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 the policies, procedures, program and hospital rules and regulations, clinical requirements, and technical standards at any time.
WELCOME

The faculty of the County College of Morris Nursing Department welcomes you to the program. The Nursing Department is located in Cohen Hall, on the third floor. This handbook has been prepared for you to consult regarding policies and regulations within the Nursing Department.
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.

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 which impact on daily life. The person has the right and responsibility to make decisions based on these values, beliefs, and motives in relation to his/her health promotion and care throughout the life span. We value the dignity of each person and respect individual differences.

Health is a dynamic state of being in which the psychological, 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 a health problem that the individual, family, and/or community may require assistance from the health care system.

Nursing’s unique function is to assist individuals during all stages of development to achieve optimal health. 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 takes place in any environment in which a systematic approach to diagnosing and treating an individual is applied. Nursing decisions are based on critical thinking regarding needs of each person, family, or community. Nursing is an integral part of health care and performing independent, collaborative, and dependent functions.

We believe that the faculty are the facilitators of the teaching/learning process and are committed to the educational and professional development of the students. 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 by active participation in a carefully planned variety of selected, sequential learning activities designed to meet the needs of the individual learner. The dynamic teaching-learning environment is systematically evaluated by students, faculty, administration and the community. Curriculum changes reflect the ongoing evaluation process as well as changes and progress in educational, technological, and health care practice.

The educational program provides for courses offered to the general College community in humanities, natural and social sciences, as well as courses in nursing, to prepare the student to participate in society as an educated and responsible nurse. 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. The educational
program prepares the student to become a self-directed learner with an enthusiasm for lifelong learning.

The practice of a graduate from an Associate Degree Nursing Program is characterized by accountability, competency, integrity, and caring. The associate degree nurse uses assessment and nursing diagnoses to form the basis for nursing interventions that are theory 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 multiple patients through an understanding of the principles of 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 through the use of 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 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 through the use of 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 through the use of the nursing process, the ongoing evaluation process as well as changes in educational, technological, and health care practice.
ACCREDITATION

The Nursing Program is fully accredited by the N.J. Board of Nursing and the National League for Nursing Accrediting Commission. 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/nursing

Accreditation Commission for Education in Nursing, Inc. (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
(404) 975-5000
(404)975-5020 Fax
www.acenursing.org
GRADUATE OUTCOMES

The Nursing Program of the County College of Morris, which leads to an Associate’s Degree in Applied Science, is accredited by the New Jersey Board of Nursing and the Accreditation Commission for Education in Nursing, Inc. 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:

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 into NUR 123, Basic Medical/Surgical Nursing. Emphasis is placed on the conceptual framework of the County College of Morris Nursing program, use of the nursing process, communication skills, ethical and legal issues, and the role of the registered professional nurse. Physical assessment, patient safety, dosage calculation and medication administration are also reviewed and tested in a simulated laboratory environment. This course is a mandatory component in the advanced placement process and is designed to assess readiness and facilitate a smooth transition for the student.

NUR 105 - Foundations of Nursing - 1 credit:

This course provides the foundational concepts on which nursing education and practice are built. Students will 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-marking skills are introduced. Learning experiences are planned, using the classroom, campus laboratory and community clinical facilities. All students in Fundamentals of Nursing must take the one-credit course titled “Foundations of Nursing.”

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 will use assessment skills to develop appropriate nursing diagnoses, outcomes and plans of care. Related theory, therapeutic communication skills and nursing care skills will be 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, group projects, case studies and clinical experiences. Selected previously learned medical-surgical skills will be reviewed.

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

This course provides the students with the ability 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 care given 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 the 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.
ADMISSION POLICY

Students who wish to pursue admittance into the Nursing Program 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, pending admission into the professional (clinical) phase.

Pre-Professional Phase

This phase is for students who are currently not enrolled or eligible for admission into the professional (clinical) phase. Students in this phase can take all of the general education and science courses required for the nursing major. They can study full or part-time and in the day or evening. In addition, summer courses can also be taken. Admission into the professional phase is not guaranteed once pre-professional course work is completed.

Professional Phase

This phase includes the clinical nursing core courses. Students must file a FUNDAMENTALS OF NURSING PROFESSIONAL PHASE APPLICATION FORM which is available at the Office of Records and Registration to be considered for acceptance into this phase. Students must be accepted for admission to the College before the FUNDAMENTALS OF NURSING PROFESSIONAL PHASE APPLICATION FORM can be filed. A day and evening study track is offered, (see deadlines below for specific tracks).

Day and Evening Study Tracks

The day track sequence begins in the fall semester. The FUNDAMENTALS OF NURSING PROFESSIONAL PHASE APPLICATION FORM must be filed for the day track by March 1st in the Office of Records and Registration. The evening track sequence begins in the spring semester. The FUNDAMENTALS OF NURSING PROFESSIONAL PHASE APPLICATION FORM must be filed for the evening track by September 15th in the Office of Records and Registration. 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 a.m. to 10 p.m. or 1 p.m. to 11 p.m. regardless of day or evening track.
Admission into Professional Phase

Acceptance into the professional phase is competitive. A student’s GPA must be 2.5 or higher. The granting of a seat is based on the number of courses completed at CCM, the grades received and the overall GPA at the time a FUNDAMENTALS OF NURSING PROFESSIONAL PHASE APPLICATION FORM is filed. Applicants are ranked according to grades achieved in the required pre-professional courses. Values are assigned to science and English grades achieved utilizing a point system. To value students who have made a commitment to County College of Morris (CCM), transfer grades in the sciences and English will hold the weight of a “C” in the ranking system. Science grades are weighted more heavily than English courses. If a student has taken courses multiple times prior to obtaining a passing grade, it will affect a student’s ranking. All science courses must be less than 7 years old. Grades for all pre requisite courses must be a “C” or better. Students who have taken science courses prior to this 7 year cutoff must prove competency by testing provided by CCM or retake the course. Morris County residents who meet the criteria for admission will be given preferential consideration.

All students accepted into the professional phase of the program must undergo a Criminal History Background Check and Urine Drug Screening, obtain health clearance, be CPR certified by the American Heart Association, purchase Malpractice insurance and carry personal health insurance that provides coverage for accidents and illness. There are requisites functional abilities (technical standards – See Appendix G) 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 are required to indicate whether or not they have a violation of the CCM Policy on Academic Integrity or the CCM Student Code of Conduct. The Nursing Department reserve the right to verify this information with the Office of Student Development and Enrollment Management. Cases are handled on an individual basis and students may be subject to dismissal from the program.

Transfer Credits

No transfer credits will be given for NURSING courses taken at other institutions.
ADVANCED PLACEMENT POLICY

This advanced placement option applies only to LPNs and is compatible with the New Jersey Articulation Model for Nursing Education. A student can be admitted as an advanced placement student only one time. The following requirements are necessary for advanced placement.

REQUIREMENTS:

- An interview with the Chairperson of the Department of Nursing.
- Admission into the County College of Morris and the nursing major.
- Completion of all general education and science pre-requisites. Grades must be a C or better and not be greater than 7 years old. Ranking for entry into the program is based on grades in the science and English pre-requisites and current GPA.
- Minimum GPA of 2.5
- Completion of the “Intent Form for Advanced Placement”
- 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 a LPN program within 13 and 36 months and been employed as a LPN for a minimum of 1000 hours during the past 12 months, OR have graduated from a LPN program more than 36 months ago and been employed as a LPN for a minimum of 2000 hours during the past 12 months.

LPNs who receive advanced placement into the nursing program will have 6 credits for Fundamentals of Nursing, (NUR 121), placed into escrow. They will be required to complete Nursing Transition, (NUR 012), a special transition course for LPN students taken in the Summer or Winterim prior to their NUR 123 semester, and Foundations of Nursing, (NUR 105) along with Basic Medical/Surgical Nursing, (NUR 123). They will be admitted to the above nursing courses, on a space available basis. Only upon successful completion of NUR 123, will the student receive credit for NUR 121.

LPNs who are interested in advanced placement should contact the Chairperson of the Department of Nursing at 973-328-5352. Those interested in being admitted to NUR 123 in the evening program must submit the “Intent form for Advanced Placement” by April 1st and those who wish to be admitted to NUR 123 in the day program must submit the intent form by October 15th.
COURSE MATERIALS

The following materials are distributed to students at the beginning of each semester:

Study Guides

Study guides 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, so that students may progress at their own rate in preparing the information for lecture and precept. Study guides include the lecture and clinical schedule for the semester. Unit outlines and objectives with their corresponding bibliography are also included. Students are held 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 at the circulation desk in 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 a group endeavor with the instructor available as a resource person.

Syllabus

The syllabus contains the following information:

1. Course description and outline
2. Required textbooks
3. Instructor and Student contact information
4. Methods of instruction
5. Grading Policy
6. Additional information appropriate to the course.

Student Guide to Campus Laboratory

A Student Guide to Campus Laboratory, for each course, is available two days prior to the beginning of the semester on Blackboard. The Student Guide indicates specific skills criteria which must be demonstrated by the student.
CLINICAL LABORATORY REQUIREMENTS

Annual Mandatory Criminal History Background Check

All students in the professional (clinical) phase will be required to submit to a Criminal History Background Check as mandated by the Joint Commission. 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.

Drug Testing

All students in the professional (clinical) phase will be 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.

Fingerprinting

Fingerprints may be required by some clinical facilities. Students will incur this cost.

Immunization and Tuberculin Skin Test

All students in the professional (clinical) phase will be required to receive the influenza vaccine and tuberculin skin test annually.

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.
A multiple panel drug screening is now mandatory for all students doing their clinical education at any of the program’s clinical affiliates. The drug screening must be completed by a County College of Morris contracted laboratory not by your physician or another laboratory. The cost of screenings is the responsibility of the student. All drug screening results must be received by the College’s Office of Health Service by the date set by the Nursing Department. Failure to submit to the drug screening will result in dismissal from the program. Any questions regarding this policy should be directed to the Health Service Coordinator at 973-328-5160. If a student has a positive drug screening result, the appeal process listed below, will be followed.

To appeal the drug/alcohol screening results the student must take the following steps:

1. Students who have positive drug/alcohol screenings will be contacted by the College’s Medical Review Officer. The Health Service Coordinator will contact the department chairperson or, in that person’s absence, the Dean of the Division of Health & Natural Sciences.

2. The appropriate department chairperson will forward a letter to the student informing him/her that he/she has a positive drug screening that results in the student being dismissed from the program and outlining the process for submitting an appeal. The student has five (5) business days from receipt of the dismissal notification to submit an appeal.

3. If the student chooses to challenge the drug screening results, the student will be required to provide written documentation, on letterhead from his/her physician, indicating the medical necessity for these substances. The physician must mail the documentation directly to the College’s Medical Review Officer. Repeat tests will not be accepted and documentation must not come in form of a handwritten note on a prescription pad sheet.

4. If the student is unable to provide a letter documenting a valid medical reason for the screening results, the Department Chairperson, or the Division Dean in his/her absence, will notify the student that he/she will not be accepted in or allowed to continue in the professional phase of the program.

5. The student has the right to appeal the decision to the Division Dean and the Vice President of Academic Affairs. This appeal must be in writing and must be submitted within five (5) business days of receipt of notification of the Department Chairperson’s determination. The decision of the Vice President of Academic Affairs is final.

6. In the event of a failed appeal or no appeal the student is permanently prohibited from enrolling in any of the College’s Nursing and Allied Health programs.
**Student Conduct Requirements**

In the event of behavior deemed inappropriate or suspicious the College reserves the right to refer the student to the College Health Services or the Office of Counseling & Student Success for personal, medical clearance or additional drug screening. 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.

**Health Records**

Our contracts with affiliating hospitals make it mandatory that all students meet health clearance requirements.

*All nursing students are required to have a complete physical examination including certain blood tests and immunizations. You must have health clearance before you will be permitted to go to the hospital. This must be done by the communicated due dates in order to retain your seat in the Nursing Program. You can obtain the necessary forms and information from the College’s Health Services Department. Students are also reminded that as they progress from Fundamentals of Nursing through Advanced Medical/Surgical Nursing their health records must be kept current or enforced clinical absence will be mandated.*

**Health Requirements Include**

a. Immunization requirements
   - Measles (Rubeola)
   - Mumps
   - Rubella (German Measles)
   - Tetanus-Diphtheria
   - Hepatitis B
   - Influenza
   - Varicella (Chicken Pox)
   - Tuberculosis Testing

b. Medical History and Physical documented on the CCM Health Services form

Additional information is provided by the CCM Health Services Department.

**Medical Insurance**

All full-time and part-time nursing students are required to carry personal health insurance which provides coverage for both accident and sickness. The College does not provide for purchase of health insurance. Students will sign an Attestation of Health Insurance Coverage Form stating
they will retain health insurance coverage through the program.

**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 and clearance from CCM Health Services, authorizing return to the clinical nursing area. Until such approval from both the health care provider and CCM Health Services are obtained, the student may not return to the clinical area. Health Clearance for clinical is initially given by Health Services. (Attendance in the clinical area is at the discretion of the healthcare facility and CCM Health Services.)

A student who is pregnant must obtain her health care provider’s authorization for attendance in the clinical area. The student must obtain periodic clearance from their health care provider and CCM Health Services; refer to Health Services for requirements.

**Disabilities**

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. Students who are approved through Accessibility Services for classroom accommodations are encouraged to meet with faculty members on an individual basis to discuss their specific needs. To register or learn about services, students may contact the Office of Accessibility Services at 973-328-5284 or disabilityservices@ccm.edu.

**Accident Reporting Procedure**

In the event that you become ill or are injured at a clinical facility, the following steps should be followed:

1. Notify your instructor.

2. Your instructor will refer you to the Emergency Department in the hospital in which you are injured.

3. Contact the College Health Service, either in person or by telephone, to report the problem as soon as possible.

   a. The College nurse 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.

You will be personally responsible for payment of any medical expenses incurred.
**Malpractice Insurance**

This is mandatory and you must have it or you will not be permitted to go to the hospital. A policy of $1,000,000 to $6,000,000, listing you as a Registered Nurse Student, is mandatory and you must have it prior to the semester. You can purchase your malpractice insurance from one of the following carriers:

<table>
<thead>
<tr>
<th>Carrier</th>
<th>Address</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cotterell, Mitchell &amp; Fifer, Inc.</td>
<td>151 William Street</td>
<td>(212) 233-8911</td>
<td><a href="http://www.cmfgroup.com">www.cmfgroup.com</a></td>
</tr>
<tr>
<td>Nurses Service Organization</td>
<td>159 E. County Line Road</td>
<td>(800) 247-1500</td>
<td><a href="http://www.nso.com">www.nso.com</a></td>
</tr>
</tbody>
</table>

Please remember that it will take the company considerable time to process your application. You must bring or mail a photocopy of your policy declaration page to the Nursing Department. The Nursing Department will **not** make a copy for you. Copies can be made at the CCM Library. Electronic copies via email are preferred.

**CPR Requirements**

You will be required to be CPR certified when you gain admittance into a Clinical Nursing course (NUR 121, 123, 213 and 214). This certification **must** be American Heart Association CPR for Healthcare Providers (BLS).

Please note that certification by the American Red Cross or BLS Heartsaver is **NOT** satisfactory.

Please be sure to complete this requirement **BEFORE** your admission to the clinical nursing courses.

CPR – BLS training is made available at CCM through Career & Professional Programs, for more details go to [www.ccm.edu/businesscommunity](http://www.ccm.edu/businesscommunity). The course will be listed in the Continuing Education catalog.

In addition, the following facilities provide American Heart Association CPR Certification:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlantic Health System</td>
<td>(908) 522-2365</td>
<td><a href="http://www.atlanticambulance.org/newcprbls.html">www.atlanticambulance.org/newcprbls.html</a></td>
</tr>
<tr>
<td>Morristown Medical Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overlook Medical Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Newton Medical Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chilton Medical Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hackettstown Regional Medical Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>St. Clare’s Hospital</td>
<td>(973) 989-3213</td>
<td><a href="http://www.saintclares.org/our-courses/#BLS">www.saintclares.org/our-courses/#BLS</a></td>
</tr>
<tr>
<td>CPRProfessionals</td>
<td>(973) 331-0900</td>
<td><a href="http://www.cprpro.com/index.html">www.cprpro.com/index.html</a></td>
</tr>
<tr>
<td>Robert Wood Johnson University Hospital at Somerset</td>
<td>(908) 685-2970</td>
<td><a href="http://www.rwjuh.edu/rwjh/lifesupporttraningcenter.aspx">www.rwjuh.edu/rwjh/lifesupporttraningcenter.aspx</a></td>
</tr>
</tbody>
</table>
**Uniform**

Students must purchase an official CCM Nursing Uniform. Uniform Fashions will hold a scheduled fitting at CCM campus. Anyone not attending will be required to visit Uniform Fashions Hackensack showroom. The address to Uniform Fashions is: 314 Main Street, Hackensack, NJ 07601 and the phone number is 201-843-1199. **You will need to be in uniform the first day you are in the clinical area.**

The uniform consists of a white tunic/top with wine colored pants and a white lab coat. White shoes, socks and/or stockings are also required.

You will also need a watch with a second hand and a good quality stethoscope. You may purchase these items at the College Book Store.

The lab coat is the only garment you may wear with your uniform. You will not be permitted to wear turtlenecks under your uniform or sweaters over your uniform. A closed toe **ALL** white leather shoe is required. Clogs and high heels are not permitted. **The uniform is not to be worn on the College campus unless participating in clinical simulation.**

**Professional Appearance**

No more than one piercing in each ear and no other visible piercings. Stud earrings are permitted but, no other jewelry except a simple wedding band is satisfactory.

Hair must be worn off the collar and a minimum of makeup is to be applied.

Mustache and beard must be trimmed and neat.

Perfumes or colognes are not to be used.

Fingernails must be short and without polish. No finger nail tips, wraps, acrylics or other nail ornaments are acceptable.

No visible tattoos.

Students deemed, by the instructor, to not conform to a professional appearance may be sent home and the clinical day counted as an absence.

**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 car pools 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 for Healthcare Providers Basic Life CPR-BLS (Red Cross Basic Life Support is **NOT** acceptable.)
5. Consent form for Criminal History Background Check and Urine Drug Screening (Appendix H)
6. Signed proof of having read the “Allied Health and Nursing HIPAA Policy” (Appendix J)
7. Signed proof of having read the “Student Education Records Release Form.” (Appendix L)
8. Signed proof of having read the “Nursing Student Handbook”
PATIENT CONFIDENTIALITY

Because students learn in supervised assignments in healthcare facilities, you will have access to confidential patient information. 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.

In Addition – Photographs of any type, including those in non-patient care areas are strictly prohibited.

SOCIAL MEDIA POLICY

Social Media refers to social media outlets, platforms and applications. Social Media includes (and is not limited to) 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 is 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 in order 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.
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 Vice President of Academic Affairs. The Vice President of Academic Affairs decision is final. The student is not eligible to reapply to either the Allied Health or Nursing program.
ATTENDANCE

1. **LECTURE, PRECEPT & CAMPUS LABORATORY ATTENDANCE:** Regular and prompt attendance at all classes is mandatory, including lecture, precept and campus lab.

2. Attendance sheets are made available at lecture, 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.

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

4. No guests, including children, will be permitted to attend lecture, precept, campus laboratory, and clinical.

5. **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 punctual and prepared 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 at least 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 healthcare provider describing the reason for such appliance and certifying the student's ability to practice in the clinical setting without restrictions. Health Clearance for clinical is initially given by Health Services. (Attendance in the clinical area is at the discretion of the healthcare facility and CCM Health Services.)

       A student who is pregnant must obtain her health care provider’s authorization for attendance in the clinical area. The student must obtain clearance from CCM Health Services; refer to Health Services for requirements.

   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 a given 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. Student 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 advisory 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: (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 (or a second clinical laboratory session in the clinical agency).

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

School Closing and 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 closing due to specific issues related to that campus (e.g. power outage at the campus, etc.), clinical classes held off campus will NOT be cancelled. 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/admissions/records-and-registration/titan-faqs/.

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. **Skill Testing** (See Course Syllabus)

   B. **Math Exam**: (See Course Syllabus)

   C. **Nursing Laboratory**

      The Nursing Laboratory is designed to help students practice and perfect clinical skills after they have been taught. The laboratory is to be used for:

      - **Practice** by student during their free time in order to meet their needs for achieving dexterity in skills and in understanding the principles that govern the skills.

      - **Independent study** assignments will be required in order to carry out a particular objective just as an assignment might be made to view a particular film in the nursing laboratory.

      The Nursing Laboratory is open to all nursing students. Please check laboratory schedule for exact times. Students are encouraged to utilize the Learning Laboratory for the practice of skills. Appointments are necessary. A Laboratory Coordinator will be available to answer questions during posted hours. Hours are available days and evenings. Students are expected to avail themselves of this unique opportunity to practice and learn. An attendance log is kept.

2. Clinical Evaluation

   Each student receives a mid-term and final evaluation based on concrete behavioral objectives which must be mastered. In addition, the instructor may also provide the student with additional feedback about clinical performance at any time during the clinical rotation. 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 evaluation does not negate content of evaluation.

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

   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 is mandatory

6. Achievement of 85% or better in math computation examination (in two attempts)

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 19).

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.

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 (due to alcohol or drugs)
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 by computer with the computer maintaining 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 the specific course.

   Aside from multiple choice exam testing, short quizzes, which students are not allowed to keep, may be given during precepts. Precepts are smaller classes wherein students in group interactions examine an aspect 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.

5. **Group Tutoring Assistance**

   Group Tutoring Assistance (GTA) is available to promote the success of “at-risk” 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 prior to the first exam
   - All students who enter Nursing 123, Nursing 213 or Nursing 214 with a course average of < 74%
• All students in any **Nursing course** who receive a grade of < 70% 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 213

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.

**PROGRESSION**

In order to progress to the next semester, all courses as well as pre-requisite and co-requisite courses must be satisfactorily completed. A minimum grade of “C” or higher is required in all courses. A G.P.A. of 2.0 must be maintained in order to graduate from the program. Failure of either the clinical or theoretical component of any course requires that the entire course be repeated.

**WITHDRAWAL/INTERRUPTION IN PROGRESSION THROUGH THE NURSING PROGRAM**

1. If withdrawal is necessary, consult your clinical advisor to complete a Withdrawal Form and schedule an Exit Conference by the withdrawal date indicated on the College calendar.

2. After the official withdrawal date, an automatic "F" will be recorded for the course. If extenuating circumstances exist, make an appointment with your academic advisor.

3. If reinstatement is being requested at the same time as withdrawal, the application for reinstatement may also be completed at this time (please make note of reinstatement application deadline dates). The student’s record will then be reviewed by a faculty committee and evaluated for reinstatement per guidelines.

A student who withdraws from the program for health reasons must present clearance from CCM Health Services upon re-entering the nursing program.

All readmissions are contingent on space availability.

Refer to the reinstatement guidelines on the next page.
REINSTATEMENT GUIDELINES

Policy

It is the policy of the Nursing Department to consider students for reinstatement to the Nursing Program.

Eligibility

1. A student can be reinstated into the nursing program only one time. Students who fail or withdraw from the nursing course with an average below 67 are not eligible for reinstatement into Nursing 121 and Nursing 123.

2. If more than 3 years has elapsed since the student’s last successfully completed nursing course, the student must consult the chairperson regarding reinstatement.

3. The application for reinstatement must be received by May 20th for the Fall semester and by December 20th for the Spring semester. These forms are available in the Nursing Department, CH 300.

4. Admission is based on space availability.

5. Students applying for reinstatement into Nursing 121 MUST have a 2.0 GPA. This applies ONLY to Nursing 121 students.

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

Procedure

Seats are allocated to students according to the following:

a. 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.

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

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

1. If accepted, applicants will receive a letter informing them to come to the Nursing Department to complete paperwork. A reinstated student will be assigned a hospital 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, she/he must complete another application for reinstatement form.

ACCOUNTABILITY

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

2. Students are expected to seek assistance when they are in academic difficulty. Independent actions are expected. The faculty advises that the College handbook be consulted for assistance in the following areas:
   a. Accessibility Service Office
   b. Counseling Services and Student Success
   c. Tutoring Center (Math, Writing, & Science)

3. Policies related to the following areas should be consulted in the College Catalog:
   a. Bookstore
   c. Financial Aid

COMPLAINT & APPEAL PROCEDURES

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.

FORMAL LINES OF COMMUNICATION

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 Health & Natural Sciences Division
STUDENT REPRESENTATION IN FACULTY MEETINGS

Students are provided with an opportunity to be represented in each nursing course. Students are encouraged to elect two representatives from their class to serve as spokesperson for the class as a whole.

Student Nurses Association members are encouraged to send 2-3 representatives to attend monthly department faculty meetings. 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 student’s involvement.

COLLEGE STATEMENT ON ACADEMIC INTEGRITY

In order to maintain academic integrity at County College of Morris, the College community will not tolerate any forms of academic dishonesty. Examples of unacceptable forms of dishonesty include cheating, copying, fabrication, plagiarism, unauthorized collaboration, submitting someone else’s work as one’s own; dishonesty through the use of technology such as sharing disks, files, or programs; access to, modification of, or transfer of electronic data, system software or computing facilities. The intent of this policy is to promote academic integrity, and to arrest all forms of academic dishonesty.

When incidents of academic dishonesty occur and the faculty member chooses to submit a formal complaint of the incident to the Office of Student Development & Enrollment Management, the Vice President will refer the complaint to the Academic Integrity Review Board, which is composed of faculty, academic administrators, and the Vice President of Student Development & Enrollment Management. The Academic Integrity Review Board will review the circumstances surrounding the incident and make a recommendation of appropriate disciplinary action. Penalties imposed on the student who violates this policy may vary from failing the unit of work to expulsion from the College.

NURSING DEPARTMENT STATEMENT ON ACADEMIC INTEGRITY

Academic integrity is in effect at all times in this course. It is expected that all papers, exams, quizzes, and laboratory assignments submitted by each student reflects 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. Failure to abide by these expectations will result in a formal complaint of an academic dishonesty filed against the student to the Dean of Student
Development. Students should ask questions from the instructor if they want to clarify exactly what may constitute academic dishonesty in this course.

Exams and quizzes (hard copy, computerized, on-line) may not be printed, downloaded or e-mailed, as this is a form of academic dishonesty.

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 this course.

**STUDENT CODE OF CONDUCT**

Students are expected to adhere to the College’s code of conduct when engaged in any College related activity on and off the campus. See the College catalog for specifics and Appendix F.

Students are also expected to adhere to their specific professional codes of conduct and those imposed by the clinical institutions.

**INSTRUCTOR’S & CLASSROOM CONDUCT POLICIES**

1. *Use of Recording Devices*: Students are allowed to bring their own recording devices to lecture. Unattended recording devices will be removed. Use of recording devices of any kind is strictly prohibited in any other setting including: campus lab, precept, group tutoring sessions, examination review and clinical.

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 lecture 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 lecture, precept, campus laboratory or clinical.

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

**ATTENDANCE POLICY FOR STUDENT NURSES ATTENDING STUDENT NURSES CONVENTION**

Opportunities are available for students to attend the Student Nurses Convention.

1. A student who wishes to attend the 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 National 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 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.

In some semesters a lottery may be used to enable students to select a desired clinical site.

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. Example of clinical times that may be assigned included 10 a.m. to 10 p.m. or 1 p.m. to 11 p.m. regardless of day or evening track.
Reinstated students may not register until they are informed by mail 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 WebAdvisor (https://webadvisor.ccm.edu) 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 totaling approximately $500.00. This includes the examination application filing fee, license certificate fee, surcharge and test application.

NCLEX Review Course

Although not mandatory, the Nursing Department strongly recommends that 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.

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

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. (See Appendix I for additional information and requirements on licensure.)

"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.

Transfer/Articulation/RN to BSN

Those students who plan to continue their education beyond the Associate Degree are encouraged to use the resources available in the transfer department within the Department of Counseling Services. Currently we have partnerships with the College of St. Elizabeth, Rutgers University Ramapo, Drexel University, Thomas Edison State 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**

**Nursing Bulletin Board**

A bulletin board, for each core nursing course, is located outside the Nursing Laboratory. The following information can be found:

a. schedule changes  
b. general information  
c. room assignments  
d. pertinent information

**Nursing Scholarships**

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

Students are encouraged to contact the Financial Aid/Scholarship Office at 973-328-5230.

**Office Hours**

Faculty members have office hours and telephone numbers posted on their office doors. Faculty may also be contacted by E-mail. Students are expected to make appointments with faculty members at these times.

Secretarial staff are in the nursing department to assist students from 8:30 am to 4:00 p.m. Any student wishing to see the chairperson must contact her secretary to arrange for a meeting.

**Standard Reference**

The nursing department will send a standard form in response to reference requests for graduates of the program.

**Personal Reference**

Faculty members may be asked to write personal references for students. The student must submit a completed FERPA form (see Appendix L) to the faculty member before the letter can be written. Allow for 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.

DIRECTIONS TO AGENCIES

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

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

3. **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 206 North. 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.

4. **AHS/HACKETTSTOWN REGIONAL 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, 07840.

5. **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.

6. **ST. CLARE’S PRIME HEALTH SYSTEM** (DENVILLE CAMPUS) (973-625-6000) main number
   Route 10 East to Route 53. Route 53 North to Denville. Follow Diamond Spring Road to fork (about 2 blocks). Right fork (Pocono Road) for about 2 mile. Hospital is on left. Park on right. The address is 25 Pocono Road, Denville, NJ 07834.
7. **ST. CLARE’S PRIME HEALTH SYSTEM (BOONTON) (973-316-1800)**
   Route 10 East to Route 287 North to Exit 43. Turn right towards Intervale Road, Mountain Lakes. Turn left on to Route 202, turn right on to Fanny Road, bear right on to Elcock Avenue and keep straight on to Powerville Road. Hospital is at 130 Powerville Road, Boonton, NJ 07005.

8. **MORRIS VIEW HEALTH CARE CENTER (973-285-2800)**
   Leave CCM Campus using the Dover-Chester Road exit. Make a left turn onto Route 513. Continue to light and make a left onto Sussex Turnpike. At Mount Freedom make a left diagonal turn onto West Hanover Avenue. After approximately two miles, Morris View will be on your right across from the Police & Fire Academy at 540 W. Hanover Ave., Morristown (Morris), NJ 07950-2500.

9. **AHS/REHABILITATION/ARI (MORRISTOWN MEDICAL CENTER) (973-971-4400)**
   Route 287 South to Madison Avenue exit. Travel west Morristown Green and continue on 202 South approximately 2 mile. RIMM is right at 4th traffic light at 95 Mt. Kemble Ave., Morristown, NJ 07960.

10. **RWJ/ ST. BARNABAS MEDICAL CENTER (973-322-5000)**
    Route 10 East to Route 287 South. Take the 1st exit onto Columbia Turnpike East toward Florham Park. Stay on Columbia Turnpike past Livingston Mall (15 lights from Route 24) to Old Short Hills Road. Make a left onto Old Short Hills Road. Make a left at the 1st light into the Medical Center. The address is 94 Old Short Hills Road, Livingston, NJ 07039.

    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 (99 Beauvoir Avenue) 07902.

12. **RWJ/ SOMERSET**
    (908-685-2200)
    Route 10 East to Route 287 South to Somerville/Route 28 West exit. West on Route 28 (Union Ave.) through three traffic lights, then turn left at Rehill Avenue (blue AH@). The address is 110 Rehill Ave., Somerville, NJ 08876.

13. **GENESIS HEALTH CARE TROY HILLS CENTER (973-887-8080)**
    Route 10 East for 8 miles. Turn right into u-turn for N. Jefferson Rd. Turn right onto N. Jefferson Rd. Go straight on N. Jefferson Rd. then turn right onto Parsippany Rd. Turn left onto Reynolds Ave. to 200 Reynolds Ave., Parsippany, NJ 07054.

14. **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 Route 206 North 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 left onto Matheny’s drive at 65 Highland Ave., Peapack, NJ 07977.
Appendix A

County College of Morris

Student Code of Conduct and Disciplinary Appeal Procedure

A. **Civility Statement:** County College of Morris was founded by the citizens of this county with the belief that learning is a lifelong process and that education can improve the quality of life for individuals and society.

County College of Morris is a community of individuals. As such, we must strive to recognize the dignity and worth of each member of our community. It is, therefore, the policy of the College that each individual, regardless of status (student, administrator, support staff or faculty member) must treat every other individual, irrespective of status, rank, title or position, with dignity and respect.

The College recognizes the diversity of its community. We come from many different backgrounds and include different races, religions and ethnic ancestry. Learning to understand the differences among us, as well as the similarities, is an important dimension of education, one that continues for a lifetime. Tolerance alone is not enough. Respect and understanding are also needed. We should delight in our differences and seek to appreciate the richness and personal growth which our diversity provides us as members of this community.

B. **Purpose:** The purpose of the Student Code of conduct is to protect County College of Morris, its academic and social community and its property from harm resulting from acts of its students that may cause injury or threat of injury.

To this end, this Code defines prohibited conduct and provides imposition of appropriate discipline upon those students whose acts violate its standard of conduct, by means of hearing procedures that afford both prompt disciplinary determinations and appropriate due process to the alleged violator.

Students at County College of Morris may be accountable to the law enforcement authorities, as well as to the College, for acts that constitute violations of law as well as violations of this Code. College disciplinary actions will proceed notwithstanding the pending of any criminal, drug or disorderly persons proceedings. Similarly, dismissal or acquittal of concurrent legal proceedings will not necessarily result in dismissal or College disciplinary action.

The College recognizes that its inherent powers and responsibilities to protect the safety and wellbeing of the campus community are broad, as is the potential range of student misconduct that could harm persons and property on campus. Accordingly, this Code is to be interpreted broadly so as to effectuate to the fullest extent the protection of the County College of Morris community. This Code is intended to define prohibited behavior so as to give students notice of the standards expected of them. They are not meant to define misconduct in exhaustive terms.
C. **Violations of Law:** On campus misconduct constituting a criminal, drug or disorderly persons offense will be immediately reported to the appropriate authorities for their investigation. Where a student’s act also violates this Code, proceedings will be instituted under this Code. When the College itself is a victim of the act, the College reserves the right to institute criminal and/or civil proceedings against the student.

The Office of Security and Safety (“Security”) is responsible for investigating all student violations of law that occur on campus and should be notified immediately upon detection of any such violation. As soon as practical, upon receipt of such notification, Security shall advise the appropriate law enforcement agency of the violation and that an investigation is being conducted. Security shall take necessary and appropriate action with respect to the violation, to assure the protection of persons and property on campus. Security shall coordinate with law enforcement authorities in the apprehension of suspects, preservation of evidence, aid to victims and all other aspects of the case. A factual report shall be prepared by Security promptly after the occurrence of each violation and a copy thereof sent to the Student Development Office. This report shall be prepared whether or not the violation is also being investigated by law enforcement authorities.

D. **Misconduct:** The following acts, when committed by students of County College of Morris, shall be deemed misconduct under this Code, subject to imposition of discipline under this Code. This Code applies to conduct engaged in while attending College functions on campus or off campus or functions of College sponsored organizations conducted on campus or off campus.

1. Intentionally or recklessly causing physical or psychological harm to any person, or intentionally or recklessly causing reasonable apprehension of such harm.

2. Engaging in hostile conduct or disorderly behavior that might incite immediate violence.

3. Engaging in abusive or demeaning conduct or obscene gestures directed toward another individual or group of individuals which has the effect of creating a hostile environment and impedes the rights and privileges of other members of the College community.

4. Unauthorized use, possession or storage of any weapon.

5. Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.

6. Intentionally or recklessly disrupting College operations of College sponsored activities.
7. Use, possession, distribution or sale of, or being under the influence of, illegal narcotics, chemicals, psychedelic drugs or other dangerous substances unless prescribed by a doctor. (See CCM Substance Abuse Policy).

8. Unauthorized use or misuse of fire safety equipment.

9. Furnishing false information to the College including forgery, alteration or misuse of College documents, records or identification.

10. Academic dishonesty, including cheating, fabrication, facilitating academic dishonesty and plagiarism.

11. Unauthorized access to, modification of, or transfer of electronic data, system software or computing facilities.

12. Theft of College property or knowing possession of stolen College property.

13. Destruction, damage or misuse of property of the College or others on campus.

14. Failure to comply with reasonable directions of College officials issued in the performance of their duties intended to insure the orderly or safe conduct of College programs, activities or operations, or the proper orderly and safe use of College property.

15. Unauthorized presence in or use of College premises, facilities or property.

16. Unauthorized use and/or possession of fireworks on College premises.

17. Any gambling prohibited under the laws of the State of New Jersey.

18. Unauthorized use or misuse of the College name for soliciting funds or for sponsorship of activities, or on printed matter.

19. Violation of College regulations or policies including campus motor vehicle regulations or federal, state or local laws.

20. Violation of the terms of any disciplinary sanction imposed in accordance with this Code.

E. **Procedure When Misconduct is Reported:**

1. **Reporting:** When student misconduct occurs, any person observing it should immediately report the misconduct to the Office of Student Development. Any member of the College community, including students, faculty, administration and staff, may initiate disciplinary procedures by filing a written complaint with
the Dean of Student Development. One or more of the following procedures will be initiated.

2. **Administration of Disciplinary Procedure:** The disciplinary procedure set forth in this Code shall be administered by the Dean of Student Development. When used in this Code the title ADean@ shall refer to the Dean of Student Development.

3. **Informal Conference/Temporary Suspension:** When misconduct is reported or a misconduct complaint is filed (including a charge of academic dishonesty), the Dean will immediately speak to the alleged violator and to any persons harmed by the misconduct or witnesses to it. The Dean will discuss the matter informally with the alleged violator apprizing him/her of the accusation made and giving him/her an opportunity to explain his/her version of the facts. After conducting this informal discussion, the Dean shall determine whether to dismiss the matter or, if the charge is denied, whether to refer the complaint for disciplinary proceedings before the Judicial Board. If it is reasonably concluded that the alleged misconduct did not constitute a violation of this Code or that the violator did not commit misconduct, the student will be advised that no further disciplinary proceedings will take place in connection with the incident. If the Dean reasonably concludes that there is probable cause that the student committed the alleged misconduct and that this Code has been violated, the Dean shall issue a complaint or transmit a complaint filed by another person, to the Judicial Board. If, after this informal discussion, the Dean reasonably concludes that the alleged violator’s presence on campus poses a continuing danger to a person or property or an ongoing threat of disrupting the academic process or College activities, the Dean may direct the temporary suspension and the immediate removal of the student from campus, with the aid of Security. Except to participate in disciplinary proceedings, a student temporarily suspended shall not return to the campus until the Judicial Board has rendered a decision on the misconduct charge or the Dean has authorized the student’s return.

4. **Service of Complaint and Notice of Disciplinary Proceeding:** The Dean shall promptly provide the student with written notice of the time and place of the disciplinary proceedings before the Judicial Board, together with a copy of any complaint referred to the Judicial Board, a copy of the Judicial Board constitution, any documents to be utilized in the prosecution of the charges, and a list of witnesses, except that the Dean is authorized to preserve the anonymity of a witness if the Dean reasonably concludes that identification of the witness will place the witness at risk of harm. The student charged shall be served with the notice and other information required under this subparagraph not less than five (5) class days prior to the student’s scheduled appearance before the Judicial Board.
5. **Notification to Security:** The Dean shall immediately notify the Office of Security and Safety of the occurrence of any misconduct constituting a student violation of law and of the suspension of any student for misconduct.

6. **Removal from Class:** A faculty member is authorized to have a student removed from class for disruptive behavior which threatens others, or in any way impedes the teaching and learning process. If a student refuses the faculty request to leave, the faculty member shall request the assistance of Security to remove the student from class. Where a faculty member has removed the student from class for disruptive behavior and deems it necessary to preclude the student from returning to this particular class, the faculty member shall immediately file a misconduct complaint with the Dean of Student Development. Upon receipt of the misconduct complaint, the Dean shall follow the procedures set forth in subparagraph three to determine whether the student has violated this Code and if so, whether to impose discipline including temporary suspension.

F. **Judicial Board Appearance:** The Judicial Board is created and constituted in accordance with the Student Association Constitution. The Judicial Board has the responsibility of reviewing, making findings and recommendations on all misconduct complaints that are not dismissed or otherwise resolved by the Dean of Student Development.

1. **Level One Proceedings:** Disciplinary proceedings before the Judicial Board shall be held within ten (10) days on which classes are scheduled (excluding weekends and holidays) from the date of the charge, except where the student has not been temporarily suspended, misconduct charges filed between June 15 and August 31 shall be scheduled before the Judicial Board within ten (10) days from the commencement of the fall semester classes. Disciplinary proceedings are closed to the public. Attendance is limited to the alleged violator, the complaining party and any witnesses. Proceedings before the Judicial Board are not intended to be a formal hearing or legal proceeding. Attorneys may not participate in the proceeding before the Judicial Board. However, a student may obtain the advice of a College administrator or faculty member during the proceedings before the Judicial Board. If a student advises the Dean of Student Development not less than five (5) days before the Judicial Board appearance of his/her inability to obtain such advice, the Dean will appoint a suitable individual to advise the student. Where the Dean deems a witness to be at risk of harm, the anonymity of the witness shall be preserved by presenting a statement of the witness out of the presence of the accused student, provided that the substance of the witness’ statement is made known to the accused student. The student charged shall not be entitled to be present during the deliberations of the Judicial Board. The student charged shall have the right to produce persons or materials to refute the charge.

2. **Failure to Appear:** Failure of the student charged to appear before the Judicial Board after proper notice shall not be cause to postpone or cancel the proceeding,
which may be determined in the absence of the student charged.

3. **Quorum and Presiding Officer:** A majority of the members of the Judicial Board shall constitute a quorum for purposes of reviewing misconduct charges and making findings and recommendations thereon. The proceeding shall be presided over the Chairperson or any Acting Chairperson in his/her absence. All members of the Judicial Board may question witnesses.

The Board Secretary shall keep the records of all proceedings and assure the timely transmission of correspondence from the Judicial Board.

4. **Level One Determination:** The Judicial Board shall make its findings and recommendations at the conclusion of the matter. Determinations of the Judicial Board shall not be made public. The findings and recommendations on disciplinary cases shall be transmitted in writing to the Dean of Student Development and to the student charged.

If the Judicial Board finds no basis for imposing discipline, no further discipline shall be imposed for the same charge. If it is determined that discipline or a fine is warranted, the Judicial Board may recommend the appropriate sanction as described in Section G of this Code.

5. **Waiver of Judicial Board Review:** A student may file with the Dean of Student Development a written waiver of his/her right to have a disciplinary action or charges reviewed by the Judicial Board. Upon filing such a waiver the matter will proceed to Level Two disposition.

G. **Sanctions:** If the Judicial Board finds discipline or fine to be warranted it may recommend that the Dean impose upon the student charged one or more of the following disciplinary measures.

1. **Verbal Warning** - verbal admonition against further violations.

2. **Written Reprimand** - written warning placed in student’s file for having engaged in misconduct.

3. **Failing Grade** - zero grade for work or failure of a course for first academic dishonesty offense.

4. **Restitution** - the obligation to replace or pay for property damaged, to compensate for losses incurred or to provide a campus service as a result of the violation.

5. **Disciplinary Probation** - loss of participation in College related activities for a specified period of time.
6. **Suspension** - exclusion from all or specified classes and other College related activities for a specified period of time.

7. **Expulsion** - permanent dismissal from classes and College activities.

H. **Level Two Appeal:** Any student determined by the Judicial Board to have violated this Code may appeal the decision of the Judicial Board to the Dean of Student Development. A student desiring to file a Level Two Appeal shall file with the Dean of Student Development within five (5) calendar days of receipt of the determination and recommendation of the Judicial Board, which appeal shall set forth the basis of the appeal. An appeal shall stay implementation of sanctions but shall not permit a student removed from campus to return.

1. **Student Appeal:** Within ten (10) class days from receipt of a student’s appeal of the determination and recommendation from the Judicial Board, the Dean shall notify the student in writing of his/her determination of the misconduct charge and any discipline or a fine imposed.

2. **Review Upon Waiver:** Within ten (10) days from receipt of a waiver of Judicial Board review, the Dean shall meet with the student charged and determine whether the student charged and determine whether the student has violated this Code. The Dean shall notify the student in writing of his/her determination of the misconduct charge and any discipline or a fine imposed.

3. **Review of Judicial Board Recommendation:** Where the student has not filed an appeal of the Level One determination, within ten (10) class days from receipt of a recommendation from the Judicial Board that discipline or a fine be imposed, the Dean shall notify the student in writing of his/her determination to accept, reject or modify the Judicial Board recommendation.

4. **Discipline Subject to Further Appeal:** Disciplinary decisions of the Dean shall be final and not subject to further appeal unless suspension from the College for more than ten (10) class days is imposed. If the Dean determines to impose long term suspension, or to expel the student from the College, the student may appeal such determination to the President provided written appeal is filed with the President within five (5) class days from the student’s receipt in writing of the determination of the Dean of Student Development.

I. **Level Three Appeal:** Within ten (10) class days from the filing of a Level Three Appeal, the President or his/her designee shall conduct a hearing on appeals filed in a timely fashion from determinations imposing long term suspension or expulsion from the College. Neither the Dean of Student Development nor the person filing the initial misconduct charge shall conduct this hearing.
1. **Level Three Hearing:** Not less than five (5) calendar days before the hearing date, the student shall be given written notice of the hearing date, together with a copy of any written material to be presented, which was not previously furnished to the student, and a list of persons expected to testify. The student shall have the right to produce relevant materials and witnesses having information bearing upon the appeal. The proceedings before the President or his/her designee shall be private and are not intended to be a formal trial proceeding. At the hearing, the student may have the assistance of privately retained legal counsel or a faculty advisor, provided the identity of this person is communicated to the President not less than two (2) class days before the hearing. Whenever the student is assisted by legal counsel, the President may request that the College attorney be present to question witnesses. The appellant shall be entitled to be present during the entire Level Three hearing. If, having been properly notified of the time and place of the hearing, the appellant fails to appear; the President or his/her designee may dismiss the appeal or otherwise determine the appeal.

2. **Decision:** Within twenty (20) class days from the conclusion of the hearing, the President or his/her designee shall deliver a written decision on the appeal of the student. The decision of the President is final.
Appendix B

County College of Morris

GRADE APPEAL PROCEDURES
(For Grades Issued Within One Year)

Students may appeal a grade assigned by a faculty member within one year after the semester in which the grades were awarded.

This procedure applies to students wishing to appeal a grade prior to graduation from CCM. Grades may not be changed after graduation except when an error in the recording of a grade has occurred.

This grade appeal procedure does not apply to students wishing to change grades to “W” because of extenuating circumstances. The procedure for requesting “W” grades for extenuating circumstances is covered in the following pages.

Grades are determined solely by individual faculty members. If a student wishes to appeal a grade given by a faculty member, he/she must:

1. Meet with the faculty member to attempt to resolve the matter.

2. If the matter cannot be resolved with the faculty member, the student should meet with the chairperson of the department in which the course is offered. The purpose of this meeting is to bring the matter to the attention of the chairperson.

3. Once the department chairperson has had an opportunity to research the matter, the chairperson will inform the student of his or her findings. Normally, the department chairperson will have two weeks to complete the research before a decision is rendered by the faculty.

4. If the student does not agree with the findings, he/she should meet with the dean of the division in which the course is offered. The purpose of this meeting is to bring the matter to the attention of the division dean.

5. Once the division dean has had an opportunity to research the matter, the division dean will inform the student of his/her findings. Normally, the division dean will have two weeks to complete the research and render a decision.

6. If the student does not agree with the findings, he/she should meet with the Vice President of Academic Affairs. The purpose of this meeting is to bring the matter to the attention of the Vice President of Academic Affairs. The Vice President will confer with the division dean for information and guidance in the resolution of the matter. Normally, the Vice President will have two weeks to complete the research and render a decision.
The Vice President of Academic Affairs is the final step in the grade appeal process.

7. Students who initiate the grade appeal process with someone other than the faculty member must be referred to the faculty member and start at Step One in the procedure.
Appendix C

County College of Morris

GRADE APPEAL PROCEDURES
(Due to Extenuating Circumstances)

Students may seek to change a grade of “F” assigned by a faculty member to “W” when there have been extenuating circumstances. Generally, students should seek this change within five years from the date on which the grade was assigned, provided the student has not graduated.

Students may seek to have “F” changed to “W” when there has been some catastrophic occurrence in the life of the student such as a death in the family, serious illness of student or a family member, hospitalization or counseling because of severe personal matters.

Students who wish to have the grade of “F” changed to “W” should do the following:

1. Meet with the Coordinator of Records in the Office of Records and Registration, SCC 109, or by calling the Coordinator of Records at 973-328-5198.

2. Offer an explanation of extenuating circumstances.

3. Provide necessary documentation as backup for the request. Documentation should include items such as a death certificate, letter or note from physician, a recommendation from CCM Counseling Office, or a copy of an obituary from a local paper.

4. The Coordinator of Records will send a memo with the appropriate information to the faculty member requesting whether or not the faculty member is willing to change the grade from “F” to “W.”

   If the faculty member is willing the change the grade, he/she signs and returns the form provided, by the Coordinator of Records, to the Office of Records and Registration.

   The Coordinator informs the student of the change and forwards the Change of Grade Form to the Office of Academic Affairs for processing.

   Students may call the Office of Records and Registration three weeks after having supplied the office with all necessary documentation to find out the disposition of their request if they have not been notified.

5. Students must understand that only the faculty member issuing the grade is authorized to change the grade. The exception to this is when a faculty member, full or part time, is no longer employed by the College. In this case, the request for change of grade will be sent to the appropriate division dean and/or department chairperson.
Appendix D

SEXUAL HARASSMENT POLICY

County College of Morris reaffirms its desire to create an academic/work environment for all students, faculty, and staff that is not only responsible but also supportive and conducive to the achievement of education/career goals on the basis of such relevant factors as ability and performance. Students and College personnel are required to maintain an environment that allows all students and all College employees to enjoy the full benefits of their learning experience or work. The use of implicit or explicit coercive sexual behavior to control, influence, or affect the performance or status of an individual is prohibited. Any student, faculty member, staff, or administrative employee determined to have been engaged in sexual harassment will be subject to immediate and appropriate disciplinary sanctions.

The College has established a procedure to be followed in reporting and investigating complaints of sexual harassment. Any member of the College community who believes he or she has been subjected to conduct that violates this policy should follow the “Procedures for Reporting and Investigating a Sexual Harassment Complaint”. Copies of this procedure are available from the Office of Student Development & Enrollment Management, the Office of Human Resources, or the Counseling Services Office.
COUNTY COLLEGE OF MORRIS  
CURRICULUM CHECK SHEET  
Requirements for Graduation  
A.A.S. DEGREE  
NURSING  
Career Program  

Name: ___________________________  
ID_________________________  
Total Transfer Credits__________  
Date_________________________  

FALL 2018  

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 college 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.  
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 can 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.  
*See reverse side for important note.  

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CODE</th>
<th>CR</th>
<th>GR</th>
<th>TR</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Foundation (20 CR)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMMUNICATION (6 CR)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Composition I</td>
<td>ENG 111</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Composition II</td>
<td>ENG 112</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH/SCIENCE/TECHNOLOGY (3/4 CR)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introductory Chemistry Lecture OR</td>
<td>CHM 117</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Chemistry I Lecture</td>
<td>CHM 125</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology/Math*</td>
<td></td>
<td>0/1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOCIAL SCIENCE OR HUMANITIES (3 CR)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choose from General Education course list (Humanities or Social Sciences)</td>
<td></td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>GENERAL EDUCATION ELECTIVES (8 CR)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anatomy &amp; Physiology I</td>
<td>BIO 101</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anatomy &amp; Physiology II</td>
<td>BIO 102</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURSING CORE (47 CR)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health &amp; Wellness Elective (See back page)</td>
<td></td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>General Psychology</td>
<td>PSY 113</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microbiology</td>
<td>BIO 215</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foundations of Nursing</td>
<td>NUR 105</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundamentals of Nursing</td>
<td>NUR 121</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic Medical/Surgical Nursing</td>
<td>NUR 123</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maternal-Child/Mental Health Nursing</td>
<td>NUR 213</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Medical/Surgical Nursing</td>
<td>NUR 214</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing Colloquium</td>
<td>NUR 224</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PREREQUISITES AND COREQUISITES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 121: Fundamentals of Nursing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permission by Nursing Department</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-requisite, NUR 105</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 123: Basic Medical/Surgical Nursing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisites, NUR 121</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 213: Maternal-Child/Mental Health Nursing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisites, NUR 123</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 214: Advanced Medical/Surgical Nursing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisites, NUR 213</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-requisite, NUR 224</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All Science Courses must be completed before admission into the Professional Phase (except in the case of NJ Stars).  

TOTAL 67/68
This suggested sequence does not include any required developmental courses. Degree completion time may vary depending upon the number of credits taken each semester.

<table>
<thead>
<tr>
<th>SEMESTER I CREDITS</th>
<th>SEMESTER II CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I ENG 111 3</td>
<td>English Composition II ENG 112 3</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology I BIO 101 4</td>
<td>Anatomy &amp; Physiology II BIO 102 4</td>
</tr>
<tr>
<td>Introductory Chemistry Lecture OR CHM 117 3</td>
<td>Microbiology BIO 215 4</td>
</tr>
<tr>
<td>General Chemistry I Lecture CHM 125</td>
<td>Social Science or Humanities 3</td>
</tr>
<tr>
<td>General Psychology PSY 113 3</td>
<td>Elective</td>
</tr>
<tr>
<td>Health &amp; Wellness Elective</td>
<td>Health &amp; Wellness Elective 1</td>
</tr>
<tr>
<td>TOTAL 14</td>
<td>TOTAL 15</td>
</tr>
</tbody>
</table>

**PROFESSIONAL (CLINICAL) PHASE**

<table>
<thead>
<tr>
<th>SEMESTER I CREDITS</th>
<th>SEMESTER II CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Nursing NUR 121 6</td>
<td>Basic Medical/Surgical Nursing NUR 123 10</td>
</tr>
<tr>
<td>Foundations of Nursing NUR 105 1</td>
<td></td>
</tr>
<tr>
<td>TOTAL 7</td>
<td>TOTAL 10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER III CREDITS</th>
<th>SEMESTER IV CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maternal-Child/Mental Health Nursing NUR 213 10</td>
<td>Advanced Medical/Surgical Nursing NUR 214 10</td>
</tr>
<tr>
<td>Nursing Colloquium NUR 224 1</td>
<td></td>
</tr>
<tr>
<td>TOTAL 10</td>
<td>TOTAL 11</td>
</tr>
</tbody>
</table>

*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 MAT 016.

**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 one or more honors courses. For more information, contact Prof. Laura Gabrielsen, at 973-328-5459.

**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 1:00 p.m. to 11:00 p.m. regardless of day or evening track.

**SOCIAL SCIENCE or HUMANITIES:** Select a course from the approved General Education list for Humanities or Social Science.

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.
### 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.

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>CREDITS</th>
<th>SEMESTER II</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I</td>
<td>ENG 111</td>
<td>3</td>
<td>English Composition II</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology I</td>
<td>BIO 101</td>
<td>4</td>
<td>Anatomy &amp; Physiology II</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>7</strong></td>
<td><strong>TOTAL</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER III</th>
<th>CREDITS</th>
<th>SEMESTER IV</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Chemistry Lecture OR CHM 117</td>
<td>3</td>
<td>Microbiology</td>
<td>BIO 215</td>
</tr>
<tr>
<td>General Chemistry I Lecture</td>
<td>CHM 125</td>
<td>4</td>
<td>Social Science or Humanities</td>
</tr>
<tr>
<td>General Psychology</td>
<td>PSY 113</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>Health &amp; Wellness Elective</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>8</strong></td>
<td><strong>TOTAL</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

### PROFESSIONAL (CLINICAL) PHASE

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>CREDITS</th>
<th>SEMESTER II</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Nursing</td>
<td>NUR 121</td>
<td>6</td>
<td>Basic Medical/Surgical Nursing</td>
</tr>
<tr>
<td>Foundations of Nursing</td>
<td>NUR 105</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>7</strong></td>
<td><strong>TOTAL</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER III</th>
<th>CREDITS</th>
<th>SEMESTER IV</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maternal-Child/Mental Health Nursing</td>
<td>NUR 213</td>
<td>10</td>
<td>Advanced Medical/Surgical Nursing</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Nursing Colloquium</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>10</strong></td>
<td><strong>TOTAL</strong></td>
<td><strong>11</strong></td>
</tr>
</tbody>
</table>

*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 MAT 016.

**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 one or more honors courses. For more information, contact Prof. Laura Gabrielsen, at 973-328-5459.

**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 1:00 p.m. to 11:00 p.m. regardless of day or evening track.

**SOCIAL SCIENCE or HUMANITIES:** Select a course from the approved General Education list for Humanities or Social Science.

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](http://www.njtransfer.org). See pages 5-6 on checksheet for more information.
## NEW JERSEY STARS – 5 SEMESTER SCHEDULE

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>CREDITS</th>
<th>SEMESTER II</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy &amp; Physiology I BIO 101</td>
<td>4</td>
<td>Fundamentals of Nursing NUR 121</td>
<td>6</td>
</tr>
<tr>
<td>Introductory Chemistry Lecture OR CHM 117</td>
<td>3</td>
<td>Foundations of Nursing NUR 105</td>
<td>1</td>
</tr>
<tr>
<td>General Chemistry I Lecture CHM 125</td>
<td>3</td>
<td>Anatomy &amp; Physiology II BIO 102</td>
<td>4</td>
</tr>
<tr>
<td>English Composition ENG 111</td>
<td>3</td>
<td>Microbiology BIO 215</td>
<td>4</td>
</tr>
<tr>
<td>General Psychology PSY 113</td>
<td>3</td>
<td><strong>TOTAL:</strong> 13</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL:</strong> 13</td>
<td></td>
<td><strong>SEMESTER II</strong></td>
<td></td>
</tr>
<tr>
<td>BASIC MEDICAL/SURGICAL NUR 123</td>
<td>10</td>
<td>Maternal-Child/Mental</td>
<td>10</td>
</tr>
<tr>
<td>English Composition II ENG 112</td>
<td>3</td>
<td>Health Nursing NUR 213</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL:</strong> 13</td>
<td></td>
<td>Social Science or Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL:</strong> 13</td>
<td></td>
<td><strong>TOTAL CREDITS:</strong></td>
<td>67</td>
</tr>
<tr>
<td>SEMESTER V</td>
<td>CREDITS</td>
<td>SEMESTER V</td>
<td>CREDITS</td>
</tr>
<tr>
<td>Advanced Medical/Surgical Nursing NUR 214</td>
<td>10</td>
<td>Maternal-Child/Mental</td>
<td>10</td>
</tr>
<tr>
<td>Nursing NUR 224</td>
<td>1</td>
<td>Health Nursing NUR 213</td>
<td></td>
</tr>
<tr>
<td>Nursing Colloquium NUR 224</td>
<td>1</td>
<td>Social Science or Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Health &amp; Wellness Elective</td>
<td>2</td>
<td><strong>TOTAL:</strong> 13</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL:</strong> 13</td>
<td></td>
<td><strong>TOTAL CREDITS:</strong></td>
<td>67</td>
</tr>
</tbody>
</table>

*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 MAT 016.

**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 one or more honors courses. For more information, contact Prof. Laura Gabrielsen, at 973-328-5459.

**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 1:00 p.m. to 11:00 p.m. regardless of day or evening track.

**SOCIAL SCIENCE or HUMANITIES:** Select a course from the approved General Education list for Humanities or Social Science.

### 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 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 in order to continue with NJ STARS Nursing Program eligibility.

**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 page. 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 exempted 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.
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](http://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* OR**
  - **NUR 220, Pharmacology for Healthcare Professionals (as NUR Elective)**
- **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](http://www.drexel.com)**
65 CCM credits from the A.A.S./Nursing Degree are accepted. In addition students may transfer an additional 21 credits that qualify 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](http://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 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 credits that qualify towards a BSN. The following CCM courses are accepted for transfer:

- Arts and Humanities: any ART, MUS or PHL course
- History: any HIS course
- Intercultural North America: NJ Transfer lists courses that meet this requirement
- Literature: any 200-level ENG course
- Mathematics: MAT 124
- Contemporary Social Issues: SOC 202
- Social Science: any POL, PSY (other than 113) or SOC (other than 202) course
- Any additional four credits

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 Literature requirement.
- 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
- NUR 220, Pharmacology for Health Professionals
- SOC 108, 202, 214, 215, 216: Any of these courses satisfies the 3 credits of Anthropology/Cultural Studies requirement.
- 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:

- 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
### 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 141 English Composition I Honors
- ENG 142 English Composition II Honors

#### Mathematics
- MAT 100 College Algebra
- MAT 113 Calculus with Applications
- MAT 117 Math for the Liberal Arts
- MAT 120 Pre-Calculus
- MAT 124 Statistics
- MAT 150 Probability & Statistics
- MAT 151 Analytic Geometry & Calculus I
- MAT 153 Analytic Geometry & Calculus II
- MAT 183 Probability and Statistics Honors
- MAT 210 Probability and Statistics
- MAT 228 Linear Algebra
- MAT 330 Calculus III
- MAT 392 Differential Equations

#### Science
In order to fulfill a science general education requirement most degrees require to complete 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
- BIO 102 Anatomy & Physiology II
- BIO 121 General Biology I
- BIO 122 General Biology II
- BIO 123 Cell Biology
- BIO 188 General Biology I Honors
- BIO 189 General Biology II Honors
- BIO 201 Genetics
- BIO 202 Ecology
- BIO 215 Microbiology
- BIO 253 Cell and Molecular Biology
- CHM 105 Forensic Science
- CHM 117 118 Introductory Chemistry Lab
- CHM 125 126 General Chemistry I Lecture Lab
- CHM 127 128 General Chemistry II Lecture Lab
- CHM 129 Biochemistry
- CHM 210 Quantitative Chemical Analysis
- CHM 220 Instrumental Methods of Analysis
- CHM 231 232 Organic Chemistry I Lecture Lab
- CHM 233 234 Organic Chemistry II Lecture Lab
- SCI 101 Natural Science
- SCI 118 General Astronomy

#### Physical Education

#### Technology Competency or Information Literacy
- CMP 101 Computer Information Literacy
- CMP 126 Computer Technology & Applications
- CMP 130 Computer Science I
- CMP 135 Computer Concepts with Applications

#### Social Science
- ECO 103 Elements of Economics
- ECO 120 Economics and Economic Issues
- ECO 121 Principles of Economics I Macroeconomics
- ECO 122 Principles of Economics II Microeconomics
- POL 111 American Government
- POL 131 State and Local Government
- POL 240 International Politics
- POL 245 Comparative Government
- PSY 101 General Psychology
- PSY 102 General Psychology Honors
- PSY 113 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 120 Women in Film
- ENG 224 Women in Literature
- ENG 233 History of Theatre I
- ENG 234 History of Theatre II
- ENG 235 World Literature Traditions: Beginnings to 1650
- ENG 236 World Literature Traditions: 1650 to Present
- ENG 240 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 253 World Literature Traditions: Beginnings to 1650 Honors
- ENG 254 World Literature Traditions: 1650 to Present Honors

#### Fine Arts
- 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 113 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 213 French Conversation and Literature I
- FRE 223 French Conversation and Literature II
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 105</td>
<td>Modern Europe (Honors)</td>
</tr>
<tr>
<td>HIS 203</td>
<td>History of Mankind in Asia</td>
</tr>
<tr>
<td>HIS 204</td>
<td>History of the African-American Experience</td>
</tr>
<tr>
<td>HIS 209</td>
<td>History of American Women</td>
</tr>
<tr>
<td>ARA 111</td>
<td>Intermediate Arabic I</td>
</tr>
<tr>
<td>ART 133</td>
<td>Art History I</td>
</tr>
<tr>
<td>ART 134</td>
<td>Art History II</td>
</tr>
<tr>
<td>ASL 111</td>
<td>American Sign Language I</td>
</tr>
<tr>
<td>ASL 112</td>
<td>American Sign Language II</td>
</tr>
<tr>
<td>ASL 211</td>
<td>Intermediate American Sign Language I</td>
</tr>
<tr>
<td>ASL 212</td>
<td>Intermediate American Sign Language II</td>
</tr>
<tr>
<td>ENG 118</td>
<td>Children's Literature</td>
</tr>
<tr>
<td>ENG 114</td>
<td>Women in Film</td>
</tr>
<tr>
<td>ENG 224</td>
<td>Women in Literature</td>
</tr>
<tr>
<td>ENG 243</td>
<td>World Literary Traditions: Beginnings to 1650</td>
</tr>
<tr>
<td>ENG 244</td>
<td>World Literary Traditions: 1650 to Present</td>
</tr>
<tr>
<td>ENG 243</td>
<td>World Literary Traditions: Beginnings to 1650 (Honors)</td>
</tr>
<tr>
<td>ENG 244</td>
<td>World Literary Traditions: 1650 to Present (Honors)</td>
</tr>
<tr>
<td>FRE 211</td>
<td>Intermediate French I</td>
</tr>
<tr>
<td>FRE 212</td>
<td>Intermediate French II</td>
</tr>
<tr>
<td>FRE 213</td>
<td>French Conversation &amp; Literature I</td>
</tr>
<tr>
<td>FRE 214</td>
<td>French Conversation &amp; Literature II</td>
</tr>
<tr>
<td>GER 211</td>
<td>Intermediate German I</td>
</tr>
<tr>
<td>GER 212</td>
<td>Intermediate German II</td>
</tr>
<tr>
<td>GER 221</td>
<td>German Conversation &amp; Literature I</td>
</tr>
<tr>
<td>GER 222</td>
<td>German Conversation &amp; Literature II</td>
</tr>
<tr>
<td>ITL 211</td>
<td>Intermediate Italian I</td>
</tr>
<tr>
<td>ITL 212</td>
<td>Intermediate Italian II</td>
</tr>
<tr>
<td>LAT 111</td>
<td>Elementary Latin I</td>
</tr>
<tr>
<td>LAT 112</td>
<td>Elementary Latin II</td>
</tr>
<tr>
<td>PTG 111</td>
<td>Elementary Portuguese I</td>
</tr>
<tr>
<td>PTG 112</td>
<td>Elementary Portuguese II</td>
</tr>
<tr>
<td>PTG 211</td>
<td>Intermediate Portuguese I</td>
</tr>
<tr>
<td>PTG 212</td>
<td>Intermediate Portuguese II</td>
</tr>
<tr>
<td>RUS 111</td>
<td>Elementary Russian I</td>
</tr>
<tr>
<td>RUS 112</td>
<td>Elementary Russian II</td>
</tr>
<tr>
<td>RUS 211</td>
<td>Intermediate Russian I</td>
</tr>
<tr>
<td>RUS 212</td>
<td>Intermediate Russian II</td>
</tr>
<tr>
<td>SPN 111</td>
<td>Elementary Spanish I</td>
</tr>
<tr>
<td>SPN 112</td>
<td>Elementary Spanish II</td>
</tr>
<tr>
<td>SPN 211</td>
<td>Intermediate Spanish I</td>
</tr>
<tr>
<td>SPN 212</td>
<td>Intermediate Spanish II</td>
</tr>
<tr>
<td>SPN 218</td>
<td>Advanced Spanish Conversation</td>
</tr>
<tr>
<td>SPN 220</td>
<td>Spanish Literature</td>
</tr>
<tr>
<td>SPN 223</td>
<td>Survey of Latin American Literature</td>
</tr>
<tr>
<td>MUS 114</td>
<td>American Music</td>
</tr>
<tr>
<td>MUS 145</td>
<td>World Music and Culture</td>
</tr>
<tr>
<td>MUS 150</td>
<td>Jazz History &amp; Styles</td>
</tr>
<tr>
<td>MUS 163</td>
<td>Rock History &amp; Culture</td>
</tr>
<tr>
<td>MUS 185</td>
<td>Appreciation of Musical Theatre</td>
</tr>
<tr>
<td>MUS 217</td>
<td>Music History &amp; Literature to 1750</td>
</tr>
<tr>
<td>MUS 218</td>
<td>Music History &amp; Literature from 1750</td>
</tr>
<tr>
<td>MUS 248</td>
<td>Enjoyment of Music</td>
</tr>
<tr>
<td>MUS 250</td>
<td>Contemporary Music: 20th – 21st Century</td>
</tr>
<tr>
<td>COM 324</td>
<td>Introduction to Film</td>
</tr>
<tr>
<td>DAN 111</td>
<td>Introduction to Dance (1Cr)</td>
</tr>
<tr>
<td>DAN 112</td>
<td>Dance Appreciation</td>
</tr>
<tr>
<td>DAN 134</td>
<td>Dance History</td>
</tr>
<tr>
<td>PHL 111</td>
<td>Introduction to Philosophy</td>
</tr>
<tr>
<td>PHL 114</td>
<td>Ethics</td>
</tr>
<tr>
<td>PHL 115</td>
<td>Logic</td>
</tr>
<tr>
<td>PHL 180</td>
<td>Introduction to Philosophy (Honors)</td>
</tr>
<tr>
<td>PHL 212</td>
<td>Philosophy and Religion</td>
</tr>
<tr>
<td>PHL 280</td>
<td>Ancient Philosophy (Honors)</td>
</tr>
<tr>
<td>HIS 183</td>
<td>Modern Social Thought</td>
</tr>
</tbody>
</table>

**HISTORY**

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 113</td>
<td>Early Modern Europe</td>
</tr>
<tr>
<td>HIS 114</td>
<td>Modern Europe</td>
</tr>
<tr>
<td>HIS 117</td>
<td>The Ancient World – Greece &amp; Rome</td>
</tr>
<tr>
<td>HIS 118</td>
<td>The Middle Ages</td>
</tr>
<tr>
<td>HIS 123</td>
<td>History of Russia</td>
</tr>
<tr>
<td>HIS 123</td>
<td>History of Modern Africa</td>
</tr>
<tr>
<td>HIS 147</td>
<td>History of Modern East Asia</td>
</tr>
<tr>
<td>HIS 148</td>
<td>Modern Middle East</td>
</tr>
<tr>
<td>HIS 151</td>
<td>Latin American History</td>
</tr>
<tr>
<td>HIS 166</td>
<td>U.S. History I</td>
</tr>
<tr>
<td>HIS 167</td>
<td>U.S. History II</td>
</tr>
<tr>
<td>HIS 181</td>
<td>The Middle Ages (Honors)</td>
</tr>
<tr>
<td>HIS 184</td>
<td>Early Modern Europe (Honors)</td>
</tr>
</tbody>
</table>
Appendix F

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 the 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.
Appendix G

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 on the basis of 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 disabilityservices@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 rapidly changing medical practice environments. 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.

**Observational Ability:** The student must have sufficient capacity to make accurate visual observations and interpret them in the context medication administration and patient care.
activities. In addition, the student must be able to document these observations and maintain accurate records.

**Communication Ability:** The student must communicate effectively both verbally and nonverbally to elicit information and to translate that information to others. Each student must have the ability to read, write, comprehend and speak the English language to facilitate communication with patients, their family members, and other professionals in healthcare settings. The student must communicate effectively verbally and in writing with instructors and other students in the classroom setting as well.

**Motor Ability:** The student must be able to perform gross and fine motor movements with sufficient coordination needed to perform physical assessments. A student must develop the psychomotor skills reasonably needed to perform or assist with procedures, treatments, and administration of medication. The student must have sufficient levels of neuromuscular control and eye-to-hand coordination to draw up solution in a syringe. The student must possess the physical and mental stamina to meet the demands associated with extended periods of standing, moving, and physical exertion required for the provision of satisfactory and safe patient care activities in the clinical setting.

**Cognitive Ability:** The student must be able to measure, calculate reason, analyze, integrate, and synthesize information obtained in the classroom and clinical setting. The student must be able to quickly read and comprehend extensive written and verbal material. He or she must also be able to engage in critical thinking in the classroom and clinical setting.

**Behavioral and Social Attributes:** Compassion, integrity, motivation, effective interpersonal skills, and concern for others are personal attributes required of those in the nursing program. The student must be able to exercise stable and sound judgment and to demonstrate a consistently professional behavior and appearance. The student must have the ability to establish rapport and maintain sensitive, interpersonal relationships with individuals, families, and groups from a variety of social, psychological, cultural, and intellectual backgrounds. The student must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly. Personal comfort and acceptance of the role of a student nurse functioning under supervision of a clinical instructor or preceptor in the clinical setting is all essential for a nursing student.
Appendix H

County College of Morris
Inter-Office Memorandum

To: Nursing Students

From: Kathleen Horan, Chairperson
Department of Nursing

Subject: Criminal History Background Check and Urine Drug Screening

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.

KH/dd

Signature ___________________________ Date ____________

Print Name ___________________________
Appendix I

LEGAL REQUIREMENTS FOR LICENSURE

The Nurse Practice Act of the State of New Jersey Board of Nursing Statutes (NJSA 45:11-23 et seq.) and Regulations NJAC 13:37) govern the legal practice of Nursing in the state. It is important that applicants who plan to study nursing know that licensure requirements include the following:

A Criminal Background History Check (both State and Federal) will be conducted prior to taking the licensure examination.

An applicant for a license to practice professional nursing shall submit to the board evidence in such form as the board may prescribe that said applicant...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 and indictment, information of complaint alleging a violation of any Federal or State law relating to narcotic drugs.

An applicant who has charges pending or has ever been convicted of a felony or misdemeanor and/or been found guilty of professional misconduct or negligence may not be eligible to be licensed as an RN.

Thus, before beginning the nursing program, applicants must consider whether there is any legal reason why they might not be qualified for licensure.

The Board of Nursing makes determination on an individual case basis. Applicants should contact the Board to discuss their personal situation before embarking on a course of study.
Appendix J

County College of Morris
Division of Health and Natural Sciences
Allied Health and Nursing
HIPPA 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 HIPPA privacy or non-disclosure requirements must be reported to the hospital or medical facility immediately.

Any student who violates PHI or HIPPA 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 Vice President of Academic Affairs. The Vice President of Academic Affairs 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 K

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 ______