, in which case the committee will render its decision within two (2) business days of the completion of the hearing. A majority vote will constitute the final decision of the Investigative Committee.

K. The decision of the Committee will be given in a written statement to the Director, Schools of Medical Imaging.

L. The Director, Schools of Medical Imaging, shall, within one (1) business day of the student’s receipt of the written decision of the Committee, review the written materials considered during the hearing, review the Investigative Committee’s recommendations and issue a written statement upholding, rejecting or modifying the Investigative Committee’s recommendations. The Director, Schools of Medical Imaging, will notify the student of the written decision which has been issued.

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

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

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

A. A student must be notified of his/her academic status/performance in accordance with the policies set forth by the School. In the event a student seeks review of a grade or clinical evaluation (in accordance with the conditions and limitations set forth herein), the student must be given the right to an orderly, unbiased examination of a decision.

The following shall be the only bases upon which a student is entitled to an academic appeal:
(1) Faculty bias.
(2) The instructor did not adhere to previously announced standards/policies.
(3) Calculation or recording error -- Academic Appeals will be limited to unsatisfactory clinical evaluations and the inaccurate recording and/or reporting of an academic grade.

B. The following relates to an academic numerical grade:

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

C. The following relates to clinical grades or evaluations:

1. Informal Resolution.
   (a) The student should attempt to settle the disagreement related to the clinical evaluation with the involved faculty member(s). A copy of the evaluation tool and the anecdotal should be given to the student.

   (b) The Program Director and Clinical Coordinator should be contacted to attempt to mediate the disagreement.

   (c) If the student is not satisfied with the outcome of the meetings, he/she may request an appeal. This is instituted by submitting a written statement of intent to the Director, Schools of Medical Imaging, within (3) working days of the Student/Director conference. At this meeting, the Director will determine if the issue meets the stated criteria for a valid appeal (see above). The Director will immediately notify the Chairperson of the Promotions and Evaluation Committee and the instructor(s) involved.

2. Appeals Committee Hearing
   (a) If the student is not satisfied with the outcome of these efforts, he/she may request a hearing. This is instituted by submitting a written statement of intent to the Director, Schools of Medical Imaging, within three (3) working days of student/Director conference.
(b) No later than three (3) working days following receipt of the student’s written statement of appeal, the Director, Schools of Medical Imaging, will hold a conference with the student and determine if the issue meets the stated criteria for a valid appeal (see above). The Dean will immediately notify the Chairperson of Promotions and Evaluation.

(c) The student shall submit a formal appeal to the Chairperson of Promotions and Evaluation within (10) working days of the initial student/Director conference. This letter shall clearly state the reason for the appeal. The letter shall refer to the specific facts relevant to the course objectives and should not include extraneous issues or referral to previous semesters. The student may seek assistance from a faculty member when preparing the formal appeal letter.

(d) Within three (3) working days of receipt of the formal appeal, the student will receive, from the Chairperson of Promotions and Evaluation, a description of the procedure/guideline to be used in the hearing and the Dean will notify the Appeals Committee that the student has been provided with a copy of the procedures/guidelines.

(e) At least two (2) working days prior to the hearing, the Chairperson of Promotions and Evaluations will give a copy of the student’s formal letter of appeal to the instructor(s) involved. At the hearing, the members of the appeal panel may read all relevant documents, including, without limitation, the student’s appeal letter, the Clinical Warnings(s), and the Final Clinical Evaluation tool plus the anecdotal notes.

(f) The Director, Schools of Medical Imaging, will ordinarily schedule, and notify the student of, the formal appeal date within (5) five working days of receiving the student’s formal letter

   (1) The student may select two (2) appointed faculty members or two appointed alternates (one faculty member from each level). The faculty member has the right to disqualify himself/herself. (The student cannot choose a faculty member in the course that the student is presently enrolled.)

   (2) The student will select two (2) students or alternates (from a different program). The student member has the right to disqualify him or herself. (The student cannot choose a student in the course that the appealing student is presently enrolled.)

(g) The student and instructor(s) will appear before the Appeals Panel at the designated time to present the issues and answer questions from the Appeals Panel.

(h) The student and instructor may each bring a support person to the hearing before the Committee. This person may serve as support but may not actively participate in the hearing in the role of lawyer or advocate of the student’s position (e.g., presenting evidence, examining witnesses, making arguments, etc.).

(i) The hearing will be audio taped and the Director, Schools of Medical Imaging, will retain this tape. The purpose of doing so is to establish a record of the hearing to ensure that the matter was thoroughly reviewed by the Appeals Panel and that both parties’ positions were fairly presented and considered by the Panel.

(j) The Appeals Panel makes recommendation to the Director, Schools of Medical Imaging, but does not have the authority to change the clinical grade to “Satisfactory.” The decision of the Committee requires a majority vote and shall be presented as a recommendation to the Director, Schools of Medical Imaging, at the conclusion of the
hearing. The Director, Schools of Medical Imaging, will review the written materials from
the hearing and the Panel’s recommendation. Within one (1) working day of receipt of the
Panel’s recommendation, the Director, Schools of Medical Imaging, will notify the student
and the instructor(s) involved of the final decision. The decision of the Director, Schools
of Medical Imaging, will be written.

(k) In the event a majority of the Appeals Panel is unable to reach a decision, the Panel will
be dismissed and a new Appeals Panel will be empaneled within five (5) working days. The
members of the new Panel will consist of two new faculty drawn by lot and student
members in accordance with the criteria described above. (The student cannot be in the
course that the student is presently enrolled.)

**ADMINISTRATIVE HEARING PROCESS**

1. Following the decision by the Director, Schools of Medical Imaging (upon completion of the
appeal), either party may request an Administrative Hearing if he/she believes due process
was not afforded in accordance with the policies of the School. *The purpose of this
Administrative hearing is to examine the process to determine if both student and faculty
rights were upheld.*

2. A written request for an administrative hearing must be submitted to the Director, Schools
of Medical Imaging, by the party seeking the Administrative hearing within two (2) working
days of the receipt of the decision presented after the original appeal.

3. This written request must state the reason(s) that the requesting party believes that due
process was not afforded to him/her. The Administrative Panel will consist of the:
   (a) Director, Schools of Medical Imaging
   (b) Vice President and Chief Operating Officer, JFK Medical Center. This member
       will serve as Chairman.
   (a) Administrative Director of Imaging Services, JFK Medical Center.
   This Administrative Panel will review all aspects of the appeal.

4. All written materials from the Academic Appeals hearing, held in the Office of the Director,
Schools of Medical Imaging, will be presented to the Administrative Hearing Panel by the
Director, Schools of Medical imaging.

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

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

7. The Administrative Panel will review all documents and render its decision within three (3)
working days of the Administrative hearing. A majority vote of the Panel will constitute the
decision of the Panel.

8. The decision of this Panel will be forwarded to the Director within one (1) working day after
the decision has been made and shall be binding on the parties. The Director, Schools of
Medical Imaging, will notify the program director, faculty and student of the Panel’s
decision within one (1) working day of the notification by the Panel.
9. If the student does not agree with the decision of the Academic Appeals Panel, he/she has the right to document this disagreement within seven (7) working days of the Panel’s decision and have it placed in his/her permanent record.

10. During the appeal process, the student may proceed with his/her course work and clinical experience except for reasons of his/her physical or emotional safety, clinically related issues and well-being or other reasons related to the safety of other students, faculty, patients or School or medical center property.

NOTE: Since many of the above items require faculty and student presence any appeal request during times when the School is officially closed will be postponed until the next scheduled opening of a semester. Additionally, the School complies with the provisions of the Family Educational Right and Privacy Act of 1974 (Buckley Amendment). A summary of the provisions of the amendment is published annually in the Student Handbook.
SCHOOL LIFE

BLS (BASIC LIFE SUPPORT)

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

CHAPLAINCY SERVICE

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

COUNSELING - PERSONAL

At the beginning of their first clinical semester, each student receives a comprehensive directory of personal counseling services available in Union County and neighboring communities.

DRESS CODE REQUIREMENTS (REVISED JULY 2016)

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

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

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

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

Perfume, cologne, after-shave and other fragrances must be used sparingly and may be prohibited if deemed overwhelming by a supervisor or faculty member. Please remember patients may not be able to tolerate these scents.
Hair is to be shoulder length or shorter. Longer hair must be securely tied back whenever in uniform. The student should consider his/her professional appearance when selecting a hairstyle, remembering that appearance may affect the patient’s confidence in the student. The student must refrain from wearing spike, cut-out symbols, mousse bouffant styles, etc.

Beards and moustaches are permissible if kept neat and trimmed. The growth of beards and moustaches cannot be started when students are in clinical sessions.

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

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

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

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

Leather “nursing type” shoes must be clean and polished. Students who arrive at clinical out of uniform (i.e. unacceptable hair or nails, lack of proper uniform, radiation monitor or ID badge) or in an otherwise improper fashion will be sent off clinical to correct their appearance. An appropriate verbal or written warning will be issued. The time lost in this process must be made up and must be assigned through the School Administration. Recurring offenses will be monitored and will result in dismissal from the program if the practice is not corrected.

The uniform requirements are as follows:

- Women may wear either the uniform skirt or white pants and the uniform shirt with a lab coat.
- White stockings must be worn with the uniform skirt. White knee-highs or white crew socks must be worn with the women’s pants.
- Men are to wear pants, the uniform shirt and white socks with a lab coat. Crew socks are acceptable providing they are ALL white. No colored bands will be permitted.
- No other combinations of uniforms than those approved can be worn,
- All students are required to provide proof of uniform order on the first day of school.
- White shoes as explained above.
- All students are required to purchase at least 2 uniform combinations and 2 lab coats. Lab coats are required at all times while in clinical

School ID badges must be worn at all times. NO EXCEPTIONS! Pins and stickers will not be placed on badges to conceal names or ID photos of students.

Consult [www.jfkmuhlenbergschools.org](http://www.jfkmuhlenbergschools.org) for information regarding the ordering of uniforms.
CLASSROOM DRESS CODE
Uniforms are NOT required in the classroom, however, School issued name badges are required at all times while on School and hospital property. Neat and clean street clothes may be worn to class. Caps, such as baseball, are NOT to be worn in class or during lab assignments. If uniforms are worn to class, the student must wear their hair in the appropriate manner for uniform dress.

If scheduled laboratory exercises are being performed in a clinical setting during regular daytime shifts, students may wear street clothes, but lab coats, ID badges, and personal monitors ARE REQUIRED. Students will be notified in advance of scheduled labs in this setting. When labs are being performed in the school building regular clothing is permitted but ID badges are still required.

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

Many students are surprised to learn that the actual cost of attending the School 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 School, within the limits imposed by funds available, makes every effort to provide a financial aid package, which equals the determined need. A financial aid package may include a combination of grants, loans and some scholarships. The total amount of financial aid offered a student shall not exceed his/her need. After reviewing the aid you are offered you will know the actual bottom-line cost of the school. In the meantime, visit our Net Price Calculator for an estimate.

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

Student Eligibility Requirements
- The applicant must be a United States citizen or eligible non-citizen;
- U.S. national (includes natives of American Samoa or Swain’s Island); U.S. Permanent resident who has an I-151, I-155 or I-155C (Alien Registration Card).
- The applicant must be accepted for admission to HMH JFK Medical Center Muhlenberg Harold B. and Dorothy A. 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 the School. There is no fee to apply and you can apply online by visiting www.fafsa.gov. Make sure you the School on your FAFSA form, our Title IV School code is: 006421.

What happens after you file?
It will take about 72 hours for the government to process your FAFSA and students are notified by email with instructions for downloading the results, a form called a Student Aid Report (SAR). This lets you know your expected family contribution (EFC) and if you qualify for a need-based grant from the federal government. The federal government will also send your results to your state so they can review your data and determine if you qualify for a need-based grant from the state. If you are from New Jersey, please be advised that the State of New Jersey will also need you to answer a few additional questions. For more information, visit the Report Additional Information tab on the website for 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 School, transportation and certain incidental expenses) and the estimated family contribution (EFC). Your level of need will also determine if you qualify for, and if your student loans will be subsidized or unsubsidized.

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

Federal Title IV Programs

Federal Pell Grant

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

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

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

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

The Facts Regarding Federal Stafford Loans:

- In order to receive a disbursement of Direct Loans students must meet the student eligibility requirements. Interest rates will be established each year for Direct Subsidized, Direct Unsubsidized and Direct Plus loans. The interest rate will be the sum of a uniform index rate plus and add-on that varies depending on the type of loan and the borrower’s grade level. For current rates, please visit: www.studentloans.gov.
- The federal loan limits for the Direct subsidized loan is $3,500 for freshmen and $4,500 for sophomores. 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 $4000 is available to both grade levels.
- The Direct Loan Program offers loan repayment plans (this should link to studentaid.gov loan repayment) designed to meet the needs of almost every borrower. Borrowers may choose from the standard, extended, graduated, income contingent, or the income-based repayment plan.
- Students must complete Direct Loan Entrance Counseling in order to receive the loan disbursement. Loan Entrance Counseling allows you to understand your rights and responsibilities as a loan borrower. To complete the Loan Entrance Counseling, please visit: www.studentloans.gov.
- Students must also complete a Master Promissory Note (MPN). The MPN is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the Department. It also explains the terms and conditions of your loan(s). To complete your MPN, please visit: www.studentloans.gov.
- In most cases, once you’ve submitted the MPN and it’s been accepted, you won’t have to fill out a new MPN for future loans. You can borrow additional Direct Loans on a single MPN for up to 10 years. Once you’ve completed the MPN you’ll receive a disclosure statement that gives you specific information about any loan that the school plans to disburse under your MPN, including the loan amount, fees, the expected disbursement dates and the expected disbursement amounts.

Additional Information

While every student wants free money in the form of scholarships and grants, not everyone can get enough free money to cover the entire cost of their programs. If you’ve filled out your FAFSA and have been offered federal student loans, here are some things to consider:
You don’t have to start paying back your federal student loans until you graduate or stop attending school at least half-time. If you get a private loan, you’ll probably have to start making payments right away.

The interest rate on a federal student loan is almost always lower than that on a private loan—and much lower than that on a credit card!

Students with greater financial need might qualify to have the government pay their interest while they are in school.

You don’t need a credit record to get a federal student loan.

You don’t need a cosigner to get a federal student loan.

Federal student loans offer a variety of repayment plans, including one that base 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.

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**Parent Loans**

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

**The Facts Regarding Parent PLUS loans:**

- The annual borrowing limit on a Parent PLUS Loan is equal to the student’s Estimated Cost of Attendance minus any other financial aid received.

- Parent PLUS loans are the financial responsibility of the parents, not the student.

- For Parent PLUS Loan interest rates, please visit: [www.studentloans.gov](http://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](http://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](http://www.studentloans.gov).
Other Federal Assistance

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

New Jersey State Programs

New Jersey Tuition Aid Grant (NJTAG)

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

New Jersey Educational Opportunity Fund (NJEOF)

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

New Jersey STARS Program (NJSTARS)

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

New Jersey CLASS Loans

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

Private Loans

Private or Alternative Loans are monies offered by lenders to help students meet loan needs that are not otherwise met by financial aid, grants, scholarships and parents. Students can apply s creditworthy or credit-ready or with a co-borrower. Students must be at least 18 years of age and a U.S. Citizen or Permanent Resident. Students must be enrolled in an eligible program and have at least acceptable credit. Either the student or their co-borrower must be employed or have sufficient income to support the debt. They must also have a stable residence, employment and credit history.
For additional information on the Private/Alternative Loans available to students attending JFK Muhlenberg Snyder Schools, please visit the following website: [http://beta.elmselect.com/link/query?schoolid=335](http://beta.elmselect.com/link/query?schoolid=335).

**Scholarships**

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

**Student Rights and Responsibilities**

In accepting the Financial Aid Award Notice, students are indicating that they understand the procedures and accept the responsibilities involved in receiving financial aid. Students should be aware that if they or their family knowingly make false statements or misrepresentation on any application or form for financial assistance, the student may be liable for prosecution and repayment of all assistance obtained. The School 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 School does not imply any obligation or commitment to continue such awards beyond the period indicated. For each year aid is desired, the student must apply for financial assistance and such assistance will be dependent upon the availability of funds, demonstration of financial need, and satisfactory academic progress.

**STUDENT RIGHTS**

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

**STUDENT RESPONSIBILITIES**

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

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

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 the School 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 the School 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 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:
<table>
<thead>
<tr>
<th>Program</th>
<th>Number of credits required for graduation</th>
<th>Maximum number of attempted credits for financial aid eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generic Nursing</td>
<td>75</td>
<td>112</td>
</tr>
<tr>
<td>Accelerated Nursing</td>
<td>75</td>
<td>112</td>
</tr>
<tr>
<td>Radiography</td>
<td>80</td>
<td>120</td>
</tr>
<tr>
<td>Nuclear Medicine Technology</td>
<td>79</td>
<td>118</td>
</tr>
<tr>
<td>Diagnostic Medical Sonography</td>
<td>83</td>
<td>124</td>
</tr>
</tbody>
</table>

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

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

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

**Student Responsibilities:**

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

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

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

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

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

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

DESCRIPTION AND IMPLEMENTATION OF COMPONENTS

HEALTH APPRAISAL
Health appraisal is 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.

CLINICAL REQUIREMENTS
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. 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 HMH JFK Occupational Health MUST do the drug screening and respiratory fit test. Health forms will be emailed to students upon registration. It is recommended you contact the Student Health Nurse at the School, (908) 668-2594, prior to scheduling your appointments, to determine what services will be required. The drug screening fee is billed with your tuition, so no fee is due for first time drug screenings. There is no charge for fit testing. The health record, and all Personal Health Information “PHI” is kept confidential, and is only released to Receiving Agencies for the purpose of clinical placement.

Students entering in Fall Semester
- Physical examinations including first PPD (Mantoux test) should be completed in July and August
- Second PPD due 1-3 weeks after initial PPD

Students entering in Spring Semester
- Physical examinations including first PPD (Mantoux test) should be completed in November and December
Second PPD due 1-3 weeks after initial PPD

Students entering the Diagnostic Medical Sonography Program
- Physical exam and first PPD (Mantoux test) should be completed in April/May before their first semester on clinical
- Second PPD due 1-3 weeks after initial PPD

Annual Physical Examinations are required while in the Medical Imaging programs.

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

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

Students with a positive urine drug screening will be referred to the Medical Review Officer at HMH JFK Occupational Health for consultation. The Medical Review Officer must approve the student for continued enrollment with or without conditions.

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

AMERICANS WITH DISABILITIES ACT (ADA) 1973

In accordance with Americans with Disabilities Act (ADA) 1973 applicants to the School must be willing and able to do the following:

Corrective devices are allowed to meet the minimum requirements.

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

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

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

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

Care During Illness or Injury:
1. Students who become ill or injured while in classes, clinical, or as a resident at the School may be referred to HMH JFK Occupational Health for triage and referral as necessary to their private medical doctor.
2. If a student is referred for further medical treatment or is treated in the Emergency Room, the student will pay on a fee for service basis.
3. If diagnostic tests or medical therapy are required, the student will be referred to his/her private physician.
4. All incidents, injuries/accidents on HMH JFK Medical Center property must be reported and an incident report must be made immediately following the incident for person(s) injured. Students injured on JFK Medical Center property must be evaluated either at HMH JFK Occupational Health or the Emergency Room the same day of injury.
5. Students with school related injuries will be triaged through HMH JFK Occupational Health and will be referred to a specific medical specialist in keeping with standing policy and insurance carrier requirements.
6. Injuries occurring at home or away from school are to be treated by the student's private physician.
7. Hospital Admission:
   a. Admissions to any hospital should be arranged through the student's private physician. Financial responsibility rests with the student and his/her family.
   b. The Student Health Nurse should be notified of pending, planned hospitalization and the nature of the illness.
Procedure for Reporting Illness or Injury:
1. When a student is ill and cannot attend classes/clinical or the skills simulation laboratory he/she must call the School and the appropriate clinical unit. Students will notify instructors personally, if it is required of students by the particular instructor.

2. All students are required to submit a clearance note from their Physician/Healthcare Provider before returning to classes, skills simulation laboratory or the clinical setting after any illness or accident, that fall within the guidelines below:

- The student has been absent for 3 or more consecutive days.
- The student has been evaluated in an Emergency Room Setting.
- The student has been hospitalized.
- At the instructor’s discretion, if they feel physician clearance is merited.

The clearance note must list the diagnosis and any restrictions in duty.

3. Students violating health requirements will be issued two reminders by the School. Failure to comply with the second reminder will result in a referral to the Director, Schools of Medical. Such action carries with it a possible suspension from classes and laboratory experiences until requirements are met.

4. Students are expected to abide by the Infection Control Policies of HMH JFK Medical Center and those of affiliating clinical agencies.

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

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

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

4. The School reserves the right to require additional testing depending on contract requirements of clinical affiliates.

HEALTH EDUCATION

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

1. **Training and Education**: All students of the School will complete training sessions to address the issues contained in:
   
   a. OSHA Bloodborne Pathogen Standards
   b. OSHA Tuberculosis Standard

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

Reviewed 07/17
Dear Student,

Congratulations on your acceptance as a student in the Hackensack Meridian JFK Muhlenberg Harold B. & Dorothy A. Snyder Schools. Prior to moving into the residence hall, beginning the first day of clinical courses, or going to any of our clinical affiliates, you will be required to receive medical clearance through the HMH JFK Muhlenberg Snyder Schools.

Medical clearance requirements are attached and MUST be received by the HMH JFK Muhlenberg Snyder Schools prior to your first day of class, or moving into the Dormitory Residence. Please see the document “Health Clearance Requirements” this will provide detailed instructions regarding requirements for medical clearance.

Incoming clinical students will need to supply ALL of the following information:

- A complete physical examination with medical clearance by a licensed Physician or Nurse Practitioner.
- 2-Step Mantoux tuberculin test (PPD test), or Quantiferon Gold/T-Spot Lab Test. Explanation of the 2 Step Mantoux test is attached.
- Lab titers are required for Rubeola, Rubella, Mumps, and Varicella
- Lab titer is required for Hepatitis B. If you have not been previously vaccinated, proof that the vaccine series has been started, is required.
- Hepatitis B Antigen Test.
- A 13+ panel drug screening is required. The test can only be scheduled with HMH JFK Medical Center Occupational Health. Outside test agencies will not be considered.
- A Respiratory Fit Test is required. This test can only be scheduled with HMH JFK Occupational Health.
- All Dormitory Residents are required, in addition, to be immunized against meningococcal meningitis (Menactra or Menveo vaccine) Meningitis B vaccination is also recommended.
- Tdap Vaccination.
- Influenza Vaccination during Flu season.
- CPR for Healthcare/BLS Provider.
- Student Malpractice Insurance.
Your completed medical package may be HAND DELIVERED to the school, or MAILED to:

Hackensack Meridian JFK Muhlenberg Snyder Schools
P.O. Box 4649
Metuchen, New Jersey 08840
Attention: Student Health Nurse

Physical exams, vaccines, and required lab work can be performed by HMH JFK Occupational Health Services (fee for services) by calling their Iselin location at (848) 205-2630, or the Piscataway location at (848) 230-6800

Student will be emailed a Health Clearance letter upon completion of all above requirements. You WILL NOT be permitted on any clinical area of the Medical Center, Residence Hall, or Clinical affiliates until you have received health clearance.

Please contact the Student Health Nurse at (908) 668-2594 if you have any questions regarding these requirements, or are need any guidance, before scheduling your appointments.
Dear Doctor,

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

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

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

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

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

In accordance with Americans with Disabilities Act (ADA) 1973

Applicants to the Schools of Medical Imaging must be willing and able to do the following:

Corrective devices are permitted to meet the minimum requirements.

1. Communicate in English in order to converse and instruct patients, to relieve anxiety and gain their cooperation during procedures.
2. Hear a patient talk in a normal tone from a distance of 20 feet.
3. Observe the patient in order to assess his condition and/or needs from a distance of at least 20 feet.
4. Read a patient’s medical chart and/or physician’s orders.
5. Evaluate radiographs using a view box to make certain that the films contain proper identification and are of diagnostic value.
6. Render services and/or assistance to all patients depending on the individual patient’s needs and abilities when moving, turning, getting on and off the radiographic table or stretcher and when moving in and out of a wheelchair.
7. Push, pull and maneuver 40 pounds.
8. Push and manipulate a portable X-Ray machine in turning corners, maneuvering on and off elevators and within a patient’s room.
9. Manually move and maneuver the X-Ray tube at standard and non-standard heights up to 7 feet.
10. Draw up sterile contrast media and other solutions without contaminating the syringe, needle and/or injecting device.
11. Select the exposure factors necessary to produce a radiograph by manipulating dials, buttons, and switches.
12. Place X-Ray cassettes in Bucky trays and spot film devices and properly manipulate all locking devices.
13. Physically be able to administer emergency care including CPR.
14. Physically be able to stand for periods as long as 2 hours while wearing lead aprons and to walk a distance of 2 miles during a normal work day.

In accordance with Americans with Disabilities Act (ADA) 1973

Applicants to the School of Nursing must be willing and able to do the following: Corrective devices are allowed to meet the minimum requirements.

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

In accordance with Americans with Disabilities Act (ADA) 1973

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

Corrective devices are allowed to meet the minimum requirements.

1. Communicate in English in order to converse and instruct patients, to relieve anxiety and gain their cooperation during procedures.
2. Hear a patient talk in a normal tone from a distance of 20 feet.
3. Observe the patient in order to assess his condition and/or needs from a distance of at least 20 feet.
4. Read a patient’s medical chart and/or physician’s orders.
5. Transport, move, and transfer patients from a wheelchair or cart to/from a sonography table or patient bed.
6. Move and manipulate a variety of sonographic equipment including physical transport of mobile sonographic machines.
7. Physically be able to administer emergency care including CPR.
**HMH JFK MUILENBERG HAROLD B. & DOROTHY A. SNYDER SCHOOLS**
**IMMUNIZATIONS & TB SURVEILLANCE**

| Student Name: | __________________________________________________________________________ |
| Date of Birth: | _______________________________ Telephone (cell) #: ________________________ |
| Email address: | __________________________________________________________________________ |
| Emergency Contact: | ___________________________________ Phone #: ______________________________ |

**TB Surveillance (PPD)**

<table>
<thead>
<tr>
<th>IF PREVIOUSLY PPD NEGATIVE</th>
<th>DOCUMENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mantoux (PPD) Testing</strong></td>
<td><strong>Step 1 PPD</strong></td>
</tr>
<tr>
<td>A 2-Step Mantoux Skin Test is <strong>Mandatory</strong> for all students entering the program.</td>
<td>Date: _______________________________</td>
</tr>
<tr>
<td>Step 1: Recommended at time of physical exam.</td>
<td>Mfg./Exp. Date/Lot #: _______________________________</td>
</tr>
<tr>
<td>Step 2: Must be done within 1-3 weeks of first step.</td>
<td>Site: ____________________________________________</td>
</tr>
<tr>
<td>OR</td>
<td>Administer by: ____________________________________________</td>
</tr>
<tr>
<td><strong>Quantiferon Gold / T-Spot Test</strong></td>
<td><strong>Results</strong></td>
</tr>
<tr>
<td><strong>LAB REPORT REQUIRED</strong></td>
<td>Date: _______________________________</td>
</tr>
<tr>
<td></td>
<td>Induration: __________ mm</td>
</tr>
<tr>
<td></td>
<td>Read by: ____________________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IF PREVIOUSLY PPD POSITIVE</th>
<th>POSITIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>If previously PPD positive, provide documentation of the date tested, with millimeters of induration <strong>(REQUIRED)</strong>, and INH prophylaxis dates, if given.</td>
<td>Documentation of positive PPD results attached, which includes date, induration, and facility received.</td>
</tr>
<tr>
<td>If PPD testing is positive, A Chest X-ray is required <strong>AND MUST BE WITHIN 3 MONTHS OF THE CLINICAL START DATE.</strong></td>
<td>INH Therapy: Yes ( ) Dates: ______________</td>
</tr>
<tr>
<td></td>
<td>No ( )</td>
</tr>
<tr>
<td></td>
<td>Copy of Chest X-ray report attached.</td>
</tr>
<tr>
<td>HISTORY OF BCG VACCINATION</td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td></td>
</tr>
<tr>
<td>Clinical students with history of BCG vaccination will be required to have a 2-Step PPD skin test unless previous positive PPD results are attached.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IMMUNIZATIONS</th>
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<tbody>
<tr>
<td>REQUIREMENTS</td>
</tr>
<tr>
<td>All clinical students MUST provide proof of immunity by lab titer—<strong>WITH LAB RESULTS ATTACHED</strong></td>
</tr>
</tbody>
</table>

### Rubeola (Measles)
- Lab Titer required. Current vaccination is required for negative or equivocal titer.
- **LAB REPORT REQUIRED**

### Rubeola (MMR)
- #1 Vaccination
  - Date:________________________
  - Mfg./Lot/ Exp. Date:_____________________
  - Administered by:________________________

- #2 Vaccination
  - Date:________________________
  - Mfg./Lot/ Exp. Date:_____________________
  - Administered by:________________________

### Rubella (German Measles)
- Lab titer required. Current vaccination is required for negative or equivocal titer.
- **LAB REPORT REQUIRED**

### Rubella (MMR)
- #1 Vaccination
  - Date:________________________
  - Mfg./Lot/ Exp. Date:_____________________
  - Administered by:________________________

- #2 Vaccination
  - Date:________________________
  - Mfg./Lot/ Exp. Date:_____________________
  - Administered by:________________________

### Mumps
- Lab titer required. Current vaccination is required for negative or equivocal titer.
- **LAB REPORT REQUIRED**

### Mumps (MMR)
- #1 Vaccination
  - Date:________________________
  - Mfg./Lot/ Exp. Date:_____________________
  - Administered by:________________________
<table>
<thead>
<tr>
<th>Vaccination</th>
<th>Varicella (Chicken Pox)</th>
<th>Varicella (Chicken Pox)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>_______________________</td>
<td>_______________________</td>
</tr>
<tr>
<td>Mfg./Lot/ Exp. Date:</td>
<td>______________________</td>
<td>_______________________</td>
</tr>
<tr>
<td>Administered by:</td>
<td>_______________________</td>
<td>_______________________</td>
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</tbody>
</table>

**LAB REPORT REQUIRED**

<table>
<thead>
<tr>
<th>STUDENT’S NAME:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Hepatitis B Series</th>
<th>Hepatitis B Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Hepatitis B Series completed:</td>
<td>Please check appropriate area:</td>
</tr>
<tr>
<td>Lab titer required. Vaccination is required for negative or equivocal titer.</td>
<td>( ) Lab report of antibody results attached.</td>
</tr>
<tr>
<td>( ) Immunization series started, proof attached.</td>
<td></td>
</tr>
</tbody>
</table>

**LAB REPORT REQUIRED**

<table>
<thead>
<tr>
<th>Hepatitis B Antigen Test</th>
<th>Hepatitis B Antigen Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAB REPORT REQUIRED</td>
<td>( ) Lab report attached.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meningococcal Meningitis</th>
<th>Meningococcal Vaccine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Menactra or Menveo vaccines</td>
<td>Date: ___________________</td>
</tr>
<tr>
<td>Dormitory Students Only</td>
<td>Mfg./Lot/ Exp. Date: ___________________</td>
</tr>
<tr>
<td>Administered by:</td>
<td>_______________________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Tdap Vaccination</th>
<th>Tdap</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must Contain Pertussis Component</td>
<td>Date: ___________________</td>
</tr>
<tr>
<td>Mfg./Lot/ Exp. Date: ___________________</td>
<td></td>
</tr>
<tr>
<td><strong>Influenza Vaccination</strong></td>
<td><strong>Influenza Vaccination</strong></td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
<tr>
<td>Mfg./Lot/ Exp. Date:</td>
<td>Mfg./Lot/ Exp. Date:</td>
</tr>
<tr>
<td>Administered by:</td>
<td>Administered by:</td>
</tr>
</tbody>
</table>

**PHYSICAL EXAMINATION**

All clinical students must have a physical examination by his/her personal physician. All areas of the History and Physical forms **MUST** be completed including clearance from the physician and his/her signature.

Attach completed History & Physical form.

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

*Physician’s Stamp:*

**STUDENT’S NAME:**
PHYSICIAN PHYSICAL FORM

Student Name: __________________________________________________________

Date of Birth: _______________  Telephone (cell) #: ________________

Email address: __________________________________________________________

Physician: ___________________________  Telephone #: _______________

Blood Pressure: _______________  Pulse: _________________

Height: _______________  Weight: _________________

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

Vision: Far: OS: __________ OD: __________ OU: __________

Vision: Near: OS: __________ OD: __________ OU: __________

Color Vision: Within normal limits____________________

To Be Answered By Physician

Evidence of Past or Present Disease of Abnormality  YES/NO  EXPLAIN IF YES

Eyes
Teeth
Skin
Thyroid or other Endocrine Glands
Lungs
Abdominal Organs
Hernia
Musculoskeletal System
Deformities
Vascular System (Varicose Veins)
Nervous System
Reflexes
Ears

Heart
Location of apex beat: ____________________________

Murmur: ____________________________

Any other abnormality: ____________________________

General Condition:

Good___________  Questionable:___________  Poor:___________

Clearance

_____ I find the above-mentioned applicant in good health and approve him/her to participate in all physical clinical activities as a student in his/her curriculum.

_____ I DO NOT approve this applicant to participate in the physical clinical activities as a student in his/her curriculum.

____________________________  _____________________
Physician Signature  Date
STUDENT NAME: ____________________________ Date: ________________________

Date of Birth: ____________________________ Telephone (cell) #: ____________________

ALLERGIES: (If none, document none):

Specific allergy needs:

PERSONAL MEDICAL HISTORY

<table>
<thead>
<tr>
<th></th>
<th>YES or No</th>
<th>Explain if Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you ever consulted or been treated by a doctor for:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brain or Nerve Disease, Dizzy Spells, Epilepsy, Severe Headaches, Unconsciousness, Paralysis, Nervous Breakdown or Mental Disorder.</td>
<td></td>
<td></td>
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<tr>
<td>Lung disease</td>
<td></td>
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<tr>
<td>Tuberculosis</td>
<td></td>
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<tr>
<td>Blood Disease, Anemia, or Varicose Veins</td>
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<tr>
<td>Heart Disease</td>
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<tr>
<td>Blood Pressure (High or Low)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ulcers, Indigestion, Rectal Disease, Hernia, Gall Bladder Disease, Jaundice, Hemorrhoids</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kidney Disease, Bladder or Prostate Disease</td>
<td></td>
<td></td>
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<tr>
<td>Arthritis, Allergy, Skin Disease, Syphilis, or Gonorrhea</td>
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<tr>
<td>Latex Allergy</td>
<td></td>
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<tr>
<td>Cancer, Tumor, Thyroid Disease or Diabetes</td>
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<td></td>
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<tr>
<td>Eye or Ear Disease</td>
<td></td>
<td></td>
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<tr>
<td>Back Trouble</td>
<td></td>
<td></td>
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<tr>
<td>Any Surgical Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any Accidents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breast Disease, Miscarriage or Female Disorder</td>
<td></td>
<td></td>
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<tr>
<td>Are you pregnant now?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you ever received payment or benefits for illness, or injury?</td>
<td></td>
<td></td>
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<tr>
<td>Any present ailments?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Have you had any illness, injury or hospitalizations other than already noted?
Details:__________________________________________________________________________________________________________

Are you currently under treatment by a physician? Please give date of treatment and reason:
__________________________________________________________________________________________________________

Do you take any medication? Please list all medications and dosages including over-the-counter medication and reason for taking:
__________________________________________________________________________________________________________

Do you have any physical limitations that may require assistance in performing the clinical duties required in this program? If yes, please explain special physical needs:
__________________________________________________________________________________________________________

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

Students Signature: ____________________________ Date: ____________________
HEALTH CLEARANCE INFORMATION

MEDICAL IMAGING PROGRAMS

HEALTH FORMS: MD/APN must check off that you are medically cleared, then sign and date the physical. Please make sure that all aspects of the physical are completed, including vision far/near, and color. Keep copies of all medical clearance forms before turning them in. Physicals should be done July/August for Fall Semester, November/December for the Spring Semester, and April/May for Summer Session.

- All immunization and PPD testing **must include lot number and expiration date**.

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

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

- Hepatitis B Antigen Test which screens for active Hepatitis B infection.

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

- If previously PPD positive: Documentation of the positive test date with “mm” of induration is **REQUIRED**. A Chest X-Ray report is required within three (3) months of clinical start date. If INH therapy was prescribed, documentation of therapy is also required. Thereafter a Tuberculin Surveillance Monitoring Form must be completed annually.

- Submit a Personal Medical History form. Please indicate any allergies.

- 13+Panel Urine Drug Screening Test - **Done at HMH JFK Occupational Health Service (OHS)**.

- If the HMH JFK OHS physician has to review the results of your drug test, an additional fee is charged.

- Respiratory Fit Testing - **Done at HMH JFK OHS**. **DO NOT EAT ANYTHING SWEET ½ HOUR BEFORE TEST**, men must have less than 1 inch of facial hair. Fit Testing is done annually.
- Proof of Health Insurance is required. You may visit the government website, [www.healthcare.gov](http://www.healthcare.gov), or contact them at 1-800-318-2596 if you need to obtain insurance. If you cannot afford insurance, proof of charity care is also accepted. Failure to comply will result in you being unregistered from the course. Please be aware that Union County College no longer offers health insurance for purchase. Please contact the Student Health Nurse if you have any questions.

- Proof of Tdap vaccination (Must contain Pertussis component).

- Flu Vaccine, during flu season, is required & offered free of charge at the school.

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

- Incidents that occur during clinical must be reported to your instructor. An incident report needs to be completed, and you must follow up at HMH JFK Occupational Health Office “OHS”.

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

All students are required to submit a clearance note from their Physician/Healthcare Provider before returning to classes, skills simulation laboratory, or the clinical setting after any illness or accident, that falls within the guidelines below:

- The students has been absent for 3 or more consecutive days.
- The student has been evaluated in an Emergency Room Setting.
- The student has been hospitalized.
- At the instructors discretion, if they feel physician clearance is merited.

The clearance note must list the diagnosis and any restrictions in duty.

- If you become pregnant while in school, you must submit a note from your obstetrician stating that you are medically cleared to participate in clinical without restriction.

- **All Dormitory Residents** Are required to be immunized against meningococcal meningitis (Menactra or Menveo). Meningitis B vaccination is also recommended.

Please contact the Student Health Nurse at (908) 668-2594 if you have any questions regarding these requirements, or need any guidance, before scheduling your appointments.
LIBRARY - MEDICAL

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

All students have access to extensive collection of full-text current electronic books and electronic journals. For seamless access from any in house computer go to JFK Medical Center Home page on Intranet. All digital resources are available for print.

The faculty offers group orientations to the students. The training includes use of online databases, current periodicals, consumer and professional 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.

ROLE OF LIBRARIAN

The librarian provides general reference service, online searching, maintains on-line card catalog listing individual books by author, title, and subject and audiovisuals by title and subject. Orientation is given by the librarian for students on an individual and group basis.

RULES AND REGULATIONS

a) Library privileges are extended to the medical staff, the schools and their faculties and students, the affiliated schools and their staffs, and the employees of JFK Health, and non- affiliated personnel.
b) Borrowing privileges shall be extended only to students, staff, affiliated staff, and employees of JFK Medical Center.
c) Smoking and eating in the library are not permitted.
d) No student may borrow more than three books on the same subject at any one time.
e) The library is open Monday – Friday, 7:00 am – 3:30 pm.

LOANS

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

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

Reviewed: July, 2014

STUDENT GOVERNMENT ASSOCIATION

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

TEXTBOOKS

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

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

Radiography:
Access code: 081539 (RADM 110 Rad Exposure)
081540 (RADM 201 Pathology)
124902 (RADM 212)
124903 (RADM 120)
124904 (RNTM 103)
082715 (Patient Care)
074080 (Healthcare Today)
060218 (RNTM 101 Medical Terminology)
127770 (RNTM 201)
138912 (Senior Seminar)

TUTORIAL SERVICES

JFK Muhlenberg Harold B. and Dorothy A. Snyder School students may use the tutorial services for academic (Non-Clinical) courses given at Union County College’s Academic Learning Centers. Tutorial services are also available Learning-to-Learn strategies, management of time and test taking strategies. Students may also arrange for tutoring with any of the JFK Muhlenberg faculty.
UNION COUNTY COLLEGE ACTIVITIES
All JFK Muhlenberg students hold full status as Union County College students and are encouraged to participate in student activities at the college. Recently, students have been active members of the college’s athletic team, student government, radio station, various student clubs and the Union County College chapter of Phi Theta Kappa, the national honor society for students attending community colleges.

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

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

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

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

UNION COUNTY COLLEGE LIBRARY
The Union County College Libraries serve as the major learning resource of the College. Library holdings total more than 130,000 volumes, over 300 periodical subscriptions, and over 3,000 videos and DVDs. In addition, the Libraries provide access to nearly 30,000 of full text journals, newspapers and reference sources via the Library’s website. The Library’s Web site includes virtual tours, staff information, study guides, instruction modules, and links to dozens of resources that can be accessed on campus or from home.

The Kenneth Campbell MacKay Library on the Cranford Campus contains the major reference and research collections of the College. The libraries on the Elizabeth and Plainfield Campuses serve as the learning resource centers on those campuses, with collections and services geared toward the specific programs offered at those campuses. Students have access to the total holdings of the College Libraries. Materials can be borrowed from or returned to any campus by intercampus deliver on one-day notice.

UNION COUNTY COLLEGE SERVICES
Students attending the School are also students of Union County College and entitled to student services of the college. Please refer to the current Union County College Student Handbook for information concerning policies and services.
VACATIONS AND HOLIDAYS
The School follows the official academic calendar found on the Union County College website at www.ucc.edu. The School will post any required changes in dates as soon as they are received by that registrar’s office. The individual programs publish and distribute detailed program schedules. Students will receive these at orientation and throughout the program.

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

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

ALCOHOL/SUBSTANCE ABUSE POLICY

PURPOSE
The School strives to provide an optimal environment for learning and a safe working environment to assure quality services are provided to patients. The School is concerned about the welfare of its students affected by alcohol/drug abuse.

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

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

The School is prepared to be supportive of students in the treatment or recovery from alcoholism/drug abuse. However, students must recognize that they are expected to remedy behavioral problems arising from the use of alcohol/drugs, and the School has the discretion to impose discipline on any student who violates the School’s rules including, but not limited to rules against alcohol/drug use.

The School policy is compatible with the HMH JFK Medical Center Substance Abuse Policy.

POLICY

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

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

Violation of these rules will result in disciplinary action.

STUDENT ASSISTANCE PROGRAM
The School recognizes that alcohol/drug addiction is a treatable disease and the School will assist alcohol/drug addicted students who are willing to follow a prescribed and approved rehabilitative process.

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

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

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

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

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

The Dean has the final decision regarding all disciplinary decisions.

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

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

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

Students suspected of reporting to the Medical Center/School under the influence of drugs or alcohol will not be allowed to attend class or clinical experience.

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

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

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

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

B. The Security Supervisor will, if practical, question each involved person separate from others.

C. Statements will be obtained from all individuals (no joint statements allowed).

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

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

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

**RECORDKEEPING AND CONFIDENTIALITY**

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

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

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

**STUDENT NOTIFICATION OF POLICY**

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

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

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

**FITNESS FOR SCHOOL GUIDELINES**

**A. GENERAL**

All students are expected to report to the School in a physical and mental/emotional condition fit for the safe and proper performance of their role as a student and to remain in a fit condition throughout their assignments.

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

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

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

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

2. Consequences of being Unfit Where Substance Abuse is Suspected

Any student who engages in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol will receive one of the following actions or combination of the following actions:

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

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

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

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

C. GUIDELINES FOR RETURN TO THE SCHOOL

Policy

The student may return to the School program when written documentation from the treatment program and Dean determine readiness. The student will be required to submit a clearance note from the treating physician. The student will be monitored by the Dean weekly for the first semester and bi-monthly for subsequent semesters. All instructors who will be involved with the student will be informed of the status of the returning student.

Behaviors

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

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

The student must attend all meetings with the Dean. The student must follow the treatment/recovery program established for him/her. This information will be shared with the Dean. The student must remain substance-free. The student must inform the instructor every time the narcotics computer code and/or keys are in his/her possession. The student's formal evaluation of practice is based on class/clinical grade using the same criteria that is used for all students.
The student must attend at least one nurse recovery group meeting per month. It is strongly recommended that the returning imaging student not take more than 10 credits in the returning semester. Although the School recognizes that chemical dependency is a chronic disease characterized by relapse, relapse will not be tolerated. Any relapse will result in final dismissal from the program.

Reviewed 8/2009

AUTOMOBILE REGISTRATION
Each student owning or operating a motor vehicle at the School must register it through the Student Accounts Office. If a new vehicle is purchased, a new registration is required.

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

Revised 07/18

CAMPUS SEXUAL ASSAULT POLICY STATEMENT

• PURPOSE
This statement is promulgated to comply with federal Department of Education regulations published at 38 C.F.R. δ 668.47 (a) (12) and outlines JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools’ (“School”) sexual assault programs to prevent sex offenses on School and Medical Center premises and procedures to follow when a sex offense occurs on School and Medical Center premises.

• POLICY
The School considers sex offenses (including sexual assault) committed against any student as a serious conduct violation. Students and/or employees who are found to have any sex offense may be subject to discipline, up to and including dismissal or discharge, as the case may be.

• PROCEDURES TO FOLLOW IN THE EVENT OF THE COMMISSION OF A SEX OFFENSE
1. Any student who has been sexually assaulted on the School or Medical Center premises should immediately contact or report to the Medical Center’s Emergency Room.

2. Preserving evidence for proof of a criminal offense is important. Therefore:
   (a) Students who are victims of a sexual assault should not douche, bathe or cleanse in any way prior to being physically examined.
   (b) Students who are victims or witnesses to a sexual offense should make every effort to remember everything possible about the offender, the location and any details about the incident; and
   (c) To the extent possible, students who are victims or witness to a sexual offense should not touch any object handled by the offender or rearrange the scene of the offense.

3. Sexual offenses occurring on School or Medical Center premises must be reported to either the Dean of the HMH JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder Schools or to the student’s
immediate supervisor. (For additional information on reporting sexual offenses, please refer to Medical Center Policy No. 47, “Sexual Harassment.”)

4. A student who is a victim of a sexual offense may also, at his/her option, notify local law enforcement authorities. School and/or Medical Center personnel will assist a student in notifying these authorities, if the student requests such assistance.

ON- AND OFF-PREMISES STUDENT SERVICES FOR VICTIMS OF SEX OFFENSES

1. The following on- and off-premises counseling and mental health services are available to students who are victims of sexual offenses.

   Medical Center Clergy: (732) 321-7000 extension 67512

   Union County Rape Crises Center: (908) 233-RAPE (7273)

   Priority Systems: (908) 654-6199

   Union County College Student Assistance Counselor: (908) 709-7164

   At his/her request, School and/or Medical Center officials will assist the student in contacting these or any other counseling service.

2. School and/or Medical Center officials will change a victim’s academic and/or living situations after an alleged sex offense if changes are requested in writing by the victim and are reasonably available.

INVESTIGATION OF ALLEGED SEX OFFENSE COMPLAINTS INVOLVING A STUDENT OR MEDICAL CENTER EMPLOYEE OFFENDER

Student sex offense complaints filed with School officials against another student or Medical Center employee will be processed as generally described below:

1. The Dean or the student’s supervisor will report the complaint to the Medical Center’s Vice-President of Human Resources immediately.

2. The Vice President of Human Resources or his/her designee will direct all activities and commence an investigation, when possible, within five days of receipt of the complaint. The Dean will also be involved in the investigation, as set forth below, as long as he/she is not the alleged offender.

3. The Vice President of Human Resources or his/her designee, in consultation with the Dean, will interview the complaining student and the alleged student/employee offender. If the student is allowed to have others present during the interview proceedings, the accused will be afforded the same opportunity.

4. The Vice President of Human Resources of his/her designee, in consultation with the Dean, will interview witnesses and evaluate any relevant documents.

5. The Vice President of Human Resources or his/her designee, where appropriate, will request that statements, including the complaint of sexual offense, be reduced to writing and signed.
6. After all the parties and witnesses have been interviewed and the investigation is otherwise deemed complete, the Vice President of Human Resources or his/her designee, in consultation with the Dean, will review the investigation results in light of School and Medical Center policies, and take appropriate action based on their final determination.
   a. An investigative file will be maintained in a separate confidential file in the Human Resources Department.
   b. If the final determination is that a sexual offense (i.e., rape, acquaintance rape or other forcible or nonforcible sex offense) did occur, the School or Medical Center will take appropriate corrective action including discipline up to and including dismissal (in the case of a student) or discharge (in the case of an employee). Documentation of the offense and action taken may become part of the offender’s student/personnel file.
   c. The Vice President of Human Resources or his/her designee, in consultation with the Dean, will explain to the accusing party the disposition of the complaint and the disciplinary action taken, if any.
   d. The Vice President of Human Resources or his/her designee, in consultation with the Dean, will communicate to the accused party the disposition of the complaint and implement the disciplinary action, if any.

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

While in the school building, students may only use their cell phone during their break times and at lunch.

Cell phones must be turned off and placed at the front of the classroom during exams and exam review. Cell phones are not to be used in the clinical setting. In case of an emergency, please inform your clinical instructor.

Revised July 2016

CIVILITY

PROFESSIONAL CIVILITY CONTRACT

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

- Attentiveness: The student regularly attends class. All extended absences are for relevant and serious reasons and approved, by the lead teacher, administration, or designee. The student is consistently on time for lectures and stays until the end of presentations. The student is alert during the presentation and demonstrates attentiveness by taking notes and asking appropriate questions.
- Demeanor: The student has a positive, open attitude towards peers, teachers, and others during the course of nursing studies. The student maintains a professional bearing in interpersonal relations. The
student functions in a supportive and constructive fashion when in group situations and makes good use of feedback and evaluations.

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

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

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

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

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

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

Print name: ______________________________________________________________

Signature: ___________________________ Date: ______________________

CODE OF CONDUCT

• CONDUCT SUBJECT TO DISCIPLINARY ACTION
  The following conduct is subject to disciplinary action:
  I. Conduct involving violations against the School and Medical Center community.
     A. Violations of the rules and policies stated in the Student Handbook or promulgated from time to time by school authorities.
     B. Violations of the rules and policies as stated in the JFK Medical Center Administrative Policy and Procedures Manual or promulgated from time to time by Medical Center authorities.
     C. Violence against or forcible interference with the freedom of movement of any member or guest of the School and/or Medical Center community.
     D. Behavior which deliberately infringes upon the rights of others or endangers their well-being or safety.

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

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

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

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

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

• DISCIPLINARY ACTION
   Infraction of the rules and regulations made known by the School 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.

Appeals Process is outlined in the Student Handbook. The nature of the infraction will govern the disciplinary action taken. The following actions or any combination of them can be taken in each case. Repetition of an infraction will result in a more severe penalty:

1. Short-term suspension from Imaging classes for a period of up to 5 school days.
2. Long-term suspension from Imaging classes for a period of up to one full semester.
3. Dismissal from HMH JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing and Medical Imaging.
4. Loss of specific residence privileges for up to a period of one full semester.
5. Short-term revocation of the privilege of residing in the residence up to a period of one full semester.
6. Long-term revocation of the privilege of residing in the residence up to a period of one academic year.
7. Permanent revocation of the privilege of residing in the residence.
8. Any other disciplinary action deemed appropriate by School authorities under all the facts and circumstances of the particular case.

There will be no refund of tuition or fees in relation to disciplinary actions taken. Moreover, activities of students may, at times, result in violation of the law. Such students may incur penalties by civil authorities. In addition, students may be required to make restitution to the School, the Medical Center, or other individuals for personal injury or property damage.

• ETHICS
   The School’s Faculty has adopted the following policy regarding ethics. In preparation for licensure as a registered nurse or technologist, students are expected to uphold the standards set forth in the New Jersey Nurse Practice Act regarding honesty, competency, conduct and moral integrity. A copy of the New Jersey Practice Act is available in the Dean’s office as well as on-line at www.njsna.org/practice/NPA.htm. In keeping with these standards, the School Faculty and Staff have established certain definitions and policies including administration of examinations. They are as follows:
   1. Cheating will be defined as intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise (adapted from the University of Maryland Student Honor Council, 2003). The proctor of the exam/exercise will determine cheating. As it is the responsibility of each member of the School of Nursing and Medical Imaging community – students, faculty, administration and staff – to bring forth observations or documentation of cheating, input may be received by the proctor from any member of the School of Nursing and Medical Imaging community.
2. **Plagiarism** is defined as submitting of another's work, in whole or in part, as one's own. The instructor(s) involved in reading/grading the assignment will determine plagiarism. The faculty reserves the right to use the computer program “Turn It In” to determine plagiarism. As above, input may be received from any member of the School community.

3. **Disciplinary Measures: Cheating or plagiarism**
   The student will be dismissed from the Program.

4. The following applies to the use of drugs or alcohol:
   a) Any student appearing in the clinical area under the influence of drugs or alcohol (as indicated by their behavior, admission or input from any member of the School of Nursing and Medical Imaging community or medical center community) will be immediately dismissed from the clinical area. That student will see the Dean of the School of Nursing and Medical Imaging immediately.
   b) Possession, use or distribution of illegal drugs, of prescription drugs illegally obtained or of alcohol by any student, or guest of a student in the residence is prohibited. Any infraction of this rule will result in dismissal from the residence. See policies located on-line at [www.jfkhealthsystemhs.org](http://www.jfkhealthsystemhs.org).

**COMPUTER KNOWLEDGE/PRINTER ACCESS**
The student is expected to be able to access and use a computer and printer. Course material, certain exams, review material and hospital technology require the use of computers and printers.

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

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

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

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.
Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq. 08/10

EMERGENCIES, PERSONAL
Any personal emergency is to be reported immediately to an official of the School.

EMERGENCY CLOSING DUE TO INCLEMENT WEATHER
1. An "Inclement Weather" day in reference to the Medical Imaging courses may only be called by the Dean, Schools of Nursing and Medical Imaging or in her absence, by the Associate Dean.
2. When Union County College is closed, the School is automatically closed.
3. You may determine closure for Union County College by listening for the radio announcement relative to Union County College. Closing information may also be found on the School’s website, www.jfkmuhlenbergschools.org or Union County College’s website, www.ucc.edu.
4. All students will be formally excused from all school commitments.
5. Decisions relative to closure of the Evening Division will be made by 3:00 P.M. by the Dean, Schools of Nursing and Medical Imaging, or in her absence, by the Associate Dean. Appropriate medical center personnel will be notified. Evening students will be expected to check the School’s website for closure information.
6. Faculty will schedule make-up time on another day for missed clinical experiences.
7. Faculty will notify affiliate agencies of School’s closure.

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

EMERGENCY CODES: To report any emergency code,
At JFK Medical Center, DIAL *8 on the telephone. Do not use a phone in a patient’s room.
At the Muhlenberg Campus call Security (908) 668-2217 or X82217 from an in-house phone

<table>
<thead>
<tr>
<th>Code</th>
<th>Description of Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code Red</td>
<td>Fire or Smoke - PULL FIRE ALARM BOX and call Security (908 668-2121) or X52121 from an in-house phone. Follow RACE and the FIRE PLAN for your area.</td>
</tr>
<tr>
<td>Code Blue</td>
<td>Adult Medical Emergency, Cardio / Pulmonary Arrest - Nursing Supervisor, Respiratory Therapy, EKG Tech, Intensivist or Medical Resident and Critical Care Nurse respond.</td>
</tr>
<tr>
<td>Code White</td>
<td>Pediatric Medical Emergency, Pediatric Cardio / Pulmonary Arrest - Nursing Supervisor, Respiratory Therapy, EKG Tech, Pediatric Intensivist or Resident and Critical Care Nurse respond.</td>
</tr>
<tr>
<td>Code Amber</td>
<td>Infant / Child Abduction - Monitor all exits, hallways and elevators for any person(s) attempting to leave with a child, baby or small bundle. Call Security with a description.</td>
</tr>
<tr>
<td>Code Orange</td>
<td>Hazardous Material Incident, Chemical / Radiological / Biological - A patient suspected of being exposed to a chemical, radiation or biological agent is coming to the ED or a chemical spill incident has occurred that cannot be handled by the immediate staff. A TRAINED RESPONSE TEAM WILL RESPOND.</td>
</tr>
<tr>
<td>Code Gray</td>
<td>Security Emergency / Patient Elopement - Security officers will respond to a threatening or out of control situation.</td>
</tr>
<tr>
<td>Code Silver</td>
<td>Person with a Weapon / Hostage Situation - Security officers will respond to a threatening or out of control situation.</td>
</tr>
<tr>
<td>Code Yellow</td>
<td>Bomb / Bomb Threat - Security officers will respond.</td>
</tr>
<tr>
<td>Code Triage</td>
<td>Disaster - Used for INTERNAL and EXTERNAL disasters. Follow procedures in</td>
</tr>
<tr>
<td>Code Clear</td>
<td>The situation has been cleared.</td>
</tr>
<tr>
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</tr>
<tr>
<td>Trauma Alert</td>
<td>Trauma Team Awareness - Patient with severe injuries has arrived in the ED: Trauma team on stand-by.</td>
</tr>
<tr>
<td>Trauma Code</td>
<td>Trauma Team Responds - Patient with severe injuries has arrived in the ED: Trauma team to respond.</td>
</tr>
<tr>
<td>Code Stroke</td>
<td>Stroke Team Responds - Patient presents with / develops new onset neurological symptoms.</td>
</tr>
<tr>
<td>Code Seven</td>
<td>Injury / illness on the grounds - Code Seven team responds.</td>
</tr>
</tbody>
</table>
EMERGENCY PHONE NUMBERS – HMH JFK MEDICAL CENTER – MUHLENBERG CAMPUS

First: Dial #7777 on phone/intercom to alert everyone in the building
Second: Dial 9-911
Third: Dial *8 to report CODE SILVER for weapons
Fourth: Dial 82217 for security

EMERGENCY - ARMED INTRUDER/HOSTAGE SITUATION
In the event the intruder is armed, or there is gun fire:

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

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

<table>
<thead>
<tr>
<th>Security: JFK 67568</th>
<th>Safety Director: 67677/67678</th>
</tr>
</thead>
<tbody>
<tr>
<td>Muhlenberg 82217</td>
<td></td>
</tr>
<tr>
<td>Building Services: JFK 67558</td>
<td>Security Director: 67567</td>
</tr>
<tr>
<td>Emergency Dept.: JFK 67601</td>
<td>Employee Health: 67610</td>
</tr>
<tr>
<td>Muhlenberg: 82200</td>
<td></td>
</tr>
</tbody>
</table>

Revised July 2016
JFK MEDICAL CENTER
EMERGENCY PREPAREDNESS PLAN

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

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

TYPES OF EMERGENCIES

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

SCHOOL PERSONNEL
1) Instructors in class or in residence report to Classroom 101 in the Harold B. and Dorothy A. Snyder Building. All off-duty instructors return to the School, if at all possible, and report to Classroom 101.
2) Students -- Remain in the clinical area where assigned, when on duty, until otherwise notified. When not in the clinical area (in class or off-duty in residence) assemble in Classroom 101.
3) Housekeeping Aides - Observe the procedure as outlined by the Department Head.
4) Executive Secretary – remain in the Dean’s office and man telephones ext. 82403 and 82418
5) Secretaries and Professional Staff – Assist in compiling list of students. Deliver lists to the Program Directors/Lead Teachers in classroom 101; then man telephones ext. 82400, 82401, 82402, 82404, and 82405.
6) After hours or on weekends, the Dean will notify the School for assistance, as needed.

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

Reviewed 7/2012
FIRE SAFETY PROVISIONS

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

The Medical Center provides a twenty-four hour, seven days a week security force and fire brigade to the School and the dormitories.

Reviewed 7/2015, 7/2016

FIRE POLICIES AND PROCEDURES - DISASTER PLAN

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

FIRE

I. FIRE CODE

The code system used at JFK Muhlenberg to indicate a fire emergency is:

“CODE RED”

For example: You will hear on the loudspeaker, “CODE RED, West Pavilion.”

II. ALARM

A. A firebox pulled in the JFK Muhlenberg Harold B. & Dorothy A. Snyder Building will alarm in the Medical Center and the Plainfield Fire Department.

B. A firebox pulled in the Medical Center will not activate the alarm system in the JFK Muhlenberg Harold B. & Dorothy A. Snyder Building.

III. REQUIREMENTS

A. It is the responsibility of each student, as well as every employee of the medical center, to:
   1. Know the location of all fire alarm boxes and fire-fighting equipment.
   2. Know how to use each extinguisher and other fire-fighting equipment

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

   1. REMOVE ANY PERSON (S) WHO MAY BE IN IMMEDIATE DANGER.
2. PULL THE NEAREST FIRE ALARM BOX.
3. DIAL SECURITY (908 668-2217) or X82217 from an in-house phone GIVING EXACT LOCATION OF FIRE. BE SPECIFIC AND KEEP COOL – NEVER YELL “FIRE”.
4. Notify the Head Resident Assistant or other Resident Assistants.
5. Use of fire equipment extinguishers as appropriate – aim at base of fire, back and forth. Turn off electrical equipment in the area of the fire/smoke emergency (clothes dryers, microwaves, etc.) All others EVACUATE the building of the School.
6. Person locating fire assumes charge and directs fire-fighting activity until relieved by someone of higher authority, or until his/her own safety is threatened. When relieved evacuate immediately.

C. EVACUATION

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

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

Reviewed 7/2012

FIRE EMERGENCY PROCEDURES

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

- In case of fire, activate the alarm at the nearest pull-box (typically located near stairwells).
- In addition, dial Security (908 668-2217) or X82217 from an in-house phone and give your exact location, your name and extension. Notify other staff in the area.
- An overhead announcement will be made throughout the facility:

  “Code Red”, with location, to identify the area of the fire emergency.

- In case of fire, follow the RACE procedure:

  Rescue individuals in the fire emergency, if possible.
  Alarm- activate the alarm, as described above.
Confine the fire – close doors in the fire/smoke area and in nearby areas, as well as the floors above and below, to limit smoke transmission. Close windows – fire needs air to continue burning. Extinguish the fire if possible, with the appropriate extinguisher.

- Type A (water) - for ordinary combustibles, as paper, wood, clothing
- Type B/C (carbon dioxide) – for chemical or live electrical fires
- Type ABC (dry powder) – can be used on all types. Aim for the base of the fire

• Alarm transmission is the first item to perform during fire emergencies.
• Evacuation – horizontal, away from the fire/smoke emergency. Magnetically held corridor doors shut with alarm transmission. This allows horizontal evacuation to units or compartments separated from the fire/smoke area by these doors.

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

Horizontal evacuation is most effective when doors are shut.

Do not use elevators.

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

OFF-CAMPUS SCHOOL SPONSORED STUDENT FUNCTIONS
1. All off-campus school sponsored activities must receive prior approval from the administration of the School of Nursing and Medical Imaging.
2. The activity must be arranged and held under the guidance of an appropriate faculty member(s) (for example, the S.G.A. advisors).
3. No contracts are to be signed by students. All contracts are to be submitted to the Dean and subsequently approved by the JFK Medical Center attorney before signing.
4. Drinking of alcoholic beverages at these events will be strictly governed by the following rules:
   A. Notify the place where the event is being held that some of the persons attending will be under 21.
   B. Drinking of alcohol in any form shall be allowed only if there is a licensed public bar open to the public at large on the premises and shall be done only by those persons of legal age.
   C. The above bar’s regular employees must assume complete responsibility for carding, service and control of consumption.
   D. No special bar shall be set up for the School sponsored function.
   E. If the above conditions cannot be fully met, then the party must be dry.
   F. Each person is responsible for his or her own actions and any behavior or consequences resulting from these actions. The School does not condone the drinking of alcoholic beverages at these events.
PARKING
Students with cars on campus must be issued a Medical Center parking decal issued by the Student Accounts Office.

Each student assumes full responsibility for any risks, loss, injury or damages incurred relative to the use of any means of transportation and the parking of bikes or motor vehicles.

All commuting students must use the parking lot on the corner of Park Avenue and Randolph Road or street parking. No students may park in the parking spaces immediately adjacent to the school building.

While at clinical sites, students must use only parking areas designated for student use.

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

SECURITY
Any student who observes or experiences a breach in security should contact a School official immediately. Dial Security at 908 668-2217 or x82217 from any in-house phone if an emergency exists. Call 732-321-7000 for JFK Medical Center operator which staffed 24 hours a day.

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

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

Any student wishing a security escort to the parking lot can by request from a phone in the School of Nursing and Medical Imaging. Additionally, any student wishing security escort from the parking lot can drive to the Security Entrance (i.e. the Ambulance Entrance of the Satellite Emergency Department) and request the same. Security's extension is 82217 from in-house phone or dial 908-668-2217.

A Security and Fire Report, reporting crime and fire statistics, as well as campus security information is published annually. This report is distributed annually to all clinical students, and is available upon request in the office of the Director of Student Services.
Revised 08/12

SMOKING
As of November 19, 2009, all JFK Medical Center facilities have become tobacco (smoke) free. This means that all patients and visitors, as well as employees, contracted staff, volunteers, students, medical and dental staff will no longer be allowed to use tobacco or smoke related products on JFK Medical Center properties, including outdoor areas, vehicles and parking lots. No smoking is allowed in the residence or instructional areas of the School. No smoking is allowed anywhere in the Medical Center or on Medical Center property, including the School of Nursing and Medical Imaging. Revised 8/10; Reviewed 8/15
I. PURPOSE:
To ensure that each individual has a right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including sexual and other unlawful harassment.

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

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

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

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

The following are examples of prohibited conduct:

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

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

1) Substantially interfering with an individual’s work performance, or creating an intimidating, hostile, or offensive working environment;
2) Otherwise adversely affecting an individual’s employment opportunities; or
3) Unreasonably interfering with an individual’s work performance.

Harassment occurs when:

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

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

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

IV. COMPLAINT PROCEDURE PROCESS:

Process - General

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

C. Manager Responsibility

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

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

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

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

V. PROCEDURE:

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

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

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

B. Employer Responsibility Where the Charged Party is a Student or Volunteer

Where the charged harasser is a student or volunteer, the complaint will be processed generally as described above. Where the charged harasser is a student, the Dean of the School of Nursing and Medical Imaging will participate in the investigation along with the Vice President of Human Resources or designee. Where the charged harasser is a volunteer, the Director of Volunteers will participate in the investigation along with the
Vice President of Human Resources or designee.

C. Employer Responsibility Where the Charged Person is a Supplier or Vendor

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

D. Employer Responsibility Where the Accused is a Physician and not an Employee of the Medical Center

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

VI. PROTECTION FROM RETALIATION:

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

Policy Number: 04.6020.01.0106
Policy Title: Prohibited Discrimination and Harassment Policy
Policy Type: Administrative
Last Review Date: Monday, August 6, 2012
Last Revision Date: Monday, August 6, 2012
Effective Date: Monday, April 27, 2009
Expiration Date: Thursday, August 13, 2015
Responsible Party: Patricia Cooke
Approver: Shirley Higgins Bowers

STUDENT “RIGHT-TO-KNOW”
The following information is being provided as required under the Student Right-to-Know and Campus Security Act, Public Law 101-542, as amended by the Higher Education Technical Amendments of 1991, Public Law 102-26, and the Higher Education Technical Amendments of 1993, Public Law 103-208.

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

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

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

RESIDENCE RULES AND REGULATIONS
Infraction of any of the following regulations can result in disciplinary action by the Dean of his/her designee.

ALCOHOLIC BEVERAGES
No alcoholic beverages are allowed on campus. Any student found with alcoholic beverages in his/her possession on campus will be sent to the Dean. The student can be expelled from the residence for possession of alcoholic beverages. The student will also face the possibility of dismissal from the program. (See Alcohol/Substance Abuse Policy).

APPLIANCES AND EXTENSION CORDS
Pursuant to Fire Safety Regulations, the use of electric cooking, heating units, extension cords or multiple way sockets, is absolutely prohibited in student rooms. In addition, single unit air conditioners and toaster ovens are strictly prohibited.

APPLICATION AND DEPOSIT FOR RESIDENCE
Students choosing to reside on campus must complete a Residence Room Agreement. A Residence Release Form is to be completed, signed and witnessed by a Notary Public prior to the student moving into the residence.

A $150.00 refundable deposit, to be paid by credit card, money order, certified or cashier check, is required prior to any student moving into the school residence. This deposit will be refunded when the student moves out of the residence if no damage is incurred to the room and/or its furnishings. A Residence Room Check-Out List will be completed and signed by both the student and the Residence Life Coordinator or the Residence Life Assistant.

In addition, a $25.00 non-refundable room key card fee is required. An additional $25.00 non-refundable replacement fee will be assessed if the card is lost.

BULLETIN BOARDS
With the exception of the space directly next to the telephone which must always have the Fire and Disaster Procedures posted, bulletin boards in the Residence are for student use.

CANDLES
The use of candles and incense is prohibited anywhere on School property.

CRIMINAL BACKGROUND CHECK
The performance of a criminal background check is required prior to moving into the school residence. The School engages the services of a consumer-reporting agency to conduct this background check. It is the responsibility of the student to submit necessary information to: www.tabb.net and for program identifier enter the word MUHLENBERG. Student will be billed directly by designated company for conducting background check and having results forwarded to HMH JFK Muhlenberg Snyder Schools and/or clinical facilities. Favorable results are conditions for continued enrollment.

DRUGS AND DRUG SCREENING
Any student reported using, possessing or distributing prescription drugs without a doctor’s order or illegal drugs will be referred to the Dean. The student will face expulsion from the Residence. The student may also face dismissal from the program. (See Alcohol/Substance Abuse Policy) The performance of a drug screening test is required and must be performed by the HMH JFK Medical Center Occupational Health Offices prior to moving into
the school residence. Authorization to conduct this drug screening test and results deemed favorable by the School and/or clinical facilities are a condition of continued residence.

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

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

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

**HOLIDAY DECORATIONS**
Students must abide by Medical Center policies. No live trees or electrical decorations may be used.

**QUIET HOURS**
Please maintain quiet hours after 10:00 pm. Keep noise at a minimum upon returning to the residence. Keep the volume on stereos, TV’s and radios low.

**KITCHENETTES**
Kitchenettes are available in each residence unit. All kitchen appliances must be checked for electrical/mechanical safety by the Medical Center Maintenance Department prior to use. **Toasters, crockpots and microwaves are the only cooking equipment allowed in the kitchenettes.** Refrigerators are allowed in the residence rooms, no cooking equipment is allowed in the residence rooms.

PLEASE REFER TO THE “SAFETY INSTRUCTIONS AND PRECAUTIONS TO BE OBSERVED WHEN USING A MICROWAVE OVEN” AT THE END OF THIS SECTION.

Misuse of kitchenettes is subject to disciplinary action. This includes kitchenettes habitually left in an unsanitary or hazardous condition.

**LAUNDRY**
Students are responsible for the laundering of their uniforms, bed linen, towels and personal laundry. Laundry facilities are available in the residence. Rugs are not to be washed in the washers. Do not place plastic or foam articles in dryers. Irons are only to be used in the laundry room.

**MAIL**
All resident students should pick up their mail in the Administrative Suite before 4:00 pm Monday through Friday or by special arrangement.

Special delivery letters, registered mail and packages are sent to the School and the students are notified.

**MISSING PERSON REPORT POLICY AND PROCEDURES**
The purpose of this policy is to establish procedures for the School to respond to and assist with reports of missing students as required under the Higher Education Opportunity Act of 2008. This policy applies to students who reside on campus and are deemed missing or absent from the School for a period of more than 24 hours without
any known reason or which may be contrary to usual patterns of behavior. Such circumstances could include, but are not limited to, reports or suspicions of foul play, suicidal thoughts, drug use, any life threatening situations, or where a student may be known to be with persons who may endanger the welfare of the student.

All reports of missing resident students shall be directed to the Security Department at 908.668.2217, which will conduct an investigation to determine whether the student is missing in accordance with this policy. All resident students shall have the opportunity to have an individual to be contacted in any case that the student is determined to be missing. If a missing student is under 18 years of age, the School is required to notify the parent or guardian no later than 24 hours from the time the student was determined to be missing by the School.

The School will also notify the Plainfield Police Department after the student is determined to be missing.

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

Procedure:

- Any and all reports of missing students shall be directed to the Security Department at 908.668.2217.
- An investigation will be initiated to determine the validity and credibility of the missing person report. The Security Department will gather all essential information about the student from the person making the report and from the student’s acquaintances. The information to be obtained includes, but is not limited to, personal descriptors, clothing last worn, locations where student may be, persons or witnesses who may be information, vehicle descriptions, information of the physical and mental well-being of the student, up-to-date photographs, class schedule, etc.
- Notification and contact with the Dean or designee.
- Notification will be made to the individual(s) identified by the missing student as the confidential emergency contact of the determination that the student is missing. All confidential emergency contact information is to be on file with the Residence Life Coordinator.
- In the event the student is under 18 years of age or is not emancipated, the School shall make notification to the custodial parent or guardian immediately.
- If the listed actions prove to be unsuccessful in locating the missing student, notification will be made to the Plainfield Police Department.
- The Dean shall initiate whatever actions deemed appropriate and in the best interest of the missing student.

10/01/2009
Reviewed 8/1/2012

PARKING
Resident students may use the parking lot in front of the school, but may not use the parking spaces immediately adjacent to the school.

PERSONAL PROPERTY
Money and other valuables, which the student retains in his/her possession, must be locked in the student’s room or made secure in such a way as to avoid loss. The Medical Center does not assume responsibility for loss of property, but it is strongly urged that all losses be reported to the Dean.
Rooms must be vacated and all possessions must be removed at the completion of the Spring semester. The only exception is a student who is enrolled in an HMH JFK Muhlenberg clinical course during the Summer semester.

**PETS**
No pets will be allowed.

**PROPERTY**
Medical Center property is not to be defaced. Any student found to be defacing Medical Center property will be charged for the damages. Security deposits may be withheld and/or not refunded. Furniture is not to be removed from or brought into rooms. A student will not be permitted to enter another student’s room unless accompanied by a school official. If extraordinary circumstances exist, permission may be obtained through the Dean. A student who has locked her/himself out of his/her room must personally ask a school official or Security to unlock his/her door.

The cost of damage to Medical Center or School property will be borne by the student(s) and/or family(ies).

**REPAIRS AND REPLACEMENTS**
Requests for repairs and replacements in student rooms are made to the Resident Assistants, Residence Life Coordinator, Residence Life Assistant or School Secretaries. This includes routine, as well as emergency repairs.

**RESIDENT ASSISTANTS**
To facilitate the resolution of problems that can occur in residential living, Residence Life has been established. The Residence Life Team includes the Residence Life Coordinator, Residence Life Assistant and two Resident Assistants (RA’s). The RA’s must be in good academic and clinical standing to hold these positions. The RA’s will also serve as fire marshals. They must attend fire classes; no exceptions will be made. Fire classes are conducted by the Safety Department of the Medical Center on a regular basis.

The Residence Life Team will meet on a monthly basis to address any issues or complaints from resident students.

The Residence Life Coordinator has been assigned to coordinate and manage RA activities/duties and to supervise Residence security and maintenance. Maintenance requires must be reported to the Residence Life Coordinator or the Residence Life Assistant. RA’s must reapply and be approved for each academic year.

**ROOM SEARCHES**
In an emergency situation in which the rights, health and safety of a student or of other students may be violated, or there is deemed to be potential for violation, the Dean of HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools or his/her designee and the Residence Life Coordinator or his/her designee, reserve the right to search a room or rooms without prior notice. Rooms may also be inspected periodically, without notice, for safety factors and maintenance needs.

**ROOM SELECTION POLICY FOR RESIDENT STUDENTS**
In order to be eligible to live in the residence, a student must fall into at least one of the following categories:

1. **IN THE EVENT OF A WAITING LIST FOR RESIDENCE ROOMS,** first priority to live in the residence will be given to students:
   a. Enrolled in a course which carries a skills simulation laboratory as a part of the course requirements and living more than 15 miles away from HMH JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools.
   b. Carrying a full-time program: i.e. 12 or more credits per semester and living more than 15 miles away from the Schools.
c. Taking 8 credits and living more than 15 miles from the School.
2. Board is not provided as a service for students in residence at the School. Food may be purchased at the vending machines located in the School.
3. Residence policies for Summer Sessions:
   a. The student must be enrolled in a clinical course at the School. There will be no exceptions.
   b. Procedures must be followed and written permission granted if the student is requesting summer residence.
4. All personal belongings must be removed at the end of each Spring Semester or the student will be billed for summer residence.
5. No students are to remain in the residence during the winter break.

SAFETY INSTRUCTIONS AND PRECAUTIONS TO BE OBSERVED WHEN USING MICROWAVE OVENS

IMPORTANT PRECAUTIONS

1. DO NOT OPERATE this oven with the door open. Open door operation CAN RESULT in HARMFUL EXPOSURE TO MICROWAVE ENERGY.

2. DO NOT place any object between the oven front face and the door. DO NOT allow soil or cleaner residue to accumulate on sealing surfaces. DO NOT operate the oven if it is damaged. IT IS IMPORTANT that the OVEN DOOR CLOSES PROPERLY and that there is no damage to the:
   - Door (bent)
   - Hinges and latches (broken or loosened)
   - Door seals and sealing surfaces.

OVEN will be adjusted or repaired by a qualified service person. Please let the Resident Life Coordinator or the school secretaries know of need.

IMPORTANT SAFETY INSTRUCTIONS

When using electrical appliances, to reduce risk of burns, electric shock, fire, injury to persons or exposure to excessive microwave energy, basic safety precautions should be followed:

1. Read all instructions.
2. No aluminum foil, no metal, no tea bags with metal staple, no metal twists on oven cooking bags. Use cotton STRING or special nylon tie, or strip cut from open end of bag.
3. DO NOT cook in plastic food STORAGE bags. They are not heat resistant and may melt from the heat of the fool.
4. DO NOT use ordinary paper bags for any purpose in a microwave oven.
5. Whole eggs, in their shell, and sealed containers (closed jars) may EXPLODE and should NOT be heated in a microwave oven.
6. In materials inside the oven should IGNITE, keep oven door CLOSED, TURN OFF oven, and disconnect the power cord. Follow Fire Procedures (see ‘Fire’ section of the Student Handbook.

Hospital Policy PROHIBITS the cooking of microwave popcorn on school premises. Addendum
SMOKING
Smoking is strictly prohibited in the residence or instructional areas of the Medical Center property, including the Schools.

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

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

♦ Nursing  ♦ Radiography  ♦ Diagnostic Medical Sonography

Audit Request

No Grade Will Be Received For An Audit

There are separate fees for auditing lecture and Lab. Students cannot attend clinical, take exams or attend exam review. When a student withdraws from a course they have the option to audit the course for the remainder of the semester.

[  ] Lecture  [  ] Lab (Fee)

Semester: Year________ [  ] Spring [  ] SSII [  ] SSII [  ] Fall [  ] Winter

Course and Section: ____________________________________________

Student Name: __________________________________________ Last 4 Digits of SS#________

Student’s Signature: ___________________________ Date: ________________

Reason for Audit: ___________________________________________________________________________________

Signature Lead Teacher/Program Director: __________________________ Date: ________________

Approval of Associate Dean/Educational Director: _______________________ Date: ________________

Comments:
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

Student File
Billing
REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

All Students:
The Family Educational Rights and Privacy Act designates certain information related to a student as "Directory Information" and gives the School the right to disclose such information to anyone inquiring without having to ask the student for permission, unless the student specifically requests in writing that any or all such information about him not be made public without consent. A description of "Directory Information" may be found in the Student Handbook, p.24. If you wish to withhold the disclosure of any or all of the items of "Directory Information", complete the form below and submit it to the Director of Registration and Enrollment or obtain the form in the Director of Registration and Enrollment’s Office.

Please consider very carefully the consequences of any decision made by you to withhold any category of "Directory Information". Should you decide to inform the School not to release any or all of this "Directory Information", any future requests for such information from non-institutional persons or organizations will be refused. The School will honor your request to withhold any of the categories listed below but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

I have carefully read the above and request that the following specific items of "Directory Information" not be disclosed by the School without my prior written permission.

___________________________________________________________
ID No.________________    Type or Print Name__________________________
Date _________________   Student’s Signature__________________________

10/93
Reviewed 07/13, 8/15
Honor Code Acknowledgement

I have read the Honor Code stated in the School of Medical Imaging Student Handbook. I understand it and agree to abide by it. I understand that cheating will result in immediate dismissal from the program. I also understand that failure to report cheating will result in disciplinary action that may include dismissal from the program.

_________________________  ___________________________  _____________
Student’s name (printed)  Student’s signature  Date

_________________________  ___________________________  _____________
Witness’s name  Witness’s signature  Date

_________________________  ___________________________  _____________
Witness’s name  Witness’s signature  Date
Addendum D

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

Electronic Grade Release Permission Form

Completion of this form gives permission to the Faculty of ________
Course

to release the examination grades of ________________________________
Printed Name of Student

via electronic mail upon request of the student.

This form must be completed, with signature, at the beginning of each semester by the student. It will be kept by the Program Director with a copy given to the student.

The student will receive his/her grade no sooner than twenty-four (24) hours after the completion of the examination. The student is encouraged to attend all examination review sessions and seek guidance from the course faculty for any and all grades.

The student may withdraw this release permission at any time via a written request to the Program Director/Instructor of the course. This request must be received by the Program Director at least twenty-four (24) hours before the completion of the examination.

Student ____________________________ Date ______________

Program Director /Instructor ____________________________ Date ______________

cc: Program Director
    Student

Updated 08/05
Reviewed 07/13, 08/15
Addendum E

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

Leave-of-Absence Form

_____ Leave-of-Absence
_____ Leave-of-Absence Extension Program: ____________________________

_____ $20.00 Processing Fee

Student Name: _______________________________ Last 4 Digits SS#: ______
Address: ____________________________________ Telephone #: ____________

I, ______________________________, would like to request the above Leave of Absence from the JFK Muhlenberg Snyder Schools of Nursing and/or School of Radiology for the ____________________ semester. A Leave of Absence is valid for one semester. I have paid the $20.00 non-refundable processing fee. (www.jfkmuhlenbergschools.org) online payment

Reason(s) for requesting a Leave of Absence: ______________________________

Please be advised that all approved leaves of absence are included in the time limit that each student has to complete the program.

Nursing – ACEN Accredited:
Students who are returning to The School of Nursing from a medical illness must contact the School’s Student Health Nurse for clearance procedures. Students returning from any type of leave are encouraged to practice in the Skills Lab two weeks prior to the beginning of the semester.

Radiology: Radiography and Sonography
Students in the Radiology programs who have been out of class for 90 days or more must be re-evaluated in ALL required clinical competencies prior to the completion of the first semester in which they return. The student must schedule lab & practice hours the Program Director prior to the return to class.

Student Signature: ___________________________ Date: ______________

-------------------------------------------------------------------------------------------------------------
FOR OFFICE USE ONLY – Do not write below this line

Dean, Assoc. Dean or Director: ____________________________________________

Director of Registration and Enrollment: ________________________________

Director of Financial Aid: _____________________________________________

Student Accounts: _________________________________________________

Student Health Nurse: _____________________________________________
Addendum F

PREGNANCY FORM

Please choose one of the following

☐ DECLARATION

I, ____________________________ had a pregnancy test on ________ and the result was positive.

I have chosen to declare that I am pregnant at this time.

I have chosen option #_____ of the pregnancy policy as outlined in the Student Handbook, as revised 2016, of the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Medical Imaging and have discussed my options with the Program Director or other School official.

I have also met with ________________________, the (check one) - ☐ Radiation Safety Officer; ☐ Radiation Safety Officer’s Representative and I acknowledge that I understand the information afforded me regarding the likelihood of my being exposed to ionizing radiation and the possible consequences of radiation exposure during pregnancy.

________________________________________________________________

Student         Date

Program Director             Date

Rev 8-08, Reviewed 8/15, 7/16
Addendum G

Hackensack Meridian Health JFK Medical Center
Muhlenberg Harold B. and Dorothy A. Snyder
Schools of Nursing and Medical Imaging
Course Withdrawal form (Grade of “W”)

MHBN_____ MRAY_____ MDMS_____

Student’s Printed Name:________________________________________ Last 4 Digits ________

Student’s Signature:________________________________________ Date:____________________

Course(s):__________________________________________ Number of Credits: Before the drop ________ After the drop ________

1. JFK Health Medical Library: Email sent: _____________________

   Signature:________________________________________ Date:____________________

2. Lead Teacher/Program Director Email notification was sent:________

   Signature:________________________________________ Date:____________________

3. Financial Aid Office

   Signature:________________________________________ Date:____________________

4. Student Accounts Office

   Signature:________________________________________ Date:____________________

5. Registrar’s Office

   Signature:________________________________________ Date:____________________

6. Health Nurse

   Signature:________________________________________ Date:____________________

Nursing – ACEN Accredited:
Students who are returning to The School of Nursing from a medical illness must contact the School’s Student Health Nurse for clearance procedures. Students returning from any type of leave are encouraged to practice in the Skills Lab two weeks prior to the beginning of the semester.

Radiology: Radiography and Sonography
Students in the Radiology programs who have been out of class for 90 days or more must be re-evaluated in ALL required clinical competencies prior to the completion of the first semester in which they return. The student must schedule lab & practice hours the Program Director prior to the return to class.

Student Signature:_____________________________ Date:____________________
Addendum H

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

Program Withdrawal Notification

I ___________________________ am withdrawing from the JFK Muhlenberg Snyder Schools – School of [ ] Nursing; [ ] Radiography; [ ] Diagnostic Medical Sonography effective [ ] Fall/[ ] Spring ______.

I understand, I must re-apply to Hackensack Meridian Health JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools and go through the entire application and admissions process.

______ Transferring to another school

Name of school _________________________________

Program of study & degree to be awarded_______________________

______ [ ] Other
[ ] Employment
[ ] Family
[ ] Financial
[ ] Health
[ ] Relocating
[ ] Personal

Student Signature: ___________________________

Last 4 of SS#: ____________________

Date: ______________________
Addendum I
JFK Muhlenberg Snyder Schools
of Medical Imaging

NOTICE OF DISCIPLINARY ACTION

DATE_______________________________

STUDENT’S NAME____________________________________________

REASON FOR DISCIPLINARY ACTION
________________________________________________________________________
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DISPOSITION:    ___ VERBAL (anecdotal: no acknowledgement required)             ___  WRITTEN

COMMENTS AND/OR ACTION PLAN:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

STUDENT COMMENTS:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Faculty Member's Signature (if applicable)                  Date
<table>
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<tr>
<th>Student's Signature (required for written warning only)</th>
<th>Date</th>
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<td>Program Director’s Signature</td>
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<td>Witness Signature (optional)</td>
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