Trinitas School of Nursing
A Cooperative Nursing Program Conducted Jointly by
Trinitas School of Nursing and Union County College

**A National League for Nursing
Center of Excellence in Nursing Education
2011 – 2015**

TRINITAS SCHOOL OF NURSING
STUDENT HANDBOOK
2012 – 2013

COMPLIANCE EXPECTATIONS

All School of Nursing rules, regulations, policies, and procedures are subject to change. Failure to read this or other school of nursing or college publications does not excuse the student from knowing about and following the rules and regulations in effect at the school or college.

For the most current information, log on to

www.trinitasschoolofnursing.org

www.ucc.edu/go/trinitas

www.ucc.edu

Changes are posted on the student bulletin board located on the wall outside the Learning/Simulation Center and on the Community Group section of the Angel Learning Management System.

ANTI-DISCRIMINATION POLICY

Trinitas School of Nursing does 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.

SCHOOL ADDRESS, PHONE NUMBER and FAX

Trinitas School of Nursing
40 West Jersey Street -- Room 324
Elizabeth, NJ 07202

Office----908-659-5200
Fax--------908-659-5201

Sign up for UnionCC ALERT—opt in today to receive important notices re weather, school closings etc. Go to www.ucc.edu to sign up.

SCHOOL OF NURSING STUDENT HANDBOOK
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ACCREDITATION AND AFFILIATIONS
School Of Nursing
Accredited by: National League for Nursing Accrediting Commission, Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; P. 404.975.5000; F. 404.975.5020

Accredited and Approved by: New Jersey State Board of Nursing, PO Box 45010, Newark, New Jersey, 07101; Phone 1-973-504-6430.

Member of: National League for Nursing; New Jersey League for Nursing, Association of Diploma Schools of Professional Nursing.

PHILOSOPHY, SCHOOL GOALS, PROGRAM LEARNING OUTCOMES, AND PROGRAM OUTCOMES
Philosophy

The Faculty of Trinitas School of Nursing, in keeping with the mission of Trinitas Health, is committed to providing a high quality, diversified nursing education program to a multi-cultural student population representative of the community it serves. The School is a part of this community and the Faculty believes that it has a responsibility to be aware of and responsive to the health needs of its members. The Faculty and students interact with members of the community to assist them in meeting identified health needs.

Recognizing the challenges that result from continual changes in the structure and delivery of healthcare, the School is fortified by a culture of integrity and excellence in its commitment to educate students who will be prepared to face these challenges with the spirit of fairness, justice, community service, social responsibility for others, and the courage to be innovative.

The Faculty believes that human beings are complex, rational, spiritual beings. Inherent in the human condition is one's right to dignity and value in every stage and condition of life. Human beings have created complex social systems in which they interact with each other to protect, nurture and educate their members. Human beings exist, with varying degrees of independence, in many contexts as members of families, communities and society. Individuals are capable of using their intellects to take deliberate actions directed toward maintaining life, health and well being of self, society and their environment. Human beings are accountable for their actions.

Health is a dynamic state that is influenced by an individual's reciprocal interaction with the environment. Individuals possess their own personal definition of health that may differ from the beliefs of the people with whom they come in contact. Further, it is the Faculty's belief that access to health care is a basic right of all individuals.

Nursing is an art and a science characterized by interpersonal, therapeutic and evaluative processes. It is based on a body of nursing knowledge and research and makes use of the natural and behavioral sciences. An essential element of nursing practice is caring. Nursing's goal is to collaborate with the client and family, assisting them in the acquisition of knowledge and abilities necessary to achieve the highest possible level of health.

Using critical thinking and decision-making skills, the nurse assesses, diagnoses and treats commonly occurring human responses to actual and potential health problems, providing a holistic response to the complex health needs of human beings. The nurse engages in collaborative relationships with members of the health care team in order to provide the range of nursing services that the client, family and community may require. The nurse respects and interacts with a diverse population in a variety of settings within the community.

Teaching/learning is an interactional lifelong process. During the learning process, students integrate new and previously held knowledge and beliefs to form insights and ideas that empower them to think critically and make clinical decisions that are appropriate to the situation. Reflecting the belief that students learn differently, effective teaching employs a variety of strategies and media to accommodate different learning styles. Learning is a self-directed activity with faculty members functioning as facilitators joining with the students in the learning process to become more effective teachers.

Students come to the School of Nursing with diverse backgrounds and differing strengths and experiences. The School recognizes this diversity and therefore, provides qualified traditional and non-traditional students opportunities to access the educational process in order to maximize their individual potential. It is the responsibility of the School to provide an environment in which the student may acquire the knowledge, skills and attitudes necessary to function as a registered nurse.

The graduate of the School is prepared to assume the role of a safe, caring, ethical beginning practitioner with varying amounts of supervision. The graduate is capable of practicing within a variety of settings. It is the responsibility of the graduate to continue the learning process in order to maintain competency or to advance to another level of practice. Graduates are responsible for being aware of and responsive to the health needs of their individual communities, as well as making meaningful contributions to the profession of nursing and society.

School Goals

The School will:
1. Graduate a beginning practitioner who can function in a variety of health care settings.
2. Produce a graduate who is successful in passing the NCLEX examination.
3. Engage in a contractual agreement with Union County College to offer the student a program that leads to a Diploma in Nursing and an Associate in Science degree.
4. Provide opportunities for educational mobility.
5. Utilize existing facilities, institutions, and resources.
6. Provide educational access to a diverse student population that is representative of the community.
7. Collaborate with community agencies to meet identified nursing education and/or health care needs.

Program Learning Outcomes: Graduate Competencies

The Graduate will:
1. Demonstrate the role of the nurse within a variety of health care settings.
2. Act as a client advocate by recognizing the uniqueness and dignity of individuals, families, and groups by providing culturally competent care.
3. Utilize the nursing process to provide safe, competent, contemporary care to individuals, families, and groups across the lifespan.
4. Engage in the continuous process of life-long learning and development within a dynamic society.
5. Demonstrate accountability by adhering to ethical guidelines and legal standards in the practice of nursing.
6. Teach practices related to the prevention of illness and the promotion and restoration of health to individuals, families and groups.
7. Collaborate with interdisciplinary team members to facilitate the highest level of health for individuals, families and groups.
8. Utilize effective interpersonal, verbal, non-verbal and written skills when interacting with individuals, families and groups.

9. Demonstrate competence and accountability in using current technology to communicate and manage client information in the planning and provision of nursing care.
10. Employ clinical decision making/critical thinking in nursing.
11. Contribute to continuous improvement of the health care system.

Program Outcomes

1. Trinitas School of Nursing NCLEX results will meet and/or exceed the NJ State Board of Nursing (NJSBON) minimum annual passing rate on first writing.
2. Trinitas School of Nursing NCLEX results will meet or exceed the national mean published by the National Council of State Boards of Nursing.
3. 80% of Trinitas SON graduates who are seeking employment will obtain a position within 12 months of graduation as per Job Placement Survey.
4. > 80% of Trinitas SON graduating seniors will report program satisfaction as average to superior as per Graduate Survey.
5. > 80% of Trinitas SON graduates and/or their employers will report program satisfaction as average to high as per Cooperative Nursing Program (CNP) Graduate/Employer Survey.

SCHOOL OF NURSING POLICY VS UNION COUNTY COLLEGE POLICY

The School of Nursing and Union County College, while jointly conducting the Cooperative Nursing Program, 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 of Nursing policy does not take precedence include:
- Transfer in credit for non-nursing courses
- Recording and clearing of incomplete grades in non-nursing courses
- Repeating non-nursing courses
- Challenge examinations in non-nursing courses
- E.O.F. financial aid procedures
- Conduct on the Union County College Campus which is subject to disciplinary action through the Associated Union County Judicial process.

Therefore, all students, being duly enrolled in the two institutions, must be knowledgeable of their rights and responsibilities at the School of Nursing and also at Union County College. Every student is therefore advised to become familiar with the Union County Student Handbook, the Union County College Catalog, other college publications, and the college website in addition to school of nursing publications and website.

STUDENT LIFE
Trinitas Student Nurses Association

The **Student Nurses Association** (SNA) is responsible for a varied program of student activities. The Dean of the School of Nursing and faculty advisors guide and assist the Association to function effectively and efficiently. The student activity fee is divided among the School of Nursing, the Student Nurses Association, and Union County College (UnionCC). Consult the SNA bulletin boards located on the 3rd floor for current information.

Union County College

There are numerous activities and functions in which the School of Nursing's student body may participate at Union County College. The Union County College Student Handbook and website provide a full description of all college programs and activities.

STUDENT SERVICES
Student Accounts

Students are referred to the current Union County College Student Handbook and the UnionCC website, www.ucc.edu, for current information on tuition, fees, refund policy, and payment information. The School of Nursing website, www.ucc.edu/go/trinitas has current information on nursing tuition, fees, and the refund policy.

Financial Aid and Nursing Scholarship Information
Financial Aid

Financial aid is available to eligible students through the Union County College Financial Aid Office. In addition, Nursing Scholarships are available through the School of Nursing. Approximately 50% of the students enrolled in nursing courses at the School of Nursing receive some form of financial assistance. Specific information on how to apply, eligibility, and the types of aid may be found in the Union County College and School of Nursing Student Handbooks/Catalogs.

Students may call or visit any one of the three campuses to receive additional information on Financial Aid Workshops, the application process, and student aid eligibility. **Financial Aid is awarded up to the student's cost of attendance.**

Cranford Campus	Elizabeth Campus	Plainfield Campus
1033 Springfield Ave.	40 W. Jersey St.	232 East Second St.
Cranford, NJ 07016	Elizabeth, NJ 07202	Plainfield, NJ 07060
1-908 709-7137	1-908 965-6061	1-908 412-3571

Veterans Benefits: Veterans are encouraged to enroll at the School of Nursing under provisions of the federal laws that entitle veterans to educational benefits. Veterans should contact a counselor at any campus of Union County College.

Educational Opportunity Fund: The School's affiliation with Union County College entitles students to apply for the Educational Opportunity Fund (EOF) if they are economically and/or educationally disadvantaged and demonstrate a financial need.

Scholarships
Union County College Scholarships

In addition to federal and state funded aid, scholarships are available to assist qualified students to meet their educational expenses. UnionCC Scholarships are applied for and administered through Union County College.

School Of Nursing Scholarships

The nursing scholarships listed below are awarded specifically to nursing students who are entering a clinical nursing course and who demonstrate academic excellence and/or a financial need.

Applications for school of nursing scholarships are available in the School of Nursing office, Room 324, Kellogg building, and must be completed for all nursing scholarships including the Kellogg scholarships.

Submit a completed School of Nursing Scholarship Application with a current transcript to the Administrative Assistant in the School of Nursing office, by June 1st for the Fall semester and December 1st for the Spring semester.

A FAFSA and a UnionCC Scholarship application must be on file in the Union County College Financial Aid office in order to be eligible for a nursing scholarship. Students who have failed a nursing course or who are not U.S. citizens or eligible non-citizens are not eligible for nursing scholarships. Applications are submitted for each fall and spring semester, June 1 and December 1 respectively. Applications are available in the lobby of the School of Nursing, 3rd floor, 40 West Jersey Street and the School Office, Room 324.

JC Kellogg Foundation Scholarship(s):

Kellogg Scholarships are no longer automatically awarded. Kellogg Scholarships are awarded on a **competitive basis** each semester to students who have completed NURE 132 or NURE 250 and who have a cumulative GPA of 3.25 or higher. Scholarships will be awarded on GPA in rank order with available funds.

The award is based on the nursing course being taken and number of nursing credits.
- **Nure 232**   **$3000.00**
- **Nure 231**   **$2400.00 each course**
- **Nure 260/270/280/290**   **$ 900.00 each course**
- **Nure 291**   **$300.00**

Denise Manley Farnham Memorial Fund Scholarship:

Awarded each semester to a student with a commitment to nursing and a genuine caring for people. The student will have an interest in public health nursing and demonstrate a financial need.

Anne M. Mitzak, MAJ MIL USA, Class of 1994:

Awarded each semester to a veteran or a member of the military reserve. The award is based of academic performance. Financial need may be considered. A minimum GPA of 2.80 is required.

Switzer Foundation Scholarship(s):

Awarded each semester to female students who are US Citizens, who have legal residency within 50 miles of New York City, and who have a demonstrated financial need.

Trinitas Professional Education Assistance Program Scholarship(s):

Awarded each semester to students entering a clinical nursing course who have demonstrated academic excellence and/or a financial need.

Hetzel Family Scholarship(s):

Awarded each semester to a male and a female student who demonstrate satisfactory academic progress with a cumulative GPA of 2.80 or above. The student must be a U.S. citizen or permanent resident. Financial need may be considered. Eligible students will have completed NURE 131 or NURE 250.

Summit Area Public Foundation – Cole-Matreyek Memorial Fund Scholarship(s):

Awarded each semester to students entering a clinical nursing course. This scholarship award is based on academic performance. A cumulative GPA of 2.80 is required. Financial need may be considered.

Janice Burt Pasko Memorial Scholarship:

Awarded each semester to a second year student in the generic track with a minimum GPA of 3.0, a documented financial need, and evidence of caring while taking care of patients. A faculty recommendation is necessary.

Christopher & Susan Phillips Foundation Scholarship

Awarded annually to a male second year student with proven kindness and compassion in the field of nursing. Student must be a U.S. citizen and demonstrate a financial need.

COUNSELING
Academic Counseling

Academic counseling is available to all students through the School of Nursing and Union County College. Nursing course changes are to be made through the School of Nursing. Students may register and make adjustments for college courses with the Academic Counselors at Union County College.

Student Support Program

The **Student Support Program** is provided free of charge for all students and their dependents mainly for the purpose of helping to resolve various personal problems. The program provides confidential consultation regarding personal or family problems, e.g., family crisis, drug or alcohol abuse, marital difficulties, and legal or financial problems. The program schedules follow-up sessions, and if needed, makes referrals for outside assistance. The Student Support Counselor also makes suggestions for immediate action and follow-up in the event of an emergency situation.

A phone service is available 24 hours a day, 7 days a week. To make an appointment or to have any questions answered, please call:

The Student Support Program
1-908 276-2244
In an **emergency** situation for immediate assistance please call:
The 24-hour Crisis Hot Line
1-908 351-6684; 1-888-841-5564

LEARNING RESOURCES

The following resources are available to assist students to develop nursing knowledge and patient care skills in an environment other than the classroom or clinical setting. Through the use of computer-assisted instruction, educational media, skills practice simulations and tutorial services; the student has the opportunity to enhance his/her academic performance and personal growth.

Students are strongly encouraged to utilize all available resources at the School of Nursing and Union County College. These services are generally available during the day, evening and weekend, with hours announced and/or posted at the beginning of each semester.

Academic Learning Centers

The Academic Learning Centers (ALC), located on the Cranford, Plainfield and Elizabeth Campuses provide one-to-one supplemental instruction for students. Instructors, professional tutors, and peer tutors are available to help students with biology, chemistry, English, reading,

writing, languages, mathematics, psychology and other subjects. Tutors are available for a wide range of subject areas. Students may also have their learning style assessed by Learning Center instructors.

Computer Learning Centers
There are Computer Learning Centers located on all three campuses. The School of Nursing's Computer Learning Center is located on the 3rd floor of the Elizabeth campus, Kellogg building. This area is designed as a quiet area for students. A network bank of computers offers student access to the Internet, links to the libraries, email, as well as to word processing and presentation software. .

Learning/Simulation Center
The Learning/Simulation Center, also on the 3rd floor, offers an opportunity for students to practice and perfect clinical patient situations and nursing skills and/or review course materials with available lab instructors. The Center houses 16 mid and high fidelity patient simulators and current equipment for effective simulation of patient care and practice of skills. An extensive library of videotapes is also available. Lab instructors are available for individual and group tutoring for nursing course content. The **Student Users' Guide** to effective and appropriate use of the Center is posted on ANGEL.

LEARNING CENTER HOURS ARE POSTED OUTSIDE OF THE CENTER AT THE BEGINNING OF EVERY SEMESTER. SIGNING UP FOR APPOINTMENTS WILL ENSURE THAT YOU GET THE ASSISTANCE THAT YOU NEED.

The Learning/Simulation Center is now open on Sunday when School is in session.

Libraries
Trinitas Regional Medical Center Library –Williamson Street Campus
The library's hours of operation are generally as follows: Monday through Friday - 9:00 a.m. to 5:00 p.m., with evening and weekend hours as posted. Students have access 24/7 with proper Trinitas ID. ll Ebsco Host databases are available offsite (which includes CINAHL). Students will be advised of the passwords to use.

Libraries-Union County College
There are libraries located on all three campuses. The Kellogg library located on the Elizabeth campus houses the main nursing collection. Check the college website for UnionCC library hours.
The college libraries have remote database access. Students have access from their home computers or from any other computer outside the UnionCC campus network.
For access follow these directions:
- Go to the Web site: **www.ucc.edu/libraries.**
- Click on "Databases: Articles."
- Click on the database you wish to search.
- When prompted for a username and password, enter your college network student ID and password.

STUDENT REGULATIONS
Student ID and EMAIL Addresses
Students are required to have an **ID** and a **college email address**. These are necessary in order to communicate with faculty and to register for exams.

Change in Name/Address/Telephone Number/Social Security Number

Students who make a change in name, telephone, address and/or social security number must complete a change form in the School of Nursing office and the Registrar's Office at Union County College.

Students who have a post office box must also provide the Admissions Office with proof of residency in order to determine county residency charges. Students will be asked to show appropriate proof of residency, name and social security number changes.

The School is not responsible for any information that the student does not receive due to an incorrect name or address. Mail that is not returned will be considered delivered according to U.S. Postal Services.

COURSE REQUIREMENTS
Cardio-Pulmonary Resuscitation
(CPR Certification)

Students are required to obtain and maintain current AHA CPR Certification for the Health Care Provider. CPR course information is available on the bulletin board outside the Learning/Simulation Center.

Criminal Background Check/Drug Screening

All students enrolled in Trinitas School of Nursing are required to have a negative criminal background check and negative drug screen in order to register for nay NURE clinical nursing course. In addition, the New Jersey State Board of Nursing requires a criminal background check prior to licensure as a Registered Nurse.

All fees for the criminal background check and drug screens are the responsibility of the student. Go to www.ucc.edu/go/trinitas. Click on **nursing program forms** on the school's homepage and proceed to the appropriate forms.

The Criminal Background Check must be renewed every 3 years. A new Criminal Background Check is also required for reentry. Random drug testing may be required of any student by the school administration as needed and/or indicated.

Malpractice Insurance

All students who are enrolled in a clinical nursing course are to carry malpractice insurance with minimum coverage requirements of 2/4 million dollars. The insurance policy must provide coverage for the dates of the entire semester.

Students who do not provide proof of coverage are not permitted to attend class or clinical. No exceptions will be made to this policy.

Health Insurance

Students carrying twelve (12) credits or more are to show evidence of health insurance (i.e., Blue Cross and Blue Shield) or purchase such coverage through Union County College's health insurance plan. Students will be automatically charged a health insurance coverage fee, unless they show evidence of coverage to the Student Accounts Office at Union County College prior to receiving a semester bill. The health insurance fee is non-refundable.

Student Health Requirements

Students enrolling in their first clinical nursing course in the School of Nursing and those students who are resuming their nursing studies after an absence of two consecutive semesters are to complete and satisfy health requirements through their personal health care provider.

Go to **www.ucc.edu/go/trinitas** for student health forms and information. From the school's homepage, click on **nursing program forms** and then click on the **health forms.**

All current students are to have an annual Mantoux skin test for tuberculosis. Students who test positive to the Mantoux skin test will obtain a chest X-ray.

Students who do not complete these health requirements will be unable to attend theory or clinical classes. Health records are confidential. The Student Health Director, and the Dean and Associate Dean are the only persons who have access to these records.

Students should make copies of **ALL** health records submitted for their personal files and future use. Health records are not released after submission to the school.

Drug Testing

Students enrolling in their first clinical nursing course in the School of Nursing, NURE 212, or NURE 131, and those students who are resuming their nursing studies after an absence of one semester are required to complete a drug screen at the Trinitas Regional Medical Center Employee Health Department. Details and a form are available on the school's website, www.ucc.edu/go/trinitas. Click on nursing program forms. A negative drug screen is required for continued matriculation.

Attendance Policies

The curriculum is designed to develop the knowledge base and requisite skills critical for beginning practice as a registered nurse. This planned program of study is comprised of courses in the theory and practice of nursing as well as courses in the biological, physical, and behavioral sciences. The clinical component of the nursing program provides for reinforcement of nursing and scientific principles in the care of patients within the family system.

 No theoretical cuts will be allowed. Full attendance is required for full lecture period. No clinical absences are permitted in a nursing course. A 12-hour clinical day is considered two (2) clinical sessions. In an emergency, cases will be handled on an individual basis by the course faculty. In the case of clinical absences, a clinical warning for accountability can be given to a student for one occurrence.

In case of an emergency necessitating a clinical absence, the student must proceed as listed below. Failure to adhere, without exception, will result in a clinical warning. A second breach within the same course will result in a Clinical Failure.

Procedure
1. Call the clinical unit and or Affiliate Agency to which he/she is assigned at least one half hour prior to the assigned rotation.
2. Properly identify himself/herself as a Trinitas School of Nursing student.
3. Identify the clinical unit to which he/she is assigned.
4. State the hour he/she was to be expected on the unit.
5. Identify the nursing instructor assigned to the unit.
6. Identify the individual receiving the message.

Clinical Requirement Policy

The respective course *Guidelines for Clinical Requirements* contains information necessary to complete clinical requirements for a nursing course. The student must pass all segments of the clinical experience in order to pass the course. Clinical objectives will be met in the Learning/Simulation Center and/or in the clinical setting. The student is expected to demonstrate consistent safe performance for achievement of a clinical objective.

Evaluation conferences are held to apprise the student of his/her performance each semester. A student may, at any time during the semester, be placed on clinical warning or be issued a clinical failure for inconsistent or unsafe performance. Failure to achieve clinical objectives during any segment of the course will result in a Clinical Failure and a failure in the course.

A student who has received a Clinical Failure may not withdraw.

Zero Tolerance Policy

All students enrolled in a Trinitas School of Nursing NURE course will be required to read, sign, and uphold the Zero Tolerance Policy. The School adheres to zero tolerance of academic misconduct, academic dishonesty, professional misconduct, and illegal activities. The commitment to zero tolerance is intended to foster and uphold academic and professional integrity as well as to create a safe, secure, and healthy environment in which to learn and work. The detailed policy is posted on the school bulletin boards on the 3rd floor.

Student Conduct

Students are accountable for their actions in the School of Nursing, College, Medical Center, and all outside clinical sites. It is expected that students will conduct themselves in a manner that is appropriate for the academic and professional environment.

Student Code of Conduct

Trinitas School of Nursing, a private Catholic nursing education program, is committed to providing each student in this nursing program the best possible environment for learning and acquiring the knowledge and skills necessary to function as a Registered Professional Nurse.

To ensure such an environment, Trinitas School of Nursing has adopted administrative regulations in accordance with Federal and State law, and professional nursing and academic parameters that include:

- New Jersey State Board of Nursing Regulations
- American Nurses' Association *Code for Ethics*
- American Nurses' Association *Nursing: Scope and Standards of Practice*
- Trinitas School of Nursing Course Requirements and Clinical Guidelines
- Trinitas Regional Medical Center Customer Service Excellence Standards
- Information published in the Trinitas School of Nursing and Union County College Student Handbooks
- The Family Educational Rights and Privacy Act of 1974 (**(Appendix A).**

Students sign a "Student Code of Conduct" agreement each semester.

It is expected that each student in addition to adherence to the above standards is to maintain professional conduct in all academic and clinical settings. Specific behaviors include but are not limited to:

- Maintaining confidentiality by not discussing client information and test questions outside of the appropriate context.
- Demonstrating integrity by not fraudulently obtaining and/or disseminating information without faculty permission by use of any type of recording devices; cheating on exams or quizzes; by plagiarism and/or theft.
- Not using cell phones at any time during class and clinical attendance.
- Promptly reporting any illegal and/or unethical behaviors to appropriate faculty and/or administrators. Failure to do so constitutes being an accessory to the offense.

Any student misconduct is subject to dismissal, and may be reportable to the New Jersey State Board of Nursing. Violation of Federal, State and local laws are applicable.

Behavior in Clinical Areas

Patients, their friends and relatives, and clinical agency personnel are to be accorded respect and courtesy at all times. Matters pertaining to patients and the clinical agencies in general must not be discussed at any time. What is seen, heard, or known concerning patients and the agency must always be considered confidential.

Students may not write or sign any document other than the usual patient charts and records. If requested to do so by patients, physicians, or friends of the patients, the matter should be referred to the nurse in charge or to the faculty. Money or other gratuities are not to be accepted from patients, their relatives, or friends. Beepers, pagers, and cell phones are not allowed in patient care areas.

Disciplinary Process

In addition to non-compliance with the Student Code of Conduct, conduct for which students will be subject to disciplinary action includes, but is not limited to the following:

- Dishonesty, such as cheating or plagiarism, or knowingly giving false information to the school, an agency, or a website.
- Disseminating information that was fraudulently obtained from the School or from a course.
- Discussing test questions or patient information outside of the appropriate context.
- Interfering with teaching, administration, or any activity of the school.
- Not promptly reporting any illegal and/or unethical behaviors to appropriate faculty and/or administrators.
- Unauthorized entry into or use of the School, College, or Medical Center facilities/resources.
- Theft of or damage to School, College, and/or Medical Center property, or any other clinical site.
- Unprofessional conduct in relationship to communication about Medical Center business or patient information.
- Use, possession of, or distribution of narcotics, alcohol, other dangerous substances, or weapons on School, College, or Medical Center grounds.
- Harassment and/or intimidation of employees or students, including actions that constitute a threat of or actual bodily harm or property damage.
- Assault and/or battery, including rape, acquaintance rape or other sexual offenses.
- Violation of any school policies and procedures; or federal, state or local laws.

Disciplinary action may result in a warning (oral or written), probation, suspension or dismissal. If a student is placed on disciplinary probation, he/she may not participate in student association activities or hold a school/class office for the duration of the probationary period.

Any individual in the School of Nursing, including students, faculty, administration and staff, may begin disciplinary procedures by following the school's grievance policy on page 19.

Exam Information
Use of Calculators
Policy
Faculty will distribute School approved calculators to all students prior to their taking an exam for uses with math calculation questions. Faculty will collect calculators after the students complete the exam.
Procedure
1. Prior to start of a course exam student will distribute School approved calculators to each student. Students are permitted to use calculators for math calculation questions.
2. No substitute calculators will be permitted.

3. No calculators will be distributed for quizzes.
4. At the completion of the student's exam faculty will collect the calculator, exam and any other material used for the exam.

Unit Exam
Policy
Any student who is unable to take a unit exam as scheduled will not be given a make-up exam. The percentage for the missed exam will be added to the course final exam.
Procedure
- Faculty will identify in the Course Outline that there will not be any make-up of missed unit exams.
- Students unable to take a scheduled exam will inform course faculty.
- The percentage of the missed unit exam will be added to the final exam.
  For example: if the missed exam is 20% of the course grade and the final exam is 35% of the course grade, the final exam for the student is 55% of the course grade.

Exam Administration
Policy
The following are the guidelines for exam administration:
- Student ID's are required for admission.
- For every twenty-five students there will be one proctor.
- No books or papers will be allowed on the student's desk.
- No talking between/among students will be allowed.
- There will be space left near the door for late arrivals to prevent disturbances to the class.
- There should be adequate distance between each student.
- If an instructor observes a student to be cheating, the student will be asked to leave the examination room at that point. A grade of zero will be given for the examination.

All written requirements must be completed and submitted by the last day of class in order to be eligible to sit for the course final exam.

Student Access to Exam Review and Grades
Policy
All students enrolled in Trinitas School of Nursing NURE courses will be required to adhere to the following guidelines for access to exam reviews and grades:
- There will no oral class review of exam questions.
- A review (see procedure below) will be scheduled by course faculty.
- Students may request the course faculty to discuss concepts related to the exam questions.
- Grades will be provided to the students individually via the existing learning management system (ex., ANGEL).

Procedure
- Course faculty will schedule a review of the exam.
- Students must wear ID badges.
- Students will be given their individual exam reports before the review.
- Faculty will post the exam questions (in plastic sleeves) with the correct answers highlighted in a controlled environment proctored appropriately.
- A group of students (10) will be allowed to view the exam questions and the correct answers at a time.
- There will be no talking in the room while this review is going on.
- Note-taking, visual or audio recording of any kind is not allowed.

- Students should make an appointment with course faculty if they have any further questions.
- The faculty has the right to stop the review if any student displays inappropriate behavior that may result in a critical event warning.

Incomplete Grades

The instructor, in cases of illness or extenuating circumstances, may give an "incomplete" grade if the student has informed the instructor of the circumstances. A grade reported as "incomplete" at the end of a semester will be permanently recorded as an "F" if the incomplete is not removed within the first six weeks of the next regular semester. It is the student's responsibility to make acceptable arrangements with the instructor to complete the course requirements within this period.

If a student receives an incomplete grade in a nursing course, then the student must complete that course successfully before enrolling in the subsequent nursing course.

Refer to the current Union County College Student Handbook for information on the college's incomplete policy for college courses.

School Closing/Delayed Opening Policy

The School of Nursing and Union County College will be open for classes according to the academic school calendar unless inclement weather conditions or other emergency situations compel the administration of both or either institution to close school or postpone the start of the regular school day. If Union County College is closed, the School of Nursing will also cancel classes for that day. The decision to close the Day Track of the School of Nursing will normally be made by 6:30 a.m., and the Evening Track by 1:00 p.m. Delayed openings are announced on the college website.

Check www.ucc.edu for school closing/delayed opening information.

It is important to sign up for UnionCC ALERT. Visit www.ucc.edu for information.

Student Financial Obligations

Students are expected to be aware of financial obligations at Union County College. Students with outstanding obligations will be withdrawn from nursing/college courses, will not receive grades or transcripts, and may not be able to graduate or register for upcoming semesters.

Student Identification Badge

The School will issue students a Trinitas photo ID badge. This badge is to be worn at all times while at Trinitas Regional Medical Center and at any other clinical site. A fee will be charged to replace a lost name badge. The ID badge must be returned to faculty upon course withdrawal or at the end of the course.

Student Injuries

All incidents/accidents that occur in the Medical Center or in an affiliating agency are to be reported immediately to the faculty. A Trinitas Regional Medical Center Incident Report and/or an agency report are to be completed by the faculty to whom the incident/accident was reported. The individual involved will be referred to the Emergency Department if necessary. Faculty members will report all incidents/accidents to the School, and the report will be forwarded to the appropriate agency personnel according to individual agency policy. Students are responsible for any emergency room visit expenses.

Uniforms

The school uniform code consists of the navy blue shirt and white pants or skirt for female students and a navy blue shirt and white pants for male students. Information on where the uniform may be obtained is available at time of registration. All students are to wear name badges while in a laboratory coat or uniform. Lost or broken badges may be replaced by contacting the Trinitas ID badge office. Please refer to the specific course guidelines and/or faculty directions for expected attire in the clinical area.

Shoes	Clean, low-heeled white rubber-soled shoes are to be worn, no sneakers or clogs
Hose/Socks	White
Hair	Hair should be securely fixed, close to the head, and off the back of the neck
Beards	Neatly trimmed
Tattoos	No visible tattoos are permitted.
Nails	Short and neatly trimmed with no nail polish. Fake nails are prohibited due to infection control issues.
Jewelry	Only flat wedding bands may be worn. Small, modest post earrings are permitted (2 maximum/ear). No body piercing jewelry is permitted.
Equipment	All students are required to have a watch with a second hand; bandage scissors; a stethoscope; and a pen light for clinical.
Lab Coat	A lab coat with name badge and school insignia sewn on left sleeve.

STUDENT RIGHTS AND RESPONSIBILITIES
Rights

Students have the following rights while participating in the academic environment at the School of Nursing:

1. Right to Freedom of Expression
   a. Freedom to take reasoned and reasonable exception to data and views presented in any course without fear of arbitrary dismissal from that course.
   b. Freedom to express scholarly opinions within orderly procedures.

2. Right to Experience Academic Opportunities
   a. Encouragement to develop to their fullest potential.
   b. Appraisal of theoretical and clinical status.
   c. Experiences that facilitate the acquisition of knowledge.
   d. Evaluation based on actual performance.
   e. Participation in the evaluation of self and academic experiences.
   f. Utilization of available resources within the School.

3. Right to Appeal Due Process Issues.

4. Right to Review of Student Concerns.

5. Right to express Grievances regarding academic and non-academic issues.

Responsibilities
1. Curriculum
   Students are responsible for:
   a. Participating in curriculum development by:
      1) Attending all scheduled meetings on which they have representation.

      2) Preparing to make contributions to the meetings.
      3) Polling the student body for views, comments, reactions and suggestions.
      4)   Sharing in deliberations and decision making through the Student Nurses Association.
      5) Following through on assignments regarding curriculum activities.

  b. Participating in curriculum implementation by:
      1)   Attending classes and clinical experiences.
      2)   Accomplishing class and clinical assignments on time.
      3)   Maximizing all learning opportunities.
      4)   Sharing learning experiences with peers.
      5)   Seeking out new learning experiences with varying degrees of independence.
      6)   Transferring previous learning.
      7)   Fostering effective relationships with members of the health team.
      8)   Abiding by established policies and procedures.
      9)   Assuming responsibility for self-learning and self-development.
      10)   Finding appropriate opportunities for decision-making, independent judgment, and self-direction.
      11)   Operationalizing the philosophy and curriculum framework of the School of Nursing.
      12)   Independently preparing projects, papers, reports and other assignments.
      13)   Maximizing learning through independent study.
      14)   Maintaining a working knowledge of course requirements and expectations.

  c. Participating in the evaluation of the curriculum by:
      1)   Appraising self in relation to stated course and curriculum and school objectives.
      2)   Appraising faculty objectively in relation to their facilitation of the meeting of course and program goals.
      3)   Appraising the environment for learning.
      4)   Appraising the learning resources, services, and facilities in relation to quality, suitability, and availability.
      5)   Completing follow-up studies.

2. Governance

Students are responsible for:

  a. Knowing and using correct lines of authority and communication. Students are urged to confer with the Dean should they have any questions regarding the correct lines of authority or appeal procedure.

  b. Participating on committees of the Student Nurses Association and the School of Nursing by:
      1) Attendance at meetings.
      2) Sharing information.
      3) Reporting back to appropriate groups.
      4) Serving as a spokesperson for all those represented by the student.
      5) Actively participating in projects.

  c. Careful expression of thoughts and ideas in both verbal and non-verbal communications.

3. Services

Students are responsible for:

  a. Knowing the range of students' professional, cultural, social and religious activities.
  b. Participating in student, professional, cultural, social, and religious activities of choice.
  c. Determining the need to seek out appropriate assistance for academic and personal concerns.
  d. Utilizing appropriate advisement, counseling, and health services.
  e. Following through with payback commitments for financial aid.
  f. Participating in the development, reading, and circulation of School of Nursing and Student Nurses Association notices and publications.

g. Maintaining complete and accurate School of Nursing records.
h. Following procedures for the release, and sharing of an individual's School of Nursing records.
I. Protection of institutional property by:
   1. Assuring privacy.
   2. Controlling noise.
   3. Minimizing waste.
   4. Disposing of water and refuse properly.
   5. Preventing damage and destruction.
j. Enhancing health and security measures.
k. Assisting in determining the need for addition, modification, or elimination of School of Nursing services.

Student Responsibilities

Students are responsible for their own curriculum plan. This means that each student has a working knowledge of all course requirements and deadlines for their completion. The student is expected to maintain his/her own personal record of courses completed, course grades; and is expected to insure the accuracy of these records. The student with advanced standing is responsible for obtaining a copy of his/her unofficial transcript.

Student Grievance
Policy
The student has the right to express a grievance regarding academic and non-academic issues. A grievance is a formal action taken by student asking for some type of remediation. The student has the right to seek a faculty member as advisor to assist in the process of the grievance.

Procedure
1. The student must utilize the following chain of command:
   a. The student will approach the involved person within a reasonable time period to try to resolve the matter.
   b. If remediation is not reached, the student may then contact the Assistant Dean within 5 business days with a written, signed, dated statement. No electronic communication is accepted.
2. The Assistant Dean will respond in writing to the student within 15 business days.
3. If the student does not perceive resolution of the issue, the student may contact the Associate Dean of the School of Nursing in writing within 5 business days of the Assistant Dean's response.
4. The Associate Dean will respond in writing to the student within 15 business days.
5. All written, signed correspondence is kept on file in the administrative office.
6. If at the end of the grievance process, a student perceives an unsatisfactory outcome, he/she is entitled to initiate the appeal process.
7. Depending on the nature of the occurrence and at the discretion of the course faculty, the student may participate in course activities during this process.

Student Appeals
Policy
At the end of the grievance process, if a student perceives an unsatisfactory outcome he/she is entitled to initiate the appeals process.
Procedure
1. The student may initiate the appeal process by submitting a written signed and dated

letter to the Chairperson of the Promotion and Evaluation Committee within five (5) business days of receipt of written correspondence of the grievance decision. No electronic communication will be accepted.
2. The student may seek a faculty member as an advisor to assist him/her throughout the process.
3. An Ad Hoc Appeals Committee appointed by the Promotion and Evaluation Committee will consist of two full-time faculty members, two representatives from the Student Nurses Association of the School of Nursing and one representative from Union County College Student Services staff. The Appeals Committee will honor the standards of confidentiality as per the Buckley Amendment.
4. The Chairperson of the Appeals Committee will notify the involved parties within 10 business days with the date, time and place of the Appeals Committee meeting.
5. All written documents from the involved parties must be available no later than one hour prior to the scheduled meeting time for review by both parties and the members of the Appeals Committee. The involved parties have no more than 15 minutes to present their information to the Committee.
6. The student has the option to be present at the meeting and bring a support person. The support person is a non-verbal participant.
7. No legal counsel will be permitted at the meeting.
8. The Committee will make a recommendation to the Dean.
9. The Dean will respond in writing to the student within 15 business days upon receipt of the Appeals Committee decision.
10. Minutes of the meeting, recommendations and related documents will be filed in the School's administrative office.

ACADEMIC REGULATIONS AND REQUIREMENTS
Placement Testing
Part-time and full-time students who are seeking a degree are required to take a College Placement Test at Union County College prior to initial registration. Students whose test results indicate a need for developmental course work in reading, writing, and mathematics will need to enroll in those courses.

Additional information is available in the current Union County College Student Handbook or by calling the Placement Testing Office at 1-908 709-7538.

Policy on Advanced Standing
1. **College Course Credits:**
   Applicants who have completed college level courses in an accredited college and/or university will be evaluated for advanced standing for up to 22 credits. A minimum grade of "C" is required to receive transfer credit for all courses.

   Applicants who have an excess of twenty-two (22) transfer credits will be required to make up the difference with course substitute credits prior to enrolling in NURE 211/212 and/or NURE 232.

   See a UnionCC Academic Counselor for information in relation to CLEP or department challenge exam opportunities for college courses.

2. **Diploma Option:**
   Applicants who have an Associate or higher degree may opt solely for the Diploma in Nursing. Contact the UnionCC Admissions Office for details.

3. **Policy on Advanced Standing For Licensed Practical Nurses (LPN):**
   Applicants who are LPN's will receive credit for their LPN education and shall be considered if they meet the following criteria:

a. Graduation from a state-approved LPN program.
b. Current LPN License.
c. Satisfactory completion of the College Placement Test/Courses or waiver requirement.
d. Course pre-requisites completed at Union County College or advanced standing given for equivalent course work (up to 22 credits).
e. Students are to complete all of the designated prerequisite courses or buy-back credits prior to enrollment in NURE 211/212.

4. Policy on Advanced Standing for Nursing for Generic Students:
   Applicants who wish to receive advanced standing credit for NURE 131 will be considered if they meet the following criteria:
   a. Successful completion of NURE 130 and at least 8 credits of nursing, including a Fundamentals of Nursing course with a clinical component at a post-secondary institution with a grade of "C+" or better.
   b. Demonstration of a GPA of 2.5 or better
   c. Achievement of a minimum grade of 75 on the NURE 131 challenge examination.
   d. Students who do not successfully complete the challenge examination for NURE 131 will need to enroll in NURE 131 to continue in the nursing program.

REGISTRATION
Registration Procedure:
   Students are expected to register for Fall, Spring, and Summer nursing classes during the designated times established by the School of Nursing and Union County College. Students will be informed in advance of registration dates. Payment deadlines need to be met to avoid cancellation of registration.

   Students who wish to register for college courses may do so directly at Union County College or online. Students register for nursing courses at the School of Nursing. Students who have questions regarding their course selections are advised to discuss their concerns with a Union County College Academic Counselor, or a member of the nursing faculty prior to registration.

NURE 130 REGISTRATION INFORMATION

NURE 130 enrollment is by invitation. Students apply for consideration when they meet the following criteria:
  - **Completed all remedial courses and co-requisite courses.**
  - **Currently enrolled in co-requisite courses to NURE 130.**
  - **Current GPA of 2.5 or higher.**

Information, applications, and dates for filing are available on both the UCC and Trinitas websites.

Decisions are based on GPA at Union County College, status of pre- and co-requisites, and the number of credits completed at UnionCC.

A minimum of six (6) students must be registered in order to run a section of a clinical nursing course. Exceptions may be made for NURE 232 and NURE 290.

Schedule Changes (Adds, Drops, Withdrawals)
   Students may drop/add a scheduled college class(es) prior to the fifth (third day for summer sessions) day of the semester by meeting with a college counselor to complete the appropriate

forms. There is a charge for schedule changes other than those due to an error in computing printing, overlapping in course-hour conflicts, or class cancellations.

Withdrawal from college and nursing courses should be completed in accordance with the official dates published on the Union County College and School Calendar. Instructor signatures may be required in order to transact a college course withdrawal. Students are also responsible for formally withdrawing from courses that are cancelled.

Refer to the current Union County College Student Handbook for more detailed information. Any student wishing to withdraw from a NURE course must submit the withdrawal form to the course faculty member for signature. If the student has received a clinical failure prior to the withdrawal date, a grade of **"F"** will be issued.

Refund Policy
Refer to the current Union County College or School of Nursing website for the refund schedule for college courses and nursing courses.

CURRICULUM
Course Materials
All course materials for NURE courses may be found in the Learning Management System, ANGEL.

Curriculum Progression Policies
The student must successfully complete each semester of nursing and/or college courses before permission will be given for the student to progress in the curriculum semester sequence. **A GPA of 2.5 is required to progress in the nursing curriculum.** .

Curriculum Progression Policies
The following Curriculum Progression policies are in effect:
- A grade of C+ or better is required to pass each nursing course.
- Students must successfully complete each semester of required nursing and college courses with the necessary cumulative grade point average in order to progress/graduate.
- Students enrolled in remedial courses in English and/or Math are not permitted to register for credit courses.
- A maximum of six years (6) is allowed to complete the generic track from the date of entering NURE 130.
- A maximum of three years (3) is allowed to complete the LPN to RN Completion track upon entering NURE 211/212.
- Students will not be allowed to register for a nursing course and/or change tracks/sections upon completion of the first class meeting.
- If a student receives a grade of C, D, D+ or F in a nursing course and wishes to repeat that course, the student must submit a reentry application.
  - ❖ The student is not guaranteed a seat in that nursing course in the following semester.

Description of Nursing Courses, Pre and Co-Requisites, and Curriculum Plans
Refer to the current School of Nursing and Union County College Catalogs and websites.

ACADEMIC STANDING
"C+" Minimum in Nursing
All students must maintain a minimum grade of "C+" in each nursing course.

Dismissal

        The Promotion and Evaluation Committee adheres to the College Academic Evaluation Committee's Quality Point Scale grid. **(See Appendix B)**

Academic Dismissal for Students on Probation

        The Promotion and Evaluation Committee reserves the right to dismiss a student for unsatisfactory performance as determined by the use of the Quality Point Scale Grid. Students will receive written notification of dismissal from Union County College and the School of Nursing.

Academic Dismissal for Students Failing Two (2) Nursing Courses

        Any student who has received a "C", "D", "D+" or "F" in two (2) nursing courses will be dismissed from the School of Nursing.

Evaluation

        Students are responsible for keeping track of their academic standing in all courses. If students have questions regarding their grades, they should consult with course faculty.

Theory

        The letter grade received for every nursing course is determined by achievement on selected written portions of course requirements. The student must succeed in both the clinical and theoretical components of the course in order to pass.

Clinical

        Clinical performance is evaluated on an on-going basis. The student is expected to demonstrate consistent and safe performance for successful achievement of clinical objectives. Clinical is graded on a pass-fail system.

GRADING SYSTEM---CALCULATING A GPA

A = 4
B+ = 3.5
B = 3
C+ = 2.5
C =   2
D+ = 1.5
D = 1
F = 0
XF = 0

        For example, a three (3) credit hour course in which a student receives a "B" represents nine (9) quality points earned. The following table is an illustration of the computation of the grade point average of a semester's work.

COURSE	CREDITS	GRADE	POINT VALUE	QUALITY POINTS
NURE 131	8	C	(2)	16
BIO 106	4	B	(3)	12
PSY 205	3	D	(1)	3

TOTAL QUALITY POINTS EARNED   **31**
TOTAL CREDITS TAKEN: **15**

        Thirty-one (31) quality points divided by fifteen (15) credits results in a 2.06 grade point average. In addition to the computed grade point average for a semester, a cumulative grade point

average is determined in the same way including all courses that have been completed to the date of calculation.

When a student repeats a course, the higher grade will be substituted for the lower grade in the student's average. However, the student's academic record will reflect all courses attended.

Grading System

The following system of grading is used to indicate the quality of a student's work:

A	Excellent	90-100	
B+		85-89	
B	Good	80-84	
C+	Satisfactory	75-79	(Lowest Passing Grade for a Nursing Course)
C		70-74	(Lowest acceptable grade for all science courses)
D+-		65-69	
D	Unsatisfactory	60-64	(Lowest Passing Grade for college courses except math and science courses and are not recognized for transfer credit.)
F	Failing	Below 60	(Also assigned for unofficial withdrawal.)
*I	Incomplete		
UF	Unofficial Withdrawal/Failing		
XF	Incomplete changed to Failing		
**J	Continuing Satisfactory Progress (for Institutional Credit)		
S	Satisfactory (Non-credit courses)		
U	Unsatisfactory for non-credit courses		
W	Official withdrawal		
Z	No grade submitted		

 *   Refer to incomplete policy.
**   By departmental arrangement.

Probation

Requirements for a minimum cumulative grade point average for each semester's work have been established. The Grade Point Average (GPA) is based on the total number of credits attempted to date at the completion of each semester.

The School of Nursing defines satisfactory academic performance (good standing) as the maintenance of an appropriate relationship between credits attempted, credits completed, and grades obtained. The specifics of this requirement are spelled out through the use of the matrix (Quality Point Scale) displayed in Appendix B.

Students who fail to maintain the minimum required cumulative grade point average will be placed on probation for one semester or will be dismissed from the program if, in the opinion of the Promotion and Evaluation Committee, they are not gaining personal benefit from their studies.

Students on probation must relinquish any office they may hold in any student organization and are restricted to carrying no more than twelve (12) credits. Unless obvious improvement is noted at the end of the period of probation, the student will be dismissed from the program.

The Promotion and Evaluation Committee makes all decisions regarding probation, and requests to resume the nursing sequence while still enrolled. The student receives written notice of his/her probation or dismissal status. Dismissals are recommended to the Dean. All decisions regarding requests for readmission to the School of Nursing are referred to the P & E Committee.

A student who voluntarily withdraws during the semester with a low academic record may be disqualified from re-entering the following term by the Promotion and Evaluation Committee.

Warnings
Clinical (Warnings/Failures)
Clinical warnings/failures for unsatisfactory clinical performance may be issued at any time within a semester. These warnings are issued to alert the student of unsatisfactory clinical progress. It is recommended that a student who receives a clinical warning utilize the tutorial services/learning laboratory to improve his/her clinical performance. The student will receive a warning/failure notice as a part of the procedure listed below.

1. The faculty member will provide the student with a copy of the clinical warning/failure notification form at the time the student is informed of his/her status.
2. From the time of notification, the faculty member has two (2) additional clinical days to complete the addendum portion of the clinical warning/failure notification form. Any additional materials (i.e. anecdotal notes) may also be compiled during this time. After the two (2) additional clinical days, the student will be presented with the addendum for his/her signature.
3. A student may, at any time during the semester, immediately receive a clinical failure for blatantly unsafe behavior or misconduct. Indications for immediate failure are determined by the incident and the situation surrounding it per the concept of "res ipse loquitur - the thing will speak for itself."
4. It is the student's responsibility to familiarize himself/herself with the information contained in the clinical warning/failure notification form.
5. A student who receives a clinical failure may not withdraw from the course.

Theory
Students are responsible for keeping track of their academic standing in nursing courses. If students have questions regarding their grades, they should consult with course faculty. In addition, if students are unsure of their mid-semester status, they should check with faculty prior to the nursing course withdrawal date.

Course Withdrawals
A student with two (2) withdrawals from a nursing course is not eligible for reentry into that course.

Re-Entry into the Nursing Program
To stay active in the system, a student not registered for courses in a given semester must complete a no-fee application each semester. Re-entry decisions are based on GPA, the number of seats available, and the student's history of critical incidents and/or clinical warnings. There is no guarantee of re-entry into the nursing program.

Effective spring semester of 2009, re-entry to all NURE/NREL courses requires a 2.75 GPA.

Guidelines for Re-entry:
Generic Curriculum: Any student who has been out of the program for less than 3 years or 6 semesters may register for the course where he or she left the program. The student will need to demonstrate competency in the skills previously learned. All students must meet the criteria for re-entry.

Any student who has been out of the program 3 years or greater or 6 semesters must begin the curriculum with NURE 130.

LPN to RN: Any student who has been out of the program for less than 2 years may register for the course where he or she left the program. The student will need to demonstrate competency in the skills previously learned. All students must meet the criteria for re-entry.

Any student who has been out of the program for 2 years or greater must begin the curriculum with NURE 250. Skills learned in NURE 212 must be successfully demonstrated. All students must meet criteria for re-entry.

Re-Entry applications and dates due are posted on www.ucc.edu/go/trinitas. Click on nursing program forms. An updated transcript is to be submitted with an application for reentry.

Readmission into the Nursing Program
Students who have two nursing course failures will not be considered for readmission unless they are re-entering the last course of their specified curriculum (i.e.:NURE232/280/290). If a student should fail the final course for a second time, he or she is not eligible for readmission.

Readmission into the nursing sequence requires the following:
1. GPA of 2.75
2. Evidence of required pre and co-requisites completed.
3. Evidence of completed sciences that are not greater than 10 years old.
4. Time out of nursing sequence will be considered.

Procedure
1. The student will submit a letter to the chairperson of the Promotion & Evaluation Committee.
2. The School of Nursing faculty will review the application at a School Council meeting.
3. The Promotion and Evaluation Committee will notify the student of any decision by mail.

Graduation Requirements
   A 2.5 GPA and completion of all other program requirements is necessary in order to graduate. In addition, financial/library obligations must be fulfilled prior to graduation.
   Eligibility for the Diploma in Nursing and the Associate in Science degree is dependent upon completion of the Cooperative Nursing Program with a cumulative grade point average of 2.5 or higher, and successful completion of all required and elective courses. A student must fulfill all financial/library obligations prior to graduation. Students are strongly encouraged to attend all internal and external NCLEX Reviews.
   It is the student's responsibility to determine if the courses for the diploma and the degree have been successfully completed.
   Students eligible for the "Diploma Option Only" must also meet all GPA and course requirements for graduation.
   Graduating seniors are requested to attend graduation ceremonies of the School of Nursing and Union County College.

Academic Nursing Honors - Graduation
   Upon graduation, students will be named to the Dean's List based on their final cumulative average in the nursing courses according to the following:
Honors:	A 3.0 cumulative grade point average in nursing courses only.
High Honors:	A 3.5 cumulative grade point average in nursing courses only.

National Council Licensure Examination

Senior students will receive information on the National Council Licensure Examination (NCLEX) for Registered Nurses during NURE 232 and NURE 290. A criminal history background check is required by the New Jersey Board of Nursing prior to licensure.

Final Grades

Final exam grades and final course grades for a clinical nursing course will be posted ANGEL.

Transcripts

Academic transcripts may be issued during and following a student's attendance at the School of Nursing. Transcript requests must be submitted directly to the Registration Office at Union County College.

SAFETY
Security Department

Security is available when the Elizabeth campus building is open. Any security related incident should be reported to the Security Department immediately. The main Security desk is located on the first floor of the Elizabeth campus.

Security officers will investigate all complaints. Major offenses are reported immediately to the appropriate police agency.

Fire Policy and Procedure at the School of Nursing

Both students and faculty of the School of Nursing have an important role to play in the prevention and control of fire within the College, School of Nursing, and any other clinical agency. Each individual is responsible for knowing the proper procedures to follow in the event such an emergency occurs whether at the School of Nursing, College, or in another clinical facility.

Fire Procedures

The fire alarm must be sounded regardless of the extent or size of the fire, or when unusual smoke is detected.
Comply with the following:

- In the College, follow instructions from the Loud Speaker.
- Remain calm - fear and panic can do as much damage as fire. Never shout "Fire". Walk, do not run to the nearest exit. Do not use the elevator!
- Faculty and staff - close all windows of room you are in. Make certain all persons have left the room. Close door to room and proceed to nearest exit.
- Maintain a minimum distance of 50 feet from evacuated building. Do not re-enter the building until told to do so.
- Be familiar with the fire policy for prevention, control and evacuation in all settings. Knowing your exact role, may mean the difference between life and the loss of life.

MISCELLANEOUS
Bookstore

The Bookstore located on the Elizabeth Campus of UnionCC at 12 West Jersey Street, carries all required textbooks. The bookstore hours vary. Consult the student bulletin board at the College for details.

Meals

Meals are available on all three campuses as well as at Trinitas Regional Medical Center. Hours are posted. No food or beverages are permitted in the Computer Laboratory, the Learning/Simulation Center or in any of the classrooms. Vending machines are also available at all sites.

School of Nursing Office Hours – Room 324 – 40 West Jersey Street – Elizabeth, NJ 07202
The School of Nursing maintains regular office hours Monday through Friday 9:00 a.m.-5:00 p.m. The phone number for the School of Nursing office is 1-908 659-5200. A voice mail system is in place for administration, faculty, and staff. The School of Nursing FAX number is 1-908 659-5201.

Parking
Parking is available in the Midtown and Chris Bollwage parking garages for the Elizabeth campus.
At the Williamson Street campus of Trinitas Regional Medical Center, parking is available for the evening (Parking garage) and weekend (Lots A & B) students as noted. During the weekday hours, cars may be parked off premise and a hospital shuttle is available on a regular schedule.
At the New Point Campus, parking is available for students.

A Valid Trinitas ID badge and a UnionCC parking sticker are required. Trinitas ID badges are issued in NURE 131 or NURE 211/212. Parking stickers are obtained at Union County College.

Housing
It is the individual student's responsibility to provide for his/her own housing while attending the School of Nursing.

No Smoking Policy of the School
Smoking is not permitted in any area of the School of Nursing, College, or any clinical agency.

Transportation
Students are responsible for providing their own transportation to school and to all clinical assignments.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

It is the policy of the School of Nursing to allow students to have access to certain records maintained by the School and to provide an opportunity for a hearing to challenge the accuracy or appropriateness of such records.

Purpose:

The purpose of the act is to protect the privacy of students and parents, and to notify students and their parents of their rights to privacy as provided under Section 438 of the General Education Provision Act as amended.

This handbook serves to notify all students of the provisions of the act.

Provisions:

- Students enrolled at the School of Nursing have the right to inspect and review their educational record. If any material or document in the educational record of a student includes information on more than one student, each student will have the right to inspect and review only the part of the material or document that relates to him/her.
- Because the School of Nursing is an institution of post-secondary education, the permission or consent required of and the rights accorded to parents of students who have not attained eighteen years of age shall only be required of and accorded to the student.
- The Dean of the School of Nursing has the responsibility for maintenance of the educational record and other documents relative to the student's enrollment.
- The term "educational record" at the School of Nursing includes only the following materials and documents.
  - Clinical evaluations, warnings/failures
  - Any school communications pertaining to academic matters
  - Transcripts of academic grades

"Educational record" does not include the following:

- Financial records of parents or students
- Confidential letters and statements placed in the student's file
- Records of administrative and teaching faculty which are in the sole possession of the maker and which are not accessible to or revealed to any other person
- Health record. This record may be personally reviewed by a physician, psychiatrist, psychologist or other recognized professional person of the student's choice.
- Confidential recommendations regarding admissions, honors and awards, or employment if the student has signed a waiver of his/her right to access to this information. Such a waiver shall apply to recommendations only if:
  - the student is, upon request, notified of the names of all persons making confidential recommendations
  - such recommendations are used only for the purpose specifically intended

The School of Nursing may release the following "directory information" on any student after waiting a reasonable period of time, unless the student has designated that it should not be released without his/her prior consent:

a. Name
b. Address
c. Telephone listing
d. Date and place of birth
e. Field of study
f. Participation in recognized school activities
g. Dates of attendance
h. Diploma and awards received
i. Most recent previous educational institution attended

Students requesting that their directory information not be released must:
   a.   Submit their request in writing and include the following:
      o Their name, student ID number, current address and current telephone number.
      o A statement specifically stating which items of directory information the student does not wish released.
      o The semester for which this information should be withheld.
      o The student's signature.
   b.   Submit a request each semester that the student wishes his/her directory information withheld before the tenth day of classes for that semester.
   c.   It is not necessary to submit a request to withhold directory information for summer semesters; any request for a spring semester will remain in effect throughout the summer session.
   d.   Requests to withhold directory information should be addressed to: Registrar - Union County College.

   The School of Nursing will not permit access to or release of the educational record or personally identifiable information (other than directory information) without the written consent of the student to any party other than the following:
   a.   School officials
   b.   Union County College officials when designated appropriate by the Dean of the School of Nursing
   c.   The New Jersey State Board of Nursing
   d.   Accrediting organizations in order to carry out their accrediting functions
   e.   Organizations conducting studies for or on behalf of educational agencies and institutions for education purposes if such studies do not permit personal identification of students by persons other representatives of such organizations and with the understanding that the information will be destroyed when no longer needed for purposes of the designated study.
   f.   Authorized representatives of the Comptroller General of the United States Department of Education, administrative heads of education agencies or state educational authorities in connection with the audit and evaluation of this program.
   g.   Authorized judicial representative in compliance with a judicial order or a lawfully issued subpoena. The student will be notified of the order or subpoena in advance of compliance by the School of Nursing. Such court orders must be delivered to the office of the President of the Hospital where the court official shall be requested to produce proper identification and state the specific nature of his inquiry and the date of the required court appearance. An appointed representative of the Hospital will then arrange to personally deliver the required student record to the court on the date of the hearing.
   h.   Organizations or agencies connected with a student's application for or receipt of financial aid.

   Consent must be in writing, signed and dated by the student giving consent, and shall include: (1) specification of the portions of the educational record to be released; (2) the reason for such release, and (3) the name(s) of the person(s) to whom the records will be released.
   The School of Nursing will not release personal information on a student except on condition that the party to which the information is transferred will not permit any other party to have access to it without the consent of the student. A statement informing such party of this requirement will be included with the information.
   The School of Nursing will maintain an access record which will be kept with the educational record of each student and which will indicate all individuals, agencies or organizations except those at Union County College and the New Jersey State Board of Nursing who have requested or obtained access to a student's educational record. It will also indicate specifically the legitimate interest that each person, agency or organization has in obtaining this information. The access record will be available only to the Dean of the School of Nursing and to those persons responsible for the custody of the records and the audit of this policy.

Students may request access to their own educational records by writing to the Dean of the School of Nursing, 12 West Jersey Street, Elizabeth, New Jersey 07202. The student must specify the type of inspection he/she desires: (a) it is to be an in-person review; (b) a copy of the record is to be sent to the student; or (c) both. An access date and time will be sent to the student for an in-person review. In any case, first review of the educational record by the student will be granted within forty-five (45) days after the request has been made.

Students may obtain copies of any material or document contained in their educational record except official copies of documents received from other agencies and institutions such as high school or college transcripts. The cost is as follows:

    1   -   5 pages $3.00
    6   -   10 pages $6.00
  11   -   15 pages $9.00
For each additional five pages - $3.00
Mailed copies - the cost of registered mail.

Students may request explanations and interpretations of any portion of their educational record. Such requests will be in writing and will receive a response within twenty-eight (28) days.

If a dispute arises regarding the content of the educational record, the Dean of the School of Nursing or his/her designee, will attempt to settle it with the student through informal meetings or discussions.

Upon request of the Dean of the School of Nursing or the student, a formal hearing will be held. Students may request a hearing: (1) to challenge the content of the educational record in order to ensure that the record is accurate, not misleading or otherwise in violation of the privacy or other rights of the students; (2) to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data; and/or (3) to insert into the educational record a written explanation by the student in respect to the content of the educational record. The hearing will take place within thirty (30) working days of the request. The student will be afforded a full and fair opportunity to present evidence relevant to the issues listed above. The Dean of the School of Nursing or his/her designee will hear the student. A decision will be rendered within ten (10) working days after a conclusion of the hearing.

APPENDIX B
QUALITY POINT SCALE

Credits Attempted	If Q.P. Below	If G.P.A. Below	Probation	Minimum OK	Minimum OK
	Out	Out	Range	Q.P.	G.P.A.
1	---	---	---	---	---
2	---	---	---	---	---
3	---	---	---	---	---
4	---	---	---	---	---
5	---	---	---	---	---
6	3	0.50	3-5	6	1.00
7	4	0.57	4-6	7	1.00
8	5	0.63	5-7	8	1.00
9	7	0.78	7-9	10	1.11
10	8	0.80	8-11	12	1.20
11	9	0.82	9-13	14	1.27
12	11	0.92	11-15	16	1.33
13	12	0.92	12-17	18	1.36
14	13	0.93	13-18	19	1.38
15	15	1.00	15-20	21	1.40
16	16	1.00	16-22	23	1.44
17	18	1.06	18-24	25	1.47
18	21	1.17	21-26	27	1.50
19	23	1.21	23-29	30	1.56
20	25	1.25	25-31	32	1.60
21	27	1.29	27-33	34	1.62
22	30	1.36	30-35	36	1.64
23	32	1.39	32-37	38	1.65
24	34	1.42	34-39	40	1.67
25	36	1.44	36-41	42	1.68
26	39	1.50	39-43	44	1.69
27	41	1.52	41-45	46	1.70
28	43	1.54	43-47	48	1.71
29	45	1.55	45-49	50	1.72
30	48	1.60	48-51	52	1.73
31	50	1.61	50-53	54	1.74
32	52	1.63	52-55	56	1.75
33	54	1.64	54-58	59	1.79
34	57	1.68	57-60	61	1.79
35	59	1.69	59-62	63	1.80
36	61	1.69	61-64	65	1.81
37	63	1.70	63-66	67	1.81
38	66	1.74	66-69	70	1.84
39	68	1.74	68-71	72	1.85
40	70	1.75	70-73	74	1.85
41	72	1.76	72-75	76	1.85
42	75	1.79	75-78	79	1.88
43	77	1.79	77-80	81	1.88
44	79	1.80	79-83	83	1.89
45	81	1.80	81-85	86	1.91
46	84	1.83	81-87	88	1.91
47	86	1.83	86-89	90	1.91
48	88	1.83	88-91	92	1.92
50	93	1.86	93-96	97	1.94
51	96	1.88	96-98	99	1.94

APPENDIX B
QUALITY POINT SCALE

Credits Attempted	If Q.P. Below	If G.P.A. Below		Minimum OK	Minimum OK
	Out	Out	Probation Range	Q.P.	G.P.A.
52	98	1.88	98-100	100	1.94
53	101	1.91	100-102	103	1.94
54	103	1.91	103-105	106	1.96
55	106	1.93	106-107	108	1.96
56	108	1.93	108-109	110	1.96
57	111	1.95	111-112	113	1.98
58	113	1.95	113-114	115	1.98
59	116	1.97	116-116	117	1.98
60	118	1.97	118-118	119.00	1.98
61	121	1.98	121-121	122.00	2.00
62	123	1.98	123-123	124.00	2.00
63	126	2.00		126.00	2.00
64	128	2.00		128.00	2.00
65	130	2.00		130.00	2.00
66	132	2.00		132.00	2.00
67	134	2.00		134.00	2.00
68	136	2.00		136.00	2.00
69	138	2.00		138.00	2.00
70	140			140.00	2.00
71	142			142.00	2.00
72	144			144.00	2.00
73	146			146.00	2.00
74	148			148.00	2.00
75	150			150.00	2.00
76	152			152.00	2.00
77	154			154.00	2.00
78	156			156.00	2.00
79	158			158.00	2.00
80	160			160.00	2.00
81	162			162.00	2.00
82	164			164.00	2.00
83	166			166.00	2.00
84	168			168.00	2.00
85	170			170.00	2.00
86	172			172.00	2.00
87	174			174.00	2.00
88	176			176.00	2.00
89	178			178.00	2.00
90	180			180.00	2.00
91	182			182.00	2.00
92	184			184.00	2.00
93	186			186.00	2.00
94	188			188.00	2.00
95	190			190.00	2.00
96	192			192.00	2.00
97	194			194.00	2.00
98	196			196.00	2.00
99	198			198.00	2.00

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