COUNTY COLLEGE of MORRIS

NURSING

STUDENT HANDBOOK

Fall 2024-Spring 2025

www.ccm.edu

DISCLAIMER

This handbook includes policies, procedures, program and hospital rules and regulations, clinical requirements, and technical standards in effect at the time of publication. The Nursing Program reserves the right to change or modify any of the information in this handbook at any time.

All information included in this handbook is in addition to the information provided in the CCM Student Handbook and the Clinical Clearance Requirements Handbook. It is the student's responsibility to be familiar with the information contained in these resources:

- CCM Student Handbook available at
  https://www.ccm.edu/wp-content/uploads/academicsbatchtwo/Nursing-Student-Handbook.pdf

- Clinical Clearance Requirements Handbook available at
  https://www.ccm.edu/wp-content/uploads/academicsbatchtwo/Nursing-Guidelines-for-clinical-clearance.pdf

CONTENTS

WELCOME

The faculty and staff of the County College of Morris Nursing Department welcome you to the Nursing Program. The Nursing Department is part of the School of Health Professions and Natural Sciences (HPNS). The department offices are located on the third floor of Cohen Hall.

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                  214 Center Grove Road
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A Letter to County College of Morris Nursing Students

Dear Nursing Student,

In my doctoral research, I interviewed nursing students to find out what advice they would give to you who are currently beginning their nursing education. Here are some of the strategies they used to survive, and even thrive, while in the nursing program.

1. Time Management

Like you, former students were stressed by having too many responsibilities and **not enough time.** They had strong recommendations that you:
   a. **Prioritize** what you need to do:
      - What needs to be done **right now**?
      - What can take a back seat?
      - What does not need to be done at all?
      - What can you delegate?

      Former students advised just focusing on the **very next step** you must take.

   b. **Organize** your day, your week, your semester:

      Find an organizational scheme that works for **you.**

      Having a realistic **plan** for studying and assignments is essential. Sticking to it is even more essential.

      Former students strongly advised **against procrastinating**.

   c. **Balance** your time:

      School will take up most of your time, but former students advised taking care of yourself.
      - Take short **breaks** from studying, especially after exams.
      - Try to sleep, eat well, and exercise.
      - Find a healthy activity to help you relax, such as meditation, yoga, or mindfulness.
      - Even small amounts of time spent taking care of yourself can help avoid burnout.

      Balancing may also mean finding small amounts of time to spend with **friends** or **family**.

2. Resources

Former students advised using material resources **and** seeking help from resourceful people.

  a. Your **classmates:**

  These are the people who understand your challenges because they are in the same place! Cultivate relationships with your classmates. **Study groups** can be invaluable to help you get through nursing school exams. More importantly, they can be a place where you can give and receive emotional support.

  b. **Outside academic resources**

  You will have a textbook and websites assigned by your professors. Do not be afraid to ask **previous students** what additional resources they found helpful. They have been where you are. Additional textbooks, online practice questions, and instructional videos and modules may help you understand a concept more clearly. However, always evaluate your resources – make sure they are **reputable** and **accurate**.

  c. **College resources**

  The College has a **Counseling and Wellness Center**. Its services are free and confidential. The counselors can provide support with study techniques, emotional concerns, resources, and family challenges. Help **is** available. **It is important** that you take advantage of it!

3. One more thought

  Former students encountered many things in nursing school they could not change. When this happened, they used **positive self-talks, gratitude, and reframing**. In reframing, students took a negative thought (I can't take 2 more exams!) and changed it into something more positive and manageable (Three exams done, only 2 more!).

  Summary:
  Many students have been where you are.
  I wish you all the best for your nursing education and your career!

  Sincerely,
  Jutta Braun, DMH, RN, CNE
  Retired Associate Professor of Nursing

PHILOSOPHY OF THE NURSING DEPARTMENT OF COUNTY COLLEGE OF MORRIS

The philosophy of the Nursing Department of the County College of Morris is congruent with the mission statement of the college.

PERSON: We believe that each person evolves as a unique holistic being who is viewed in the context of the family and community. Each person has values, beliefs, and motives that impact daily life. The person has the right and responsibility to make decisions based on these values, beliefs, and motives in relation to their health promotion and care throughout the life span. We advocate a commitment to diversity that respects individual differences and upholds the dignity of each person.

HEALTH: We view health as a dynamic state of being in which the psychosocial, physical, spiritual, environmental, and cultural needs of an individual, family, or community are met. Each individual moves along a wellness-illness continuum and possesses various strengths and limitations that affect the ability to meet basic needs. Failure to adequately meet any of these needs may create health challenges that require the individual, family, and/or community to receive assistance from the healthcare system.

NURSING: Nursing's unique function is to assist individuals, families, and communities during all stages of development to achieve optimal health through evidence-based practices. The nursing process is used in health promotion and maintenance as well as in diagnosing and treating human responses to actual or potential health problems. Nursing decisions are based on clinical judgment regarding the needs of each individual, family, or community requiring assistance in meeting optimal health goals. Nursing is an integral part of health care and performing independent, collaborative, and dependent functions.

ENVIRONMENT: Nursing takes place in any environment where individuals, families, and communities need care, information, or advocacy.

TEACHING-LEARNING PROCESS: We believe faculty are the facilitators of the teaching/learning process and are committed to the educational and professional development of the students. We believe faculty can more effectively bridge the gap between the classroom and practice by adhering to current best nursing practices. We recognize that both students and faculty members possess unique differences in educational and cultural backgrounds as well as experiences that influence their learning and enrich the educational experience of the group. We believe that students learn through active participation in a variety of sequential learning activities designed to meet the needs of the individual learner using evidence-based teaching methods. The dynamic teaching-learning environment is systematically evaluated by students, faculty, administration and the community. Curriculum changes are based on ongoing evaluation processes as well as changes and progress in educational, technological, and health care practice reflecting a commitment to excellence in teaching.

The educational program includes courses offered to the general College community in the humanities, natural and social sciences, as well as courses in nursing. We

believe that the education for associate degree nursing practice benefits from the collaborative, multi-disciplinary College setting. The broad academic basis nurtures the ability of the student to respond to personal, communal, and global relationships with greater sensitivity and insight. The course of study stresses cultural competence and the ability of the student to think critically about global health and health disparities. The educational program prepares the student to become a self-directed learner with a commitment to lifelong learning and a spirit of inquiry. The educational program is guided by the National League for Nursing Educational Competencies for Graduates of Nursing Programs.

The practice of a graduate from an Associate Degree Nursing Program is characterized by accountability, competency, integrity, and caring and is congruent with the American Nurses Association (ANA) Scope and Standards of Practice. The associate degree nurse uses assessment and nursing diagnoses to form the basis for nursing interventions that are theory and evidence-based, and whose outcomes can be measured. The graduate exhibits a working knowledge of information and communication technologies. The associate degree nurse is able to manage health care needs of individuals, families and communities through an understanding of the principles of advocacy, communication, collaboration, and delegation within the legal parameters of nursing practice. As a member of the discipline of nursing, the associate degree graduate practices within the ethical and legal framework of nursing and exhibits a commitment to professional development.

ORGANIZING FRAMEWORK

The Organizing Framework of the CCM curriculum is based on Human Needs theory using a holistic approach. This theory is operationalized using the nursing process and applied by use of the acronym PERSON*.

A holistic approach supports the assessment, diagnosis, planning, intervention, and evaluation of care for the total person. This approach considers the physical, emotional, social, spiritual, intellectual, and cultural stresses and their impact on the whole patient. The nurse uses the nursing process when evaluating the patient at any point on the wellness-illness continuum. A patient may be an individual, a family, a group, or a community.

Human Needs theory is the most basic to the nursing process. A problem exists when an individual's ability to meet a need is interrupted. Maslow has outlined our basic needs in a hierarchy.

Recognition of unmet needs is made evident from information the nurse has gathered in the assessment. An unmet need constitutes a problem. The problems that nurses are most involved with are in the areas of physical and emotional health. Problems are formulated into nursing diagnoses and are listed in order of priority. Assessment, planning, intervention, and evaluation are ongoing until the need is met.

*The application of Human Needs theory occurs using the acronym PERSON. The individual's needs are P-Psychosocial, E-Elimination, R-Rest and Activity, S-Safe Environment, O-Oxygen, N-Nutrition. Illness may develop when an individual is unable to meet one or more of these needs. This failure may create a health problem that is addressed using the nursing process, the ongoing evaluation process as well as changes in educational, technological, and health care practice.

ACCREDITATION

The Nursing Program is accredited by the New Jersey Board of Nursing and the Accreditation Commission for Education in Nursing (ACEN).
Complaints about the program can be sent to the Board of Nursing at the address below.

State of New Jersey Division of Consumer Affairs
New Jersey Board of Nursing
124 Halsey Street
Newark, NJ 07101
(973) 504-6430
www.njconsumeraffairs.gov/nur

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
(404) 975-5000
www.acenursing.org

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at http://www.acenursing.com/accreditedprograms/programsearch.htm

GRADUATE OUTCOMES

The Nursing Program of the County College of Morris, which leads to an Associate Degree in Applied Science, is accredited by the New Jersey Board of Nursing and the Accreditation Commission for Education in Nursing. These accreditations qualify graduates of the Nursing Program to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Upon successful completion of the Nursing Program at County College of Morris, the graduate will:

Assist the individual toward Human Flourishing by advocating for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.

Make Nursing Judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patient within family and community context.

Value Professional Identity by implementing one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.

Demonstrate a Spirit of Inquiry by examining the evidence that underlines clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

Adapted from:

National League for Nursing (2010). *Outcomes and Competencies for Graduates of Practical/Vocational Diploma, Associates Degree, Baccalaureate, Master's, Practice Doctorate, and Research Doctorate Programs in Nursing.* New York, NY: Author.

COURSE DESCRIPTIONS

NUR 012 - Nursing Transition: Advanced Placement Status - 1 credit:

Prerequisite: Advanced Placement students must meet admission criteria established by the department.

This is a mandatory pre-requisite course required of all students granted advanced placement, prior to starting NUR-123, Basic Medical/Surgical Nursing. This course is designed to assess readiness and facilitate a smooth transition for the advanced-placement student into CCM's nursing program. Emphasis is placed on the conceptual framework of the CCM Nursing program, use of the nursing process, communication skills, ethical and legal issues, the role of the registered professional nurse, and safe and effective care. Physical assessment, patient safety, dosage calculation and medication administration are also reviewed and evaluated in a simulated laboratory environment.

NUR 105 - Foundations of Nursing - 1 credit:

This course provides the foundational concepts on which nursing education and practice are built. Students apply basic knowledge of these concepts as they begin to learn the practice of nursing. Historical, sociocultural, ethical, and legal tenets are studied. Students gain an appreciation for the profession of nursing as well as awareness of the responsibility and accountability expected.

NUR 121 – Fundamentals of Nursing - 6 credits:

This course serves as the foundation for all subsequent nursing courses. The nursing process is introduced with concentration on the assessment of man's basic health needs, which are identified as psychosocial, elimination, rest and activity, safe environment, oxygen, and nutrition. The development and use of fundamental nursing skills and interventions are included. Concepts of clinical decision-making skills are introduced. Learning experiences are planned, using the classroom, campus laboratory and community clinical facilities. Students in Fundamentals of Nursing also take the one-credit course titled "Foundations of Nursing", NUR 105.

NUR 123 – Basic Medical/Surgical Nursing - 10 credits:

This course focuses on the study of adults with a variety of commonly occurring medical-surgical problems that interfere with the ability to meet basic health needs. Students utilize the nursing process to prioritize and provide appropriate nursing interventions for patients with higher acuity. Students use assessment skills to develop appropriate nursing diagnoses, outcomes and plans of care. Related theory, therapeutic communication skills and nursing care skills are employed in the provision of patient care in clinical facilities. Clinical decision-making skills are further developed.

NUR 213 – Maternal-Child/ Mental Health Nursing - 10 credits:

The focus of this course shifts from the study of the adult as an individual to that of the family and community. Concentration is placed on the health needs/problems of psychiatric and maternal/child patients. Utilization of the nursing process with special populations to address patient problems is provided across a range of healthcare settings. Knowledge of community, psychiatric, and maternal/child nursing is developed through critical decision-making skills, Evidence Based Practice (EBP) project, case studies and clinical experiences. Selected medical-surgical skills will be reviewed and/or experienced.

NUR 214 – Advanced Medical/Surgical Nursing - 10 credits:

This course provides students with the opportunity to further develop and apply clinical decision-making skills to patient care. The PERSON approach is utilized to provide care for patients with health problems resulting when the ability to meet one or more health needs is severely compromised. Evaluation of the outcomes of the care provided is a significant focus. Appropriate learning experiences are planned involving patients with multiple acute and chronic problems using the classroom, campus laboratory and various health care facilities.

NUR 224 - Nursing Colloquium - 1 credit:

This course involves an examination of selected topics and issues that students in the final semester of the professional phase of the Nursing Program will experience as they transition from the role of student nurse to graduate nurse. Topics concerning professional development and preparation for the workplace are addressed. Ethical, legal, and professional issues that impact the practice of the graduate nurse are examined.

Technology Requirements

All nursing courses use CCM's learning management system, Blackboard (Bb). Students will need reliable access to the internet and a device that can connect to the internet to complete these courses successfully. Some courses may have additional technological needs, such as a webcam and a microphone. These requirements and the modalities of course delivery are specified in each course syllabus.

Technical requirements, hardware requirements and internet requirements can be found at this link.

https://www.ccm.edu/admissions/flexible-learning-opportunities/what-you-will-need/

Students who wish to study nursing should apply to County College of Morris and list nursing as their requested major. Upon acceptance into the college, students are placed in the pre-professional phase. **Admission to the college as a nursing major is NOT the same as admission to the professional phase. Admission to the professional phase is a separate process as described below.**

Pre-Professional Phase

This phase is for students who are currently enrolled as nursing majors but not yet eligible for admission into the professional (clinical) phase. Students in this phase take the general education and science courses required for the nursing major. They can study full- or part-time. Day, evening, and weekend classes are offered. Summer courses are also available. Successful completion of the pre-professional phase courses does not guarantee admission to the professional phase.

Professional Phase

This phase includes the clinical nursing core courses. To be considered for admission, students must file a PROFESSIONAL PHASE APPLICATION , which is available in the Nursing Department and on the nursing webpage. Students must be accepted for admission to the college before the PROFESSIONAL PHASE APPLICATION can be filed. Day and evening study tracks are currently offered.

Professional phase applications can be accessed here:
https://www.ccm.edu/academics/divdep/health-professions-natural-sciences/department-of-nursing/professional-phase-applications/

Day and Evening Study Tracks
The **day track sequence** begins in the Fall Semester. The PROFESSIONAL PHASE APPLICATION must be filed for the day track by **March 15th** in the Nursing Department.

The **evening track sequence** begins in the Spring Semester. The PROFESSIONAL PHASE APPLICATION must be filed for the evening track by **September 15th** in the Nursing Department.

Although classes held on campus follow day and evening hours, clinical times vary widely. **Flexibility in schedules is necessary due to the clinical requirement of the program.** Clinical placements are based on clinical affiliate availability. Clinical times may overlap day and evening schedules. Clinical hours can occur anytime between 6:00 a.m. and 11:30 p.m. Examples of clinical times that may be assigned include 7:00 a.m. to 7:00 p.m., 10:00 a.m. to 10:00 p.m. or 1:00 p.m. to 11:00 p.m. **regardless of day or evening track.** Some clinical placements may be split over two days, for example, 7:00 a.m. to 1:00 p.m. on two consecutive mornings or 5:00 p.m. to 11:00 p.m. on two consecutive evenings. **Students' requests for clinical site placements or changes are not accepted.**

In the event of unforeseen circumstances, modifications, or additions to the standard in-person clinical experience, for example, virtual experiences may be necessary. The time and workload of these experiences are commensurate with that of in-person clinical.

Admission into Professional Phase

Acceptance into the professional phase is competitive. Applicants are ranked according to their grades in six of the pre-professional courses. Point values are assigned to the grades achieved in the four required sciences and two required English courses. These points are totaled to determine the ranking score. The scores of all applicants are compared to determine admission. Science grades are weighted more heavily than English courses. In addition, an applicant's institutional GPA must be 2.5 or higher and grades in all courses must be a "C" or better. Multiple attempts of a course to achieve a grade of "C" or better will reduce a student's ranking score. Transfer grades in the science and English courses will receive a fixed-point value in the ranking system, regardless of the grade achieved in the course. All science courses must be less than seven (7) years old at the time of admission to the professional phase. Students who have taken science courses prior to this seven-year cutoff can prove competency by testing provided by CCM or by retaking the course. Refer to Appendix H and Appendix I for detailed discussions of the professional phase admission criteria.

All students accepted into the professional phase of the program must undergo a Criminal History Background Check (CHBC) and Urine Drug Screening, obtain health clearance, be BLS certified by the American Heart Association, purchase Malpractice insurance and carry personal health insurance that provides coverage for accidents and illness. Clinical clearances are discussed in detail in the Clinical Clearance Requirements Handbook. Additional clearance requirements may be mandated by some clinical sites. There are requisite functional abilities (technical standards – See Appendix C) that must be met for admission, progression, and graduation from the Nursing Program.

Students applying for admission to the Professional Phase of the Nursing Program at CCM must indicate if they have a violation of the CCM Policy on Academic Integrity or the CCM Student Code of Conduct. The Nursing Department reserves the right to verify this information with the Office of Student Development and Enrollment Management. Cases are handled individually, and students may be dismissed from the program.

No transfer credits will be given for NURSING courses taken at other institutions. Students who have failed/withdrawn or not completed nursing courses taken elsewhere must meet with the Chairperson and may be asked to submit additional documentation related to these circumstances.

<center>ADVANCED PLACEMENT POLICY</center>

The Nursing Department offers an Advanced Placement track of study in recognition of the prior educational and work experiences that Licensed Practical Nurses (LPNs) have acquired. Students in this track enter the program in the second semester course, Basic Medical-Surgical Nursing (NUR 123).

The Advanced Placement option applies only to LPNs and is compatible with the New Jersey Articulation Model for Nursing Education.

Admission into the Advanced Placement track is competitive and limited by space availability, so applicants are not guaranteed a seat. A student can be admitted to the Advanced Placement track only once.

REQUIREMENTS:
- An interview with the Advanced Placement Program Advisor.
- Admission to County College of Morris as a matriculated student in the Nursing Major.
- Completion of all general education and science pre-requisites for the nursing program. Grades must be a "C" or better and the science courses cannot be greater than 7 years old. Ranking for entry into the program is based on grades in all pre-requisites and current GPA.
- Institutional GPA 2.5 or greater.
- Completion of the Advanced Placement Application.
- Graduation from an accredited LPN program.
- A current New Jersey LPN license.
- A letter of reference from a nursing professional.
- Graduation from their LPN program within 12 months
    - **OR** have graduated from an LPN program within 13 and 36 months and been employed as an LPN for a minimum of 1000 hours during the past 12 months
    - **OR** have graduated from an LPN program more than 36 months ago and been employed as an LPN for a minimum of 2000 hours during the past 24 months.

AP TRACK PROGRESSION AND COMPLETION

- Accepted students must successfully complete Nursing Transition (NUR 012) prior to entering Basic Medical/Surgical Nursing (NUR 123).
- Students who fail NUR 012 cannot begin NUR 123. They can be placed into Fundamentals of Nursing (NUR 121) and continue the program on the traditional track. Placement into NUR 121 is limited by seat availability. There is no guarantee that the student will have a seat in the current semester. Placement may be in a subsequent semester.
- Students who fail NUR 121 may be reinstated into NUR 121 in a subsequent semester if their course exam average is 67% or greater and they are passing all other course components. Students can be reinstated into the program only one time. Students with an average of less than 67% are not eligible for reinstatement and must exit the program.
- Students who pass NUR 012 will enter NUR 123. They will have six (6) credits

for NUR 121 placed into escrow. Upon successful completion of NUR 123, the student will receive credit for NUR 121.

- Foundations of Nursing, NUR 105, must be taken as a co-requisite to NUR 123 or NUR 121.
- Students who fail NUR 123 may be reinstated into NUR 123 in a subsequent semester if their course exam average is 67% or greater and they are passing all other course components. Students can be reinstated into the program only one time. Students with an average of less than 67% are not eligible for reinstatement and must exit the program.
- Traditional students who are ineligible for reinstatement can earn their LPN and apply to the program as an Advanced Placement student. Advanced Placement students who are ineligible for reinstatement cannot apply to the traditional track.
- All other requirements for successful program progression and completion are the same as for all students and are outlined in the nursing student handbook.

LPNs who are interested in advanced placement should contact the Program Advisor or the Nursing Department at NursingDepartment@ccm.edu. Those interested in being admitted to NUR 123 in the evening program (fall start) must submit the Advanced Placement Application by **March 15th** and those who wish to be admitted to NUR 123 in the day/traditional program (spring start) must submit the form by **September 15th**.

Advanced placement applications can be accessed here: https://www.ccm.edu/academics/divdep/health-professions-natural-sciences/department-of-nursing/professional-phase-applications/

REQUIREMENTS, (PLACE CHECK MARK IF COMPLETED):

1. _____ Interview with the Program Advisor
2. _____ Admission into the County College of Morris and Nursing Major
3. _____ Completion of the Advanced Placement Application
4. _____ Copy of LPN Diploma with date
5. _____ Copy of LPN License
6. _____ A letter from employer verifying hours worked (if required)
7. _____ A letter of recommendation from a nursing professional
8. _____ Completion of all general education and science classes
9. _____ Institutional GPA 2.5 and above

COURSE MATERIALS

Students may receive the following materials at the beginning of each semester.

Syllabus

The syllabus contains the following information:

1. Course description and outline with EPSLO's
2. Required resources
3. Instructors contact information
4. Learning Activities
5. Grading Policy
6. Additional information appropriate to the course.

Study Guides

Study guides, if used by the course, have been designed to assist the student in organizing and correlating the necessary information to master unit objectives. Study guides will be available two days prior to the beginning of the semester, on Blackboard (Bb), the college's learning management system, so that students may progress at their own rate in preparing the information for lecture and precept. Unit outlines and objectives with their corresponding bibliography are also included.

Students are responsible for mastering **all** unit objectives cited on the study guides. Readings are chosen to assist the student in obtaining information, which will be helpful in mastery of unit objectives. Periodical readings are available from the Sherman H. Masten Learning Resource Center. It is advantageous for students to have completed the readings for a particular study guide topic prior to the first lecture on the topic. It is suggested that students "answer" the objectives in writing so that the information obtained may be used for future reference.

It is expected that students will come to precepts prepared to discuss the designated topic of the day. Precept topics are listed on the lecture/precept schedule. Precepts are designed to be interactive and a group endeavor with the instructor available as a resource person.

Student Lab Guide

A Student Guide to activities taught in the Nursing Lab for each course is available two days prior to the beginning of the semester on Blackboard. The Student Guide presents specific skills criteria the student must demonstrate for successful course completion.

CLINICAL REQUIREMENTS

Detailed information regarding clinical experience requirements can be found in the Clinical Clearance Requirements Handbook available at https://www.ccm.edu/wp-content/uploads/academicsbatchtwo/Nursing-Guidelines-for-clinical-clearance.pdf

It is the responsibility of the student to review all information in the Clinical Clearance Requirements Handbook. Questions regarding clinical clearance requirements can be directed to the Clinical Clearance Coordinator in the Dean's office at clinicalclearance@ccm.edu or the Nursing Department at NursingDepartment@ccm.edu.

Additional requirements may be imposed by clinical institutions in the event of any unforeseen circumstances. Students will be notified of these requirements as they occur.

Annual Mandatory Criminal History Background Check (CHBC)

All students in the professional (clinical) phase are required to submit to an **annual** Criminal History Background Check (CHBC) as mandated by the Joint Commission and clinical contracts.
Refer to Appendix D.

All students accepted for reinstatement must have an updated CHBC before they will be permitted to attend clinical. A positive CHBC may result in program dismissal.

Fingerprinting

Fingerprints may be required by some clinical affiliates. Students are responsible for paying the cost of fingerprinting required for a clinical rotation.

Drug Screening

All students in the professional (clinical) phase are required to undergo drug screenings prior to the start of the first clinical semester and/or as required by the hospital contracts.

All students accepted for reinstatement must have an updated drug screening before they will be permitted to attend clinical.
Refer to Appendix D.

Medical Insurance

All full-time and part-time nursing students are required to carry personal health insurance that provides coverage for both accident and sickness. The college does not provide for the purchase of health insurance.

Students must sign an Attestation of Health Insurance Coverage Form stating they will retain health insurance coverage for the duration of the program.

Authorization of Medical Release

Students are required to authorize County College of Morris to release and disclose any and/or all pertinent medical information contained in their health clearance packet to the clinical facility and/or regulating agency that requires this information as a condition of their assignment to the facility.

Students must sign an Authorization for Medical Release Form.

Student Malpractice Insurance

Malpractice Insurance is mandatory for clinical attendance and must be in effect prior to the start of clinical sessions. Professional liability insurance of **$2,000,000** each claim and **$4,000,000** aggregate is required, listing the holder as a Registered Nurse Student.

Initially, students will need to apply for a policy with $1,000,000 each claim and $6,000,000 aggregate coverage. Then, after students have an active policy, the student must contact their carrier's customer service representative and request to change their coverage limits to $2,000,000 to $4,000,000. A letter from the school can be provided to the student, upon written request by the carrier.

Students with a current active policy of $1,000,000/$6,000,000 must change their coverage limits prior to the start of clinical sessions.

BLS Requirements

BLS certification is required for participation in the Clinical Nursing courses (NUR 121, 123, 213 and 214). This certification **must** be **American Heart Association Basic Life Support (BLS).** This course is designed for healthcare professionals and other personnel who need to know how to perform CPR and other basic cardiovascular life support skills in a wide variety of in-facility and prehospital settings.

Please note that certification by the American Red Cross or completion of other CPR courses offered by AHA are **NOT** satisfactory.

Certification is available from various health care partners including Atlantic Health System and RWJBarnabas Health, Inc.

HEALTH CLEARANCE

Refer to the Clinical Clearance Requirements Handbook for additional information and forms.
https://www.ccm.edu/wp-content/uploads/pdf/nursing/Guidelines-for-clinical-clearance.pdf

Contracts with affiliating hospitals mandate that all students meet health clearance requirements. All nursing students <u>are required</u> to have a complete history and physical examination annually. Specific blood tests and immunizations and blood tests are also required. Students <u>must have health clearance before they will be permitted to go to the hospital.</u> Health clearance must be completed by the due dates to continue in the Nursing Program. Necessary forms and information are available from the Clinical Clearance Coordinator and on the nursing webpage at https://www.ccm.edu/wp-content/uploads/pdf/nursing/Clinical-Health-Clearance-Forms.pdf. As students progress from Fundamentals of Nursing through Advanced Medical/Surgical Nursing their health records must be kept current or enforced clinical absence will be mandated.

Medical History and Physical must be documented on the CCM Health Programs Medical History and Physical Examination form.

Immunizations and Vaccines

Refer to the Clinical Clearance Requirements Handbook for detailed information regarding immunization requirements, tuberculosis testing and vaccines.

Note to Females of Childbearing Age:
Women who are pregnant or contemplating pregnancy should consult their health care provider regarding the following health clearance requirements.

Immunization Requirements

Measles (Rubeola)
Mumps
Rubella (German Measles)
Tetanus-Diphtheria
Hepatitis B
Varicella (Chicken Pox)

Documentation of immunity must be provided on the CCM Health Programs Immunization Record. Lack of immunity to any of the above may result in program dismissal.

Tuberculosis Test

All students in the professional (clinical) phase are required to complete tuberculosis testing annually. Documentation must be provided on the CCM Health Annual Tuberculosis Screening form and signed by a licensed health care provider.

Influenza Vaccine

All students in the professional (clinical) phase are required to receive the influenza vaccine annually or provide a valid exemption on the HPNS exemption form. Documentation must be provided on the Health Programs Annual Influenza Vaccination form.

COVID Vaccine

The COVID vaccine is required by some clinical facilities. Exemptions are accepted by most clinical affiliates.

Drug & Alcohol Abuse Policy

The Nursing Program maintains a no tolerance policy regarding substance abuse. The nursing faculty requires that nursing students provide safe, effective, and supportive care in the clinical setting. To fulfill this purpose, nursing students must be free of chemical impairment during participation in any part of the Nursing Program including classroom, laboratory, and clinical settings. Faculty are accountable for taking prompt action as stated below when a student appears to be impaired.

A multiple panel drug screening is now mandatory for all students doing their clinical education at any of the program's clinical affiliates. Failure to submit to the drug screening will result in dismissal from the program. Any questions regarding this policy should be directed to the Clinical Clearance Coordinator for the School of Health Professions and Natural Sciences at clinicalclearance@ccm.edu. If a student has a positive drug screening result, they will be contacted by the college's Medical Review Officer (MRO) and the appeal process described in the Clinical Clearance Requirements Handbook will be followed.

In the event of behavior deemed inappropriate or suspicious the college reserves the right to refer the student to the Counseling and Wellness Center and will address such behavior through the college's student conduct policy and procedures (https://www.ccm.edu/academics/academic-policies/#conduct). In addition, any student who arrives to the clinical setting and appears to be impaired will be immediately removed from the patient care area and referred to the facility's Emergency Department for evaluation. Any cost for additional screening will be incurred by the student. All student conduct policies for campus behavior apply to nursing students both on campus and at clinical (https://www.ccm.edu/wp-content/uploads/pdf/aboutccm/policies/section2/2.2008-Substance-Abuse-Policy.pdf).

Illness, Injury, Pregnancy

A student in the Nursing Program who sustains a serious illness or injury must obtain a statement from his/her health care provider authorizing return to the clinical nursing area and provide to the Clinical Clearance Coordinator. Until such approval from the health care provider is obtained, the student may not return to the clinical area. (Attendance in the clinical area is at the discretion of the healthcare facility.)

A student who is pregnant must be cleared for participation in clinical by their health care provider.

Accident Reporting Procedure

If a student becomes ill or is injured at a clinical facility, the following steps should be followed:

1. The student should notify their instructor.
2. The instructor will refer the student to the Emergency Department in the hospital in which the student is injured and follow the facility's policy for documentation with the facility
3. The student will contact CCM's Department of Public Safety, either in person or by telephone at 973-328-5550, to report the problem as soon as possible.
    a. Public Safety will complete an incident report, which is necessary for the college records.
    b. The student will be responsible for filing a claim to cover the cost of the Emergency Department visit.

The student will be personally responsible for payment of any medical expenses incurred.

Uniform

Students must purchase a CCM Nursing Uniform.
Students will need to be in uniform the first day they are in the clinical area. The uniform is not to be worn on the college campus unless participating in clinical simulation.

The uniform consists of a white tunic/top and a white lab coat with navy-colored scrub pants. Scrub tops and pants should be a Cherokee Workwear™ style. No jogger style pants are permitted. Pictures and style numbers are provided for reference in the Nursing Student Uniform Guide on the nursing webpage. White shoes, socks and/or stockings are also required.

The lab coat is the only garment students may wear over their uniform. Students will be permitted to wear white crew neck, short sleeve T-shirts under their uniform tops. A closed toe, all white leather (or other material that will retard penetration) shoe is required. Open-backed clogs and high heels are not permitted.

The white tunic/top, white lab coat, and navy-colored pants may be ordered from any of the following uniform suppliers. The uniform suppliers' contact information is provided in the Nursing Student Uniform Guide on the nursing webpage. Students may buy their uniform from another supplier if the items/styles are the same.

- Scrubs and Beyond
- Uniform Advantage
- Cherokee Uniforms
- allheart

Name Pins

Students are required to have two name pins. Name pins are required to be worn as part of the CCM Nursing Uniform. Name pins will be engraved with the student's name as provided to the college. One pin must be affixed to the white tunic/top and the other to the lab coat. Two name pins will be provided to students prior to the first day of clinical.

Professional Appearance

- Piercings are limited to ears (stud earrings) and nose (one pinpoint stud). One simple, plain band ring is acceptable. Excessive or ornate jewelry is prohibited.
- Hair must be neat, clean, and worn off the collar, so it does not hang in the face or over the shoulders. No extreme hair colors or styles are permitted.
- Mustache and beard must be trimmed and neat.
- Religious headwear is permitted, but the full face must be visible.
- Make-up, if used, should be minimal and natural looking.
- Tattoos should be covered where possible. Tattoos that have profanity or are offensive to any group of persons must be covered.
- Perfumes or colognes are not to be used.

- Fingernails must be short and well-manicured and natural. Fingernail tips, wraps, acrylics or any other artificial nail or nail ornamentation are **NOT** permitted.
- Students deemed by the instructor to not conform to a professional appearance may be sent home and the clinical day counted as an absence.
- Additional guidelines specific to patient population and clinical setting may be required. Refer to the course faculty and/or syllabus.

Transportation

It is essential that the student have an independent mode of transportation. The faculty cannot guarantee that students will be assigned to hospitals located along specific bus or train routes. Many students within their hospital group form carpools to reach the same destination. Some hospitals may require a fee for parking.

Individual Student Folders

Students are required to submit:

1. Completed biographical form
2. Photocopy of the face sheet from his/her malpractice insurance policy
3. Attestation of Health Insurance Coverage Form
4. Copy of current American Heart Association Basic Life Support (BLS). Red Cross Basic Life Support is <u>NOT</u> acceptable.
5. Consent form for Criminal History Background Check and Urine Drug Screening ([Appendix D](#))
6. Signed proof of having read the "Allied Health and Nursing HIPAA Policy" ([Appendix E](#))
7. Signed proof of having read the "Student Education Records Release Form" ([Appendix F](#))
8. Signed proof of having read the "Nursing Student Handbook"

PATIENT CONFIDENTIALITY

Students are required to maintain patient confidentiality at all times by not discussing patient information in public areas, concealing patient records from the public and discarding patient information in appropriate containers.

Students are responsible for complying with HIPAA regulations as outlined in the healthcare agencies in which they practice. All healthcare agencies supply adherence guidelines for HIPAA to their employees, nursing students and other students utilizing their agency. Students also must adhere to the Allied Health and Nursing HIPAA [Health Insurance Portability and Accountability Act of 1996] Policy. Accessing one's own health record using the clinical agency's EMR is considered a violation of HIPAA.

Photographs of any type, including those in non-patient care areas are strictly prohibited.
Students acknowledge this policy by signing the Allied Health and Nursing HIPAA Policy declaration form. Refer to [Appendix E](#).

SOCIAL MEDIA POLICY

Social Media refers to social media outlets, platforms, and applications. Social Media includes (and is not limited to) the use of blogs, social networking sites, video sites, online chat rooms and forums. Legally, what is posted on the Internet is discoverable by a court of law even after it has been deleted. Caution must be used to prevent violating patient privacy and confidentiality.

CCM students in the professional phase of the program must adhere to the following guidelines to protect patient privacy and confidentiality:

1. Any discussion, posting and/or reference of any kind to the student's clinical experience via social media are strictly prohibited. This includes reference to patients, employees, students, faculty and/or the clinical institution itself.

2. **Taking of photos, videos, audios and/or other images at the clinical institution, including the grounds of the institution, is strictly prohibited.**

Violation of these guidelines can result in immediate and permanent dismissal from the Nursing Program.

ATTENDANCE

1.   **LECTURE, PRECEPT & CAMPUS LABORATORY ATTENDANCE:** Regular and prompt attendance at <u>all</u> classes, including lecture, precept and campus lab is expected and recommended.

     a.   Attendance sheets are made available at lectures, precept, and campus laboratory. Proof of attendance is provided by the student signature on the attendance sheet. It is the responsibility of the student to sign-in at lecture, precept, and campus laboratory.

     b.   Signing in for another student is considered a falsification of record and may result in dismissal from the Nursing Program.

     c.   No guests, including children, will be permitted to attend lectures, precept, campus laboratory, or clinical.

2.   **ABSENCE FROM EXAMINATION:** If a student is absent from any exam including the Medical Calculations Exam, the student must immediately contact the Team Leader, who will assign a date, time, and location for the make-up exam. **The student is NOT allowed to attend lectures, precept, campus lab, or clinical until the missed exam is completed.** The make-up exam may be a different format from the original exam but will cover the same material as the missed unit exam. **Failure to notify faculty of your absence will result in a "0" for the exam.**

3.   **LATENESS TO EXAMINATION POLICY:** If a student arrives late for an exam, the student will only have the remainder of the scheduled exam period to complete the exam. No additional time will be granted. If a student arrives late to an exam, they are required to report to the instructor prior to logging in to the exam.

4.   **LABORATORY/CLINICAL ATTENDANCE:** The faculty of County College of Morris believes that laboratory/clinical experiences represent a major component of nursing education. Students must attend and be <u>punctual and prepared</u> for all laboratory/clinical practice. A clinical session is considered any session that is scheduled as "clinical" time. This includes sessions scheduled at the clinical facility and/or clinical sessions scheduled in the nursing laboratory.

     a.   A student who is unable to attend clinical at the hospital or on campus must inform their clinical instructor <u>at least</u> 2 hours prior to the beginning of the clinical day. If a student fails to personally notify the clinical instructor prior to an absence from clinical practice, the student will be required to meet with the Team Leader and faculty to provide an explanation. The student must contact the clinical instructor for additional assignment.

     b.   Any student who has any type of injury necessitating the use of ace bandages, slings, splints, casts, canes, crutches, etc., are

required to present a note from their health care provider describing the reason for such appliance and certifying the student's ability to practice in the clinical setting without restrictions. (Attendance in the clinical area is at the discretion of the healthcare facility.)

A student who is pregnant must obtain her health care provider's authorization for attendance in the clinical area.

c. Preparation for Laboratory/Clinical Practice: It is expected that all students will come prepared for clinical practice. The level of preparation is defined by the course faculty. **Any student who is unprepared for laboratory/patient care may be asked to leave the clinical area, this will be counted as an absence, and will be given an unsatisfactory for that week's clinical performance.**

d. **Repeated lateness** in reporting to the clinical/ laboratory may result in a clinical failure.

e. **Students leaving clinical site during clinical hours**: Students will not be permitted to leave their clinical site during clinical hours unless the clinical site does not have facilities for purchasing a meal. In facilities where meals are not available for purchase, students choosing to leave the facility during an approved mealtime will need to obtain the clinical professor's approval and sign out/in on a list provided by the professor.

Clinical absences are regarded by all faculty as serious occurrences because students are not able to meet the clinical laboratory objectives of the course. Although a limited number of clinical experiences can be "made up" in each course, there is no guarantee that the make-up experience will result in a satisfactory grade for the clinical portion of that course. Furthermore, a clinical grade will not be issued until all clinical time is completed, including agreed-upon make-ups.

The following are options from which the faculty may choose for the number of absences as indicated:

ONE (1) ABSENCE: The first clinical absence in a course will result in an additional written clinical assignment and/or nursing laboratory assignment that meets the missed objective. An additional assignment does not replace a clinical session. It provides students an opportunity to augment previous knowledge/skills, as it is NOT under the guidance and supervision of a clinical instructor.

TWO (2) ABSENCES: Two clinical absences may result in a clinical failure. Documented proof of medical and/or other reasons must be provided. Students must present their case to the course specific faculty team.

If a student is absent for two (2) sessions in a single course, as soon as the second absence occurs, a notice will be sent by the Team Leader indicating that as a result of excessive absences the student has received an unsatisfactory

grade for the clinical portion of the course and will not be allowed to make up the clinical time unless permission for same is granted on appeal. If a student has had extenuating circumstances, which directly caused the excessive clinical absences, the student may appeal the unsatisfactory clinical rating.

If the appeal is not granted, the unsatisfactory rating for the clinical portion of the course shall be entered and, consequently, a failing grade for that course shall also be entered. If the appeal is granted, the faculty committee shall issue to the student a written decision stating the expected objectives and experiences and a time frame for completing make-up requirements. Requirements can include: (a) at least one clinical laboratory session in the clinical agency or, if not feasible, the Nursing Learning Laboratory AND (b) an additional written assignment that equals the number of missed clinical hours.

THREE (3) ABSENCES: Mandatory withdrawal/failure from the nursing course.

Religious Holiday Class Attendance Statement

County College of Morris has an obligation to reasonably accommodate any student who may be absent from classes or miss scheduled coursework in order to observe religious holidays. CCM does not inhibit or penalize students for exercising their right to religious observance.

It is the student's responsibility to notify the instructor within the first two (2) weeks of the semester/term of the specific dates conflicting with coursework.

SCHOOL CLOSING & TITAN ALERT

Official weather-related closings will apply to both didactic and clinical courses. The program will follow class delays or cancellations according to the college's procedure.

In the event of a campus closure due to specific issues related to the campus (for example, power outage at the campus, etc.), clinical classes held off campus will **NOT** be canceled. Procedure for this will be covered within the individual course.

Titan Alert

Titan Alert is the emergency alert system used by CCM to send email, text messages and/or voice phone messages to students, faculty, and staff in the event of an emergency or weather-related closing. To see Frequently Asked Questions about Titan Alert and find a link to update your information, go to
https://www.ccm.edu/student-support/solution-center/for-students/
Delayed openings and cancellations are announced on:

- CCM website (www.ccm.edu)
- Emergency closing number **973-328-5580**

STUDENT EVALUATION

1. Campus Lab Evaluation

    A.   <u>Skill Testing</u> (See Course Syllabus)

    B.   <u>Medical Calculation Exam</u>: (See Course Syllabus)

    C.   <u>Nursing Laboratory</u>

The Nursing Laboratory is used by all Nursing courses for the instruction of skills, faculty supervised hands-on learning activities and simulation experiences. When not in use by faculty, the Nursing Laboratory is open to all nursing students for independent practice. Students are encouraged to utilize the Learning Laboratory for the practice of skills when time and space permit. **Appointments are necessary and an electronic attendance log is maintained.** A Laboratory Coordinator will be available to answer questions during posted hours. Day and evening hours are available as posted on the nursing lab schedule. Students are expected to avail themselves of the opportunity to practice and learn. **Guests are not permitted in the nursing lab.**

2. Clinical Evaluation

Each student receives a mid-term and final evaluation based on defined behavioral objectives, which must be mastered. The instructor also provides the student with formative feedback on their clinical performance throughout the clinical rotation. Any unacceptable behaviors will be discussed with the student at the time of the incident and documented on the Faculty Concern Form, which is retained with the student's record. Students are expected to include self-evaluation comments on the evaluation form. The student signature on the evaluation form acknowledges review of the evaluation with the instructor. Student refusal to sign the evaluation does not negate the content of the evaluation.

Students are expected to meet all technical standards. The student is expected to meet the following generic standards in order to achieve <u>Satisfactory</u> ("S") clinical performance. Failure to achieve any <u>one</u> of these standards may result in an <u>Unsatisfactory ("U")</u> clinical grade.

    1.   Evidence of preparation for clinical laboratory

    2.   Achievement of clinical objectives for appropriate course level

    3.   Application of knowledge expected of students at the given course level as observed through written work and/or actual performance

    4.   Prompt reporting of unusual incidents, accidents, etc.

    5.   Punctuality and regular attendance are mandatory

    6.   Achievement of 85% or better in medical calculation examination

7. Demonstration of increasing independence and proficiency at course level

8. Retention of previously learned behavior and skills

9. Demonstrated competency in the skill acquired for the course

10. Assessment, reporting, and recording of changes in a patient's condition

11. Maintenance of a patient's privacy and confidentiality (refer to Patient Confidentiality page 27)

12. Maintenance of patient's wellbeing through appropriate use of protective devices

13. Administration of medications observing current principles of safe medication administration

14. Use of surgical and medical asepsis

15. Completion of clinical assignment in a timely manner

16. Completion and submission of written work in a timely manner

17. Engaging in activities not related to the clinical assignment during the clinical day, for example, studying for an exam

The following behaviors could result in dismissal from the Nursing Program:

1. Failure to inform instructor of need for assistance and/or unfamiliarity with a required nursing intervention

2. Lying, cheating, stealing, or falsification of records

3. Failure to report a patient's threats of harm to self or others

4. Failure to report a change in patient's condition

5. Refusal to care for assigned patients

6. Evidence of impaired functioning (including but not limited to alcohol, drugs, sleep deprivation)

7. Any incident or behavior on the part of the student which places a patient in physical and/or emotional jeopardy

8. Failure to exhibit behavior appropriate to the profession of nursing

9. Violation of the HIPAA Policy

10. Excessive lateness and/or clinical absences

11. Sleeping during clinical education

3. **Academic Evaluation**

In the academic area of course work, a student must achieve a grade of "C" or higher. Multiple-choice exams are graded electronically, and the computer maintains a record of each individual student's answers. The computer record remains the official record for students' answers for each exam. Specific grading guidelines are indicated in the Syllabus for each course.

In addition to multiple-choice exams, quizzes, which students are not allowed to keep, may be given during precepts. Precepts are smaller classes wherein students participate in group interactions to examine aspects of the current lecture topic.

4. **Grades**

A	=	86 – 100
B	=	76 – 85.9
C	=	70 – 75.9
F	=	69.9 & below

Grades of "D" are not awarded in the Nursing Program. Plus and minus grades are not awarded in the Nursing Program.

<u>Grade Appeal Procedure</u>

Students have the right to appeal a grade assigned by a faculty member. Details regarding this procedure can be found in the CCM student handbook at https://www.ccm.edu/wp-content/uploads/academicsbatchtwo/Nursing-Student-Handbook.pdf

5. **Group Tutoring Assistance**

Group Tutoring Assistance (GTA) is available to promote the success of our students. GTA consists of scheduled group review sessions with a faculty facilitator. Enrollment is on-going throughout each semester. Student eligibility guidelines for GTA include:

- All Nursing 121 students
- All students who enter Nursing 123, Nursing 213, or Nursing 214 with a course average of < 76%
- All students in any **Nursing course** who receive a grade of < 76% on a unit exam, or fail a math exam, during the semester
- All students reinstated into their current Nursing course
- All advanced placement students admitted to Nursing 123

Attendance will be taken at GTA sessions. Participation of all eligible students is highly encouraged. Times and locations will be announced at the start of the semester. Contact your advisor if you have questions.

PROGRAM PROGRESSION

To progress to the next semester, all courses **as well as pre-requisite and co-requisite courses** must be completed satisfactorily; this includes NUR 105 and NUR 224. A minimum grade of "C" or higher is required in all courses. A G.P.A. of 2.0 must be maintained to graduate from the program. Failure of any component (skills, math, theory, clinical) of any clinical course requires that the entire course be repeated.

Student Accountability

Students are expected to meet with their faculty advisor prior to registration for academic counseling and proper course sequence.

Students should consult policies and information related to the following areas in the college handbook and website:
- Bookstore (https://bookstore.ccm.edu/)
- Financial Aid (https://www.ccm.edu/admissions/financialaid/)

Students who experience academic difficulty during the semester are expected to take independent actions to access assistance:
- Students should communicate with their faculty advisors during the semester to try to achieve a successful course outcome.
- Students should consult the college handbook and website for assistance from the following offices:
  - Accessibility Services Office (https://www.ccm.edu/accessibility-services/)
  - Counseling and Wellness Center (https://www.ccm.edu/student-support/center-for-student-wellbeing/)
  - The Academic Success Center (TASC) (https://www.ccm.edu/academic-success-center/)
  - Tutoring Center – Math, Writing, & Science (https://www.ccm.edu/student-support/tutoring-academic-support/

PROGRAM INTERRUPTION

Withdrawal

If withdrawal is necessary, the student must:

1. Complete a withdrawal form and submit it to the registrar by the withdrawal due date specified on the college calendar.
   Timely submission of the withdrawal form to the Registrar is the responsibility of the student. After the official withdrawal date, an automatic "F" will be recorded for the course.

2. Meet with their faculty advisor for an exit interview and complete an exit interview form. A student who withdraws citing *extenuating circumstances must submit documentation from the appropriate agency or office that attests to the necessity of the withdrawal.

Failure

A student who fails a course must meet with their faculty advisor for an exit interview and complete an exit interview form. A student who fails citing *extenuating circumstances must submit documentation from the appropriate agency or office that attests to the reason for failure.

PROGRAM REINSTATEMENT

Students may seek reinstatement into the Nursing Program according to the following guidelines:

Guidelines

- A student who has not been reinstated into the program previously may submit an application for reinstatement.

- A student who failed or withdrew from NUR 121 or NUR 123 with an average less than 67, may **not** submit an application for reinstatement.

- A student who failed or withdrew citing *extenuating circumstances must submit documentation from the appropriate agency or office that verifies the resolution of the extenuating circumstance with the application for reinstatement.

- If more than 24 months have elapsed since the student's last successfully completed nursing course, the student must consult the chairperson regarding reinstatement.

- The application for reinstatement and, if required, supporting documentation, must be received by May 20 for the fall semester and by December 20 for the spring semester. Applications are available from the Nursing Department or at https://www.ccm.edu/wp-content/uploads/2023/12/Nursing-Reinstatement-Application.pdf

- Sciences must be less than 7 years old at the time of reinstatement into the program.

*Extenuating circumstance is an event related to the student's physical health, mental health, or any external occurrence outside the control of the individual, and specific to that individual.

Procedure

The offer of a reinstatement seat is dependent upon space availability in the requested course. Seats are allocated to students requesting reinstatement as follows:

1. First time in a course. Students who interrupt their progression to the next course after successful completion of a nursing course but have not been previously granted a seat in the succeeding course.

2. Students who were passing the course at the time of withdrawal.

3. Students who were failing the course at the time of withdrawal or at end of course completion.

<u>Notification</u>

1. If accepted, applicants will be informed via student email and receive instructions regarding the documentation required to complete the reinstatement process. A reinstated student will be assigned a clinical section based on space availability.

2. If not accepted, the student will be notified by student email. If the student is still interested in being reinstated, they must complete another reinstatement application.

STUDENT REPRESENTATION IN FACULTY MEETINGS

Students in each nursing course are provided with an opportunity to be represented in faculty meetings.

- Students are encouraged to elect at least two representatives from their class to serve as spokespersons for the entire class.
- Student representatives are invited to attend a portion of the weekly team meetings.
- Student representatives may attend the meeting in person and/or send their concerns/issues to the Team Leader prior to the Team Meeting.
- Student representatives are encouraged to utilize Bb as a vehicle for communicating pertinent information from Team Meeting to classmates.
- At the discretion of the faculty, students are only permitted to participate in discussions deemed appropriate to the student's involvement.
- Student Nurses Association members are also encouraged to send 2-3 representatives to attend monthly department faculty meetings.

COLLEGE STATEMENT ON ACADEMIC INTEGRITY

The College's statement on academic integrity can be found at
https://www.ccm.edu/academics/academic-policies/.

NURSING DEPARTMENT STATEMENT ON ACADEMIC INTEGRITY

Academic integrity is **always** in effect in this program. It is expected that all papers, exams, quizzes, and laboratory assignments submitted by each student reflect their own work, and that they did not give or receive unauthorized aid in any of this work. Students may not collaborate in the preparation of assignments, papers, laboratory assignments, or examinations without the expressed permission of the instructor. Submission or sharing of work previously submitted for a prior course is not permitted and is considered a violation of academic integrity.

Violation of academic integrity or academic dishonesty on a nursing assessment (exam or graded assignment), will result in a grade of **zero** on the assessment. The student will be required to meet with the team faculty to discuss the incident. Additional consequences can include failure of the course and program dismissal. Faculty may choose to submit a formal complaint to the office of the Dean of Students and the Academic Integrity Review (AIR) Board.
Review the Academic Conduct policy at this link: (https://www.ccm.edu/academics/academic-policies/). Students should ask questions from the instructor if they want to clarify exactly what may constitute a violation of academic integrity in their course.

Exams and quizzes (hard copy, computerized, on-line) may not be printed, downloaded, or emailed, as this is a form of academic dishonesty. During exams students may not leave the Blackboard exam tab.

Cell phones and any other electronic devices must be turned off prior to any exam, quiz, or exam review, as this is a form of academic dishonesty. In addition, after a student has finished an exam, the copying or rewriting of an exam question anytime in the future, with or without its answer is considered a breach in academic integrity. Copying and rewriting test questions and corresponding answers electronically via email, chat rooms, Facebook or any other social media sites, iPhones, or any other electronic device is a form of dishonesty. Students found to be involved in unauthorized sharing of test information risk a formal complaint about their behavior being brought to the Academic Integrity Review Board.

Use of, or attempted access of unauthorized materials, such as instructor resources, and misrepresentation of self, other than as a nursing student, is a form of academic dishonesty. Students should ask the instructor if they want to clarify exactly what may constitute academic dishonesty in their course.

STUDENT CODE OF CONDUCT & APPEAL PROCEDURE

Students are expected to adhere to the college's code of conduct when engaged in any College-related activity on and off the campus. The student code of conduct can be found in the CCM student handbook https://www.ccm.edu/meet-ccm/campus-life/campus-life-publications/ and college website https://www.ccm.edu/academics/academic-policies/.

Students are also expected to adhere to their specific professional codes of conduct (refer to Appendix B with student code of conduct) and those imposed by the clinical institutions.

All student conduct policies for campus behavior apply to nursing students both on campus and at clinical.

Complaint Procedure

Student concerns should initially be discussed with their assigned nursing advisor. If these concerns are not resolved, students should follow the department's formal lines of communication for filing complaints.
The formal lines of communication for the Department of Nursing are as follows:

1. Assigned Nursing Advisor (or when appropriate, clinical instructor)
2. Team Leaders
3. Nursing Department Chairperson
4. Dean of the School of Health Professions & Natural Sciences

The comprehensive and complete Student Code of Conduct and Disciplinary Appeals Procedures may be obtained from the Office of the Dean of Students.

INSTRUCTOR'S & CLASSROOM CONDUCT POLICIES

Students violating these policies may be subject to disciplinary action.

1. *Use of Recording Devices*: Students are allowed to bring their own recording devices to lecture. There should be no recording without the expressed permission of the person or persons being recorded. These recordings may be used for **personal academic use only.** Posting of recordings on any public media platform is prohibited. Unattended recording devices will be removed.

2. *Use of Cell Phones*: Cell phones must be turned to vibrate in class. No texting is allowed during class. Cell phones must be off during exams.

3. *Use of Laptops & Other Electronic Devices:* Laptops used during lectures are to be utilized for class purposes only. Laptops must be powered by battery. No power cords are allowed in class. Students violating these rules may be asked to leave class.

4. *Guests:* No guests, including children, will be permitted to attend lectures, precept, campus laboratory or clinical.

5. *Tardiness*: Students arriving late to class may be asked to leave class by the instructor.

Accessibility Accommodations

In accordance with the policies underlying Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act (ADA) of 1990, the ADA Amended Acts (ADAA) of 2008 and County College of Morris policy, no qualified individual with a disability shall, solely on the basis of that disability, be excluded from participation to County College of Morris programs or activities. Students may seek reasonable accommodations for their documented disability by self-identifying and registering with the Office of Accessibility Services. It is the student's responsibility to ensure adequate time is provided to the Office of Accessibility to arrange accommodations and notify faculty. To register or learn about services, students may contact the Office of Accessibility Services at 973-328-5284 or aso@ccm.edu.

ATTENDANCE POLICY FOR STUDENT NURSES ATTENDING STUDENT NURSES CONVENTION

Opportunities are available for students to attend Student Nurses Convention.

1. A student who wishes to attend a student nurses' convention must have satisfactory performance both academically and clinically.

2. Students attending the convention must be active members of the Student Nurses Association and the New Jersey Student Nurses Association.

3. The Student Nurses Association will submit a list of students wishing to attend the convention to the faculty advisor.

4. A list of the students wishing to attend the convention will be given to the Team Leaders. The faculty advisor will consult with the Team Leaders regarding the student's eligibility to attend the convention.

5. The Department Chairperson will submit the list of students eligible to attend the convention to the Office of Campus Life before any tickets or other arrangements are initiated.

6. Students who attend the convention must make a presentation to either their class or the Student Nurses Association on seminar content and what they learned after they return from the convention.

REGISTRATION

Students need to be aware that there is no guarantee that they will be able to register for their desired clinical sections/or clinical hours. There is also no guarantee that their assigned clinical facility will be near their home/residence.

Although classes held on campus follow day and evening hours, clinical times vary widely. Flexibility in employment and personal commitment schedules is necessary

due to the clinical requirement of the program. Clinical placements are based on clinical affiliate availability. Clinical times may overlap day and evening schedules. Examples of clinical times that may be assigned included 10:00 a.m. to 10:00 p.m. or 1:00 p.m. to 11:00 p.m. regardless of day or evening track.

Reinstated students may not register until they are informed in writing that they have been reinstated. They will be advised when to register. Students may not be allowed to attend the same hospital for Basic Medical/Surgical Nursing and Advanced Medical/Surgical Nursing.

GRADUATION INFORMATION

Graduation Requirements

It is the **student's responsibility** to check the college Catalog regarding requirements for graduation. To be eligible for graduation, a student must meet the application deadline posted by the Registrar's Office.

Graduation information is located at:
https://www.ccm.edu/admissions/records-and-registration/graduation-information/

All students should access Titans Direct
https://titansdirect.ccm.edu/Student/Account/Login?ReturnUrl=%2fStudent
to view their "program evaluation" to verify all graduation requirements are in process.

Additional Fees

RN Licensure

Fees associated with the Official Application for Nurse Licensure by Examination total approximately $500.00. This includes the examination application filing fee, license certificate fee, surcharge, and test application.

NCLEX Review Course

Although not mandatory, many students enroll in an NCLEX Review Course prior to taking the NCLEX-RN exam. Fees for these courses vary, but generally range from $350.00 - $500.00.
The HESI Exit Exam, completed by all students in NUR 214, provides individualized remediation packets that can be used for NCLEX-RN preparation.

Pinning

The senior nursing students plan a pinning ceremony as part of graduation. The pinning committee must meet with the faculty advisor in planning this ceremony.

Approval of all activities must be obtained from the faculty advisor and the chairperson.

New Jersey Board of Nursing Requirements

The Nurse Practice Act of the State of New Jersey Board of Nursing Statutes (NJSA 45:11-23 et seq.) and Regulations (N.J.A.C. 13:37) govern the legal practice of Nursing in the state. Details regarding the statutes can be found at https://www.njconsumeraffairs.gov/Statutes/nursing-law.pdf. Applicants to the Nursing Program need to be aware that the New Jersey Board of Nursing requires the following criteria be met before an individual may receive an application for a license to practice professional nursing.

"The applicant must submit to the board evidence in such form as the board may prescribe that the 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 four-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 therefrom."

Graduates of the County College of Morris Associate Degree Nursing Program are eligible to apply for the National Council Licensure Examination (NCLEX-RN). This examination is offered throughout the United States during the calendar year. Upon satisfactory completion of this examination, the applicant shall be licensed by the New Jersey Board of Nursing to practice as a registered professional nurse.

When a graduate applies for licensure as a nurse in New Jersey, the New Jersey Board of Nursing requires a Criminal History Background Check. If the Criminal History Background Check reveals a criminal conviction, a review of the application by the Board of Nursing is required.

Transfer/Articulation/RN to BSN

Students who plan to continue their education beyond the Associate Degree are encouraged to use the resources available in the Office of Transfer Services. Currently we have partnerships with Saint Elizabeth University (formerly College of St. Elizabeth), Rutgers University, Ramapo College of New Jersey, Drexel University, Thomas Edison State University, William Paterson University and Montclair State

University. These enable students to go on to complete their BSN. Additional information is also available in the Nursing Department.

ADDITIONAL INFORMATION

Student Nurses' Association

County College of Morris has an active Student Nurses' Association. All students designated as nursing majors (pre-professional and professional phase) are automatically listed as members, but the club is open to all students. The club selects a slate of officers who plan a variety of activities throughout the year with the help of their faculty advisor. Student member participation in the club events is voluntary.

The SNA maintains their own Instagram account @ccmstudentnurse

The SNA email is studentnurseccm@gmail.com

Information about the National Student Nurses' Association can be found at this link https://www.nsna.org/.

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Epsilon Omega Chapter
OADN Alpha Delta Nu Nursing Honor Society

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The mission of the OADN Alpha Delta Nu Nursing Honor Society is to recognize the academic excellence of students in the study of Associate Degree Nursing. The honor society encourages the pursuit of advanced degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. The County College of Morris chapter is Epsilon Omega.
The minimum standards for membership are:

- Grade of B or better in all nursing courses
- No previous failures of any nursing courses

Students entering their third semester nursing course and who meet the minimum eligibility requirements noted above, will be granted provisional membership.
Full membership is granted at the completion of the final semester of study if the student earns a grade of B or better in all courses. Students must also have demonstrated conduct on campus and in the clinical areas that reflect integrity and professionalism.

The OADN Alpha Delta Nu Nursing Honor Society shall sponsor one educational or recruitment project during the provisional membership period prior to the induction ceremony at the discretion of the advisor. The project must be approved by the faculty advisor. The project must be conducted by the provisional members and full participation is required. The activity is a requirement for full membership. Projects can include, but are not limited to the following:

- Participation in recruitment activities:
  o College Open Houses
  o Nursing Department Events (Career Week, May Nurses Week celebration, others)
  o Instagram posts focused on recruitment
  o Recruitment video to be posted on the website or hallway monitors
- Peer mentoring
- Membership in the Student Nurses Association and participation in club activities

Students are inducted as full members at their pinning ceremony where they receive honor cords and a certificate of achievement.

Additional information about the OADN Alpha Delta Nu Nursing Honor Society can be found on their website at https://oadn.org/alpha-delta-nu-honor-society/.

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Nursing Scholarships

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Each semester there are a variety of scholarship opportunities for nursing students. Each scholarship has specific guidelines and criteria eligibility. The Complete Listing

of CCM Foundation Scholarships can be found on the Financial Aid webpage. Students are encouraged to contact the Financial Aid/Scholarship Office at finaid@ccm.edu or 973-328-5230.

Office Hours

Nursing faculty conduct office hours virtually using web-conferencing platforms and/or in person in the Nursing Department or at clinical sites. Hours, locations, and links for each faculty's advisement sessions are posted on the nursing webpage or can be obtained by contacting the NursingDepartment@ccm.edu.

Faculty can also be contacted directly via CCM email. Their contact information is available on the nursing advisement schedule on the nursing webpage or from the Nursing Department.

Personal Reference

Faculty members may be asked to write personal references for students. The student must submit a completed FERPA form (see Appendix G) to the faculty member before the letter can be written. Allow adequate time **(at least twenty-one days)** for the faculty member to send the letter.

Student Professional Activities

The nursing faculty strongly advises the student to join the National Student Nurses Association and to subscribe to a professional journal.

Transcript Requests

Information about a student can be released only with the written permission of that student.
All transcript requests must be sent to the Registrar's Office.

Nursing Communication

A bulletin board, for each core nursing course, is located outside the Nursing Laboratory.

Information is also communicated using the nursing webpage, Blackboard, student emails and other bulletin boards throughout the lab areas.

DIRECTIONS TO AGENCIES

1. **AHS/CHILTON MEDICAL CENTER** (973-831-5000)
   Route 10 East to Route 287 North to Exit 52A, NJ-23 S toward Wayne and follow blue hospital signs to 97 West Parkway, Pompton Plains, NJ 07444.

2. **AHS/HACKETTSTOWN MEDICAL CENTER** (908-852-5100)
   From CCM take Route 10 West to Route 46 West to Route 80 West. Continue on Route 80 West until you reach Exit 26. Take ramp Right for Route 46 West toward Hackettstown/Budd Lake. Turn Right onto Willow Grove Street. The hospital is at 651 Willow Grove Street, Hackettstown, NJ 07840.

3. **AHS/MORRISTOWN MEDICAL CENTER** (973-971-5000) ask for appropriate nursing unit.
   Route 10 East to Route 287 South. Get off at Exit 35 for Madison Avenue. Turn left at light onto Madison Avenue. The hospital is on left at 100 Madison Ave., Morristown, NJ 07960.

4. **AHS/NEWTON MEDICAL CENTER** (973-383-2121)
   From CCM take Route 10 West to Route 46 West, follow 46 West to Route 80 West. Continue on Route 80 until you reach Exit 25 for US-206 N. Take 206 North to Newton. Follow hospital signs which take you to Route 94 South. Turn left onto 94 South. Newton Hospital is a few blocks on the right side at 175 High Street, Newton, NJ 07860.

5. **AHS/OVERLOOK MEDICAL CENTER** (973-522-2000)
   Route 10 East to Route 287 South to Route 24 East. Route 24 East to Route 124 East which becomes Morris and Essex Turnpike. Turn right onto Summit Avenue. Sharp left onto Walnut Street. Turn right onto Beauvoir Place. Turn left onto Beauvoir Avenue. The hospital is at 99 Beauvoir Avenue, Summit, NJ 07901.

6. **FRESENIUS KIDNEY CARE DOVER NJ** (973-328-1812)
   North on Center Grove Road to Van Nostrand Avenue. Left on Van Nostrand Avenue to end. Right on Prospect Street to Blackwell Street. Left on W Blackwell Street to Route 46 W. Left on S Elk Avenue. The center is at 400 W. Blackwell Street, Dover, NJ 07801.

7. **KINDRED HOSPITAL NEW JERSEY** (DOVER CAMPUS) (973-537-3818)
   North on Center Grove Road to Van Nostrand Avenue. Left on Van Nostrand Avenue to end. Right on Prospect Street to Blackwell Street. Left on W Blackwell Street to Route 46 W. Left on S Elk Avenue. The hospital is at 400 W. Blackwell Street, Dover, NJ 07801.

8. **RWJ/SOMERSET** (908-685-2200)
   Route 10 East to Route 287 South to Somerville/US-202 S exit. Merge onto US-202 S/US-206 S, then merge onto US-22 E. Slight right onto N Gaston Avenue, turn left onto Union Avenue, turn right onto Rehill Avenue. The hospital is at 110 Rehill Ave., Somerville, NJ 08876.

9. **RWJ/COOPERMAN BARNABAS MEDICAL CENTER** (973-322-5000)
Route 10 East toward Livingston. Keep right to continue on W Northfield Road. Continue onto S Livingston Avenue. Turn right onto E Cedar Street. Merge onto Old Short Hills Road. The hospital is at 94 Old Short Hills Road, Livingston, NJ 07039.

10. **ST. CLARE'S PRIME HEALTH SYSTEM** (BOONTON) (973-316-1800)
Route 10 East to Route 287 North to Exit 43. Turn right toward Intervale Road, Mountain Lakes. Turn left onto US-202 S, turn right onto Fanny Road, turn right onto County Rd 618, slight left onto Elcock Avenue and keep straight onto Powerville Road. Hospital is at 130 Powerville Road, Boonton, NJ 07005.

11. **ST. CLARE'S PRIME HEALTH SYSTEM** (DENVILLE CAMPUS) (973-625-6000)
Route 10 East to Route 53. Route 53 North to Denville. Follow Diamond Spring Road to fork (about 2 blocks). Right at fork (Pocono Road) for about 2 miles. Hospital is on left. Park on right. The address is 25 Pocono Road, Denville, NJ 07834.

12. **ST. CLARE'S PRIME HEALTH SYSTEM** (DOVER CAMPUS) (973-989-3000)
North on Center Grove Road to Van Nostrand Avenue. Left on Van Nostrand Avenue to end. Right on Prospect Street to Blackwell Street. Left on Blackwell Street to Route 46 . West on Route 46 to hospital which is on the left, across from St. Mary's Church at 400 W. Blackwell Street, Dover, NJ 07801.

13. **MATHENY MEDICAL & EDUCATIONAL CENTER** (908-234-0011)
Route 10 East to Route 287 South to Exit 22. Stay to the left onto Route 206 North. Take US-206 N to Holland Ave. Turn right onto Holland Ave. & follow to end. Turn left onto Main Street (Rt. 512). Take first right onto Highland Ave. & follow to end. Turn right onto Matheny's drive at 65 Highland Ave., Peapack, NJ 07977.

14. **MOUNTAIN VIEW MIDDLE SCHOOL** (973-543-7075)
Right onto Center Grove Rd. Right onto Carrell Rd., then Left onto Morris Tpk. Right onto Calais Rd., Left onto Combs Hollow Rd. Right onto Calais Rd., Continue onto Mountain Ave. Left onto Dean Rd..100 Dean Rd., Mendham, NJ 07945.

COUNTY COLLEGE OF MORRIS
CURRICULUM CHECK SHEET #3800
Requirements for Graduation **NURSING**
A.A.S. DEGREE **Career Program**

FALL 2024

COURSE	CODE	CR	GR	TR
General Education Foundation (20 CR)				
COMMUNICATION (6 CR)				
English Composition I	ENG 111	3		
English Composition II	ENG 112	3		
MATH/SCIENCE/TECHNOLOGY (3/4 CR)				
Introductory Chemistry Lecture	CHM 117	3		
OR General Chemistry I Lecture	CHM 125	3		
Technology/Math*		0/1		
SOCIAL SCIENCE OR HUMANITIES (3 CR)				
Choose from General Education course list (Humanities or Social Sciences)		3		
GENERAL EDUCATION ELECTIVES (8 CR)				
Anatomy & Physiology I	BIO 101	4		
Anatomy & Physiology II	BIO 102	4		
NURSING CORE (47 CR)				
Health & Wellness Elective (See back page)		2		
General Psychology	PSY 113	3		
Microbiology**	BIO 215	4		
PROFESSIONAL PHASE				
Foundations of Nursing	NUR 105	1		
Fundamentals of Nursing	NUR 121	6		
Basic Medical/Surgical Nursing	NUR 123	10		
Maternal-Child/Mental Health Nursing	NUR 213	10		
Advanced Medical/Surgical Nursing	NUR 214	10		
Nursing Colloquium	NUR 224	1		
PREREQUISITES AND COREQUISITES				
NUR 121: Fundamentals of Nursing				
Permission by Nursing Department				
Co-requisite, NUR 105				
NUR 123: Basic Medical/Surgical Nursing				
Prerequisites, NUR 121				
NUR 213: Maternal-Child/Mental Health Nursing				
Prerequisites, NUR 123				
NUR 214: Advanced Medical/Surgical Nursing				
Prerequisites, NUR 213				
Co-requisite, NUR 224				
All Science Courses must be completed before admission into the Professional Phase (except in the case of NJ Stars).				
All Professional Phase courses require a petition (department approval) to register.				
	TOTAL	67/68		

NOTES:
This is an unofficial document and should be used for academic planning purposes only.

Study tracks have been designed to meet individual learning needs. An explanation of each study track is included on this check sheet. Students are expected to meet with an academic advisor from the Nursing Department in Cohen Hall, CH 300 each semester. To obtain advisement schedules, call (973) 328-5352 or check the Nursing page on the CCM website. Due to continual program revisions mandated by accrediting agencies and/or changes in state mandated requirements, students should consult their academic advisor when selecting courses.

*TECHNOLOGY/MATH: If you do not pass the Technology Literacy Exam, you must take CMP 101, Computer Information Literacy to satisfy the Technology Literacy requirement. Students must also show proficiency equivalent to Intermediate Algebra.

**BIO 101 and CHM 117 or CHM 125 are prerequisites for Microbiology BIO 215.

Students need to be aware that due to the competitive nature of admission into the Nursing Program, granting a seat into the professional (clinical) phase is based on Science and English grades and the overall institutional grade point average. Preference is given to students who take their Science and English classes at CCM. Admission into the professional (clinical) phase is not guaranteed once prerequisites are completed. Please see the Nursing Department website (www.ccm.edu/academics/divdep/health-professions-natural-sciences/department-of-nursing/) for more information regarding transfer students and professional phase admission.

All science courses must be completed (or in progress) at the time the professional phase application is submitted. The professional phase application cannot be filed until the student has been accepted for admission to the college. Students must have an institutional GPA of 2.5 or higher to apply for the professional phase of the program. Students required to take remedial course work will take longer to complete the program.

All grades must be "C" or better. Science courses completed by students prior to entering the program must be less than seven years old. If the science courses exceed the seven-year limit, students must prove their competency by testing, or they must retake the courses.

Upon acceptance into the professional phase of the Nursing Program, students will be subject to a drug screening and an *annual* Federal and State criminal background check. A positive criminal background check may result in denial into or continuance in the program. Students must maintain personal health insurance. Students should refer to the Clinical Clearance Requirements Handbook for more information.

FULL-TIME SEQUENCE
PRE-PROFESSIONAL PHASE

This suggested sequence does not include any required developmental courses.
Degree completion time may vary depending upon the number of credits taken each semester.

SEMESTER I		CREDITS	SEMESTER II		CREDITS
English Composition I	ENG 111	3	English Composition II	ENG 112	3
Anatomy & Physiology I	BIO 101	4	Anatomy & Physiology II	BIO 102	4
Introductory Chemistry Lecture **OR**	CHM 117	3	Microbiology	BIO 215	4
General Chemistry I Lecture	CHM 125		Social Science or Humanities		3
General Psychology	PSY 113	3	Elective		
Health & Wellness Elective		1	Health & Wellness Elective		1
	TOTAL	14		**TOTAL**	15

PROFESSIONAL (CLINICAL) PHASE

SEMESTER I		CREDITS	SEMESTER II		CREDITS
Fundamentals of Nursing	NUR 121	6	Basic Medical/Surgical Nursing	NUR 123	10
Foundations of Nursing	NUR 105	1			
	TOTAL	7		**TOTAL**	10
SEMESTER III			**SEMESTER IV**		
Maternal-Child/Mental Health	NUR 213	10	Advanced Medical/Surgical Nursing	NUR 214	10
Nursing			Nursing Colloquium	NUR 224	1
	TOTAL	10		**TOTAL**	11

HEALTH & WELLNESS: A student may complete the two-credit Health and Wellness requirement by enrolling in any Health Education (HED) course or courses that add up to at least two credits, and/or any combination of one-credit Health Exercise Science (HES) courses. Valid CPR certification (BLS for Healthcare Providers) obtained from the American Heart Association is equivalent to a 1 credit Health & Wellness elective. CPR card must be presented to Records and Registration for credit.

HONORS COURSES: You may be eligible to take honors courses. Discuss this option with your Academic Advisor.

GENERAL EDUCATION: Click here for the most recent General Education course list.

PROFESSIONAL PHASE CLINICAL SCHEDULE: Although classes held on campus follow day and evening hours, clinical times vary widely. Flexibility in schedules is necessary due to the clinical requirement of the program. Clinical placements are based on clinical affiliate availability. Clinical times may overlap day and evening schedules. Examples of clinical times that may be assigned include 6:30 a.m. to 6:30 p.m., 10:00 a.m. to 10:00 p.m. or 5:00 p.m. to 11:00 p.m., one or two days per week, regardless of day or evening track.

SOCIAL SCIENCE or HUMANITIES: Select a course from the approved General Education list for Humanities or Social Science. Cannot use PSY 113 to meet this requirement.

Although the A.A.S. degree is a career-oriented program, selected four-year institutions may provide graduates of this program opportunity to obtain a BSN by articulating into an RN to BSN program. For more information, contact the Transfer Coordinator and/or your academic advisor.

To determine the transferability of your courses to participating NJ Colleges & Universities, access www.njtransfer.org. See pages 5-6 on checksheet for more information.

NURSING
3800

PART-TIME SEQUENCE
PRE-PROFESSIONAL PHASE
This suggested sequence does not include any required developmental courses.
Degree completion time may vary depending upon the number of credits taken each semester.

SEMESTER I		CREDITS	SEMESTER II		CREDITS
English Composition I	ENG 111	3	English Composition II	ENG 112	3
Anatomy & Physiology I	BIO 101	4	Anatomy & Physiology II	BIO 102	4
	TOTAL	7		TOTAL	7
SEMESTER III			**SEMESTER IV**		
Introductory Chemistry Lecture OR	CHM 117	3	Microbiology	BIO 215	4
General Chemistry I Lecture	CHM 125		Social Science or Humanities		
General Psychology	PSY 113	3	Elective		3
Health & Wellness Elective		2			
	TOTAL	8		TOTAL	7

PROFESSIONAL (CLINICAL) PHASE

SEMESTER I		CREDITS	SEMESTER II		CREDITS
Fundamentals of Nursing	NUR 121	6	Basic Medical/Surgical Nursing	NUR 123	10
Foundations of Nursing	NUR 105	1			
	TOTAL	7		TOTAL	10
SEMESTER III			**SEMESTER IV**		
Maternal-Child/Mental Health	NUR 213	10	Advanced Medical/Surgical Nursing	NUR 214	10
Nursing			Nursing Colloquium	NUR 224	1
	TOTAL	10		TOTAL	11

HEALTH & WELLNESS: A student may complete the two-credit Health and Wellness requirement by enrolling in any Health Education (HED) course or courses that add up to at least two credits, and/or any combination of one-credit Health Exercise Science (HES) courses. Valid CPR certification (BLS for Healthcare Providers) obtained from the American Heart Association is equivalent to a 1 credit Health & Wellness elective. CPR card must be presented to Records and Registration for credit.

HONORS COURSES: You may be eligible to take honors courses. Discuss this option with your Academic Advisor.

GENERAL EDUCATION: Click here for the most recent General Education course list.

PROFESSIONAL PHASE CLINICAL SCHEDULE: Although classes held on campus follow day and evening hours, clinical times vary widely. Flexibility in schedules is necessary due to the clinical requirement of the program. Clinical placements are based on clinical affiliate availability. Clinical times may overlap day and evening schedules. Examples of clinical times that may be assigned include 6:30 a.m. to 6:30 p.m., 10:00 a.m. to 10:00 p.m. or 5:00 p.m. to 11:00 p.m., one or two days per week, regardless of day or evening track.

SOCIAL SCIENCE or HUMANITIES: Select a course from the approved General Education list for Humanities or Social Science. Cannot use PSY 113 to meet this requirement.

Although the A.A.S. degree is a career-oriented program, selected four-year institutions may provide graduates of this program opportunity to obtain a BSN by articulating into an RN to BSN program. For more information, contact the Transfer Coordinator and/or your academic advisor.

To determine the transferability of your courses to participating NJ Colleges & Universities, access www.njtransfer.org. See pages 5-6 on checksheet for more information.

NURSING
#3800

PROFESSIONAL (CLINCAL) PHASE
ADVANCED PLACEMENT

ADVANCED PLACEMENT PROGRAM: This track is for students who are already Licensed Practical Nurses (LPNs) in the state of New Jersey. Pre- professional phase classes* can be completed at the student's own pace or transferred in from other regionally accredited colleges or universities. Set criteria for admission are outlined on the Nursing Department's Advanced Placement webpage.

- Students who meet criteria are ranked according to their grades and GPA.
- If accepted they must first pass NUR 012, Nursing Transitions.
- If they pass NUR 012, they are exempt from NUR 121, Fundamentals of Nursing and placed into NUR 123.
- They are given credit for NUR 121 after successful completion of NUR 123 and will continue with the same day or evening cohort of students into NUR 213, 214, and 224.

WINTER/SUMMER SESSION		CREDITS	SEMESTER II		CREDITS
Nursing Transitions	NUR 012	0	Basic Medical/Surgical Nursing	NUR 123	10
			Foundations of Nursing	NUR 105	1
	TOTAL:	0		TOTAL:	11
SEMESTER III			**SEMESTER IV**		
Maternal-Child/Mental Health Nursing	NUR 123	10	Advanced Medical/Surgical	NUR 214	10
			Nursing Colloquium	NUR 224	1
	TOTAL:	10		TOTAL:	11

*PRE-PROFESSIONAL PHASE CLASSES:
ENG 111 English Composition I (3 CR)
ENG 112 English Composition II (3 CR)
PSY 113 General Psychology (3 CR)
CHM 117 Introductory Chemistry Lecture (3 CR) or CHM 125 General Chemistry I Lecture (3 CR)
Social Science/Humanities Elective (3 CR)
BIO 101 Anatomy and Physiology I (4 CR)
BIO 102 Anatomy and Physiology II (4 CR)
Health and Wellness Elective (2 CR)
BIO 215 Microbiology (4 CR)
Technology Elective (0/1 CR)

HEALTH & WELLNESS: A student may complete the two-credit Health and Wellness requirement by enrolling in any Health Education (HED) course or courses that add up to at least two credits, and/or any combination of one-credit Health Exercise Science (HES) courses. Valid CPR certification (BLS for Healthcare Providers) obtained from the American Heart Association is equivalent to a 1 credit Health & Wellness elective. CPR card must be presented to Records and Registration for credit.

HONORS COURSES: You may be eligible to take honors courses. Discuss this option with your Academic Advisor.

GENERAL EDUCATION: Click here for the most recent General Education course list.

PROFESSIONAL PHASE CLINICAL SCHEDULE: Although classes held on campus follow day and evening hours, clinical times vary widely. Flexibility in schedules is necessary due to the clinical requirement of the program. Clinical placements are based on clinical affiliate availability. Clinical times may overlap day and evening schedules. Examples of clinical times that may be assigned include 6:30 a.m. to 6:30 p.m., 10:00 a.m. to 10:00 p.m. or 5:00 p.m. to 11:00 p.m., one or two days per week, regardless of day or evening track.

SOCIAL SCIENCE or HUMANITIES: Select a course from the approved General Education list for Humanities or Social Science. Cannot use PSY 113 to meet this requirement.

Although the A.A.S. degree is a career-oriented program, selected four-year institutions may provide graduates of this program opportunity to obtain a BSN by articulating into an RN to BSN program. For more information, contact the Transfer Coordinator and/or your academic advisor.

To determine the transferability of your courses to participating NJ Colleges & Universities, access www.njtransfer.org. See pages 5-6 on checksheet for more information.

NEW JERSEY STARS – 5 SEMESTER SCHEDULE

SEMESTER I		CREDITS		SEMESTER II	CREDITS	
Anatomy & Physiology I		BIO 101	4	Fundamentals of Nursing	NUR 121	6
Introductory Chemistry Lecture **OR**		CHM 117	3	Foundations of Nursing	NUR 105	1
General Chemistry I Lecture		CHM 125	3	Anatomy & Physiology II	BIO 102	4
English Composition		ENG 111	3	Microbiology	BIO 215	4
General Psychology		PSY 113	3			
		TOTAL:	13		TOTAL:	15
SEMESTER III			CREDITS	**SEMESTER IV**		CREDITS
Basic Medical/Surgical Nursing		NUR 123	10	Maternal-Child/Mental		
English Composition II		ENG 112	3	Health Nursing	NUR 213	10
				Social Science or Humanities		
				Elective		3
		TOTAL:	13		TOTAL:	13
SEMESTER V			CREDITS			
Advanced Medical/Surgical						
Nursing		NUR 214	10			
Nursing Colloquium		NUR 224	1			
Health & Wellness Elective			2			
		TOTAL:	13	**TOTAL CREDITS:**		67

HEALTH & WELLNESS: A student may complete the two-credit Health and Wellness requirement by enrolling in any Health Education (HED) course or courses that add up to at least two credits, and/or any combination of one-credit Health Exercise Science (HES) courses. Valid CPR certification (BLS for Healthcare Providers) obtained from the American Heart Association is equivalent to a 1 credit Health & Wellness elective. CPR card must be presented to Records and Registration for credit.

HONORS COURSES: You may be eligible to take honors courses. Discuss this option with your Academic Advisor.

GENERAL EDUCATION: Click here for the most recent General Education course list.

PROFESSIONAL PHASE CLINICAL SCHEDULE: Although classes held on campus follow day and evening hours, clinical times vary widely. Flexibility in schedules is necessary due to the clinical requirement of the program. Clinical placements are based on clinical affiliate availability. Clinical times may overlap day and evening schedules. Examples of clinical times that may be assigned include 6:30 a.m. to 6:30 p.m., 10:00 a.m. to 10:00 p.m. or 5:00 p.m. to 11:00 p.m., one or two days per week, regardless of day or evening track.

SOCIAL SCIENCE or HUMANITIES: Select a course from the approved General Education list for Humanities or Social Science. Cannot use PSY 113 to meet this requirement.

Although the A.A.S. degree is a career-oriented program, selected four-year institutions may provide graduates of this program opportunity to obtain a BSN by articulating into an RN to BSN program. For more information, contact the Transfer Coordinator and/or your academic advisor.

To determine the transferability of your courses to participating NJ Colleges & Universities, access www.njtransfer.org. See pages 5-6 on checksheet for more information.

Guidelines for NJ STARS Students in Nursing Program

▶ Meet with a Counselor from the Office of Counseling & Student Success to review scholarship requirements.

▶ Meet with the Chairperson of Nursing to discuss curriculum and sequence of courses.

▶ Must complete all specifically required coursework with a minimum G.P.A. of 2.5 in the first semester to be considered for admission into NUR 121 and NUR 105 in the second semester.

▶ Must meet all clinical requirements for NUR 121 students.

▶ Must maintain eligibility for NJ STARS to continue with NJ STARS Nursing Program eligibility.

ARTICULATION AGREEMENTS

CCM credits are transferable toward a Bachelor of Science in Nursing Degree (BSN). To determine the transferability of courses, contact the transfer coordinator in the department of counseling services or visit www.njtransfer.org. You must meet criteria for admission at the individual institution. Please visit their websites for this information.

CCM has articulation agreements with the following institutions:

College of Saint Elizabeth, (CSE), www.cse.edu

All 67 CCM credits from the A.A.S./Nursing Degree are accepted. Students may take 23 additional credits at CCM that will transfer to CSE. A total of 90 CCM credits may be transferred to CSE. The following CCM courses are accepted for transfer:

- BIO 118, Biomedical Ethics
- CHM118, Introductory Chemistry Lab
- CHM 210, Essentials of Organic Chemistry* **OR**
- HED 115, Personal and Family Nutrition   **OR**
- PHY 103, Concepts of Physics
- HIS – Any History course
- MAT 124, Statistics*
- PSY 219, Developmental Psychology – The Human Lifespan
- SOC 120, Principles of Sociology
- SOC 216, Cultural Anthropology **OR**
- SOC 202, Contemporary Social Issues

Drexel University, www.drexel.com

65 CCM credits from the A.A.S./Nursing Degree are accepted. In addition, students may transfer an additional 21 credits thatqualify towards a BSN. The following CCM courses are accepted for transfer:

- Any 100 level Humanities or Social Science elective
- COM 101, Introduction to Communication **OR**
- COM 109, Speech Fundamentals
- ECO 113, Elements of Economics   **OR**
- ECO 120, Economics and Economic Issues   **OR**
- ECO 211, Principles of Economics I – Macroeconomics
- MAT 124, Statistics
- PHL 114, Ethics
- PSY 213, Child Psychology   **OR**
- PSY 219, Developmental Psychology – The Human Lifespan
- SOC 120, Principles of Sociology

Montclair State University (MSU), www.montclair.edu

All 67 CCM credits from the A.A.S./Nursing Degree are accepted. Students may take an additional 27 credits at CCM that can transfer to MSU. No more than 94 credits can be transferred to MSU. The following CCM courses are accepted for transfer:

- Any two-part language sequence
- BIO 274, Pathophysiology
- COM 109, Speech Fundamentals
- HED 115, Personal and Family Nutrition
- MAT 124, Statistics
- PHL or Religion course (pick one), PHL 111: Introduction to Philosophy, PHL 115: Logic or PHL 211: Philosophy of the Person
- PSY 219, Developmental Psychology-The Human Lifespan
- SOC 216 Cultural Anthropology

Ramapo College of New Jersey, (RCNJ), www.ramapo.edu

All 67 CCM credits from the A.A.S./Nursing Degree are accepted. In addition, students may transfer in 25 additional creditsthat qualify towards a BSN. The following CCM courses are accepted for transfer:

- MAT 130 Probability and Statistics
- COM 109 Speech Fundamentals
- PHL 114 Ethics
- POL 111 American Government
- 4 Electives, 3 credits each at 100 level and above

Rutgers: The State University of New Jersey, www.rutgers.edu

All 67 CCM credits from the A.A.S./Nursing Degree are accepted. There is no limit on the number of courses that can be transferred; however, there is a 30-credit residency requirement at Rutgers. Grade point average of 3.2 or higher (Students are selected on a competitive basis therefore the GPA required for an actual offer of admission may be higher depending on the applicant pool).

- BIO 274, Pathophysiology
- ENG 118, 119, 243, 244, 246, 247, 249, 250, 283, 284: any of these courses satisfies the 3 credit Literaturerequirement.
- General Electives: 9 credits. A multitude of courses meet the criteria as free or general electives. Visit www.njtransfer.org for specifics.
- HIS/POL/ECO – 6 credits – any History, Political Science or Economics Course at CCM for a total of 6 credits.
- MAT 124, Statistics
- SOC 108, 202, 214, 215, 216: Any of these courses satisfies the 3 credits of Anthropology/Cultural Studiesrequirement.
- SOC 120, Principles of Sociology

Thomas Edison State University (TESU): W. Cary Edwards School of Nursing, https://www.tesu.edu/

All 67 CCM credits from the A.A.S./Nursing Degree are accepted. Students may take an additional 22 credits at CCM that can transfer to TESU. No more than 89 credits can be transferred to TESU. The following CCM courses are accepted for transfer:

- Communications course (pick one), ENG 110: Oral Communication, COM 101: Introduction to Communication, COM 104: Interpersonal Communication or COM 109: Speech Fundamentals
- CMP 135, Computer Concepts with Applications
- History or Sociology course (pick one), HIS 204: History of the African American Experience, HIS 209: History of the American Woman, SOC 120, Principles of Sociology, SOC 209, The Family, or SOC 214, Cultural Diversity in America
- MAT 120, Math for the Liberal Arts
- MAT 124: Statistics
- Political Science course (pick one), POL 111: American Government, POL 222: Constitutional Law, POL 231: State and Local Government, POL 245: Comparative Government
- Psychology course (pick one), PSY 213: Child Psychology, PSY 214: Adolescent Psychology, PSY 218: Cross Cultural Psychology, PSY 219: Developmental Psychology-The Human Lifespan, PSY 221: Psychology of Personality, PSY 224 Abnormal Psychology

William Paterson University, (WPU), http://www.wpunj.edu/

All 67 CCM credits from the A.A.S, Nursing Degree are accepted. Students may take an additional 24 credits beyond AAS Degree at CCM that may transfer to WPU. The following courses at CCM are recommended:

- MAT 124 Statistics
- ECO 212 Microeconomics
- PSY 219 Developmental Psychology
- SOC 216 Cultural Anthropology or SOC 202 Contemporary Social issues
- HIS 113 Early Modern Europe
- COM 109 Speech Fundamentals
- Language II (2-part sequence, first course should be taken as humanities elective)
- PHL 111 Introduction to Philosophy

Degree Recommendations:
- Take the Chemistry Lab with Lecture, CHM 117 & 118
- Take HED 286 as Health & Wellness Requirement
- Take Language I course as Social Science Humanities Elective

GENERAL EDUCATION COURSES

UNLESS OTHERWISE NOTED, ALL COURSES ARE 3 CREDITS

COMMUNICATION

COM 109 Speech Fundamentals
ENG 111 English Composition I
ENG 112 English Composition II
ENG 131 English Composition I (Honors)
ENG 132 English Composition II (Honors)

MATHEMATICS

Math Classes marked with an *asterisk require only one non-credit Basic Algebra course or equivalency (not an additional non-credit Intermediate Algebra course, or equivalency).

MAT 110 College Algebra
MAT 113 Applied Calculus (4Cr)
MAT 114 Introduction to Data Science
MAT 117 Math Analysis for Bus. & Eco.
MAT 118 Calculus w/Application to Bus. & Eco.
*MAT 120 Math for the Liberal Arts (4Cr)
MAT 123 Pre-Calculus (4Cr)
MAT 124 Statistics
MAT 130 Probability & Statistics (4Cr)
MAT 131 Analytic Geometry & Calculus I (4Cr)
MAT 132 Analytic Geometry & Calculus II (4Cr)
MAT 183 Probability and Statistics (Honors) (4Cr)
MAT 228 Linear Algebra
MAT 230 Calculus III (4Cr)
MAT 244 Ordinary Differential Equations (4cr)

SCIENCE

To fulfill a science general education requirement most degrees require completion of at least one science course that includes a laboratory component. Unless otherwise noted, all courses listed below have a laboratory component. Courses marked with an asterisk * are recommended for non-science majors.

BIO 101 Anatomy & Physiology I (4Cr)
BIO 102 Anatomy & Physiology II (4Cr)
BIO 121 General Biology I (4Cr)
BIO 122 General Biology II (4Cr)
*BIO 127 Bio of Environmental Concerns (4Cr)
*BIO 129 Introduction to Botany (4Cr)
*BIO 132 Concepts in Biology (4Cr)
*BIO 133 Human Biology (4Cr)
BIO 180 General Biology I (Honors) (4Cr)
BIO 181 General Biology II (Honors) (4Cr)
BIO 201 Genetics (4Cr)
BIO 202 Ecology (4Cr)
BIO 215 Microbiology (4Cr)
BIO 223 Cell and Molecular Biology (4 Cr)

*CHM 105 Forensic Science (4Cr)
*CHM 117 118 Introductory Chemistry/Lab (3/1Cr)
CHM 125 126 General Chemistry I Lecture/Lab (3/1Cr)
CHM 127 128 General Chemistry II Lecture/Lab (3/1Cr)
CHM 212 Biochemistry (4Cr)
CHM 231, 232 Organic Chemistry I Lecture/Lab (3/1Cr)
CHM 233, 234 Organic Chemistry II Lecture/Lab (3/1Cr)

*SCI 118 General Astronomy (4Cr)

*PHY 103 Concepts of Physics (4Cr)
*PHY 118 Meteorology (4Cr)
PHY 125, 126 General Physics I Lecture/Lab (3/1Cr)
PHY 127, 128 General Physics II Lecture/Lab (3/1Cr)
PHY 130 Engineering Physics I (4Cr) (Non-Laboratory)
PHY 133, 134 Engineering Physics II Lecture/Lab (3/1Cr)
PHY 232, 233 Engineering Physics III Lecture/Lab (3/1Cr)

TECHNOLOGICAL COMPETENCY OR INFORMATION LITERACY

CMP 101 Computer Information Literacy (1Cr)
CMP 126 Computer Technology & Applications (4Cr)
CMP 128 Computer Science I
CMP 135 Computer Concepts with Applications
CMP 131 Fundamentals of Programming (Python)

SOCIAL SCIENCE

ECO 113 Elements of Economics
ECO 211 Principles of Economics I: Macroeconomics
ECO 212 Principles of Economics II: Microeconomics

POL 111 American Government
POL 231 State and Local Government
POL 240 International Politics
POL 245 Comparative Government

PSY 113 General Psychology
PSY 180 General Psychology (Honors)
PSY 213 Child Psychology
PSY 214 Adolescent Psychology

SOC 108 Cultural Geography
SOC 120 Principles of Sociology
SOC 180 Principles of Sociology (Honors)
SOC 215 Physical Anthropology
SOC 216 Cultural Anthropology
SOC 217 Archaeology

HUMANITIES

All courses in the History category listed below are also general education courses in humanities.

ASL 111 American Sign Language I
ASL 112 American Sign Language II
ASL 211 Intermediate American Sign Language I
ASL 212 Intermediate American Sign Language II

ENG 115 The Short Story
ENG 116 The Novel
ENG 119 Introduction to Poetry
ENG 214 Women in Film
ENG 224 Women in Literature
ENG 233 History of Theatre I
ENG 234 History of Theatre II
ENG 243 World Literary Traditions: Beginnings to 1650
ENG 244 World Literary Traditions: 1650 to Present
ENG 246 English Classics
ENG 247 Major British Writers: 19th & 20th Century
ENG 249 American Literature: Colonial Era – Civil War
ENG 250 American Literature: Civil War - 20th Century
ENG 283 World Literary Traditions: Beginnings to 1650 (Honors)
ENG 284 World Literary Traditions: 1650 to Present (Honors)

ART 114 Contemporary Art
ART 116 American Art
ART 133 Art History I
ART 134 Art History II

ARA 111 Elementary Arabic I
ARA 112 Elementary Arabic II
ARA 211 Intermediate Arabic I
CHI 111 Elementary Chinese I
CHI 112 Elementary Chinese II
CHI 211 Intermediate Chinese I
CHI 212 Intermediate Chinese II
FRE 111 Elementary French I
FRE 112 Elementary French II
FRE 211 Intermediate French I
FRE 212 Intermediate French II
FRE 221 French Conversation and Literature I
FRE 222 French Conversation and Literature II

HUMANITIES (continued)
GER 111 Elementary German I
GER 112 Elementary German II
GER 211 Intermediate German I
GER 212 Intermediate German II
GER 221 German Conversation and Literature I
GER 222 German Conversation and Literature II
ITL 111 Elementary Italian I
ITL 112 Elementary Italian II
ITL 211 Intermediate Italian I
ITL 212 Intermediate Italian II
ITL 221 Italian Conversation and Literature I
JPN 111 Elementary Japanese I
JPN 112 Elementary Japanese II
JPN 211 Intermediate Japanese I
JPN 212 Intermediate Japanese II
LAT 111 Elementary Latin I
LAT 112 Elementary Latin II
RUS 111 Elementary Russian I
RUS 112 Elementary Russian II
RUS 211 Intermediate Russian I
RUS 212 Intermediate Russian II
SPN 111 Elementary Spanish I
SPN 112 Elementary Spanish II
SPN 211 Intermediate Spanish I
SPN 212 Intermediate Spanish II
SPN 218 Advanced Spanish Conversation
SPN 220 Spanish Literature
SPN 223 Survey of Latin American Literature

PHO 110 Photography Appreciation
PHO 113 History of Photography

MUS 114 American Music
MUS 143 World Music and Culture
MUS 150 Jazz History & Styles
MUS 163 Rock History & Culture
MUS 185 Appreciation of Musical Theatre
MUS 217 Music History & Literature to 1750
MUS 218 Music History & Literature from 1750
MUS 248 Enjoyment of Music
MUS 258 Contemporary Music: $20^{th} - 21^{st}$ Century

COM 234 Introduction to Film

DAN 111 Introduction to Dance (1Cr)
DAN 112 Dance Appreciation
DAN 134 Dance History

PHL 111 Introduction to Philosophy
PHL 114 Ethics
PHL 115 Logic
PHL 180 Introduction to Philosophy (Honors)
PHL 212 Philosophy and Religion
PHL 280 Ancient Philosophy (Honors)

HISTORY
All courses in the History category listed below are also general education courses in humanities.

HIS 113 Early Modern Europe
HIS 114 Modern Europe
HIS 117 The Ancient World – Greece & Rome
HIS 118 The Middle Ages
HIS 122 History of Russia
HIS 123 History of Modern Africa
HIS 148 Modern Middle East
HIS 151 Latin American History
HIS 166 U.S. History I
HIS 167 U.S. History II
HIS 181 The Middle Ages (Honors)

HIS 185 Modern Europe (Honors)
HIS 203 History of Minorities in US
HIS 204 History of the African American Experience
HIS 209 History of American Women

DIVERSITY
ARA 211 Intermediate Arabic I
ART 133 Art History I
ART 134 Art History II

ASL 111 American Sign Language I
ASL 112 American Sign Language II
ASL 211 Intermediate American Sign Language I
ASL 212 Intermediate American Sign Language II

COM 214 Sports Communication and Culture

ENG 118 Children's Literature
ENG 214 Women in Film
ENG 224 Women in Literature
ENG 243 World Literary Traditions: Beginnings to 1650
ENG 244 World Literary Traditions: 1650 to Present
ENG 283 World Literary Traditions: Beginnings to 1650 (Honors)
ENG 284 World Literary Traditions: 1650 to Present (Honors)

FRE 211 Intermediate French I
FRE 212 Intermediate French II
FRE 221 French Conversation & Literature I
FRE 222 French Conversation & Literature II

GER 211 Intermediate German I
GER 212 Intermediate German II
GER 221 German Conversation & Literature I
GER 222 German Conversation & Literature II

ITL 211 Intermediate Italian I
ITL 212 Intermediate Italian II

RUS 211 Intermediate Russian I
RUS 212 Intermediate Russian II

SPN 211 Intermediate Spanish I
SPN 212 Intermediate Spanish II
SPN 220 Spanish Literature
SPN 223 Survey of Latin American Literature

HIS 122 History of Russia
HIS 123 History of Modern Africa
HIS 148 Modern Middle East
HIS 151 Latin American History
HIS 203 History of Minorities in U.S.
HIS 204 History of the African American Experience
HIS 209 History of American Women

ISA 110 Intercultural Communication

MUS 114 American Music
MUS 143 World Music and Culture
MUS 163 Rock History & Culture
MUS 248 Enjoyment of Music

PHL 212 Philosophy & Religion

PSY 116 Psychology & Education of the Disabled
PSY 218 Cross-Cultural Psychology

SOC 108 Cultural Geography
SOC 120 Principles of Sociology
SOC 180 Principles of Sociology (Honors)
SOC 202 Contemporary Social Issues
SOC 206 Religion & Human Experience
SOC 209 The Family
SOC 214 Cultural Diversity in America
SOC 215 Physical Anthropology
SOC 216 Cultural Anthropology
SOC 217 Archaeology
SOC 221 Sociology of Gender
SOC 224 Social Psychology

Appendix B

National Students Nurses' Association, Inc.

Membership is open to all students without regard to race, color, creed, gender, sexual orientation, national origin, age, religion, veteran status, marital status or disability. CCM SNA has a no tolerance policy for discrimination, bullying, harassment of any kind or fighting. CCM's and the Nursing Department's Student Code of Conduct will be followed at all times.

Code of Ethics: Part II

Code of Academic and Clinical Conduct

As students are involved in clinical and academic environments, we believe that ethical principles are a necessary guide to professional development.

- Advocate for the rights of all clients.

- Maintain client confidentiality.

- Take appropriate action to ensure the safety of clients, self, and others.

- Provide care for the client in a timely, compassionate and professional manner.

- Communicate client care in a truthful, timely and accurate manner.

- Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.

- Promote excellence in nursing by encouraging lifelong learning and professional development.

- Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.

- Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.

- Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.

- Encourage faculty, clinical staff, and peers to mentor nursing students.

- Refrain from performing any technique or procedure for which the student has not been adequately trained.

- Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.

- Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.

- Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.

- Strive to achieve and maintain an optimal level of personal health.

- Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.

- Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted from National Student Nurses' Association, Inc., Code of Ethics: Part II Code of Academic and Clinical Conduct and Interpretive Statements.

https://www.nsna.org/nsna-code-of-ethics.html

Appendix C

County College of Morris
Department of Nursing

TECHNICAL STANDARDS

In accordance with the policies underlying Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act (ADA) of 1990, the ADA Amended Acts (ADAA) of 2008 and County College of Morris policy, no qualified individual with a disability shall, solely based on that disability, be excluded from participation to County College of Morris programs or activities. Upon admission, a candidate who discloses a disability may be asked to provide documentation of that disability. The Department of Nursing at the County College of Morris will provide reasonable accommodations to a qualified individual with a disability through support of the Office of Accessibility Services. County College of Morris is not required to provide academic adjustments that would lower academic standards, fundamentally alter the nature of the program or impose an undue burden on the college. Students can provide appropriate documentation to the Office of Accessibility Services directly to qualify for reasonable accommodations. Students should contact the Office of Accessibility Services at 973-328-5284 or aso@ccm.edu. Students should not submit documentation to any other program administrator for review. Reasonable accommodations for the academic environment and the clinical environment are administered through two separate and distinct processes in collaboration with the Office of Accessibility Services, the Nursing Department, and the individual student.

The goal of the Department of Nursing at the County College of Morris is to prepare students to think critically and practice nursing competently and compassionately in any environment where individuals, families, and communities need care, information, or advocacy. All efforts are designed to build relevant nursing knowledge, ensure patient safety, foster professional integrity, and ultimately improve the health outcomes of patients, families, and communities across the continuum of care. To achieve these goals, certain functional abilities (technical standards) are essential for the delivery of safe, effective nursing care during clinical training activities and in broad entry-level practice upon graduation. Therefore, it has been determined that these are required for acceptance into, progression through, and graduation from the Nursing Program. Students are expected to request reasonable accommodations prior to beginning the professional (clinical) portion of the program. Successful completion of skills testing, and all clinical experiences is required to graduate from Nursing Program at the County College of Morris.

An individual must meet, with or without reasonable accommodation, the following technical standards:

General Abilities: The student is expected to possess functional use of the senses of vision, touch, hearing, and smell so that data received by the senses may be integrated, analyzed, and synthesized in a consistent and accurate manner, during physical assessment and patient interactions.

Communication Ability: The student must have the ability to read, write, comprehend, and speak the English language to facilitate communication with patients, their family members, and other members of the healthcare team in healthcare settings. The student must be able to communicate effectively both verbally and in writing with instructors and other students in the classroom setting.

Motor & Mobility: The student must have the capacity to perform gross and fine motor movements sufficient to provide safe and effective nursing care. The student must have physical abilities sufficient to administer physical care to patients in different settings. The student also must have physical abilities sufficient for movement from room to room and in small spaces.

Cognitive Ability: The student must be able to measure, calculate reason, analyze, integrate, and synthesize information obtained in the classroom and clinical setting. They must be able to engage in critical thinking in the classroom and clinical setting.

Behavioral and Social Attributes: The student must have the ability to function effectively under stress and to adapt to an environment that may change rapidly. The student must be able to accept the role of a student nurse functioning under supervision of a clinical instructor or preceptor in the clinical setting. The student must be able to demonstrate interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups.

Appendix D

County College of Morris
Inter-Office Memorandum

To: Nursing Students

From: Chairperson
           Department of Nursing

Subject: Criminal History Background Check and Urine Drug Screening

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I acknowledge that I have received written notification informing me that all students in clinical sections will be required to submit to a Criminal History Background Check and Urine Drug Screening as mandated by the Joint Commission and Clinical Affiliate Contractual Guidelines. These Criminal History Background Checks will occur on an annual basis. If the background check yields a positive result, admission into the professional phase of the program may be denied. If at any time after acceptance into the professional phase of the program a student has a positive criminal history background record, it may result in dismissal from the program.

All students accepted for reinstatement must have an updated Criminal History Background Check before they will be permitted to attend clinical.

When a graduate applies for licensure as a nurse in New Jersey, the New Jersey Board of Nursing requires a Criminal History Background Check. If the Criminal History Background Check reveals a criminal conviction, a review of the application by the Board of Nursing is required.

LA/di

_____   _____

Signature   Date

_____

Print Name

Appendix E

County College of Morris
Division of Health and Natural Sciences
Allied Health and Nursing
HIPAA Policy

All students will comply with the policies and procedures governing the use and disclosure of individually identifiable health information under federal law 45 CFR parts 160 and 164 HIPAA. All students are required **to de-identify individually identifiable health information in the records produced and retained by them.**

Individually identifiable health information:

1) Name
2) Address
3) All dates directly related to an individual, i.e., date of birth, admission date, discharge date, date of death and all information indicating the age of the individual.
4) Telephone and fax numbers
5) Electronic mail addresses
6) Social Security Numbers
7) Medical record numbers
8) Health plan beneficiary number
9) Account number
10) Certificate/license number
11) Vehicle identifiers and serial numbers, including license plate numbers
12) Device identifiers and serial numbers
13) Web Universal Resource Locators (URLs)

Any paperwork or radiography that a student produces must not have any reference to the patient's name or the hospital. No PHI (Personal Health Information) can be put into any CCM or personal computers or personal electronic devices. Students are prohibited from photographing any hospital documents or patients. Any breach of PHI or HIPAA privacy or non-disclosure requirements must be reported to the hospital or medical facility immediately.

Any student who violates PHI or HIPAA privacy or non-disclosure requirements will be dismissed from the Allied Health or Nursing Program. The student may appeal the decision to the Dean of the Division of Health and Natural Sciences and the Senior Vice President of Academic Affairs, Workforce Development, and Student Success. The Senior Vice President of Academic Affairs, Workforce Development, and Student Success decision is final. The student is not eligible to reapply to either the Allied Health or Nursing Program.

_____   _____
Signature of Student   Date

_____
Print Name

Appendix F

County College of Morris
Nursing
Student Education Records and
Identification Information Release Form

Student's Name: _____

Date of Birth: _____/_____/_____

Student ID Number: _____

Social Security Number: _____

CCM Student Email: _____

Address: _____
_____
_____

Telephone Number: (_____) _____-_____

I _____, hereby, authorize County College of Morris, 214 Center Grove Road, Randolph, New Jersey 07869, to release my educational records and other identifying information, including address, date of birth, telephone number and social security number to the clinical sites where I am participating and/or regulatory agencies requesting these educational records and identifying information. This document will remain in effect while I am enrolled in the professional phase of the program up to a two-year period from the signature date.

I understand this identifying information may be required by the clinical facilities for purposes of issuing student ID badges as well as accessing electronic health records and other sensitive data during clinical rotations.

_____   _____
Student's Signature   Date

_____   _____
Witness' Signature   Date

FERPA Letter of Recommendation Release Form

Student ID _____

Last Name_____ First Name _____

Faculty Name _____

I am respectfully requesting a letter of recommendation to be sent to:

Name of recipient: _____

Address: _____

_____

_____

Please include the following information:

_____course (s) completed

_____grades earned

_____attendance

_____classroom participation

_____GPA

_____other _____

_____

_____

Student Signature_____ Date_____

COUNTY COLLEGE OF MORRIS

NURSING DEPARTMENT: ADMISSION TO THE PROFESSIONAL (CLINICAL) PHASE

- Completion of prerequisites does not guarantee admittance into the professional phase.
- **Admission to the professional phase is competitive and based on a ranking system.**
- Ranking points are only assigned to grades in English Composition I and II and the four required sciences: Introduction to Chemistry or General Chemistry I; lab not required, Anatomy and Physiology I and II with lab, and Microbiology with lab. Ranked science courses MUST be seven years or less old at the time of admission to the professional phase.
- Students who earn a D or F, or withdrew from the course, prior to receiving the passing grade will receive a deduction in ranking points.
- **Transfer credits receive a fixed-point value in the ranking system regardless of the grade received in the course. Refer to the "Transfer Information for Nursing Students" document for more information.**
- Students with a previous college degree (Associate or higher) are given additional ranking points. **Please be sure the transcript on file at CCM shows your conferred degree.**
- Students who failed or did not complete nursing courses taken elsewhere must provide documentation with their application that explains this occurrence. Students must have been in "good standing" in their previous program and confirmation from the prior program director or program representative may be requested.
- Students who have attended CCM must have an institutional GPA of a 2.5 or greater.
- Transfer credits are not included in the institutional (CCM) GPA.
- Transfer students who are interested in the Nursing Program at CCM and still need to take the required science or English courses are highly encouraged to take these at CCM.
  Students who complete their prerequisites at CCM receive priority consideration for admission to the professional phase.
- The application for the day study track for the professional (clinical) phase is due in the Nursing Department by **March 15th** for a fall semester start.
- The application for the evening study track for the professional (clinical) phase is due in the Nursing Department by **September 15th** for a spring semester start.
- You CAN apply for the professional phase with your final prerequisites in progress. Spring Semester grades will be included in the ranking points for the March 15th applicants but Fall Semester grades are not available at the time of ranking and so cannot be included in the ranking points for the September 15th applicant. If a conditional acceptance is given with ranked courses in progress, the student must successfully complete the course with a "C" or higher to keep their seat in the professional phase.
- Professional phase applications can be accessed here: https://www.ccm.edu/wp-content/uploads/academicsbatchtwo/Nursing-Professional-Phase-Application.pdf

If you require further information regarding advisement and information sessions, please email the Nursing Department at nursingdepartment@ccm.edu

NURSING DEPARTMENT

INFORMATION FOR TRANSFER STUDENTS TO THE NURSING PROGRAM

County College of Morris accepts transfer credits for prerequisite courses from other institutions toward the Associate in Applied Science, Nursing Degree, however students who complete prerequisites at CCM receive priority consideration for admission. **Admission to the professional phase is competitive and determined by a point ranking system.** Transfer courses receive a fixed-point value of 5 points for English courses and 10 points for science courses. There is no point differential for grades earned in transfer courses. Therefore, when all prerequisites are transfer credits, achieving a competitive ranking score is unlikely.

Checklist for Transfer Students:

1. Submit your application for admission to the college (online or in person) and specify Nursing as the intended major. If you have previously taken classes here as a visiting student, please complete the "Request to Matriculate" form.
2. All previous college transcripts should be sent to Admissions for review of eligible transfer credits. Please note: The Nursing Department does not evaluate transcripts.
3. Please check your student program evaluation on Titans Direct to confirm the granting of transfer credits. For help using Titans Direct, click here.
4. Competency in Math, English and Technology is evaluated to determine correct course placement. Guidelines for this process can be found at Planning Tools & Course Information County College of Morris (CCM) **Prerequisite Courses Eligible for Transfer**

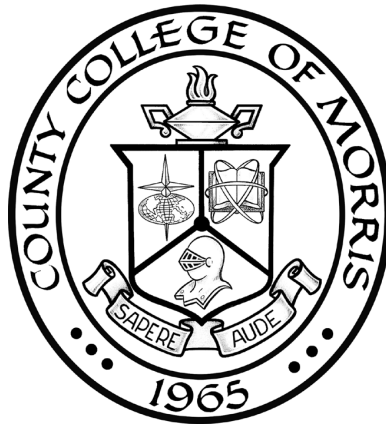|	
English Composition I:	3 credits
English Composition II:	3 credits
General Psychology:	3 credits
Health and Wellness Electives (can include CPR):	2 credits
Social Science or Humanities General Education course:	3 credits
*Anatomy and Physiology I:	4 credits
*Anatomy and Physiology II:	4 credits
*Introduction to Chemistry or General Chemistry I:	3 credits
*Microbiology:	4 credits

*The science courses must be seven (7) years or less old at the time of admission to the professional phase of the Nursing Program.

Clinical nursing courses from other institutions are not accepted for transfer.
Students who failed or did not complete nursing courses taken elsewhere must provide documentation with their application that explains this occurrence. Students must have been in "good standing" in their previous program and confirmation from the prior program director or program representative may be requested.

Students with a previous college degree (Associate or higher) are given additional ranking points. Please be sure the transcript on file at CCM shows your conferred degree.

If you require further information regarding advisement and information sessions, please email the Nursing Department at nursingdepartment@ccm.edu

County College of Morris

214 Center Grove Road
Randolph, New Jersey 07869