



DEPARTMENT OF NURSING



REGISTERED NURSE PROGRAM STUDENT HANDBOOK 2021-2022 Revised

**ESSEX COUNTY COLLEGE
303 UNIVERSITY AVENUE
NEWARK, NEW JERSEY 07102**

**DEPARTMENT OF NURSING
(973) 877-1865/1868**

Dear Nursing Student:

Welcome to the Essex County College Nursing Program. Your admission to the nursing program represents an accomplishment as you have met highly selective admission standards.

The nursing faculty, the college administration, and staff are committed to working with you to achieve the goals you have set for yourself. In order to successfully complete the nursing curriculum, you must become familiar with the rules and regulations of the Department of Nursing. This handbook is provided to set forth the rights and responsibilities of Essex County College nursing students. Lifeline, the Essex County College Student Handbook, provides general information needed for college success. The Nursing Student Handbook supplements Lifeline and states policies that apply specifically to nursing students. Students are responsible for the content contained herein and expected to comply with such on an ongoing basis.* Failure to comply will result in disciplinary action as outlined in the handbook.

The policies contained herein are subject to change at any time, as deemed necessary by the Nursing Department. Students will be notified of changes by faculty announcements, updates on the department website, your ECC student email account, memorandums and/or in course syllabi.

The faculty wishes you success in the Nursing Program.

Sincerely,

Nursing Faculty

*Essex County College reserves the right to modify this Nursing Student Handbook at any time. Notification of amendments, modifications or change will be sent to your ECC student email account.

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ESSEX COUNTY COLLEGE

**Main Campus
303 University Avenue
Newark, NJ 07102
(973) 877-3000**

**West Essex Campus
730 Bloomfield Avenue
West Caldwell, NJ 07006
(973) 403-2560**

**NON-DISCRIMINATION POLICY
STATEMENT OF ASSURANCE**

It is the policy of Essex County College not to discriminate based on race, creed, color, national origin, age, marital status, affectional or sexual orientation, disability, gender, liability for military service, or any other category protected by applicable law. This policy applies to all terms, conditions, and privileges of student enrollment and staff employment.

Further, the College conforms to all federal and state statutes, executive orders, regulations, guidelines and amendments including but not limited to: New Jersey Law Against Discrimination; Title VI & VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

An Equal Opportunity/Affirmative Action Employer

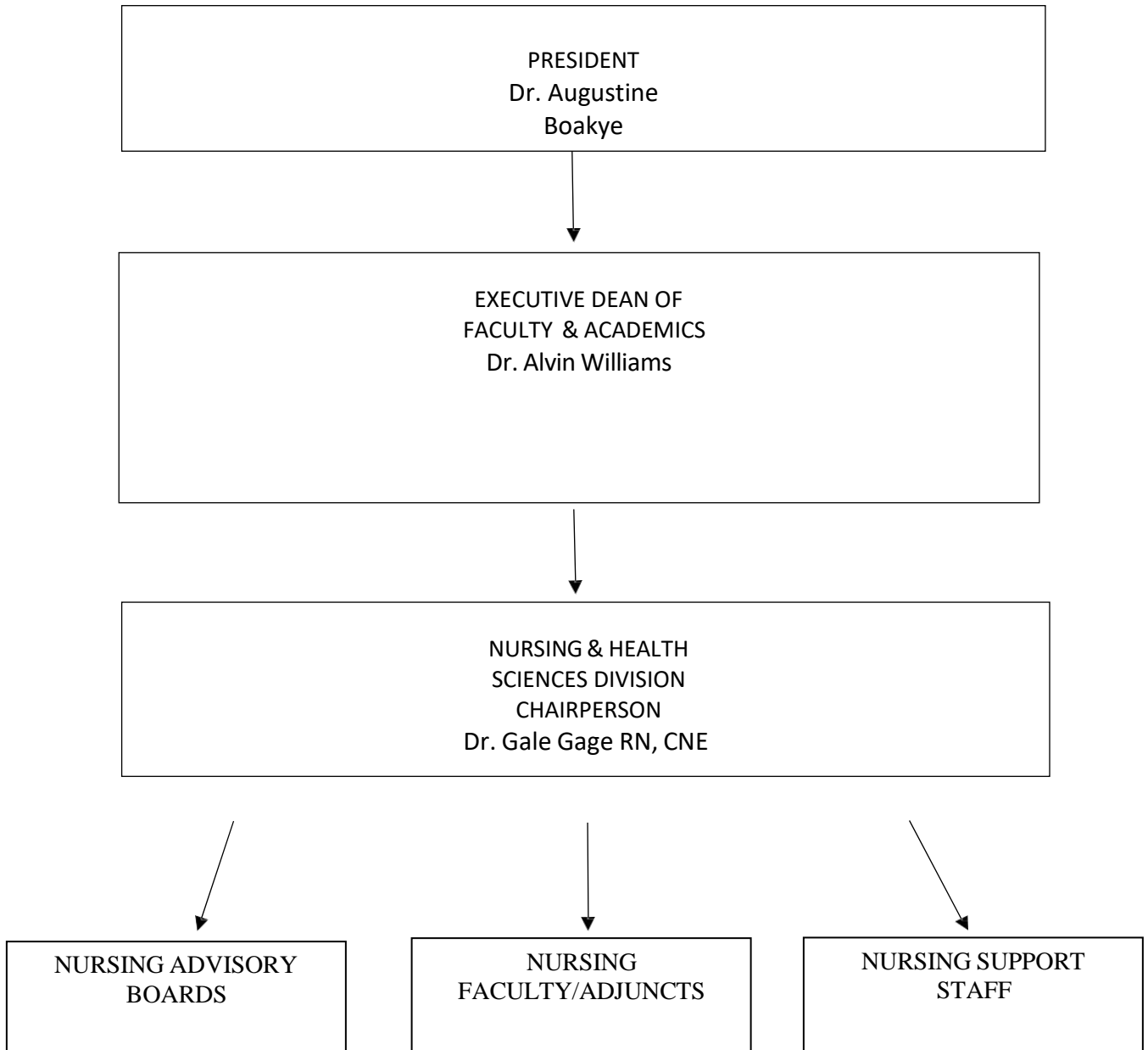
Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA provides for the confidentiality of student records. Essex County College reserves the right to release, or not release, Directory Information at the discretion of appropriate officials. Directory Information may include a student's name, address, telephone number, the field of study, participation in activities, weight, and height of athletic team members, dates of attendance, degrees, awards, most recent educational institution attended, email address, class schedule, class roster, and photographs. As a member of the Essex County College community (student, parent, faculty, and staff), FERPA will also designate the types of information that can be accessed, and how the information can be obtained. The Nursing Department does share information with clinical affiliates in compliance with rules, policies, and protocols of the clinical affiliate and that apply to any of its employees.

Student Records

The Nursing Department maintains a file of each active student, separate from the College record. The student departmental file contains information related to the admission requirements, letters to the student, clinical evaluations, and documentation on program progression. The records of inactive students will be archived and retained five years.

DEPARTMENT OF NURSING: ORGANIZATIONAL CHART:



NURSING DEPARTMENT RESOURCES

NURSING DEPARTMENT - Rooms/Phone Extensions

Name	Room /	Extension	Email address
Dr. Gale Gage Chairperson	200 CHS	3485	gage@essex.edu
Colin Archer	1161 Red	3074	carcher1@essex.edu
Jennifer Chapman	1155 Red	1909	jchapman@essex.edu
Gervida Constant	212E CHS	3428	gconsta1@essex.edu
Dr. Genevieve Danville	212D CHS	1870	gdanvill@essex.edu
Donna Francis	1160 Red	3533	dfranci2@essex.edu
Myrna Scott	1121 Red	3353	msscott@essex.edu
Lori York	212A CHS	3445	lyork@essex.edu
Robbyn Graham	200 CHS	1865	rgraham1@essex.edu
Jazlyn Johnson	212 Office	1868	jjohns45@essex.edu
Nursing Computer Lab	213 CHS		
Nursing Skills/Simulation Lab	208 CHS	3177	
MLK Library	2 nd Level Mega Structure	3238	
Additional Support Resources & Services	Essex County College Catalog Essex County College <i>Lifeline</i> Student Handbook	www.essex.edu	

PROGRAM PHILOSOPHY

Philosophy of the Nursing Faculty

The associate degree nursing program is congruent with the vision, mission, and core value statements of Essex County College. The nursing faculty is committed to providing high quality nursing education in preparing students for safe and competent entry into practice in the nurse' generalist role.

The nursing faculty at Essex County College adopts the concepts of the nursing paradigm as the framework for curriculum development. The nursing faculty believes in the following:

Humans are unique, multifaceted, culturally diverse individuals with specific needs across the life span. Humans are the recipients of nursing care who are perceived in the context of self, family, community, and environment.

Health is a state of well-being that encompasses the psychological, physiological, developmental, socio-cultural, and spiritual aspects of the human. Health is expressed in terms of wellness or illness and is influenced by one's beliefs and care practices.

Environment is the setting of the everyday human experience incorporating continuous interactions between internal and external variables influencing human health and behavior.

Nursing is an interpersonal, collaborative and caring profession that uses the nursing process to promote and manage holistic health care. Nursing provides culturally competent and evidenced based care to individual, families, groups and communities. Nursing is tasked with recognizing political, economic and technological challenges within the health care system and advocates for positive health outcomes for individuals and the nursing profession.

Teaching and Learning:

The goal of the nursing curriculum is to prepare future nurses who possess the knowledge, skills and attitudes (KSAs) necessary to improve the quality and safety of individuals, families and the healthcare system as articulated by the Quality and Safety Education for Nurses Institute (QSEN). The college seeks to instill in students general and specialized knowledge in oral and written communication, quantitative, scientific, societal, behavioral, and historical perspective in providing a foundation for the nursing curriculum.

The faculty is committed to embracing the diverse cultural and ethnic backgrounds, learning styles, goals and support systems of students. The faculty believes that learning is facilitated when students are actively involved and assume responsibility for their own learning in an environment that facilitates student success.

Learning is a lifelong continuous process that is both dynamic and measurable. Nursing students learn by applying, affirming and expanding their nursing knowledge in cognitive, affective and psychomotor domains using a variety of settings.

The ultimate goal of Associate Degree education is to provide preparation for RN licensure and to enable the graduate to function as a safe and competent entry level practitioner. Graduates are transitioned to continue their nursing education through established affiliation agreements.

NURSING PROGRAM OUTCOMES

Aligned with the Program Mission, Philosophy, and Professional standards, the faculty has identified the following:

1. Graduates will be successful as **first-time** candidates for the National Council Licensure Examination for RNs (NCLEX-RN) as evidenced by end-of-year NCLEX-RN pass rate measured by cohort at or above the national average.
2. At least 50% of entering students will complete the program within 3 years of admission.
3. Eighty percent of graduates will be employed in nursing within six (6) months-one (1) year of graduation (with a survey response rate of 25-50%).

END-OF-PROGRAM STUDENT LEARNING OUTCOMES (EPSLO)

The Essex County College Nursing Program has organized the new graduate learning outcomes within the context of the NLN's Core Components and Competencies of the Associate Degree Nurse (2012) and QSEN Institute.

Upon completion of the ECC nursing program, the graduate will:

1. Provide safe culturally sensitive care to patients across the lifespan (Patient Centered Care)
2. Practice using legal, ethical, and regulatory standards of the nursing profession (Professional Behaviors).
3. Collaborate with the patient and the multidisciplinary health care team to meet the needs of patients in a variety of settings. (Teamwork and Collaboration).
4. Manage care to promote quality and positive outcomes for patients and their families. (Quality Improvement).
5. Demonstrate clinical judgment in assisting patient and families in promoting optimal health by utilizing current evidence and available resources. (Evidence-Based Practice).
6. Utilize information technology to collect data, prevent errors, communicate effectively and maintain safe quality care (Informatics, Safety).

PROGRAM OF STUDY-RN ASSOCIATE DEGREE

Nursing Program Course Requirements

In order to complete an Associate Degree in Nursing at Essex County College, the student must complete the following requirements:

- | | |
|-------------------|--|
| * NRS 104 _____ | ** BIO 121 (within 5 years prior to admission) _____ |
| * NRS 114 _____ | ** BIO 122 (within 5 years prior to admission) _____ |
| * NRS 206 _____ | * CHM 101_____or CHM103 _____ |
| * NRS 216 _____ | * BIO 211 _____ |
| * NRS 217 _____ | *BIO 251 _____ |
| *** SOC 101 _____ | HST (Any History Course) _____ |
| *** ENG 101 _____ | |
| *** ENG 102 _____ | |
| *** PSY 101 _____ | |

LPN Articulation Option

- | | |
|------------------------------|--|
| * NRS 106 (Mobility I) _____ | * NRS 111 (Mobility II) _____ |
| * NRS 206 _____ | * NRS 216 _____ |
| * NRS 217 _____ | * NRS 999 _____(6 credits awarded to LPNs upon |

completion of NRS 106 & 111 as credit for previous LPN program)

Total Credits: **66**

* Major program requirements. A grade of "D" or "F" is not acceptable in required course designated BIO, CHM, or any nursing course.

**Anatomy and Physiology I must be completed within five years prior to admission to the Generic nursing program.

**Anatomy and Physiology I & II must be completed within five years prior to admission to the LPN-RN Bridge program.

*** NOTE: Course substitutions are not accepted for these courses. NO EXCEPTIONS.

It is essential that the student follows course pre-requisites as indicated in the nursing handbook, and the college catalog for nursing program course descriptions. Failure to follow course pre-requisites can delay the student's progression to the next course.

For detailed course requirements, refer to the college catalogue found at www.essex.edu.

Additional courses that might be of interest to you or transferable to a 4-year RN-BSN college or university that has an articulation agreement with the nursing program such as NJCU, Kean, Montclair State, and William Paterson University.

Medical Terminology -HSC 109

Introduction to Nutrition -HSC 101

Nutrition Across the Lifespan -HSC 102

Pathophysiology-BIO 241

Understanding Death and Dying-SOC 207

Statistics I & II - MTH 101-102

General Chemistry I/II -CHM 103/104

Computer information - CIS 107

Social Gerontology- SOC 201

Child Psychology and Development-PSY 219

Essex County College- Department of Nursing

GENERAL EDUCATION REQUIREMENTS: (23 credits)

Written & Oral Communication (6 credits)

ENG 101 and ENG 102 (two 3-credit courses)

Scientific Knowledge & Reasoning (8 credits)

BIO 121 and BIO 122 (two 4-credit courses)

Society & Human Behavior (6 credits)

PSY 101 and SOC 101 (two 3-credit courses)

Historical Perspective (3 credits)

Choose one of the following history courses: HST 101, HST 102, HST 111, HST 112, HST 121, HST 122, HST 131, HST 132, HST 134, HST 135, HST 136, HST 137, HST 161, or HST 162 (one 3-credit course) **

MAJOR COURSE REQUIREMENTS: (43 credits)

CHM 101 College Chemistry I (4 credits)

BIO 211 Microbiology (4 credits)

BIO 251 Pharmacology for Health Prof. (3 credits)

NRS104-Nursing I (6 credits)

NRS114-Nursing II (8 credits)

NRS206-Nursing III (8 credits)

NRS216-Nursing IV (8 credits)

NRS217-Nursing V (2 credits)

Note: The minimum passing grade for all courses designated BIO, MTH or NRS is "C." If you earn a grade below "C", you need to repeat that course.

Course substitutions are not acceptable in general education requirements.

CHM103 may be used to fulfill the CHM101 requirement.

*** HST999- History transfer credit fulfills this requirement*

Total Credits Required for AAS Degree: 66

PROGRAM OF STUDY- LPN ARTICULATION OPTION

Bridge Courses: NRS 106 / NRS 111

NRS 106 LPN Mobility I

2 credits

This course prepares the LPN for the roles and responsibilities of the registered professional associate degree nurse. The student must successfully complete this course to register for NRS 111.

NRS 111 LPN Mobility II

6 credits

This course includes lecture, laboratory and clinical experience. All components must be successfully completed to register for NRS 206.

Upon successful completion of NRS 106 & NRS 111 or (NRS 114) the LPN will be awarded 6 credits of Nursing (NRS 999) based on their LPN program transcript and proceed to NRS 206 in the fall semester.

Upon successful completion of NRS 206 and BIO 211, the LPN student will proceed to NRS 216 and NRS 217. All degree requirements must be completed to graduate. A total of 66 credits are required for graduation from this program.

Students are allowed only one admission to the LPN Articulation Option. LPN's are not allowed to repeat either LPN Mobility I or LPN Mobility II. If the LPN fails either LPN Mobility I or Mobility II, the LPN can apply to the RN program in the appropriate course for the present level of achievement. The LPN must then follow the readmission policy as it is stated on pages 29-30. Students who enter the Nursing Program through the LPN Articulation Option and have failed Mobility I or II will be allowed only one admission into the RN program. This student will not be permitted to repeat a nursing course as it would constitute a second failure in the program.

ASSOCIATE IN APPLIED SCIENCE IN NURSING PROGRAM COURSE DESCRIPTIONS

NRS104- Fundamentals of Nursing

6 Credits

(Contact hours 3 lecture; 3 lab; 6 clinical)

In this course students gain the foundational concepts for all subsequent nursing courses. Students are introduced to basic knowledge, skills and attitudes for safe implementation in the provision of patient centered care across the lifespan. Older adult populations with normal aging and common health issues will be the focus. Laboratory and clinical activities support current evidence when applied in a long-term care setting. Pre-req: Grade of "C" or better in BIO121, ENG101, CHM101, PSY101 and program admission. Concurrent: BIO122, ENG102

NRS114- Common Health Alterations

8 Credits

(Contact hours 3 lecture; 15 lab/clinical)

In this course students provide safe, culturally sensitive care to patients across the lifespan who have commonly occurring health alterations with predictable outcomes. Laboratory and clinical

activities create an environment to assist students to apply current best evidence in a variety of health care settings including mental health and psychiatric settings. Students interact with the multidisciplinary health team to achieve safe quality patient outcomes in individual and group settings. The focus of the course will develop critical thinking and enhance clinical judgment when providing safe quality care to 1-2 patients. Pre-req: Grade of "C" or better in NRS104, BIO122. Concurrent: BIO 251

NRS206- Complex Health Alterations

8 Credits

(Contact hours 3 lecture; 15 lab/clinical)

In this course, students provide safe, culturally sensitive care to patients across the lifespan including childbearing and childrearing families, and who experience commonly occurring complex health alterations. This course enables students to further refine their expertise through the utilization of current best evidence, and sound clinical judgment to deliver safe care in collaboration with other members of the health care team. Laboratory and clinical activities focus on the development of a comprehensive teaching plan and quality improvement activities. Students will practice management and prioritization skills while providing safe quality care for multiple patients within the context of family or significant group. Pre-req: Grade of "C" or better in NRS114. Concurrent: BIO 211.

NRS 216- Management of Care

8 Credits

(Contact hours 3 lecture; 15 lab/clinical)

In this course, students provide safe, culturally sensitive care to multiple patients with emergent, critical and chronic complex health problems in a variety of health care settings. Laboratory activities will focus on simulated unfolding scenarios to validate student clinical judgment, previously learned psychomotor skills and role transition from student to professional nurse. Clinical activities provide students with the opportunity to strengthen clinical judgment, set priorities for patients with unpredictable outcomes and practice greater independence in collaboration with the multidisciplinary team. Management and delegation skills will be the main focus of all clinical activities. Pre-req: Grade of "C" or better in NRS 206; Corequisite: NRS217, SOC 101, HST 101

NRS 217- Professional Issues, Leadership and Synthesis

2 Credits

(Contact hours 1 lecture; 3 lab)

This is a course where students integrate all nursing concepts. The focus is on analysis, synthesis and application of current professional trends and issues that impact nursing practice. The role of member of the profession is explored and operationalized. Laboratory consists of simulation activities that further enhance student's critical thinking, clinical **decision-making** skills, and the successful achievement of an NCLEX-style test.

Pre-req: Grade of "C" or better in NRS 206, completion of all general education degree requirements. Corequisite: NRS 216

NRS 106**LPN MOBILITY I****2 Credits**

This is the first course of the LPN Articulation Option. It includes the essential concepts that an LPN needs to bridge the gap in the role of LPN to RN. It is designed to provide a foundation for all subsequent nursing courses. Students review basic concepts of the nursing profession, the role of the provider of care, and the basic physiologic and higher-level needs of man. Classroom activities are designed to help students assess and diagnose basic needs, and assist in meeting those needs in populations across the lifespan who are healthy or who experience simple health alterations. Students are tested in the classroom to determine their proficiency. The goal of this course is to prepare the LPN for a smooth transition into professional nursing. Prerequisites: "C" or better in BIO 121, BIO 122, CHM 101 or CHM 103, PSY 101, ENG 101 and ENG 102.

NRS 111**LPN MOBILITY II****6 Credits**

This is the second course in the LPN Articulation Option following NRS 106. Students care for clients who have commonly occurring health alterations generally affecting middle adult populations. Laboratory and clinical activities create a construct which assists the LPN to advance in the role of provider of care. Assessment and nursing diagnoses are expanded with a focus on planning and intervention to meet the physiologic, safety, and psychosocial needs of clients. Credit is given for previous knowledge. Upon successful completion of this course, an additional 6 credits will be given to students who complete NRS 106 and NRS 111. Prerequisites: "C" or better in NRS 106; Co-requisite: BIO 251

For science courses and general education course requirements see current college catalog found at <https://catalog.essex.edu/>.

ATI (ASSESSMENT TECHNOLOGY INSTITUTE)

Beginning September 2014, ATI will be required for all courses as tools for student assessment, remediation and review as well as comprehensive assessment predictor in preparation for NCLEX RN.

ATI Testing Policy and Procedures

All RN students are required to participate in the ATI Online Testing program while enrolled in the Registered Nursing Program. Student's participation in the ATI Testing program serves multiple purposes. ATI testing provides feedback on individual student's performance throughout the curriculum. Students can use feedback from results of the ATI testing to identify knowledge strengths and weaknesses. The ATI Testing provides students with focus remediation specific to their weaknesses; this will be developed with the assistance of the faculty member. It is expected that the student who performs well and remediate when needed will be better prepared for the comprehensive examination and the NCLEX-RN Examination.

Assessment of the student performance on ATI examinations provides faculty with a mechanism for identifying students who may need additional academic assistance. The ATI testing program is also one mechanism used by faculty to evaluate curriculum outcomes.

ATI Testing Administration

- All ATI proctored exams will be administered on campus or remotely using a lockdown browser designated acceptable by ATI.
- ATI examinations will be integrated as a part of the lecture/laboratory component throughout the curriculum. Faculty advisor will assign student areas of focus integrated with lesson plan.
- Students are expected to achieve a minimum score of Level II on all proctored examinations. If a Level II is not achieved, students will be required to provide focused review remediation, type written as assigned at the discretion of the faculty.

Evaluation of Results

- (a) Students are expected to obtain a minimum of Level II on all ATI proctored tests.
- (b) Students scoring below Level II will be **required** to develop and complete a remediation plan of focused review based on their individual weaknesses. This will be implemented with the faculty advisor/Retention Specialist. After completing the remediation, students will have an opportunity to take the proctored examination a second time only.
- (c) Those students scoring a Level II will be **encouraged** to develop and complete a remediation plan of focused review based on their individual weaknesses.
- (d) If the student is successful in scoring a Level II on the second retake, no further action is needed. However, if the student scores below Level II on the second retake, the student is required to complete another plan of focused review based on their individual weaknesses.
- (e) The students in NRS 217 will have 3 attempts to pass the ATI RN Assessment examination (Comprehensive Assessment Examination). Students are required to complete focused remediation after every attempt. The passing score on the ATI Comprehensive Assessment Examination is a score that predicts 95% probability of passing NCLEX. **If the ATI proctored examination is taken for a third time, the student will be charged for the exam directly by ATI.** For additional information, see NRS 217 course syllabus.

Enrollment/Fees in the ATI Testing Program

- (1) Students will register with ATI during TEAS Testing to be activated into the ATI Testing program.
- (2) ATI Fee may be an out of pocket expense for the student. Fees incurred will be paid thru the bursar office in 3 installments using a special bursar form found in nursing office.
- (3) Registering for ATI testing program will allow students to access to learning resources, web testing, and remediation materials. To register for access to the ATI web site, follow the directions below:

- Students go to the ATI website www.atitesting.com, click on create a new account and complete the registration procedure. Students will follow the prompts to fill out username and password. If student is unsure what to type for these fields, they merely put the cursor over the field heading for directions.
- Student must include e-mail address, so their activation notice can be sent to verify username and password into the system.
- Once student have completed the registration form and click submit they are automatically activated into the system. Students should keep a record of their user name and password as these are used throughout the program. A student should only register once.

ATI Remediation Flow Chart:

Students who score below Level II for any ATI examination will be required to complete a remediation plan developed with the faculty advisor/Retention Specialist. The remediation plan will include:

- (1) Students review their ATI results and contact the faculty advisor within 1 week of receiving test results if they score below the national average.
- (2) Complete appropriate readings (focused study online e-book provided by ATI).
- (3) Listen to videos, complete interactive tutorials, and read e-book relevant to content areas of weaknesses (ATI tutorial module).
- (4) Remediation of all ATI tests completed in the time frame set by the faculty advisor.
- (5) Failure to comply with the set time frame will result in denial to sit for the next scheduled proctored examination.

Instructions for Web Remediation:

Web remediation: To be completed by students under ATI Remediation Plan. The remediation of all RN assessment exams is available 24-hours a day, 7 days a week to all students. This remediation is in audio tapes, video, and e-book format with printable outlines for each content area. Go to www.atitesting.com

1. Use the username and password originally designated when you registered for the testing program.
2. Click on view results
3. Select the test you want to remediate, plus recommended and or developed by your faculty advisor
4. To the right of the test is “build remediation plan or focused review”.
5. Select the material you want to include in the plan
6. Save the plan to your computer
7. Read the suggested material

8. Listen to the videos
9. Print the material as needed
10. Take practice examination
11. Notify and submit information to your faculty advisor/Retention Specialist that you have completed the plan.

ATTENDANCE POLICY FOR THE NURSING EDUCATION PROGRAM

Purpose: To ensure student attendance in course lecture, clinical, and lab is sufficient for students to meet the objectives of each course.

Procedure:

1. Students are expected to be on time and attend all classes, labs, and clinical experiences. Habitual absences and/or tardiness demonstrate a lack of commitment to the educational process and grounds for disciplinary procedures.
2. Students will not be allowed to make-up missed class hours.
3. Students must report their absence in theory, lab, or clinical to the lead instructor of session being missed at least **2 hours prior** to class or clinical time. No messages will be accepted other than from the individual student.
4. Students are expected to provide documentation to support the reason for any absence, but **documentation does not constitute an excused absence.**
5. In the event of illness, hospitalization or an urgent personal situation, medical clearance is required to return to classes and clinical. The student must contact the instructor by phone, text message or e-mail and must leave a message in the Nursing Department (973-877-1868 or 1865).
6. Students must be on time for classes. **3 incidences** of lateness in any area will be marked as one absence.
7. **Should student have 1 absence the student will be given a verbal warning; 2 absences the student will be given a written warning. After a third absence in any course component, the student may be asked to withdraw from the program.**
8. Theory Hours
 - a. A student who is absent from theory for any reason is expected to make up the work on his/her own and will be responsible for material covered.
 - b. Students who arrive after the scheduled start time maybe admitted to the class only at the instructor's discretion and especially during a test session.**
9. College Lab
 - a. A student who is absent from lab for any reason will be responsible for material covered.
 - b. Students must contact lab instructor to determine how best to meet learning objectives for the session missed.
 - c. Students who arrive after the scheduled start time may be admitted to the class only at the instructor's discretion.
10. Clinical
 - a. Students must notify their assigned clinical instructor **two (2) hours** prior to the start of a clinical shift of the anticipated absence. This is necessary to ensure appropriate clinical patient assignments. Absences that involve one 12hr clinical day are equal to 2 absences.

11. Exams

- a. The student is responsible for notifying faculty **in advance** if they intend to miss an exam.
- b. All tests that are missed due to absence, will receive a grade of "0".
- c. If the absence is found to be warranted and is accompanied by documentation, the student may be given an opportunity to take a make-up test. **PLEASE NOTE: All make-up tests will be given at the end of semester. The make-up test is comparably based on content and course objectives not identical to the original administered exam.**
- d. Students who arrive late for a scheduled exam will not be given additional time to complete the exam.
- e. Any student missing more than one exam in a course will be automatically referred to the Nursing Program Administrator or Chairperson.
- f. Students are encouraged to make an appointment with course faculty to review course quizzes and or exams. **However, there will be NO review of Final exams given in each course.**

Medication Dosage Calculation Testing Policy

The medication dosage testing policy exists to ascertain dosage calculation competency essential for safe nursing practice. It is of utmost importance that all nursing students assume personal responsibility for maintenance of math skills throughout the nursing curriculum. The dosage calculation test serves as a means for continued assessment of these important skills by clinical faculty.

The medication dosage calculation test will be given each semester making it a course requirement. **The passing score will be 85% for NRS 104/106, 90% for NRS 111/114, NRS 206 and NRS 216.** Students who fail to demonstrate proficiency on the first test given in each course will be permitted one (1) retake. However, students will be required to remediate with the Retention Specialist or math tutors in the Learning Resource Center and show evidence of same before attempting retake. Students will not be allowed to administer medications during clinical rotation until the passing score has been achieved. Therefore, students will have two (2) opportunities to achieve the minimum passing score. Failure to achieve the passing score on the medication dosage calculation test will result in an automatic clinical and course failure.

Approved by Nursing Faculty 12/2017; rev 5/18

Student Support Systems

Disability Services

Essex County College welcomes students with disabilities into all of the college's educational programs. It is the policy and practice of Essex County College to promote inclusive learning environments. If you have a documented disability, you may be eligible for reasonable accommodations in compliance with college policy, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and/or the New Jersey Law Against Discrimination. Please note, students are not permitted to negotiate accommodations directly with Professors, Academic Chairpersons, and Deans. To request accommodations or assistance, please self-identify at the Office of Student Development and Counseling with the Coordinator of Disability Services. The office is located on the main campus in Room 4122-I. Contact by telephone at 973-877-3071/3115 or by email at disability@essex.edu.

Student Professional Behavior

The Department of Nursing, reserves the right to require that a student withdraw from the department at any time for behavior that is deemed unethical or unprofessional. The criterion for measuring professional behavior is the ANA Code of Ethics Standards of Practice, the New Jersey Board of Nursing (NJBON), Quality and Safety in Nursing Education (QSEN), and Accreditation Commission for Education in Nursing (ACEN). It is expected that all students will be held to this standard as described in this Handbook. As nurse educators, ECC Nursing faculty are committed to the values of responsibility and accountability. It is our belief and the responsibility of the faculty to instill and demand these same values of ECC nursing students.

General Principles of Professional Behavior:

- Truthfulness
- Adherence to all applicable legal and ethical codes guiding professional behavior and conduct: [New Jersey Nurse Practice Act](#) (NJNPA). Codes of Ethics, American Nurses Association (ANA).
- Adherence to all the ECC rules, expectations, standards, policies, and procedures that address personal, academic, and professional integrity, behavior and conduct.
- Responsibility in reporting occurrences against these principles to the appropriate authority.

Unprofessional Behavior: Shall be defined as any behavior that lowers the standards of excellence, safety, and competence required by the profession of nursing including but not limited to:

- Misrepresentation
- Lying
- Repeated missed or late assignments
- Repeated absence
- Repeated tardiness
- Repeated missed exams
- Inability to accept responsibility for actions (accountability)
- Violations of ethical codes
- Violations of course requirements as outlined in the syllabus.
- Obstructing teaching, learning, other academic activities
- Impeding progress of another

Nursing students are expected to act in a manner consistent with the ANA Code of Ethics, ECC and Nursing Department policies. Failure to comply may result in action by nursing administrators and/or faculty including, in appropriate cases, dismissal from the nursing program.

LABORATORY RULES AND REGULATIONS

COLLEGE SKILLS LABORATORY

1. Please adhere to the following while in the Nursing Skills Laboratory:
 - A. Absolutely **NO** eating food, gum chewing or drinking beverages.
 - B. No children may be brought in to accompany relatives (students) while regularly scheduled or by-appointment use of the nursing skills laboratory.
 - C. All students must wear a lab coat or white jacket while in the Laboratory. Any student not wearing a Lab Coat will be asked to leave and be marked absent.
 - D. Taking pictures with your **cellular device**, sending text message to your friends, **posting in social media** or laughing inappropriately during simulation or while performing skills with use of mannequins are determined to be inappropriate. The student will be asked to leave the simulation or lab. The student will be considered absent and sent for counseling **to their respective instructor**.
 - E. All students will read, agree to, and reference the checklists contained within the Essex County College Simulation & Skills Laboratory Practice Guidebook for assigned skills and tests-offs.
2. After each laboratory session, the “patient unit” should be left with all items of furniture and articles in their respective places. All supplies utilized for practice must be returned to the appropriate location.

THE STUDENT IS RESPONSIBLE FOR:

1. Identifying, on the laboratory calendar, the skills & techniques for the College laboratory.
2. Studying the concepts, principles, anatomy, physiology and technique necessary for each skill.
3. Stating the objectives for each skill.
4. Completing the ATI Skills modules related to the skill, prior to the laboratory presentation.
5. Preparing for a return demonstration following the instructor’s presentation.
6. Seeking tutorial assistance, if needed, to develop competency in the skill. **Student must show proof of supervised practice before scheduling test off of skills.**
7. Using sign in/out book for attendance and for borrowed equipment if allowed.

CLINICAL AGENCY REQUIREMENTS

All clinical requirements must be met before orientation to the program or prior to the start of the semester in which you are enrolled: September 1 for new and returning students and December 1 for LPN-RN students (Dates subject to change). Failure to comply means losing a seat in the program.

The student will not be allowed to register for the nursing course(s) until ALL requirements for clearance are met. This includes required immunizations such as at least the first two injections of the Hepatitis B vaccine, and initial two-step PPD test or equivalent. Three series Hepatitis B vaccine must be completed prior to registration for Nursing II. **Full vaccination for COVID-19 is mandatory. An exemption may be obtained. However, if not fully vaccinated, clinical facilities may at their own discretion deny student entry or require frequent COVID-19 testing for student clinical participation.**

CRIMINAL HISTORY BACKGROUND CHECKS

Clinical agencies mandate criminal history background checks for all individuals engaged in patient care. All students must undergo criminal history background checks **before** admission and **again** upon readmission. The criminal background check package will include: Statewide Police Criminal History, Nationwide Sexual Offender Index, Social Security Alert and Residency History. To get your criminal background check (CBC), log into <https://mycb.castlebranch.com/> or telephone (888) 666-7788 using account number **SS68**. If your criminal history is deemed unacceptable as determined by the clinical agencies, and you are refused clinical affiliation, you will not be able to meet the objectives of the nursing program and will have to withdraw from provisional admission status or be denied continuation in the program.

HEALTH CLEARANCE

Students admitted to the program are responsible for completing the following health requirements with their personal physician upon admission and readmission into the nursing program:

- 1. Medical form – physical examination prior to start of the nursing program and as required for returning students***
- 2. Be in possession of Health Insurance**
- 3. Full COVID-19 vaccination series with either the Pfizer, Moderna or J & J Vaccine.**
- 4. Hepatitis B series or titer indicating effective immunization**
- 5. MMR#2 or titer indicating effective immunization (exempt if born before 1957)**
- 6. Varicella or titer indicating effective immunization**
- 7. Annual Mantoux test (Tuberculosis screening test) (initial 2 step PPD 2 weeks apart or chest X- ray for positive PPD)**
- 8. Annual Flu Shot is mandated by all clinical agencies.**
- 9. 2 Negative COVID-19 tests taken 1-3 weeks of each other. May be PCR oral or nasal. No home tests will be accepted.**
- 9. Testing for TB in BCG-Vaccinated Persons**

Many people born outside of the United States have been BCG-vaccinated.

People who have had a previous BCG vaccine may receive a TB skin test. In some people, BCG may cause a positive skin test when they are not infected with TB bacteria. If a TB skin test is positive, additional tests are needed. TB blood tests (also called interferon-gamma release assays or IGRAs) may be substituted for skin testing in this instance. Two IGRAs are approved by the U.S. Food and Drug Administration (FDA) and are available in the United States:

1. QuantiFERON®–TB Gold In-Tube test (QFT-GIT)
2. T-SPOT®.TB test (T-Spot)

Please be aware that some agencies may not accept the Quantiferon or T spot test.

Once you have completed these requirements, you will log onto mycb.castlebranch.com and directly submit your health records by fax or uploading to this website. The Clinical Coordinator will be notified of your compliance and the results of your criminal background check. Students must also obtain the varicella vaccine. If the student is aware that they were exposed to varicella (Chickenpox), they can choose to present the results of a varicella titer identifying that they

have immunity. **COVID vaccinations are required to attend in person class or clinical.**

*Returning or readmitted students will be required to update criminal background check, drug screen, CPR & annual flu vaccine.

Students who become pregnant should notify the clinical instructor immediately as some clinical sites could be hazardous to a developing fetus. Please see Medical Release/Hospitalization form found in back of handbook.

HEALTH INSURANCE

All students are required to carry personal health insurance while enrolled in the program. All students are financially responsible for medical treatment if illness, injury, clinical exposure or questions of fitness for duty occur while enrolled in the Nursing Program.

CLINICAL AGENCY BEHAVIOR - GUIDELINES

Each student is expected to:

1. Arrive in the clinical area or on campus in full school uniform ten (10) minutes before designated time so that:
 - a. Personal items are secured e.g., handbag, books, coats.
 - b. Patient's records may be reviewed quickly before an actual report is given.
 - c. Student is fully prepared to participate in pre-conference at the start of the clinical day.
 - d. Transportation to the clinical facility is the sole responsibility of the individual student.
2. If clinical instruction is held remotely, the student is expected to sign in ten (10) minutes before the designated time and be prepared to participate in the discussion.
3. Communicate with faculty member and/or with primary RN or Nurse Manager about patient status on an ongoing basis and before leaving the clinical area.
4. Continually use resources available at the clinical agency, charts, text, and/or other health workers, to enhance understandings about client's present or past circumstances. However, students are not permitted to take pictures of clients or any part of client's records as such violates HIPAA federal law. **No electronic devices including cell phones will be allowed on the patient/resident units unless first approved by the clinical instructor.**
5. Investigate specific nursing protocols, policies and procedures and evidenced based practice used within a particular agency so that "rules are not broken" and/or communication patterns between student and health agency personnel are continually open.
6. Apply safety measures whenever functioning in a clinical setting according to Quality and Safety Education for Nurses (QSEN) & National Patient Safety Goals (NPSGs) guidelines.
7. If you are ill or have an emergency, call the assigned clinical unit one hour prior to start of clinical and leave a message for the instructor. In addition, contact the faculty via e-mail or telephone as directed.

The College instructor is directly responsible for the student in the clinical agency. If any special circumstances arise which are not an expected part of your clinical assignment, discuss it with your instructor. For example, if a patient asks you to witness his/her signature or to bring an amount of money to the Accounting office-DISCUSS THIS WITH YOUR INSTRUCTOR FIRST.

The use of a clinical agency is a privilege. Please conduct yourself in a manner that enhances the image of Essex County College. **Misconduct or insubordination in a clinical setting is grounds for dismissal from the program.**

CLINICAL AGENCY / UNIFORM REGULATIONS

Each student must have:

- An ECC student uniform. The uniform must be purchased from the uniform vendor. The uniform consists of a jacket, shirt, slacks or skirt, white shoes, and appropriate hose.
 - One functioning watch with a second hand. Digital watches are discouraged.
 - An ECC emblem placed in the center, one inch below shoulder seam of the left sleeve.
 - One (1) stethoscope with bell and diaphragm.
 - An ECC student name tag (worn on the left lapel).
 - Black pen
 - Surgical or N-95 mask, face shield, and eye goggles (if required)
1. Uniforms must be clean and in good condition at all times. Uniform skirt length is at or below the knee. Pant length must be to the top of the shoe.
 2. Shoes must be white professional type leather, rubber sole shoe with a good support. No sneakers, open heel or athletic shoes will be permitted in the clinical area. Shoelace and shoes must be clean. White stockings must be worn with skirts; white socks are to be worn with slacks.
 3. Have fingernails short and neatly filed. **Only clear nail polish is allowed.** Do not wear chipped polish as it may become a source of contamination. The length of the fingernail should not exceed the fingertip.
 4. Have hair neatly arranged so that it does not fall on the face or hang over the shoulders. No elaborate hair fasteners or hair bands are allowed. Religious headwear is acceptable.
 5. Wear only plain band rings; single, small post earrings, functioning watch with a second hand. Medical Alert jewelry is acceptable.
 6. The student is responsible for appropriate personal hygiene. Light make-up is permissible.
 7. Body art must be covered and not be visible. Students with facial and/or tongue piercing that create a safety hazard must remove jewelry from piercing.
 8. Appropriate street clothing is required for certain clinical experiences (Psych/Mental Health). The clinical instructor will discuss specific guidelines.
 9. Uniforms are to be worn for clinical only. Uniforms are not to be worn at any other time. The ECC uniform may not be worn by the student in an agency in which the student is employed.
 10. Failure to comply with uniform standards will cause the student to be excluded from the clinical area.
 11. It is expected that students be able to lift 40lbs and stand for extended periods of time.

MALPRACTICE INSURANCE

The New Jersey Board of Nursing regulations require that nursing students obtain individual malpractice and liability insurance. Students are required to purchase individual malpractice insurance on-line at www.nso.com and submit/download a copy of their liability insurance to Castle Branch prior to starting clinical rotation.

CPR CERTIFICATION

CPR Certification with AED for Healthcare Providers is required for admission. The course may be offered through area clinical institutions, American Heart Association, American Red Cross Professional Rescuer, and American Safety & Health Institute Professional Level CPR/AED

All students must be CPR certified prior to entrance into the Nursing program. This certification must remain current throughout the program. Community/consumer type CPR programs are not acceptable. Internet based certification programs are NOT acceptable forms of CPR certification. **You must submit a copy of your current CPR card to Castle Branch for verification. No student is permitted into clinical area without evidence of current CPR certification. Exclusion from the clinical area due to lack of current CPR certification constitutes an unexcused absence.**

EVALUATION OF CLINICAL PERFORMANCE

Clinical laboratory objectives are clearly stated on the *Clinical Evaluation Form* that will be given to each student during the first week of clinical. The form has an area for self-evaluation. Students are encouraged to appraise their own performance. There will be periodic clinical evaluations. At this time, student and instructor should review strengths and weaknesses. If the student's performance is unsatisfactory, the instructor will indicate this on the clinical performance warning form. Clinical evaluations are formative. The final clinical evaluation is summative and will take place at the end of the clinical rotation. The signed copy will be maintained in the student file.

Students who receive an unsatisfactory periodic clinical evaluation will receive a mid-semester failing grade report along with a remediation plan. Failure in either area of a nursing course, theory or clinical practice, will result in failure of the entire nursing course.

Any student who receives a *Clinical Performance Referral/Early Intervention Form* must demonstrate compliance with recommendations made by the Faculty member who issued the form within one week of its issue in order to continue in the program. The student must return the warning form signed by the appropriate counselor or tutor within one week of its issue in order to continue in the program.

REFERRAL OF STUDENT FROM THE CLINICAL AREA TO THE NURSING SKILLS LABORATORY

A student nurse who is in need of further faculty assistance in the performance of nursing skills to a safe competency level may be directed by the clinical instructor to withdraw from the clinical area and report to the nursing skills laboratory. Faculty assistance or supervision will be available to the student. However, referral to the skills lab is not in lieu of a missed clinical day and referrals should not be made as make-up for the absence.

The determination of whether or not the student receives full credit for the clinical day will be made by the clinical instructor. (See referral form)

EARLY INTERVENTION

A student who, within the first 4 weeks of the semester, is not performing satisfactorily in lecture, lab or clinical will receive an Early Intervention Warning. This warning will indicate areas of poor

performance and will strongly suggest that you take action to find assistance, tutoring or counseling using recommendations of the Instructor, Retention Specialist, or Success Coach. Verification of a conference with the **respective lead instructor** is necessary to continue in the program.

STUDENT NURSES ORGANIZATION

NATIONAL STUDENT NURSES ASSOCIATION (NSNA)

Membership in NSNA is highly recommended for all students in the nursing major. NSNA is the largest independent student organization in the country and the only national organization for students in nursing. The Nursing Student Faculty Advisor will distribute details and membership applications each year. **Proof of membership should be presented to the faculty at orientation for NRS 206.**

The SNO is composed of students enrolled in the Nursing Program. The purpose of the SNO is to assist in the professional development of the student. The SNO is a local chapter of the New Jersey Nursing Students Inc. and NSNA. Participation in the New Jersey Student Nurses Convention is encouraged. Participation is in lieu of one clinical day.

Community Service

In agreement with the Mission and Value Statements of ECC (Teaching & Learning; Community & Engagement), all students must engage in ten (10) hour community service per academic year. A written report of the activity must be signed by faculty or event organizer. The activity log is submitted to the course faculty after the hours are completed. Activity log reports will be kept in students' individual file.

ADVISEMENT

Students who have been admitted to the nursing program, must be advised by the Nursing faculty. During advisement periods the student should make an appointment to see the faculty member who is teaching the nursing course in which the student is currently enrolled. An advisement guide will be utilized to monitor your progress toward graduation.

Students who receive an early warning, midterm warning or counseling referral must make an appointment to see the faculty member who is teaching the course in which the student is at risk, or an academic counselor.

Students with a grade point average below 2.0 are placed on probation and must be advised by an academic counselor. A nursing student with a GPA below 2.0 will require special permission to register for subsequent course work which will be obtained from the nursing faculty or Chairperson/Nursing Program Administrator.

Counseling Services

Students are encouraged or can be advised to visit the counselor for academic, personal, social, and vocational assistance. Counselors are available in the Student Success Center, located on the 4th level in the Office of Student Development and Counseling, Room 4122.

COMMUNICATION PROCESS

The faculty advisor is the person who should know the student best and therefore, provide for the guidance and direction needed.

All faculty members have schedules posted on their office doors or on course syllabi. Office hours are listed on the schedules. Student's academic problems must be handled at the instructional level, however, the Nursing Chairperson will see students who have been through the proper channels and still need assistance. Faculty members may also refer students to the Nursing Chairperson.

Student representatives may be invited to meet periodically with the Nursing Chairperson & faculty for the purpose of providing student input regarding program evaluation, problem resolution, discussion of student needs and concerns. In addition, student leaders will be invited to a regularly scheduled Department of Nursing Faculty meeting each semester to facilitate the regular exchange of information. The Chairperson of Nursing is available to students by appointment.

Communicating with Students

All students will be assigned an ECC email account; it is this account through which all electronic communications will be transmitted as the official form of communication with the faculty and staff of the Department of Nursing. Students are expected and responsible for checking their ECC email account daily during the week for up-to-date communications. Course requirements will be communicated via the syllabus in class, MOODLE Learning Management System, remote teleconference software, and/or student ECC email account. The faculty member will make the final decision regarding permissibility of electronic device use in the classroom.

Netiquette Guidelines

Netiquette is a set of rules for behaving properly online as a student. Your instructor and fellow students wish to foster a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. Students are encouraged to comment, question, or critique an idea but are not to attack an individual or engage in incivility. The following netiquette tips will enhance the learning experience for everyone in the course:

- Do not dominate any discussion.
- Give other students the opportunity to join in the discussion.
- Do not use offensive language. Present ideas appropriately.
- Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.
- Popular emoticons such as ☺ or / can be helpful to convey your tone but do not overdo or overuse them.
- Avoid using vernacular and/or slang language. This could possibly lead to misinterpretation.
- Never make fun of someone's ability to read or write.
- Share tips with other students.
- Keep an "open-mind" and be willing to express even your minority opinion. Minority opinions have to be respected.
- Think and edit before you push the "Send" button.
- Do not hesitate to ask for feedback.
- Using humor is acceptable

ACADEMIC STANDARDS

POLICY FOR WRITTEN WORK

The faculty believes that scholarship must be evident in written communication during the educational process. The following guidelines have been developed to assist you in writing clinical papers and reports.

1. Correctness of spelling, punctuation and proper grammatical form should be followed, as these will be reflected in grading your paper.
2. Neatness of work is essential. Writing must be legible. Proofreading is mandatory. If typing or word processing a report, double-space and use appropriate margins.
3. All work must be original. Plagiarism is cause for student disciplinary action. Giving credit to an author/source is necessary. Students will use APA style as this is the style utilized by most upper division nursing programs.
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/ref_erece_list_books.html
4. Work is to be submitted on the due date of the assignment. Late papers or reports may not be accepted or points taken off final grade.

Faculty members are responsible for communicating to the students the criteria used for grading written assignments. Faculty members make every effort to grade papers in a timely fashion so that student reinforcement can take place. We subscribe to the College's Academic Integrity Policy found in the ECC student handbook, 2021. <https://www.essex.edu/wp-content/uploads/2019/01/LifeLine-2020-2021.pdf>

ACADEMIC EVALUATION

Evaluation takes several forms, depending on particular course objectives. In the clinical or college skills laboratory, evaluation is based on observation of student participation/performance, oral and written reports. Final grades are based on written examinations, oral reports, written reports, research papers, clinical and laboratory objectives as stipulated in the course outlines. Students are encouraged to achieve excellence in communication skills.

Examinations are given in all nursing courses. The faculty within each course will determine the number of examinations given. The course outlines will state in clear, specific terms the objectives and learning activities for the course as well as the course requirements and methods of evaluation. Theory and clinical laboratory evaluations are based on the stated objectives.

Unit exams can be reviewed with the instructor by making an appointment with the instructor until the administration of the next unit exam.

There will be no review of the final exam. Exams are given during scheduled exam periods and are summative evaluations, they are not teaching tools. Missed exams will be given at the end of the semester at the discretion of the Instructor.

THE GRADING SYSTEM

Grades are issued to students at the end of a semester or term. Mid-semester warning grades are given to students who are doing work at or below 75% in any nursing course. The mid-semester grades are for advisory purposes; they are not recorded in the student's record. A student must achieve a final grade of no less than C to pass a nursing course. The grading system is:

- A = 90 - 100
- B+ = 85 - 89
- B = 80 - 84
- C+ = 77 - 79
- C = 75 - 76
- D = 70 - 74
- F = 69 and below

I = Incomplete Note: Grade indicates that the student was passing course (course average of 75%) but did not complete course requirement. After six (6) months, the original "I" will be recorded as "F" if the assigned work has not been completed. (Nursing students are not permitted to enroll in the next course in the nursing sequence if an "I" is received in a nursing course or prerequisite science course.)

W = Withdrawal Note: Grade denotes official withdrawal from a course or the College. Nursing students must consult the Nursing Program Administrator/Chairperson before withdrawing from any nursing program requirement. (See <http://myecc.essex.edu> for withdrawal procedures.)

WITHDRAWAL FROM THE NURSING PROGRAM:

The student who is withdrawing from the nursing program must meet a faculty advisor or counselor. A student who officially withdraws from a course will receive a "W" grade which will not affect the student's GPA. Withdrawal is not permitted after the withdrawal period. A student who is not continuing in the nursing program for any reason should notify in writing, his/her faculty contact person, and the Nursing Chairperson.

Failure or withdrawal from a nursing course terminates active status in the nursing program. An application for readmission is required. Re-admission is not automatic. See readmission policy.

ACADEMIC PROGRESS

The Nursing curriculum is sequential; each course builds upon a foundation laid in the previous course. It is anticipated that students will complete the program in four sequential semesters. An absence of more than one year may prevent the student from attaining readmission to the program or movement to the next course in the sequence.

PROGRAM ASSESSMENT/ EVALUATION

The nursing faculty participates in ongoing activities which assess program outcomes, strengths, and weaknesses. Student participation in this process is essential, not only for the continued accreditation of the program, but to ensure that the program maintains a level of excellence essential for student success. Each semester you will be asked to complete a number of surveys, currently through Survey Monkey. You will receive an email with a link to the appropriate survey(s). It is essential that you complete the survey as soon as it is received. This process will continue throughout the program and again at 6-12 months following program completion. We ask 100% participation. Survey responses are anonymous and results are used as a group response statistic.

GRADUATION REQUIREMENTS

Students should check the progress and eligibility for graduation in the program regularly, using the course checklist in this handbook. Your progress in the program is your sole responsibility. A nursing advisor is available to assist you with some of the questions you may have. It is strongly recommended that you complete the non-nursing course work prior to your final semester.

PINNING

A pinning ceremony is held annually in May to honor the graduating class. The Ceremony is student sponsored and student centered. Senior class officers along with the Student Nurse Organization and help from the Student Life & Activities Office will plan, organize and sponsor the event. A faculty advisor will be assigned to monitor the planning process and provide assistance.

Attendance at Pinning requires completion of all course requirements. Students with an “I” grade in Nursing V may participate in the pinning ceremony provided they sign a waiver indicating their understanding that participation does not indicate graduation from the program.

PINNING GUIDELINES:

1. The SNO advisor and the Chairperson must approve all aspects of the pinning ceremony.
2. Only funds earned by the SNO and graduating class may be used for pinning.
3. The class will appoint a chairperson and committee to coordinate the pinning ceremony.
4. Nursing Alumni should be invited to participate in the pinning ceremony.
5. A guest speaker may be selected, but is not mandatory.

NEW JERSEY STATE BOARD OF NURSING ELIGIBILITY REQUIREMENTS

Graduates of the ECC Associate Degree program in Nursing are eligible to apply for the NCLEX- RN licensure examination. Satisfactory completion of this examination results in Registered Professional Nurse Licensure.

All students are encouraged to visit the NJ Board of Nursing website at <https://www.njconsumeraffairs.gov/nur/Pages/applications.aspx> for complete detailed information and to familiarize themselves with regulations.

Eligibility requirements are:

NJ Board of Nursing Law: 45:11-26. Professional nurses Qualifications of applicants.

An applicant for a license to practice professional nursing shall submit to the board evidence in such form as the board may prescribe that said applicant:

- (1) has attained his or her eighteenth birthday;
- (2) is of good moral character, is not a habitual user of drugs and has never been convicted or has not pleaded nolo contendere, non vult contendere or non vult to an indictment, information or complaint alleging a violation of any Federal or State law relating to narcotic drugs;
- (3) holds a diploma from an accredited 4-year high school or the equivalent thereof as determined by the New Jersey State Department of Education;
- (4) has completed a course of professional nursing study in an accredited school of professional nursing as defined by the board and holds a diploma there from.

Grounds for refusal to admit to examination, refusal to issue or to suspend or revoke any certificate, registration or license. (Nursing Practice Act State of New Jersey (P.L. 1947, c. 262, as amended 45: 1-21)

The NJ Board of Nursing may refuse to admit a person to an examination or may refuse to issue or may suspend or revoke any certificate, registration or license issued by the Board upon proof that the applicant or holder of such certificate, registration or license:

1. Has obtained a certificate, registration, license or authorization to sit for an examination, as the case may be, through fraud, deception or misrepresentation.
2. Has engaged in the use or employment of dishonesty, fraud, deception, misrepresentation, false promise or false pretense.
3. Has engaged in gross negligence, gross malpractice or gross incompetence.
4. Has engaged in repeated acts of negligence, malpractice or incompetence.
5. Has engaged in professional or occupational misconduct as may be determined by the Board.
6. Has been convicted of any crime involving moral turpitude or any crime relating adversely to the activity regulated by the Board. For the purpose of this subsection a plea of guilty, non vult, nolo contendere or any such disposition or alleged criminal activity shall be deemed a conviction.
7. Has had his authority to engage in the activity regulated by the Board revoked or suspended by any other state, agency, or authority for reasons consistent with this section.
8. Has violated or failed to comply with the provisions of any act or regulation administered by the Board.
9. Is incapable, for medical or any other good cause, of discharging the function of a licensee in a manner consistent with the public's health, safety and welfare.

RE-ADMISSION POLICY AND PROCEDURE

Policy

- A student can be readmitted to the program **one time only**. A student who leaves the sequence of the nursing program by either failing at the end of the semester in any course, or voluntarily withdraws from any course will be eligible for readmission one time only. This policy does not apply to NRS 104/106 students (see below).
- An absence of more than one year may prevent the student from attaining readmission to the program or movement to the next course in the sequence.
- Readmission is not automatic.

Clarification

- A student, who registers for a nursing course and completes the first examination, will be counted as having taken this course once.
- A student who withdraws from the program prior to the first examination or who withdraws with a passing average (75% or higher) for extraordinary or with extenuating personal, medical or legal issues will not have the course counted as an attempt **provided the student submits to the department documentation of the extraordinary incident along with the program readmission form**.
- **One-time only** readmission applies to any student having previously failed out of the RN program, then successfully completed the LPN program, was readmitted to the RN program but was unsuccessful again. This student is **NOT** eligible for any further readmission.

NRS 104/106:

- A student who withdraws from the course or completed the course with a course average of 70- 74.4% may be eligible for re-admission to NRS 104 **one time only** on a space available basis.
- The LPN articulation student who fails NRS106, can apply for admission to the generic RN program track, NRS104.
- A student who withdraws from the course or completes the course with a failing course average of 69% or lower is NOT eligible for readmission.
- The student will attend a mandatory remediation/refresher seminar prior to being readmitted. Failure to attend the seminar will result in denial of readmission.
- The LPN articulation student will only be allowed one attempt to successfully complete the RN Generic track, failure in any further course will be cause for program dismissal.

NRS 111, 114, 206, 216 & 217:

- Students who fail any of the above courses are required to meet with the Nursing Program Administrator/Chairperson to determine eligibility for **one time only** readmission on a space available basis.
- The LPN articulation student who fails NRS111, can apply for admission to the generic RN program track, and be admitted to NRS114.
- The LPN articulation student will only be allowed one attempt to successfully complete the RN Generic track, failure in any further course will be cause for program dismissal.
- Students will attend a mandatory remediation/refresher seminar prior to being readmitted. Failure to attend the seminar will result in denial of readmission.

Procedure for ALL Nursing Courses

- The student will file the readmission form **within 5 days** of receipt of the final course grade. The completed form, along with an unofficial copy of the student transcript will be submitted to the Nursing Program Administrator or Chairperson.
- The readmission application will be reviewed by faculty and if the student is eligible the student will be notified of the final determination.
- The student will be required to register for the same course they have failed the previous semester unless otherwise stated in course information above.
- This will constitute a onetime re-admission. Subsequent failures will be cause for program dismissal.

Failure to meet the readmission deadlines or to follow the admission procedure will cause the student to forfeit readmission to the program.

STUDENT JUDICIAL PROCEDURE (See *LIFELINE Student Handbook*)

Nursing students who are found guilty by the Student Judicial process of the infractions listed in *LIFELINE Student Handbook 2021* will be reviewed by the nursing faculty to determine continuation in the Nursing Program.

ACADEMIC IRREGULARITY (See *LIFELINE Student Handbook*)

Nursing Students are required to read the Essex County College *LIFELINE Student Handbook 2021* related to Student Judicial Procedures, Academic Integrity, Student Infractions, Infractions of Academic Integrity, ie. Plagiarism, Cheating, Interference, Fraud, Sanctions for Infractions of Academic Integrity, Process for Sanctions and Appeals, and Code of Conduct.

Cheating is prohibited. Cheating is knowingly obtaining or giving unauthorized information on an examination or any other academic assignment. Examples of cheating are listed in *LIFELINE 2021*, the student handbook. Any person altering, taking or attempting to take, steal or otherwise procure in any unauthorized manner any material pertaining to the conduct of a class, including tests, examinations, laboratory equipment, roll books, etc., shall be in violation of this regulation.

Academic irregularity occurring in the nursing program shall be reported to the Nursing Program Administrator. The handling of academic irregularity is within the purview of the faculty who may, among other actions, have students removed from classrooms or recommend that the student be withdrawn from the nursing program. The student may be referred to counselors or give a failing grade as appropriate. The standards listed above will be strictly enforced.

ACADEMIC REVIEW PROCEDURE FOR THEORETICAL GRADE

- a. A student who has questions regarding a theoretical, lab or clinical grade may request a review of the grade from the instructor who is giving the grade. Students may request to view the answer sheets and correct answers related to test grades. **There is NO review of Final exams given in each course.**

ACADEMIC GRADE APPEAL

A student desiring to formally appeal a final grade will initiate the process by completing a **GRADE APPEAL** form and submitting it to the Nursing Program Administrator or Chairperson. The reason for the appeal should be stated with sufficient detail to ensure the opportunity for a clear response.

1. The appeal may not be submitted until one week after the end of the semester in which the grade was awarded.
2. An appeal may not be submitted later than six months after the end of the semester in which the grade was awarded.
3. If the student has not yet done so, the Nursing Program Administrator (NPA) or Chairperson will ask the student to meet with the instructor to review the criteria used in determining the final grade.
4. If the student and faculty member cannot resolve the appeal, the NPA or Chairperson will meet with the student and the instructor within five working days.
5. When appropriate, the NPA or Chairperson may ask a departmental committee to review material (e.g., the care plan) and make a recommendation.
6. The meeting with the NPA or Chairperson will not preclude the student's right to appear before the Grade Appeal Committee.
7. On merit, the NPA or Chairperson may recommend that the instructor request a change of grade or recommend that the student accept the original grade.
8. If the student is not satisfied with the resolution suggested by the NPA or Chairperson the appeal will be forwarded to the Departmental Appeal Committee.
9. The NPA or Chairperson will convene a meeting of the Departmental Appeal Committee within ten working days.
 - a. A faculty member in the Department will chair the Grade Appeal Committee.
 - b. The student and the instructor will be asked to attend the meeting of the Grade Appeal Committee. Each will be asked to address the Committee directly, and at the committee Chair's discretion, some discussion or dialogue may occur.
 - c. The Committee will make recommendation to the NPA or Chairperson who will notify the student of the Committee's decision within 10 days of the meeting.
10. If the student is still unsatisfied with the resolution suggested by the Departmental Committee, the appeal will be forwarded to the Chair of Nursing.
11. The Chair of Nursing will meet with the student in an attempt to mediate a resolution.
12. Failure to bring the matter to resolution, the Chair of Nursing will bring the matter to the Academic Dean who will meet with the student in an attempt to mediate a resolution. Failure of the Dean to bring the matter to resolution the Dean will convene a meeting of the College Wide Grade Appeal Committee.
13. In addition to the Dean, the Committee will have six members:
 - a. A faculty member from the department offering the course for which the appeal is being made.
 - b. A full-time faculty member selected by the student.
 - c. The Chair of the Academic Standards and Assessment Committee.
 - d. The Dean of Students or designee.
 - e. A student representative identified by the Dean of Students to serve as a student advocate.

- f. A Division Chair from a department other than that from which the appeal arises.
 - g. In instances where the course was taught at the branch campus or another off-campus site, a representative from that site may be added to the Committee.
- 14. When appropriate the Dean may identify an individual outside the institution with appropriate expertise to review material and/or make recommendations.
- 15. The student and the instructor will be asked to attend the meeting of the Grade Appeal Committee. Each will be asked to address the Committee directly, and at the Committee Chair's discretion, some discussion or dialogue may occur.
- 16. The Grade Appeal Committee will discuss the matter further in private and make one of the following recommendations to the Academic Dean:
 - a. Affirm the grade as appropriate, or
 - b. Recommend that the instructor request the grade be changed.
- 17. The Dean will meet with the faculty member, the Division Chair and the Nursing Program Administrator to ensure implementation of the Committee's recommendations.
- 18. The Grade Appeal Committee is the final level of appeal. The Dean chairing the Committee will communicate decisions of the Committee to both parties.

ESSEX COUNTY COLLEGE

**DISCRIMINATION COMPLAINT
Procedure for Resolution**

Essex County College is committed to providing an environment free from any form of discrimination. The College realizes that from time to time a situation may occur that requires administrative intervention. This Discrimination Complaint Procedure for Resolution provides an easy process for an individual to bring to our attention a violation of any *federal and state statutes, executive orders, regulations, guidelines, and amendments including but not limited to New Jersey Law Against Discrimination; Title VI & VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; and the Americans With Disabilities Act of 1990.*

Step 1 Informal Resolution

The grievant will discuss the discrimination complaint with the departmental administrator and will attempt to resolve the complaint in an informal manner. The departmental administrator may schedule to meet with both the individual charged with the alleged discrimination and the grievant. If the grievant is not satisfied with the outcome, the grievant may proceed to Step 2.

Step 2 Formal Grievance

If, in the opinion of the grievant, the complaint still has not been resolved, the grievant will, within 5 days, provide a written statement on a Discrimination Complaint form and present it to the appropriate College Official for:

Disability/ Employment:

Students:

The form will include the following information: name; address; telephone number of grievant; nature of the alleged violation; date of violation; names of persons responsible for the alleged violation; requested relief or corrective action; and any background information the grievant believes to be relevant. The form may be obtained by contacting any of the college officials listed above or at www.essex.edu.

Step 3 Finding and Recommendation

The designated college official will, normally within 10 working days, present in writing a finding and recommendation to the appropriate departmental administrator and notify the grievant of the final decision.

An Equal Opportunity/Affirmative Action Employer

**ESSEX COUNTY COLLEGE
DEPARTMENT OF NURSING
PROCESS FOR FILING A GENERAL COMPLAINT**

Definition:

A General Complaint is a verbal or written expression of dissatisfaction with your educational process. This includes, but is not limited to substantive course content and the manner of instruction. It does not include grades appeals, disciplinary appeals, complaints of discrimination or sexual harassment, etc.

Step 1

Informal Resolution

The grievant will discuss the complaint with the Nursing Program Administrator or Chairperson of the department from which the complaint originates within 10 working days.

Step 2

Formal Grievance

If, the grievant remains dissatisfied with the resolution at Step 1, the grievant will, within 5 days, provide a written statement describing the complaint and present it to the Nursing Program Administrator, who will convene a committee of faculty and counselors to review the complaint and attempt to resolve it. The Nursing Program Administrator will, within 10 working days, present in writing a finding, recommendation and final decision to the grievant.

Step 3

If the grievant still believes the complaint has not been resolved, the grievant will present the written statement, the finding, recommendation and final decision of the committee to the Chairperson of Nursing and Allied Health for resolution within 5 working days. If the grievant still believes the complaint has not been resolved, the grievant will present the written statement, the finding, recommendation and final decision of the committee to the Academic Dean. The Academic Dean will review the findings and make a recommendation within 10 working days. The decision of the Dean will be final.

SCHOOL CLOSINGS

When severe weather warrants closing of the College announcements will be made on the radio stations listed in *Lifeline*. In addition, students can log onto www.essex.edu where the school closing will be posted. Also, students are strongly encouraged to register for school closing and emergency notification on [MY ECC Portal](#).

ACCREDITING AGENCIES

The Essex County College Nursing Program is accredited by:

New Jersey Board of Nursing

124 Halsey Street, 6th Floor,
Newark, New Jersey 07102

Web address: <http://www.njconsumeraffairs.gov/nur/pages/default.aspx>

Tel: (973) 504-6430

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NE, Suite 850

Atlanta, GA 30326

P. 404.975.5000 F . 404.975.5020

Web address: <http://www.acenursing.org>

Concerns about the Essex County College nursing program can be sent to:

New Jersey Board of Nursing

124 Halsey Street, 6th Floor,
Newark, New Jersey 07102

Web address: <http://www.njconsumeraffairs.gov/nur/pages/default.aspx>

Tel: (973) 504-6430

Accreditation Commission for Education in Nursing (ACEN)

Dr. Marsal P. Stoll EdD, MSN, CEO

3343 Peachtree Road NE, Suite 850

Atlanta, GA 30326

P. 404.975.5000 F . 404.975.5020

Web address: <http://www.acenursing.org>

Essex County College
Department of Nursing
APPLICATION FOR RE-ADMISSION TO THE NURSING PROGRAM

Name: _____ ID # _____ Date: _____

I am requesting re-admission for Fall/Spring 20____ to NRS _____

Entered ECC: (Semester/ Year): _____

Entered Nursing program: (Semester/Year): _____

I have completed the following Nursing courses:

__NRS 104____(semester/year)____(grade)

_NRS106____(semester/yr) ____ (grade)

__NRS 114____(semester/year)____(grade)

_NRS111____(semester/yr) _ (grade)

__NRS 206____(semester/year)____(grade)

__NRS 216____(semester/year)____(grade)

__NRS 217____(semester/year)____(grade)

Or if required:

__Specific individual remedial plan (attach evidence)

__Other: Specify _____

The reason I was not successful in the nursing program:

__Medical (attach proof)

__Academic

__Financial

__Employment – Hrs work per week _____

__Personal

__Other- _____

__Legal (attach proof)

I am aware that I am only eligible for re-admission one time. I have/have not been re-admitted to the program in the past. I am aware that an absence of more than one year may prevent me from attaining readmission to the next course in the sequence. I acknowledge I must adhere to all policies and conditions for readmission including retaking the entrance examination if applicable.

Signature: _____ Date: _____

Email address: _____

Required: Attach a copy of your ECC transcript and your current course registration

Submit completed form and transcript via email to jjohns45@essex.edu

Adopted: May 2011/revi 8/2020;1/2022

**ESSEX COUNTY COLLEGE - DEPARTMENT OF NURSING
ACADEMIC PERFORMANCE/CLINICAL PERFORMANCE REFERRAL/EARLY INTERVENTION FORM**

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

Instructor: _____ **Date:** _____ **Course:** _____

PROBLEM ASSESSMENT

(S) (I)

- Absence/ lateness without notification
- Excessive absenteeism
- Written requirements late/missing; non-compliance or completion of assigned remedial plan
- Non-therapeutic communication skills
- Lack of adequate preparation for clinical/ academic assignment (e.g. medication administration; late or non-submission of assignment)
- Previous learning (theoretical/ clinical) not applied in the clinical / simulation laboratory setting
- Unable to achieve a passing grade on exams
- Displays unprofessional behavior in educational setting

Other: _____

GOALS

Instructor:

1. _____ By this date: _____
2. _____ By this date: _____
3. _____ By this date: _____
4. _____ By this date: _____

Student

1. _____ By this date: _____
2. _____ By this date: _____
3. _____ By this date: _____
4. _____ By this date: _____

Student signature: _____ Date: _____

Instructor signature: _____

INTERVENTIONS

(S) (I) The student will:

- () () Review reading on the skill in course text, A-V, and/or computer software
- () () Practice designated skill independently
- () () Arrange for supervised skill practice in the skills laboratory & obtain a note verifying attendance
- () () Review NRS___clinical guidelines for completion of written assignments
- () () Complete and submit all written requirements as per clinical/academic guidelines
- () () Seek instructor guidelines/ guidance for completion of clinical /academic requirements
- () () Review student handbook for familiarization with school/ program policies
- () () Notify instructor of subsequent lateness / absence in accordance with policy
- () () Come prepared for clinical/classroom experience
- () () Demonstrate appropriate communication patterns/ techniques
- () () Remediate using assigned online educational resources
- () () Follow-up as indicated by the referral: (Signature of designated person):

_____ Retention Specialist	_____ SIM Lab
_____ Nursing Skills lab	_____ Tutoring
_____ Computer Lab	_____ Counselor/Other

Student signature: _____ Date: _____
Instructor signature: _____ Date: _____

EVALUATION

(I) ___ Goal(s) achieved ___ Goal not achieved Action: _____
(S) ___ Goal(s) achieved ___ Goal not achieved Action: _____

*Student _____ Date: _____ Instructor _____ Date: _____

Decision: _____

Comments: _____

***Attach all supporting documentation.**
Copies are to be placed in Student file; given to Instructor, Retention Specialist and Student.



DEPARTMENT OF NURSING

**Medical Release For Nursing Students to Return to Clinical Practice After Illness/Injury/Surgery
OR to Participate in Clinical Practice During and After Pregnancy**

Student Name _____

Date of Illness/Injury/Surgery _____

Diagnosis/Surgery _____

Pregnancy –Date of Expected Date of Delivery/Date of Delivery _____

I certify that the above named nursing student is medically cleared to perform all functions of a nursing student in the role of direct patient care provider in the long-term, sub-acute, and acute care setting. These functions include, but are not limited to: performing all nursing skills such as patient lifting, positioning, transfers and ambulation, patient hygiene, administering medications via all routes, dressing changes, respiratory care, and other invasive procedures, and exposure to disease.

Health Care Provider’s Name and Credentials _____
PRINT

Date _____

Address _____

City/State/Zip Code _____

Telephone Number () _____ **FAX Number ()** _____

Email Address _____

Provider’s Signature and Stamp _____

Please attach healthcare provider’s note on official letterhead

RETURN FORM TO ROOM 200 – ATTN: NURSING CHAIRPERSON

FERPA CONSENT TO RELEASE STUDENT INFORMATION

TO: _____ (Name of University Official
and Department that will be releasing the educational records)

Please provide information from the educational records of _____ [Name of Student requesting
the release of educational records] to:

_____ [Name(s) of person to whom the educational records will be released,
and if appropriate the relationship to the student such as "parents" or "prospective employer" or "attorney"]

The only type of information that is to be released under this consent is:

- transcript
- disciplinary records
- recommendations for employment or admission to other schools
- all records
- other (specify) _____

The information is to be released for the following purpose:

- family communications about university experience
- employment
- admission to an educational institution
- other (specify) _____

I understand the information may be released orally or in the form of copies of written records, as preferred by the requester. I have a right to inspect any written records released pursuant to this Consent (except for parents' financial records and certain letters of recommendation for which the student waived inspection rights). I understand I may revoke this Consent upon providing written notice to **[Name of Person listed above as the University Official permitted to release the educational records]**. I further understand that until this revocation is made, this consent shall remain in effect and my educational records will continue to be provided to **[Name of Person listed above to whom the educational records will be released]** for the specific purpose described above.

Name (print) _____

Signature _____

Student ID Number _____

Date _____

**ESSEX COUNTY COLLEGE
DEPARTMENT OF NURSING**

STUDENT NURSE RELEASE and NON-DISCLOSURE FORM

I, the undersigned, (print your name) _____, a nursing student at

Essex County College of Nursing, hereby voluntarily and knowingly agree to give my express consent to:

- 1) Authorize the faculty, Laboratory Coordinator, and such assistants, photographers and technicians to take still photographs, motion pictures, produce education (closed circuit) television programs, including video tapes, CD-Rs and DVDs, as well as other types of audio/visual recordings.
- 2) Permit such photographs, motion pictures, audio/visual recordings to be published and reproduced in professional journals and medical books; to be used for any other purpose which the faculty members may deem fit in the interest of medical education or research; and to be used at professional meetings of any kind.
- 3) Further authorize the modification or retouching of such photographs, and the publications of information relating to my case(s), either separately or in connection with the publication of the photographs taken of me.

In addition to the above, I also agree to the following:

- 4) Although I have given permission to the publication of all details and photographs concerning my case(s), it is understood that I will not be identified by name.
- 5) I understand and will treat all information regarding the standardized patient or simulation case(s) for which I have been trained are confidential and I agree that I will not disclose to any third party any information about the case(s) or information about the other students whom I have seen during any laboratory sessions.

Signature of Nursing Student

Witness

Date

Essex County College

Division of Nursing & Health Sciences

Technical & Performance Standards

Students admitted to Essex County College Division of Nursing & Health Sciences programs must meet technical & performance standards and maintain satisfactory demonstration of these standards for progression through the program. It is the student's sole responsibility to notify the instructor/course coordinator of any changes in their ability to meet technical & performance standards.

To provide quality health care, the student must attest to the following:

- Possess the senses of vision, touch, hearing, taste, and smell. Assistive technology, such as glasses, contact lenses, and hearing aides are acceptable to enable the student to achieve functional use of the senses. **Students are not permitted to enter the clinical or lab setting with casts, splints, canes, crutches, walking boots or walking casts, or any other assistive devices for injuries. This is a legal standard mandated by the clinical setting.**
- Students must have full use of all limbs when in the clinical setting and must be able to perform hand hygiene completely.
- The student must have sufficient motor capability to carry out assessment activities. The student must be able to lift, turn, transfer, transport, and exercise the patient. The student must have the physical ability to perform CPR.
- The student must be able to routinely bend, squat, reach, kneel, balance, sit, and stand on his/her feet 80% of the time. The student **must be able to routinely lift more than 50 pounds** and lift, turn, and transfer patients and equipment. The student must distinguish audible sounds. The student must have use of both hands, wrist, and shoulders.
- The student must be able to effectively communicate both verbally and in writing using the English language.

Students may not enter the class, lab or clinical setting while under the influence of prescription or non-prescription pain medications or opioids, alcohol, or marijuana. Students may not enter the class, lab or clinical setting while utilizing medical marijuana or prescription opioids or other medications that have the potential to alter perception.

Please note: Testing positive for any legal or non-legal substance that may impair performance, including alcohol and marijuana*, at any time while in the program is cause for dismissal.

Student Signature

Date

Dev. 08/2021

**ESSEX COUNTY COLLEGE
DEPARTMENT OF NURSING
DEMOGRAPHIC INFORMATION SHEET
(FOR ACCREDITATION PURPOSES ONLY)**

Please circle or fill in the blank with your honest response:

Age: _____

Gender:

(A) Male (B) Female (C) Transgender

Ethnicity

- (A) Black/African American
- (B) White/Caucasian
- (C) Asian
- (D) Hispanic or Latino or Spanish Origin
- (E) Native Hawaiian or Pacific Islander
- (F) Native Indian or Alaskan native
- (G) Multi-Racial

Language Spoken:

(A) English (B) Spanish (C) Other _____

Marital Status:

(A) Married (B) Single (C) Divorced (D) Separated

Previous Health Care experience:

(A) Yes (B) No

If yes, what level?

(A) CNA (B) LPN (C) Other _____

Currently Employed?

(A) Yes (B) No

If yes, how many hours/week?

(A) 1 – 8 (B) 9 -16 (C) 17 - 24 (D) 25 -32 (E) 33 or more

Are you a fulltime (taking 12 or more credits) or part-time student? (A) FT (B) PT

Do you have a previous college degree?

(A) None (B) Associates (C) Bachelors (D) Masters (E) Doctorate

If you have a Bachelor's, Masters or PhD, please specify major of study _____

Regulation 6-9 Grade Appeal

GRADE APPEAL FORM

1. Student Appeal (Note: prior to filing this form, you must meet with the instructor to discuss the grade.)

Student Name: _____ ID #: _____

Course No./Section: _____ Course Title: _____

Semester: _____ Year: _____ Grade received: _____ Today's Date: _

Telephone Number where you can be reached during the day _____

Provide a detailed reason for the appeal. You may wish to attach the course syllabus and/or class work if appropriate. Use additional paper if necessary.

2. Divisional/Departmental action

- a. Date received in the division/department: _____
- b. Meeting with faculty _____. If the matter was resolved at this level, what was the resolution? _____
- c. Date of meeting with Division Chair and Faculty: _____
- d. Divisional Grade Appeal Committee meeting date: _____
On or before (circle one): November 1 March 1 June 1
- e. Committee decision: _____

Chair Signature: _____ Date: _____

3. If the student wishes to appeal to the Dean, the appeal must be accompanied by a detailed explanation of why the student believes the decision by the Divisional Grade Appeal Committee requires further consideration.

- a. Date appeal received in Dean's Office: _
- b. College Wide Grade Appeal Committee meeting date: _____
On or before (circle one): November 15 March 15 June 15
- c. Committee recommendation: _____
- d. Dean's Letter (date): _