DISCLAIMER

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

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


# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELCOME</td>
<td>5</td>
</tr>
<tr>
<td>PHILOSOPHY OF THE NURSING DEPARTMENT OF COUNTY COLLEGE OF MORRIS</td>
<td>6</td>
</tr>
<tr>
<td>ORGANIZING FRAMEWORK</td>
<td>8</td>
</tr>
<tr>
<td>ACCREDITATION</td>
<td>9</td>
</tr>
<tr>
<td>GRADUATE OUTCOMES</td>
<td>10</td>
</tr>
<tr>
<td>COURSE DESCRIPTIONS</td>
<td>11</td>
</tr>
<tr>
<td>NUR 012 - NURSING TRANSITION: ADVANCED PLACEMENT STATUS - 1 CREDIT:</td>
<td>11</td>
</tr>
<tr>
<td>NUR 105 - FOUNDATIONS OF NURSING - 1 CREDIT:</td>
<td>11</td>
</tr>
<tr>
<td>NUR 121 – FUNDAMENTALS OF NURSING - 6 CREDITS:</td>
<td>11</td>
</tr>
<tr>
<td>NUR 123 – BASIC MEDICAL/SURGICAL NURSING - 10 CREDITS:</td>
<td>11</td>
</tr>
<tr>
<td>NUR 213 – MATERNAL-CHILD/ MENTAL HEALTH NURSING - 10 CREDITS:</td>
<td>12</td>
</tr>
<tr>
<td>NUR 214 – ADVANCED MEDICAL/SURGICAL NURSING - 10 CREDITS:</td>
<td>12</td>
</tr>
<tr>
<td>NUR 224 - NURSING COLLOQUIUM - 1 CREDIT:</td>
<td>12</td>
</tr>
<tr>
<td>TECHNOLOGY REQUIREMENTS</td>
<td>12</td>
</tr>
<tr>
<td>ADMISSION POLICY</td>
<td>13</td>
</tr>
<tr>
<td>ADVANCED PLACEMENT POLICY</td>
<td>15</td>
</tr>
<tr>
<td>COURSE MATERIALS</td>
<td>17</td>
</tr>
<tr>
<td>STUDY GUIDES</td>
<td>17</td>
</tr>
<tr>
<td>SYLLABUS</td>
<td>17</td>
</tr>
<tr>
<td>STUDENT GUIDE TO CAMPUS LABORATORY</td>
<td>17</td>
</tr>
<tr>
<td>CLINICAL LABORATORY REQUIREMENTS</td>
<td>18</td>
</tr>
<tr>
<td>ANNUAL MANDATORY CRIMINAL HISTORY BACKGROUND CHECK (CHBC)</td>
<td>18</td>
</tr>
<tr>
<td>FINGERPRINTING</td>
<td>18</td>
</tr>
<tr>
<td>DRUG SCREENING</td>
<td>18</td>
</tr>
<tr>
<td>MEDICAL INSURANCE</td>
<td>19</td>
</tr>
<tr>
<td>STUDENT MALPRACTICE INSURANCE</td>
<td>19</td>
</tr>
<tr>
<td>CPR REQUIREMENTS</td>
<td>19</td>
</tr>
<tr>
<td>HEALTH CLEARANCE</td>
<td>20</td>
</tr>
<tr>
<td>IMMUNIZATIONS AND VACCINES</td>
<td>20</td>
</tr>
<tr>
<td>TUBERCULOSIS TEST</td>
<td>20</td>
</tr>
<tr>
<td>INFLUENZA VACCINE</td>
<td>21</td>
</tr>
<tr>
<td>DRUG &amp; ALCOHOL ABUSE POLICY</td>
<td>21</td>
</tr>
<tr>
<td>ILLNESS, INJURY, PREGNANCY</td>
<td>21</td>
</tr>
<tr>
<td>ACCIDENT REPORTING PROCEDURE</td>
<td>22</td>
</tr>
<tr>
<td>UNIFORM</td>
<td>23</td>
</tr>
<tr>
<td>NAME PINS</td>
<td>23</td>
</tr>
<tr>
<td>PROFESSIONAL APPEARANCE</td>
<td>23</td>
</tr>
<tr>
<td>TRANSPORTATION</td>
<td>24</td>
</tr>
<tr>
<td>INDIVIDUAL STUDENT FOLDERS</td>
<td>24</td>
</tr>
<tr>
<td>PATIENT CONFIDENTIALITY</td>
<td>25</td>
</tr>
<tr>
<td>SOCIAL MEDIA POLICY</td>
<td>25</td>
</tr>
</tbody>
</table>
### Table of Contents

- **ATTENDANCE** .............................................................................................................. 26
  - Religious Holiday Class Attendance Statement .......................................................... 28
- **SCHOOL CLOSING & TITAN ALERT** ........................................................................... 29
- **STUDENT EVALUATION** .......................................................................................... 30
  1. Campus Lab Evaluation .............................................................................................. 30
  2. Clinical Evaluation ..................................................................................................... 30
  3. Academic Evaluation ................................................................................................. 32
  4. Grades ......................................................................................................................... 32
  5. Group Tutoring Assistance ......................................................................................... 33
- **PROGRAM PROGRESSION** ....................................................................................... 33
  WITHDRAWAL/INTERRUPTION IN PROGRESSION THROUGH THE NURSING PROGRAM .......... 33
- **REINSTATEMENT GUIDELINES** ................................................................................. 34
- **STUDENT ACCOUNTABILITY** ................................................................................... 35
- **STUDENT REPRESENTATION IN FACULTY MEETINGS** ......................................... 35
- **COLLEGE STATEMENT ON ACADEMIC INTEGRITY** ................................................ 36
- **NURSING DEPARTMENT STATEMENT ON ACADEMIC INTEGRITY** ....................... 36
- **STUDENT CODE OF CONDUCT & APPEAL PROCEDURE** ......................................... 37
- **INSTRUCTOR'S & CLASSROOM CONDUCT POLICIES** ........................................... 37
  Disabilities Accommodations ......................................................................................... 38
- **ATTENDANCE POLICY FOR STUDENT NURSES ATTENDING STUDENT NURSES CONVENTION** .......... 39
- **REGISTRATION** .......................................................................................................... 39
  GRADUATION INFORMATION ....................................................................................... 40
  - Graduation Requirements ......................................................................................... 40
  - Additional Fees .......................................................................................................... 40
  Pinning ........................................................................................................................... 40
  New Jersey Board of Nursing Requirements .................................................................. 41
  Transfer/Articulation/RN to BSN .................................................................................. 41
- **ADDITIONAL INFORMATION** .................................................................................. 42
  Nursing Bulletin Board .................................................................................................. 42
  Nursing Scholarships ..................................................................................................... 42
  Office Hours .................................................................................................................. 42
  Standard Reference ........................................................................................................ 42
  Personal Reference ......................................................................................................... 43
  Student Professional Activities ....................................................................................... 43
  Transcript Requests ...................................................................................................... 43
- **DIRECTIONS TO AGENCIES** .................................................................................. 44
- **APPENDIX A: CURRICULUM CHECK SHEET** ......................................................... 46
- **APPENDIX B: CODE OF ETHICS** ............................................................................. 54
- **APPENDIX C: TECHNICAL STANDARDS** ............................................................... 56
- **APPENDIX D: CRIMINAL HISTORY BACKGROUND CHECK & URINE DRUG SCREENING CONSENT FORM** .... 58
- **APPENDIX E: HIPAA POLICY** ................................................................................. 59
- **APPENDIX F: STUDENT EDUCATION RECORDS RELEASE FORM** ....................... 60
- **APPENDIX G: FERPA LETTER OF RECOMMENDATION RELEASE FORM** .............. 61
WELCOME

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

Website: https://www.ccm.edu/academics/divdep/health-professions-natural-sciences/department-of-nursing/

General email: NursingDepartment@ccm.edu

Mailing Address: County College of Morris
Nursing Department
Cohen Hall – Third Floor
214 Center Grove Road
Randolph, NJ 07869

Telephone: (973) 328-5353

Chairperson, Nursing Department
Lesley A. Andrew
landrew@ccm.edu

Dean, School of Health Professions and Natural Sciences
Monica Maraska
hns@ccm.edu
PHILOSOPHY OF THE NURSING DEPARTMENT OF COUNTY COLLEGE OF MORRIS

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

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

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

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

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

TEACHING-LEARNING PROCESS: We believe faculty are the facilitators of the teaching/learning process and are committed to the educational and professional development of the students. We believe faculty can more effectively bridge the gap between the classroom and practice by adhering to current best nursing practices. We recognize that both students and faculty members possess unique differences in educational and cultural backgrounds as well as experiences that influence their learning and enrich the educational experience of the group. We believe that students learn through active participation in a variety of sequential learning activities designed to meet the needs of the individual learner using evidence-based teaching methods. The dynamic teaching-learning environment is systematically evaluated by students, faculty, administration and the community. Curriculum changes are based on ongoing evaluation processes as well as changes and progress in educational, technological, and health care practice reflecting a commitment to excellence in teaching.
The educational program includes courses offered to the general College community in the humanities, natural and social sciences, as well as courses in nursing. We believe that the education for associate degree nursing practice benefits from the collaborative, multidisciplinary College setting. The broad academic basis nurtures the ability of the student to respond to personal, communal and global relationships with greater sensitivity and insight. The course of study stresses cultural competence and the ability of the student to think critically about global health and health disparities. The educational program prepares the student to become a self-directed learner with a commitment to lifelong learning and a spirit of inquiry. The educational program is guided by the National League for Nursing Educational Competencies for Graduates of Nursing Programs.

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

The Organizing Framework of the CCM curriculum is based on Human Needs theory using a holistic approach. This theory is operationalized 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 accredited by the N.J. Board of Nursing and the Accreditation Commission for Education in Nursing (ACEN). Complaints about the program can be sent to the Board of Nursing at the address below.

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

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

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

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

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

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

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

Adapted from:

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.

Technology Requirements

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

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

Pre-Professional Phase

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

Professional Phase

This phase includes the clinical nursing core courses. To be considered for admission, students must file a FUNDAMENTALS OF NURSING PROFESSIONAL PHASE APPLICATION FORM, which is available in the Nursing Department and on the nursing webpage. 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 are offered.

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

Day and Evening Study Tracks

The day track sequence begins in the Fall Semester. The FUNDAMENTALS OF NURSING PROFESSIONAL PHASE APPLICATION FORM must be filed for the day track by March 1st in the Nursing Department.

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 Nursing Department.
Although classes held on campus follow day and evening hours, clinical times vary widely. **Flexibility in schedules is necessary due to the clinical requirement of the program.** Clinical placements are based on clinical affiliate availability. Clinical times may overlap day and evening schedules. 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. Applicants are ranked according to their grades in six of the pre-professional courses. Point values are assigned to the grades achieved in the four required sciences and two required English courses. These points are totaled to determine the ranking score. The scores of all applicants are compared to determine admission. Science grades are weighted more heavily than English courses. In addition, an applicant’s institutional GPA must be 2.5 or higher and grades in all courses must be a “C” or better. Multiple attempts of a course to achieve a grade of “C” or better will reduce a student’s ranking score. To value students who have made a commitment to County College of Morris (CCM), transfer grades in the science and English courses will receive a fixed-point value in the ranking system, regardless of the grade achieved in the course. All science courses must be less than seven (7) years old at the time of admission to the professional phase. Students who have taken science courses prior to this seven-year cutoff must prove competency by testing provided by CCM or by retaking the course.

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

Students applying for admission to the Professional Phase of the Nursing Program at CCM 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 reserves 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

The Nursing Department recognizes that potential students come to us with prior educational and life experiences. We believe these experiences can be evaluated and if they are equivalent to current course requirements, the candidate may receive advanced placement into the Nursing Program. Admission into the advanced placement program is very competitive and students are not guaranteed a seat. A student can be admitted as an advanced placement student only one time.

This advanced placement option applies only to Licensed Practical Nurses (LPNs) and is compatible with the New Jersey Articulation Model for Nursing Education. The following requirements are necessary for advanced placement.

REQUIREMENTS:

- An interview with the Advanced Placement Program Advisor.
- Admission into the County College of Morris and the Nursing Major.
- Completion of all general education and science pre-requisites. Science 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 all pre-requisites and current GPA.
- GPA 2.5
- Completion of the “Application 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 24 months.

LPNs who are accepted as advanced placement (AP) students into the Nursing Program will have six (6) credits for Fundamentals of Nursing, (NUR 121), placed into escrow. They will be required to successfully complete Nursing Transition, (NUR 012), a transition course for AP students, prior to entry into Basic Medical/Surgical Nursing, (NUR 123). Foundations of Nursing (NUR 105) must be taken as a co-requisite to NUR123. Students are 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 Program Advisor at breilly@ccm.edu or the Nursing Department at NursingDepartment@ccm.edu. Those interested in being admitted to NUR 123 in the evening program (fall start) must submit the APPLICATION FOR ADVANCED PLACEMENT by March 1st and those who wish to be admitted to NUR 123 in the day program (spring start) must submit the form by September 15th.
Advanced placement applications can be accessed here:
https://www.ccm.edu/academics/divdep/health-professions-natural-sciences/department-of-nursing/professional-phase-applications/

**Technical Standards**
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. To achieve this goal, 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. Refer to Appendix C for a detailed discussion of these requirements.
COURSE MATERIALS

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

It is expected that students will come to precepts prepared to discuss the designated topic of the day. Precept topics are listed on the lecture/precept schedule. Precepts are designed to be 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 resources
3. Instructor 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 presents specific skills criteria that must be demonstrated by the student for successful course completion.
CLINICAL LABORATORY REQUIREMENTS

Detailed information regarding clinical experience requirements can be found in the Clinical Clearance Requirements Handbook available at

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

Annual Mandatory Criminal History Background Check (CHBC)

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

All students accepted for reinstatement must have an updated CHBC before they will be permitted to attend clinical.

When a graduate applies for licensure as a nurse in New Jersey, the New Jersey Board of Nursing requires a CHBC.

Fingerprinting

Fingerprints may be required by some clinical facilities.

Drug Screening

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

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

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

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

Authorization of Medical Release

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

Students must sign an Authorization for Medical Release Form.

Student Malpractice Insurance

Malpractice Insurance is mandatory for clinical attendance. A policy of $1,000,000 to $6,000,000, listing the holder as a Registered Nurse Student, is mandatory and required prior to the start of clinical sessions.

CPR Requirements

CPR certification is required for participation in the Clinical Nursing courses (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.

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


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

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

**Immunizations and Vaccines**

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

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

**Immunization Requirements**

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

Documentation of immunizations must be provided on the CCM Health Programs Immunization Record.

**Tuberculosis Test**

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

Influenza Vaccine

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

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. Failure to submit to the drug screening will result in dismissal from the program. Any questions regarding this policy should be directed to the Administrative Assistant for the School of Health Professions and Natural Sciences at hns@ccm.edu. If a student has a positive drug screening result, they will be contacted by the college’s Medical Review Officer (MRO) and the appeal process described in the Clinical Clearance Requirements Handbook will be followed.

In the event of behavior deemed inappropriate or suspicious the College reserves the right to refer the student to the College’s Office of 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.

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.

**Accident Reporting Procedure**

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

1. The student should notify their instructor.
2. The instructor will refer the student to the Emergency Department in the hospital in which the student is injured.
3. The student will contact the College Office of Health Services, 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.

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

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

The uniform consists of a white tunic/top and a white lab coat with wine-colored scrub pants. Scrub tops and pants should be a Barco/Grey’s Anatomy™ style. Pictures are provided for reference in the Nursing Student Uniform Guide on the nursing webpage. White shoes, socks and/or stockings are also required.

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

The white tunic/top, white lab coat, and wine-colored pants may be ordered from any of the following uniform suppliers. The uniform suppliers’ contact information is provided in the Nursing Student Uniform Guide on the nursing webpage.

- Scrubs and Beyond or Uniform City (A Division of Scrubs and Beyond)
- Grey’s Anatomy Scrubs
- Uniform Advantage *Lab Coats ONLY
- Yay Scrubs

**Name Pins**

Two name pins are required to be worn as part of the official CCM Nursing Uniform. Name pins will include the student’s first and last name; and the words “County College of Morris, Nursing Student”. One pin must be affixed to the white tunic/top and the other to the lab coat.

**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 D)
6. Signed proof of having read the “Allied Health and Nursing HIPAA Policy” (Appendix E)
7. Signed proof of having read the “Student Education Records Release Form.” (Appendix F)
8. Signed proof of having read the “Nursing Student Handbook”
PATIENT CONFIDENTIALITY

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

Students are responsible for complying with HIPAA regulations as outlined in the healthcare agencies in which they practice. All healthcare agencies supply adherence guidelines for HIPAA to their employees, nursing students and other students utilizing their agency. Students also must adhere to the Allied Health and Nursing HIPAA [Health Insurance Portability and Accountability Act of 1996] Policy.

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

SOCIAL MEDIA POLICY

Social Media refers to social media outlets, platforms and applications. Social Media includes (and is not limited to) 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.
ATTENDANCE

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

   a. 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.

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

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

2. **ABSENCE FROM EXAMINATION**: In the event that a student is absent from any exam including the Medical Calculations Exam, the student must immediately contact the Team Leader, who will assign a date, time, and location for the make-up exam. The student is NOT allowed to attend lecture, campus lab, or clinical until the missed exam is completed. The make-up exam may be a different format from the original exam but will cover the same amount of material as the missed unit exam.

3. **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.

Religious Holiday Class Attendance Statement

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

It is the student’s responsibility to notify the instructor within the first two (2) weeks of the semester/term of the specific dates conflicting with coursework.
SCHOOL CLOSING & TITAN ALERT

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

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

Titan Alert:

Titan Alert is the emergency alert system used by CCM to send email, text messages and/or voice phone messages to students, faculty and staff in the event of an emergency or weather-related closing. To see Frequently Asked Questions about Titan Alert and find a link to update your information, go to https://www.ccm.edu/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 used by all Nursing courses for the instruction of skills, faculty supervised hands-on learning activities and simulation experiences. When not in use by faculty, the Nursing Laboratory is open to all nursing students for independent practice. Students are encouraged to utilize the Learning Laboratory for the practice of skills when time and space permit. Appointments are necessary and an attendance log is maintained. A Laboratory Coordinator will be available to answer questions during posted hours. Day and evening hours are available as posted on the nursing lab schedule. Students are expected to avail themselves of this unique opportunity to practice and learn. **Guests are not permitted in the nursing lab.**

2. Clinical Evaluation

Each student receives a mid-term and final evaluation based on defined behavioral objectives which must be mastered. The instructor also provides the student with 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 25).

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 (including but not limited to alcohol, drugs, sleep deprivation)
7. Any incident or behavior on the part of the student which places a patient in physical and/or emotional jeopardy

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

9. Violation of the HIPAA Policy

10. Excessive lateness and/or clinical absences

11. Sleeping during clinical education

3. Academic Evaluation

In the academic area of course work, a student must achieve a grade of "C" or higher. Multiple choice exams are graded 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.

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

4. Grades

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

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

Grade Appeal Procedure
Students have the right to appeal a grade assigned by a faculty member. Details regarding this procedure can be found in the CCM student handbook at https://www.ccm.edu/student-life/campus-life/campus-life-publications/
5. **Group Tutoring Assistance**

Group Tutoring Assistance (GTA) is available to promote the success of our students. GTA consists of scheduled group review sessions with a faculty facilitator. Enrollment is ongoing 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 \( \leq 73\% \)
- All students in any **Nursing course** who receive a grade of \( \leq 73\% \) on a unit exam, or fail a math exam, during the semester
- All students reinstated into their current Nursing course
- All advanced placement students admitted to Nursing 123

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

**PROGRAM PROGRESSION**

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 any component (skills, math, theory, clinical) 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 (following section).

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.**
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 upon request from the Nursing Department (NursingDepartment@ccm.edu) or the student’s nursing advisor.

4. Readmission 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:

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

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

* In this situation, consideration will be given to the student’s entire academic performance

**Notification**

1. If accepted, applicants will receive a letter via student email informing them to come to the Nursing Department to complete paperwork. A reinstated student will be assigned a clinical section based on space availability.

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

**STUDENT 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
   b. Financial Aid

**STUDENT REPRESENTATION IN FACULTY MEETINGS**

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

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. Student Nurses Association members are also encouraged to send 2-3 representatives to attend monthly department faculty meetings.

**COLLEGE STATEMENT ON ACADEMIC INTEGRITY**

The College’s statement on academic integrity can be found at [https://www.ccm.edu/academics/academic-policies/](https://www.ccm.edu/academics/academic-policies/).

**NURSING DEPARTMENT STATEMENT ON ACADEMIC INTEGRITY**

Academic integrity is in effect at all times in this program. 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 their course.
STUDENT CODE OF CONDUCT & APPEAL PROCEDURE

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

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

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

Complaint Procedure

Student concerns should initially be discussed with their assigned nursing advisor. If these concerns are not resolved, students should follow the department’s formal lines of communication for filing complaints.

The formal lines of communication for the Department of Nursing are as follows:

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

The comprehensive and complete Student Code of Conduct and Disciplinary Appeals Procedures may be obtained from the Office of Student Development and Enrollment Management, Student Community Center, Room 132.

INSTRUCTOR’S & CLASSROOM CONDUCT POLICIES

*Students violating these policies may be subject to disciplinary action.*

1. *Use of Recording Devices*: Students are allowed to bring their own recording devices to lecture. There should be no recording without the expressed permission of the person or persons being recorded. These recordings may only be used for personal academic use. 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.

**Disabilities Accommodations**

In accordance with the policies underlying Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act (ADA) of 1990, the ADA Amended Acts (ADAA) of 2008 and County College of Morris policy, no qualified individual with a disability shall, solely on the basis of that disability, be excluded from participation to County College of Morris programs or activities. Students may seek reasonable accommodations for their documented disability by self-identifying and registering with the **Office of Accessibility Services**. To register or learn about services, students may contact the Office of Accessibility Services at 973-328-5284 or **aso@ccm.edu**.
ATTENDANCE POLICY FOR STUDENT NURSES ATTENDING STUDENT NURSES CONVENTION

Opportunities are available for students to attend Student Nurses Convention.

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

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

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

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

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

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

REGISTRATION

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

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

Additional Fees

RN Licensure

Fees associated with the Official Application for Nurse Licensure by Examination 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

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. Details regarding the statutes can be found at https://www.njconsumeraffairs.gov/Statutes/nursinglaw.pdf. Applicants to the Nursing Program need to be aware that the New Jersey Board of Nursing requires the following criteria be met before an individual may receive an application for a license to practice professional nursing.

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

1. has attained his or her eighteenth birthday.

2. is of good moral character, is not a habitual user of drugs and has never been convicted or has not pleaded nolo contendere, non vult contendere or non vult to an indictment, information or complaint alleging a violation of any Federal or State law relating to narcotic drugs.

3. holds a diploma from an accredited four-year high school or the equivalent thereof as determined by the New Jersey State Department of Education.

4. has completed a course of professional nursing study in an accredited school of professional nursing as defined by the board and holds a diploma therefrom."

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

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 Saint Elizabeth University (formerly College of St. Elizabeth), Rutgers University Ramapo, Drexel University, Thomas Edison State University, William Paterson University and Montclair State University. These enable students to go on to complete their BSN. Additional information is also available in the Nursing Department.
ADDITIONAL INFORMATION

Nursing Bulletin Board

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

- schedule changes
- general information
- room assignments
- pertinent information

This information is also communicated using the nursing webpage, Bb and student emails.

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

Nursing faculty currently conduct office hours virtually using web-conferencing platforms. Hours and links for each faculty’s advisement session are posted on the nursing webpage or can be obtained by contacting the NursingDepartment@ccm.edu.

Faculty can also be contacted directly via email. Their contact information is available on the nursing advisement page.

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 G) 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/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.

3. **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.

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

5. **AHS/OVERLOOK MEDICAL CENTER** (973-522-2000)
   Route 10 East to Route 287 South to Route 24 East. Route 24 East to Route 124 East which becomes Morris and Essex Turnpike. Turn right onto Summit Avenue. Sharp left onto Walnut Street. Turn right onto Beauvoir Place. Turn left onto Beauvoir Avenue (99 Beauvoir Avenue) 07902.

6. **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.

7. **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.

8. **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
9. **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.

10. **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.

11. **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.

12. **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.

13. **MATHENY MEDICAL & EDUCATIONAL CENTER** (908-234-0011)
Route 10 East to Route 287 South to Exit 22. Stay to the left onto Route 206 North. Take 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.
## COUNTY COLLEGE OF MORRIS
### CURRICULUM CHECK SHEET
#### #3800
**NURSING**
Career Program

### Requirements for Graduation
**A.A.S. DEGREE**

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
<th>ID</th>
<th>Total Transfer Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>FALL 2020</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CURRICULUM CHECK SHEET

**COUNTY COLLEGE OF MORRIS**

- **Name:**
- **ID:**
- **Total Transfer Credits:**

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

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

**TECHNOLOGY/MATH:** If you do not pass the Technology Literacy Exam, you must take CMP 101, Computer Information Literacy to satisfy the Technology Literacy requirement. Students must also show proficiency equivalent to MAT 016.

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

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

All science courses, must be completed before admission into the Professional Phase (except in the case of NJ Stars).

<table>
<thead>
<tr>
<th>COURSE CODE CR GR TR</th>
<th>CR</th>
<th>GR</th>
<th>TR</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Science Courses must be completed before admission into the Professional Phase (except in the case of NJ Stars).</td>
<td></td>
<td></td>
<td>67/68</td>
</tr>
</tbody>
</table>

**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.

### PRE-PROFESSIONAL PHASE

<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></td>
</tr>
<tr>
<td>Anatomy &amp; Physiology I</td>
<td>BIO 101</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Introductory Chemistry Lecture OR General Chemistry I Lecture</td>
<td>CHM 117</td>
<td>3</td>
<td>BIO 102</td>
</tr>
<tr>
<td>General Psychology</td>
<td>PSY 113</td>
<td>3</td>
<td>Microbiology</td>
</tr>
<tr>
<td>Health &amp; Wellness Elective</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>14</td>
<td><strong>TOTAL</strong></td>
<td>15</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>7</td>
<td><strong>TOTAL</strong></td>
<td>10</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>Nursing Colloquium</td>
<td>NUR 224</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>10</td>
<td><strong>TOTAL</strong></td>
<td>11</td>
</tr>
</tbody>
</table>

**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.
# Nursing Student Handbook

**Career Program**

**# 3800**

**EVENING PROGRAM**

**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</td>
<td>CHM 117</td>
<td>3</td>
<td>Microbiology</td>
</tr>
<tr>
<td>General Chemistry I Lecture</td>
<td>CHM 125</td>
<td>3</td>
<td>Social Science or Humanities</td>
</tr>
<tr>
<td>General Psychology</td>
<td>PSY 113</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Health &amp; Wellness Elective</td>
<td></td>
<td></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>Nursing Colloquium</td>
<td>NUR 224</td>
<td>1</td>
<td></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>

**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</td>
<td>CHM 117</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></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>13</strong></td>
<td></td>
<td></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>Basic Medical/Surgical Nursing NUR 123</td>
<td>10</td>
<td>Maternal-Child/Mental Health Nursing NUR 213</td>
<td>10</td>
</tr>
<tr>
<td>English Composition II ENG 112</td>
<td>3</td>
<td>Social Science or Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>13</strong></td>
<td></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER V</th>
<th>CREDITS</th>
<th>TOTAL CREDITS:</th>
<th>67</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Medical/Surgical Nursing NUR 214</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing Colloquium NUR 224</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health &amp; Wellness Elective</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>13</strong></td>
<td><strong>TOTAL CREDITS:</strong></td>
<td><strong>67</strong></td>
</tr>
</tbody>
</table>

**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**

1. Meet with a Counselor from the Office of Counseling & Student Success to review scholarship requirements.
2. Meet with Chairperson of Nursing to discuss curriculum and sequence of courses.
3. 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.
4. Must meet all clinical requirements for NUR 121 students.
5. 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.
ARTICULATION AGREEMENTS

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

CCM has articulation agreements with the following institutions:

**College of Saint Elizabeth, (CSE), [www.cse.edu](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*
- 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](http://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:
- MAT 130 Probability and Statistics
- COM 109 Speech Fundamentals
- PHL 114 Ethics
- POL 111 American Government
- 4 Electives, 3 credits each at 100 level and above

Rutgers: The State University of New Jersey, [www.rutgers.edu](http://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](http://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/](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

William Paterson University, (WPU), [http://www.wpunj.edu/](http://www.wpunj.edu/)
All 67 CCM credits from the A.A.S, Nursing Degree are accepted. Students may take an additional 24 credits beyond AAS Degree at CCM that may transfer to WPU. The following courses at CCM are recommended:
- MAT 124 Statistics
- ECO 212 Microeconomics
- PSY 219 Developmental Psychology
- SOC 216 Cultural Anthropology or SOC 202 Contemporary Social issues
- HIS 113 Early Modern Europe
- COM 109 Speech Fundamentals
- Language II (2 part sequence, first course should be taken as humanities elective)
- PHL 111 Introduction to Philosophy

Nursing Student Handbook
Revised 08.2020
## GENERAL EDUCATION COURSES

*UNLESS OTHERWISE NOTED, ALL COURSES ARE 3 CREDITS*

### COMMUNICATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 109</td>
<td>Speech Fundamentals</td>
</tr>
<tr>
<td>ENG 111</td>
<td>English Composition I</td>
</tr>
<tr>
<td>ENG 112</td>
<td>English Composition II</td>
</tr>
<tr>
<td>ENG 131</td>
<td>English Composition I (Honors)</td>
</tr>
<tr>
<td>ENG 132</td>
<td>English Composition II (Honors)</td>
</tr>
</tbody>
</table>

### MATHEMATICS

Classes marked with an asterisk* require MAT 007 as a prerequisite only.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 110</td>
<td>College Algebra</td>
</tr>
<tr>
<td>MAT 113</td>
<td>Applied Calculus (4Cr)</td>
</tr>
<tr>
<td>MAT 117</td>
<td>Math Analysis for Bus. &amp; Eco.</td>
</tr>
<tr>
<td>MAT 118</td>
<td>Calculus w/Applicaton to Bus. &amp; Eco.</td>
</tr>
<tr>
<td>*MAT 120</td>
<td>Math for the Liberal Arts (4Cr)</td>
</tr>
<tr>
<td>MAT 123</td>
<td>Pre-Calculus (4Cr)</td>
</tr>
<tr>
<td>MAT 124</td>
<td>Statistics</td>
</tr>
<tr>
<td>MAT 130</td>
<td>Probability &amp; Statistics (4Cr)</td>
</tr>
<tr>
<td>MAT 131</td>
<td>Analytic Geometry &amp; Calculus I (4Cr)</td>
</tr>
<tr>
<td>MAT 132</td>
<td>Analytic Geometry &amp; Calculus II (4Cr)</td>
</tr>
<tr>
<td>MAT 183</td>
<td>Probability and Statistics (Honors) (4Cr)</td>
</tr>
<tr>
<td>MAT 210</td>
<td>Probability and Statistics II</td>
</tr>
<tr>
<td>MAT 228</td>
<td>Linear Algebra</td>
</tr>
<tr>
<td>MAT 230</td>
<td>Calculus III (4Cr)</td>
</tr>
<tr>
<td>MAT 232</td>
<td>Differential Equations</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101</td>
<td>Anatomy &amp; Physiology I (4Cr)</td>
</tr>
<tr>
<td>BIO 102</td>
<td>Anatomy &amp; Physiology II (4Cr)</td>
</tr>
<tr>
<td>BIO 121</td>
<td>General Biology I (4Cr)</td>
</tr>
<tr>
<td>BIO 122</td>
<td>General Biology II (4Cr)</td>
</tr>
<tr>
<td>BIO 123</td>
<td>Cell Biology (4Cr)</td>
</tr>
<tr>
<td>*BIO 127</td>
<td>Bio of Environmental Concerns (4Cr)</td>
</tr>
<tr>
<td>*BIO 129</td>
<td>Introduction to Botany (4Cr)</td>
</tr>
<tr>
<td>*BIO 132</td>
<td>Concepts in Biology (4Cr)</td>
</tr>
<tr>
<td>*BIO 133</td>
<td>Human Biology (4Cr)</td>
</tr>
<tr>
<td>BIO 180</td>
<td>General Biology I (Honors) (4Cr)</td>
</tr>
<tr>
<td>BIO 181</td>
<td>General Biology II (Honors) (4Cr)</td>
</tr>
<tr>
<td>BIO 201</td>
<td>Genetics (4Cr)</td>
</tr>
<tr>
<td>BIO 202</td>
<td>Ecology (4Cr)</td>
</tr>
<tr>
<td>BIO 215</td>
<td>Microbiology (4Cr)</td>
</tr>
<tr>
<td>BIO 223</td>
<td>Cell and Molecular Biology (4 Cr)</td>
</tr>
<tr>
<td>*CHM 105</td>
<td>Forensic Science (4Cr)</td>
</tr>
<tr>
<td>*CHM 117</td>
<td>Introductory Chemistry/Lab (3/1Cr)</td>
</tr>
<tr>
<td>CHM 125</td>
<td>General Chemistry I Lecture/Lab (3/1Cr)</td>
</tr>
<tr>
<td>CHM 127</td>
<td>General Chemistry II Lecture/Lab (3/1Cr)</td>
</tr>
<tr>
<td>CHM 212</td>
<td>Biochemistry (4Cr)</td>
</tr>
<tr>
<td>CHM 231</td>
<td>Organic Chemistry I Lecture/Lab (3/1Cr)</td>
</tr>
<tr>
<td>CHM 233</td>
<td>Organic Chemistry II Lecture/Lab (3/1Cr)</td>
</tr>
<tr>
<td>SCI 101</td>
<td>Natural Science</td>
</tr>
<tr>
<td>*SCI 118</td>
<td>General Astronomy (4Cr)</td>
</tr>
<tr>
<td>*PHY 103</td>
<td>Concepts of Physics (4Cr)</td>
</tr>
<tr>
<td>*PHY 118</td>
<td>Meteorology (4Cr)</td>
</tr>
<tr>
<td>PHY 125</td>
<td>General Physics I Lecture/Lab (3/1Cr)</td>
</tr>
<tr>
<td>PHY 127</td>
<td>General Physics II Lecture/Lab (3/1Cr)</td>
</tr>
<tr>
<td>PHY 130</td>
<td>Engineering Physics I (4Cr) (Non Laboratory)</td>
</tr>
<tr>
<td>PHY 133</td>
<td>Engineering Physics II Lecture/Lab(3/1Cr)</td>
</tr>
<tr>
<td>PHY 232</td>
<td>Engineering Physics III Lecture/Lab (3/1Cr)</td>
</tr>
</tbody>
</table>

### TECHNOLOGICAL COMPETENCY OR INFORMATION LITERACY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 101</td>
<td>Computer Information Literacy (1Cr)</td>
</tr>
<tr>
<td>CMP 126</td>
<td>Computer Technology &amp; Applications (4Cr)</td>
</tr>
<tr>
<td>CMP 128</td>
<td>Computer Science I</td>
</tr>
<tr>
<td>CMP 135</td>
<td>Computer Concepts with Applications</td>
</tr>
</tbody>
</table>

### SOCIAL SCIENCE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 113</td>
<td>Elements of Economics</td>
</tr>
<tr>
<td>ECO 120</td>
<td>Economics and Economic Issues</td>
</tr>
<tr>
<td>ECO 211</td>
<td>Principles of Economics I: Macroeconomics</td>
</tr>
<tr>
<td>ECO 212</td>
<td>Principles of Economics II: Microeconomics</td>
</tr>
<tr>
<td>POL 111</td>
<td>American Government</td>
</tr>
<tr>
<td>POL 231</td>
<td>State and Local Government</td>
</tr>
<tr>
<td>POL 240</td>
<td>International Politics</td>
</tr>
<tr>
<td>POL 245</td>
<td>Comparative Government</td>
</tr>
<tr>
<td>PSY 113</td>
<td>General Psychology</td>
</tr>
<tr>
<td>PSY 180</td>
<td>General Psychology (Honors)</td>
</tr>
<tr>
<td>PSY 213</td>
<td>Child Psychology</td>
</tr>
<tr>
<td>PSY 214</td>
<td>Adolescent Psychology</td>
</tr>
<tr>
<td>SOC 108</td>
<td>Cultural Geography</td>
</tr>
<tr>
<td>SOC 120</td>
<td>Principles of Sociology</td>
</tr>
<tr>
<td>SOC 180</td>
<td>Principles of Sociology (Honors)</td>
</tr>
<tr>
<td>SOC 215</td>
<td>Physical Anthropology</td>
</tr>
<tr>
<td>SOC 216</td>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>SOC 217</td>
<td>Archaeology</td>
</tr>
</tbody>
</table>

### HUMANITIES

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>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 115</td>
<td>The Short Story</td>
</tr>
<tr>
<td>ENG 116</td>
<td>The Novel</td>
</tr>
<tr>
<td>ENG 119</td>
<td>Introduction to Poetry</td>
</tr>
<tr>
<td>ENG 214</td>
<td>Women in Film</td>
</tr>
<tr>
<td>ENG 224</td>
<td>Women in Literature</td>
</tr>
<tr>
<td>ENG 233</td>
<td>History of Theatre I</td>
</tr>
<tr>
<td>ENG 234</td>
<td>History of Theatre II</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 246</td>
<td>English Classics</td>
</tr>
<tr>
<td>ENG 247</td>
<td>Major British Writers: 19th &amp; 20th Century</td>
</tr>
<tr>
<td>ENG 249</td>
<td>American Literature: Colonial Era -- Civil War</td>
</tr>
<tr>
<td>ENG 250</td>
<td>American Literature: Civil War - 20th Century</td>
</tr>
<tr>
<td>ENG 283</td>
<td>World Literary Traditions: Beginnings to 1650 (Honors)</td>
</tr>
<tr>
<td>ENG 284</td>
<td>World Literary Traditions: 1650 to Present (Honors)</td>
</tr>
<tr>
<td>ART 114</td>
<td>Contemporary Art</td>
</tr>
<tr>
<td>ART 116</td>
<td>American Art</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>ARA 111</td>
<td>Elementary Arabic I</td>
</tr>
<tr>
<td>ARA 112</td>
<td>Elementary Arabic II</td>
</tr>
<tr>
<td>ARA 211</td>
<td>Intermediate Arabic I</td>
</tr>
<tr>
<td>CHI 111</td>
<td>Elementary Chinese I</td>
</tr>
<tr>
<td>CHI 112</td>
<td>Elementary Chinese II</td>
</tr>
<tr>
<td>CHI 211</td>
<td>Intermediate Chinese I</td>
</tr>
<tr>
<td>CHI 212</td>
<td>Intermediate Chinese II</td>
</tr>
<tr>
<td>FRE 111</td>
<td>Elementary French I</td>
</tr>
<tr>
<td>FRE 112</td>
<td>Elementary French II</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 221</td>
<td>French Conversation and Literature I</td>
</tr>
<tr>
<td>FRE 222</td>
<td>French Conversation and Literature II</td>
</tr>
</tbody>
</table>
HUMANITIES (continued)

GER 111 Elementary German I
GER 112 Elementary German II
GER 211 Intermediate German I
GER 212 Intermediate German II
GER 221 German Conversation and Literature I
GER 222 German Conversation and Literature II
HBR 111 Elementary Modern Hebrew I
HBR 112 Elementary Modern Hebrew II
ITL 111 Elementary Italian I
ITL 112 Elementary Italian II
ITL 211 Intermediate Italian I
ITL 212 Intermediate Italian II
ITL 221 Italian Conversation and Literature I
ITL 222 Italian Conversation and Literature II
JPN 111 Elementary Japanese I
JPN 112 Elementary Japanese II
JPN 211 Intermediate Japanese I
JPN 212 Intermediate Japanese II
LAT 111 Elementary Latin I
LAT 112 Elementary Latin II
PTG 111 Elementary Portuguese I
PTG 112 Elementary Portuguese II
PTG 211 Intermediate Portuguese I
RUS 111 Elementary Russian I
RUS 112 Elementary Russian II
RUS 211 Intermediate Russian I
RUS 212 Intermediate Russian II
SPN 111 Elementary Spanish I
SPN 112 Elementary Spanish II
SPN 211 Intermediate Spanish I
SPN 212 Intermediate Spanish II
SPN 218 Advanced Spanish Conversation
SPN 220 Spanish Literature
SPN 223 Survey of Latin American Literature
PHO 110 Photography Appreciation
PHO 113 History of Photography
MUS 114 American Music
MUS 143 World Music and Culture
MUS 150 Jazz History & Styles
MUS 163 Rock History & Culture
MUS 185 Appreciation of Musical Theatre
MUS 217 Music History & Literature to 1750
MUS 218 Music History & Literature from 1750
MUS 248 Enjoyment of Music
MUS 258 Contemporary Music: 20th – 21st Century
COM 234 Introduction to Film
DAN 111 Introduction to Dance (1Cr)
DAN 112 Dance Appreciation
DAN 134 Dance History
PHL 111 Introduction to Philosophy
PHL 114 Ethics
PHL 115 Logic
PHL 180 Introduction to Philosophy (Honors)
PHL 212 Philosophy and Religion
PHL 280 Ancient Philosophy (Honors)
HIS 183 Modern Social Thought

HISTORY

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

HIS 113 Early Modern Europe
HIS 114 Modern Europe
HIS 117 The Ancient World – Greece & Rome
HIS 118 The Middle Ages
HIS 122 History of Russia
HIS 123 History of Modern Africa
HIS 147 History of Modern East Asia
HIS 148 Modern Middle East
HIS 151 Latin American History
HIS 166 U.S. History I
HIS 167 U.S. History II
HIS 181 The Middle Ages (Honors)
HIS 184 Early Modern Europe (Honors)
HIS 185 Modern Europe (Honors)
HIS 203 History of Minorities in US
HIS 204 History of the African-American Experience
HIS 209 History of American Women

DIVERSITY

ARA 211 Intermediate Arabic I
ART 133 Art History I
ART 134 Art History II
ASL 111 American Sign Language I
ASL 112 American Sign Language II
ASL 211 Intermediate American Sign Language I
ASL 212 Intermediate American Sign Language II
ENG 118 Children’s Literature
ENG 214 Women in Film
ENG 224 Women in Literature
ENG 243 World Literary Traditions: Beginnings to 1650
ENG 244 World Literary Traditions: 1650 to Present
ENG 283 World Literary Traditions: Beginnings to 1650 (Honors)
ENG 284 World Literary Traditions: 1650 to Present (Honors)
FRE 211 Intermediate French I
FRE 212 Intermediate French II
FRE 221 French Conversation & Literature I
FRE 222 French Conversation & Literature II
GER 211 Intermediate German I
GER 212 Intermediate German II
GER 221 German Conversation & Literature I
GER 222 German Conversation & Literature II
ITL 211 Intermediate Italian I
ITL 212 Intermediate Italian II
PTG 211 Intermediate Portuguese I
RUS 211 Intermediate Russian I
RUS 212 Intermediate Russian II
SPN 211 Intermediate Spanish I
SPN 212 Intermediate Spanish II
SPN 220 Spanish Literature
SPN 223 Survey of Latin American Literature

HIS 122 History of Russia
HIS 123 History of Modern Africa
HIS 147 History of Modern East Asia
HIS 148 Modern Middle East
HIS 151 Latin American History
HIS 203 History of Minorities in U.S.
HIS 204 History of the African-American Experience
HIS 209 History of American Women
ISA 110 Intercultural Communication
ISA 215 Survey of Islam
MUS 114 American Music
MUS 143 World Music and Culture
MUS 163 Rock History & Culture
MUS 248 Enjoyment of Music
PHL 212 Philosophy & Religion
PSY 116 Psychology & Education of the Disabled
PSY 218 Cross-Cultural Psychology
SOC 108 Cultural Geography
SOC 120 Principles of Sociology
SOC 180 Principles of Sociology (Honors)
SOC 202 Contemporary Social Issues
SOC 206 Religion & Human Experience
SOC 209 The Family
SOC 214 Cultural Diversity in America
SOC 215 Physical Anthropology
SOC 216 Cultural Anthropology
SOC 217 Archaeology
SOC 221 Sociology of Gender
SOC 224 Social Psychology
SOC 230 Sociology of Globalization
SOC 280 Contemporary Social Issues (Honors)
Appendix B

National Students Nurses’ Association, Inc.

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

Code of Ethics: Part II

Code of Academic and Clinical Conduct
As students are involved in 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.

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

County College of Morris
Department of Nursing

TECHNICAL STANDARDS

In accordance with the policies underlying Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act (ADA) of 1990, the ADA Amended Acts (ADAA) of 2008 and County College of Morris policy, no qualified individual with a disability shall, solely 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 aso@ccm.edu. Students should not submit documentation to any other program administrator for review. Reasonable accommodations for the academic environment and the clinical environment are administered through two separate and distinct processes in collaboration with the Office of Accessibility Services, the Nursing Department and the individual student.

The goal of the Department of Nursing at the County College of Morris is to prepare students to think critically and practice nursing competently and compassionately in 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 of 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. They 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 D

County College of Morris
Inter-Office Memorandum

To: Nursing Students

From: Lesley Andrew, 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.

LA/cd

__________________________________________  ________________________
Signature                                    Date

__________________________________________
Print Name
Appendix E
County College of Morris
Division of Health and Natural Sciences
Allied Health and Nursing
HIPAA Policy

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

**Individually identifiable health information:**

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

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

Any student who violates PHI or HIPAA privacy or non-disclosure requirements will be dismissed from the Allied Health or Nursing Program. The student may appeal the decision to the Dean of the Division of Health and Natural Sciences and the 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 F

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

Student’s Name:__________________________________
Date of Birth:_____/_____/_______
Student ID Number:_____________
Social Security Number:____________________________
CCM Student Email:_______________________________
Address:______________________________________
______________________________________
Telephone Number: (______)________-________

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

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

________________________________________ ______________________
Student’s Signature      Date

________________________________________ ______________________
Witness’ Signature      Date
FERPA Letter of Recommendation Release Form

Student ID ___________________________

Last Name ___________________________ First Name ___________________________

Faculty Name ___________________________

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

Name of recipient: ___________________________

Address: _______________________________________

________________________________________________________________________

________________________________________________________________________

Please include the following information:

_____ course(s) completed

_____ grades earned

_____ attendance

_____ classroom participation

_____ GPA

_____ other ______________________________________________________________

________________________________________________________________________

________________________________________________________________________

Student Signature________________________________________ Date ________________