



Hackensack Meridian
JFK University Medical Center

JFK Muhlenberg Harold B. and Dorothy A. Snyder
Schools of Nursing and Medical Imaging

SCHOOL OF MEDICAL IMAGING
2023 - 2024
STUDENT HANDBOOK

DEAN'S WELCOME

Welcome to the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging! Through your application to our school, you have initiated step 1 to changing, focusing, and re-directing your life.

The uniqueness of attending our school is a diverse assortment of ethnicities, which produce and foster a very real, authentic, genuine, multicultural setting. With this setting as a backdrop, JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging provide a plethora of pathways for you to impact healthcare in the areas that are of greatest interest to you. In some way, in some place, someday soon you will have the opportunity to use your education earned at our school to help save or bring comfort to those that are experiencing health related needs. In effect, your educational roots will be Plainfield, NJ, but the fruits of your labor will be the world!

As a well-established institution of higher learning, that is part of a dynamic, health system, our faculty are experienced in educating committed and goal-oriented students to become powerful, healthcare leaders. Our graduates are equipped to deliver healthcare to diverse populations with the utmost confidence.

JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging afford innovative state-of-the art educational programs derived from superlative planning and quality deliverance. Our administrative staff, faculty, clinical partners, alumni and even our own students work in close concert and harmony, to make your educational experience one that is professional, personally rewarding, as well as memorable.

Choosing the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging is an intelligent choice towards your professional future. The faculty, staff and administration join me in welcoming you.

All the Best,

Coleen Kumar, PhD, RN, CNE
Dean, Schools of Nursing and Medical Imaging

Accreditations:

Radiography

JRCERT (312) 704-5300 www.jrcert.org

NJDEP Board of X-Ray Compliance (609) 984-5634 www.state.nj.us/dep/rpp/brh

Sonography

CAAHEP (727) 210-2350 www.caahep.org

Contents

DEAN'S WELCOME	
RESPONSIBILITY OF THE SCHOOLS OF MEDICAL IMAGING STUDENT	7
PREFACE	7
CAMPUS GUIDELINES - POST PANDEMIC	9
GENERAL INFORMATION	10
HISTORY OF THE MEDICAL CENTER	10
AMERICANS WITH DISABILITIES ACT (ADA)	11
HISTORY OF THE SCHOOL	26
ABOUT US	26
HACKENSACK MERIDIAN HEALTH MISSION & VISION	28
CONTACT INFORMATION	29
ACADEMIC CALENDAR	30
NON-DISCRIMINATION / ADA POLICY	31
TITLE IX	31
SCHOOL PHILOSOPHY	31
BUCKLEY AMENDMENT GUIDELINES	32
THE BUCKLEY AMENDMENT	33
FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)	33
ADMINISTRATION INFORMATION	35
ACADEMIC ADVISEMENT	35
ADDRESS OR NAME CHANGE	35
AUDITING A COURSE	35
TUITION & FEES - PAYMENT POLICIES	36
WITHDRAWAL FROM COLLEGE	38
TRANSCRIPT FEE	39
1098T FORMS	39
RESIDENCY STATUS	39
COUNTY CHARGEBACKS (UNION COUNTY COURSES ONLY)	40
EMPLOYEE DISCOUNT – BILLING POLICIES FOR EMPLOYEE'S IMMEDIATE FAMILY	40
COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)	45
CRIMINAL BACKGROUND CHECK	45
WITHDRAWN BY SCHOOL	45
GRADUATION REQUIREMENTS	45
GRADUATION RECOGNITION AWARDS	46
HEALTH INSURANCE	46
LEAVE OF ABSENCE	46
LEAVE OF ABSENCE EXTENSION	47

MATERNITY LEAVE	47
PREGNANCY POLICY FOR RADIATION WORKERS	47
PREGNANCY DISCLOSURE	47
PROGRAM COMPLETION LIMITS	49
NOTIFICATION OF CHANGES AND ADDITION OF POLICIES	49
RE-ADMISSION POLICY	49
RE-ADMISSION PROCEDURE	50
REGISTRATION	50
WITHDRAWAL POLICY	51
WITHDRAWAL FROM AN PROFESSIONAL COURSE	51
WITHDRAWAL FROM A COURSE	51
WITHDRAWAL FROM THE PROGRAM	51
REPEATING COURSES – ALL STUDENTS	52
SCHEDULE CHANGES	52
SEAT AVAILABILITY	52
STUDENT CLASSIFICATIONS	53
STUDENT RECORDS	53
STUDENT RECORD RETENTION POLICY	53
TRANSCRIPTS	55
CREDIT TRANSFERABILITY	55
TRANSPORATION/PARKING	56
MEDICAL IMAGING PROGRESSION AND ACADEMIC POLICIES	58
INDIVIDUAL PROGRAM GOALS – SCHOOL OF RADIOGRAPHY	58
INDIVIDUAL PROGRAM GOALS – SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY	59
PROGRAM OUTCOMES SCHOOL OF RADIOGRAPHY	60
PROGRAM OUTCOMES SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY	61
ACADEMIC HONORS	62
ACADEMIC PROBATION	62
ACADEMIC PROGRESSION POLICY	63
ACADEMIC DISMISSAL	63
DISIMISSALS - ACADEMIC & CLINICAL	64
ACADEMIC DISMISSAL	64
CLINICAL DISMISSAL	64
NON-ACADEMIC DISMISSAL	65
APPEAL PROCESS	65

ANECDOTAL NOTES	69
ATTENDANCE POLICY	69
CLINICAL TARDINESS / ABSENTEEISM POLICY	71
CLINICAL TIME AND REPORTING	72
CLINICAL GRADING, PROBATION, AND DISMISSAL	73
ASSIGNMENT FORMAT (BIBLIOGRAPHY/FOOTNOTE)	74
COMPUTER LABORATORY	74
ACADEMIC COMPUTER NETWORK USE POLICY	74
NETWORK POLICY	74
SOCIAL MEDIA POLICY	74
CURRICULUM DESIGN	75
DISTANCE EDUCATION POLICY	75
ID VALIDATION	76
EXAMINATION POLICIES	76
PROCEDURE FOR “EXAM IN PROGRESS” IF THE EVENT OF A CLASSROOM EVACUATION	77
GRADE POINT AVERAGE (GPA) – ALL STUDENTS	77
THE GRADING SYSTEM	78
MIDTERM WARNING	78
DEFINITION OF WARNINGS	79
DISCIPLINARY PROCESS CLINICAL	79
SCHOOL LIFE	82
BASIC LIFE SUPPORT	82
CHAPLAIN SERVICE	82
FITNESS FACILITIES	82
FINANCIAL AID	82
CLINICAL CLEARANCE	91
LIBRARY - MEDICAL	97
UNION COLLEGE LIBRARY	97
MALPRACTICE INSURANCE	98
OTHER SCHOOL EXPENSES	98
SINGLE PARENT PROGRAM	98
STUDENT GOVERNMENT ASSOCIATION	98
TEXTBOOKS	99
UNION COLLEGE ACTIVITIES	99
UNION COLLEGE SERVICES	99

VACATIONS AND HOLIDAYS	100
WHO’S WHO IN UNION COLLEGE	100
STUDENTS’ RIGHTS AND REGULATIONS	100
ALCOHOL/SUBSTANCE ABUSE POLICY	100
STUDENT IDENTIFICATION BADGES	104
CELL PHONE USAGE POLICY	105
CODE OF CONDUCT	105
ETHICS	106
COMPUTER KNOWLEDGE	107
CANVAS LEARNING MANAGEMENT SYSTEM	107
COPYRIGHT INFRINGEMENT POLICY	107
EMERGENCIES - PERSONAL	107
EMERGENCY CLOSING DUE TO INCLEMENT WEATHER	107
EMERGENCY PHONE NUMBERS	108
EMERGENCY – ARMED INTRUDER/HOSTAGE SITUATION	108
EMERGENCY PREPAREDNESS PLAN	109
BIOTERRORISM	109
FIRE SAFETY PROVISIONS	109
LEGAL CONSENTS	113
OFF-CAMPUS SPONSORED STUDENT FUNCTIONS	113
PHOTOGRAPHS	113
SECURITY	113
SMOKING	115
PROHIBITED DISCRIMINATION AND HARASSMENT POLICY – JFK UNIVERSITY MEDICAL CENTER	115
CODE OF ETHICS	119
PROFESSIONAL CIVILITY CONTRACT	120
UNCIVIL CONDUCT WARNING	128
STUDENT “RIGHT-TO-KNOW”	129
STUDENT RIGHTS AND RESPONSIBILITIES	129
TAPE RECORDING	129
UNIFORMS AND ATTIRE	129
SHOE GUIDE	130
ATTIRE FOR ON CAMPUS	131
RESIDENCE LIFE	131
CONDUCT IN THE RESIDENCE	131

ALCOHOLIC BEVERAGES	131
APPLIANCES AND EXTENSION CORDS	131
APPLICATION AND DEPOSIT FOR RESIDENCE	131
BULLETIN BOARDS	131
CANDLES	132
CRIMINAL BACKGROUND CHECK	132
DRUGS AND DRUG SCREENING	132
ENVIRONMENTAL SERVICES	132
GUESTS	132
HEALTH CLEARANCE	132
HOLIDAY DECORATIONS	132
QUIET HOURS	132
KITCHENETTES	133
LAUNDRY	133
MAIL	133
MISSING PERSON REPORT AND PROCEDURES	133
PARKING	134
PERSONAL PROPERTY	134
PETS	134
PROPERTY	134
REPAIRS AND REPLACEMENTS	134
RESIDENT ASSISTANTS	134
ROOM SEARCHES	135
ROOM SELECTION POLICY FOR RESIDENT STUDENTS	135
SMOKING	135
SAFETY INSTRUCTIONS	135
MICROWAVE OVENS - PRECAUTIONS TO BE OBSERVED	135
ADDENDUM A – AUDIT REQUEST	137
ADDENDUM B – CLINICAL CLEARANCE REQUIREMENTS	138
ADDENDUM C – CLINICAL TARDINESS & ABSENTEEISM RUBRIC	146
ADDENDUM D – CLINICAL TARDINESS & ABSENTEEISM AGREEMENT	147
ADDENDUM E – CLINICAL TARDINESS & ABSENTEEISM WARNING	148
ADDENDUM F – HONOR CODE	149
ADDENDUM G – LEAVE OF ABSENCE	150
ADDENDUM H – FETAL RADIATION EXPOSURE ADVISEMENT	153

ADDENDUM I – PREGNANCY FORM	154
ADDENDUM J – POLICY ATTESTATION	155
ADDENDUM K – RECORDED LECTURE POLICY	156
ADDENDUM L – REQUEST TO PREVENT DIRECTORY DISCLOSURE	157
ADDENDUM M – STUDENT COURSE WITHDRAWAL FORM	158
ADDENDUM N – WITHDRAWAL FROM PROGRAM	159
ADDENDUM O – TRANSCRIPT REQUEST	160
ADDENDUM P – DISCIPLINARY ACTION NOTICE	161
ADDENDUM Q – CLINICAL ACTION NOTICE	162
ADDENDUM R – ACADEMIC ADVISEMENT FORM	163
ADDENDUM S – CLINICAL ADVISEMENT FORM	164
ADDENDUM T – DIDACTIC PROGRESS DEFICIENCY FORM	165
ADDENDUM U – DIRECT AND INDIRECT SUPERVISION POLICY	166
ADDENDUM V – OSL AND TLD BADGE POLICY	167

RESPONSIBILITY OF THE SCHOOLS OF MEDICAL IMAGING STUDENT

It is the sole responsibility of the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Medical Imaging Student to read, comprehend and abide by the information within this Student Handbook. This handbook includes all information, policies, procedures, rules, and regulations to function as part of the student body of the Schools of Medical Imaging. It is the responsibility of the student to be acquainted with the regulations and procedure. Failure to read this Student Handbook does not excuse the student from knowing rules and regulations in effect at the Schools of Medical Imaging at the time or during enrollment in the medical imaging program. Failure of the student to note the regulations will not excuse non-compliance. It is the responsibility of the student to stay up to date with current policies and procedures as published and announced.

PREFACE

The JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging (“the School”) Student Handbook serves as a reference source for all students. It contains the policies and regulations under which the School functions. Students are required to sign a statement acknowledging receipt of the Student Handbook at orientation.

The School and all students are held responsible for knowing the contents of the Student Handbook. Failure to read these publications or posted official notices of the School does not excuse members of the School Community from the rules and regulations in effect.

The student Handbook is reviewed and revised annually and is distributed at orientation. Current students can access the handbook outline.

The regulations and procedures set forth in the Handbook and the Catalog constitute rights and responsibilities. Changes in policy are communicated to students through faculty. However, students should periodically review the online handbook in order to stay current with school policy and procedure.

The School reserves the right to change any provisions, requirements, charges, programs, offerings or services without notice or obligation. The faculty reserves the right to make decisions in situations of unusual complexity. Announcements published in the Catalog and Student Handbook may not be regarded in the nature of binding obligations on the School.

The information contained in the electronic version of the Handbook officially supersedes information found in Handbooks published in previous years. All policies and procedures, and rights and responsibilities found herein are in effect for all students enrolled in any status in the School’s Union College of Union County New Jersey, herein referred to as Union College, Cooperative Medical Imaging Program, or who seek entry or reentry into the program.

JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Medical Imaging (herein “The School”) and Union College, while jointly conducting amplified programs, remain autonomous institutions and establish their own policies and procedures. In most instances, academic policies are identical. The major areas of difference in policy in which the school policy does not take precedence include policy for General Education courses, challenge examinations in non-professional courses and conduct on the campus of Union College which is subject to disciplinary action and the associated Union College judicial process. Therefore, all students, being dually enrolled in the two or more institutions must not only be knowledgeable of their rights and responsibilities at the School but also at Union College. Every student is therefore advised to become familiar with the Union College Student Handbook, the Union College Catalog and other college publications.

Consistent with the requirements of Section 504 of the Federal Rehabilitation Act of 1973, The School and JFK does not discriminate on the basis of disability in admission to its program and activities as long as the disabled person does not present a safety hazard to themselves or patients.

Applicants to the School must be able to perform specific skills in order to care for patients safely and perform all the procedures that would be required of a graduate technologist in the work force.

CAMPUS GUIDELINES - POST PANDEMIC

The health and safety of our students and staff is a primary concern. The Dean and administration of our school is committed to protecting students, faculty and staff and keep abreast of public health and safety concerns

ID Badges: ID badges must be worn at all times, with the picture facing forward, above the waist. It is of the utmost importance that students wear their ID AT ALL TIMES while on campus. UNDER NO CIRCUMSTANCES should any student open the door for any other person (student, faculty, staff, etc). This policy will be enforced and students who do not have an identification badge WILL NOT be permitted in the building. Please contact Kate.Fredericks@hmhn.org if your ID does not provide you entry to the school.

COVID Screening: Currently daily self-screening is not required. However, depending on transmission rates, and other factors, use of this tool may become necessary.



Please focus your camera on the above QR Code to open Questionnaire and complete the visitor's COVID screening for JFK University Medical Center.

https://webchartnow.com/hmh/webchart.cgi?f=layoutnouser&name=Applicant+Landing&sva cobrand patid=66323&applicant_session=1

Face coverings: Currently masks are not required while on campus. However, if worn, must cover both the nose and mouth.

Handwashing: Handwashing is the first line of defense in infection prevention and should be done as often as possible. Hands are to be washed frequently with soap and water for at least 20 seconds after touching the face, blowing the nose, coughing, eating, drinking, using the restroom or just touching surfaces (germs are everywhere). If soap and water are not readily available a hand sanitizer that contains at least 60% alcohol may be used. Cover all surfaces of the hands and allow to dry completely. Avoid touching the eyes, nose and mouth at all times.

COVID-19 Vaccination is our best line of defense.

JFK Muhlenberg Snyder Schools is committed to providing students, faculty and staff with the safest environment possible to learn and work

GENERAL INFORMATION

HISTORY OF THE MEDICAL CENTER

Muhlenberg Regional Medical Center was located at the corner of Randolph Road and Park Avenue in Plainfield, New Jersey. It was a voluntary, non-profit, community teaching medical center. Chartered in 1877, it was named after the Rev. Dr. William A. Muhlenberg, former rector of the Protestant Episcopal Church of the Holy Communion in New York and the founder of St. Luke's Hospital in New York. Its doors were opened December 1, 1881, as Muhlenberg Hospital, in a small frame building on what was known as Muhlenberg Place.

The hospital came into being to fulfill a definite need. A story from June 6, 1904, stated: "Near the close of 1876, a railroad accident to a stranger, necessitating a serious operation amid the bustle and distracting surroundings of the railway station, indicates the need for a hospital in Plainfield."

Dr. Charles A. Hart, then a practicing physician, urged establishment of such an institution and his suggestion received careful consideration during the ensuing few months.

In 1903, the hospital moved to the Randolph Road site with a bed capacity of 60. The main building was completed in 1962.

In April 1986, the hospital changed its name to the Muhlenberg Regional Medical Center, Inc., which more accurately described the growth in programs and services of the institution as well as symbolized the scope of the geographic area it served.

In 1998, the hospital merged with John F. Kennedy Medical Center in the forming of SOLARIS HEALTH SYSTEM. The Schools became an affiliate of the JFK Health System.

In 2006, the Schools moved into a new state of the art teaching facility on the Muhlenberg campus donated through the generosity of the daughter of Harold B. and Dorothy A. Snyder. The Schools then included the names of Harold B. and Dorothy A. Snyder.

In 2008, SOLARIS HEALTH SYSTEM closed the Muhlenberg Regional Medical Center as an acute care facility and transferred sponsorship of the educational programs to JFK University Medical Center in Edison, New Jersey.

In 2011, SOLARIS HEALTH SYSTEM became JFK HEALTH SYSTEM. JFK entities include:

JFK University Medical Center	JFK Mediplex Surgery Center
JFK-Muhlenberg Campus S.E.D.	JFK at Home
JFK Muhlenberg Snyder Schools of Nursing & Medical Imaging	JFK's Dental Clinic
JFK Johnson Rehabilitation Institute (JRI)	JFK Family Medical Center
Hartwyck Nursing and Rehabilitation Center	Haven Hospice
JFK Neuroscience Institute	Keith Wold Johnson Child Care Center
Whispering Knoll Assisted Living	JFK Urgent Care Center

In 2013, JFK HEALTH SYSTEM became JFK HEALTH, then JFK UNIVERSITY MEDICAL CENTER.

In 2014, JFK UNIVERSITY MEDICAL CENTER began looking for a partner.

In 2015, Request for Information "RFI" from HACKENSACK MERIDIAN HEALTH was accepted.

In 2016, on November 10th, the plan to merge JFK UNIVERSITY MEDICAL CENTER with HACKENSACK MERIDIAN HEALTH was announced with the signing of the Letter of Intent for the State's Attorney General. This would be a merger of two (2) non-profit entities.

January 2, 2018, the merger was finalized. JFK UNIVERSITY MEDICAL CENTER is officially part of HACKENSACK MERIDIAN HEALTH, the largest health network in the state of New Jersey.

AMERICANS WITH DISABILITIES ACT (ADA)

The following information is being provided by the federal government, Section 504 of the Rehabilitation Act of 1973. Applicants to the Schools of Medical Imaging must be able to perform specific skills in order to care for patients safely and perform all the procedures that would be required of a graduate technologist in the work force.

The following standards have been accepted by the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Medical Imaging for applicants to the program.

Corrective devices are allowed to meet the minimum requirements of standards.

School of Radiography

The Radiography student must exhibit professional behaviors and possess the ability to think clearly and logically to plan, implement and respond promptly to patient needs in routine and emergency situations. Prospective students must be able to:

1. Communicate in English in order to converse with and instruct patients, to relieve their anxiety, and gain their cooperation during procedures. ESL competency may be required for students who received most of their education in another language.
2. Hear a patient talk in a normal tone from a distance of 20 feet.
3. Observe the patient in order to assess the patient's condition and /or needs from a distance of, at least, 20 feet.
4. Read a patient's medical chart and/or physician's orders.
5. Evaluate medical images to ensure that the images contain proper identification and are of diagnostic quality.
6. Render services and/or assistance to all patients, depending on the individual patient's needs and abilities in moving, turning, getting on and off the examination table or stretcher and when moving in and out of a wheelchair.
7. Push, pull and maneuver 40 pounds.
8. Push and manipulate portable imaging equipment in turning corners, maneuvering on and off elevators and within a patient's room.
9. Manually move and maneuver the X-Ray tube at standard and non-standard heights up to 7 feet.
10. Draw up sterile contrast media and other solutions without contaminating the syringe and/or needle and/or injecting device.
11. Select the technical factors necessary to produce a medical image by manipulating dials, buttons, and switches.
12. Place image receptors in Bucky trays and spot film device and properly manipulate all locking devices.
13. Physically, be able to administer emergency care including performing CPR as necessary.
14. Physically be able to stand for periods as long as 2 hours while wearing lead aprons and to walk a distance of 2 miles during a normal workday.

School Diagnostic Medical Sonography

The Sonography student must have adequate physical ability, mental stability, strength, motor coordination and manual dexterity to:

1. Communicate verbally in an effective manner in order to direct patients during the sonographic examinations. ESL competency may be required for students who received most of their education in another language.
2. Transport, move and transfer patients from a wheelchair or cart to a sonography table or to a patient bed.
3. Move and manipulate a variety of sonographic equipment, including the physical transportation of mobile sonographic machines, in order to complete examinations on the patient according to established procedure and standards of speed.
4. Handle stressful situations related to technical and procedural standards and patient care situations.
5. Provide physical and emotional support to the patient during the sonographic procedure, being able to respond to situations requiring first aid and providing emergency care to the patient in absence of, or until a physician arrives.
6. Visually recognizing anatomy on the ultrasound monitor.
7. Read and interpret patient cards and requisitions for sonographic examinations.
8. Work in a clinical setting eight to ten hours a day, perform physical tasks requiring physical energy without jeopardizing patient, self, or colleague safety.
9. Adequately distinguish audible sounds in a Doppler signal.

DISABILITIES POLICY

The School does not discriminate in the recruitment, admission or treatment of students.

In compliance with the New Jersey Law Against Discrimination (NJLAD), Section 503/504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, including the recent amendments, reasonable accommodations are provided to address the needs of students with documented disabilities. Students with documented disabilities may request modifications, accommodations or auxiliary aids which will enable them to participate in and benefit from all activities for the program they are enrolled. Students must be able to meet the minimum requirements listed on the Consumer Information Sheet for the program they wish to pursue. It is the responsibility of the student to self-identify to make their needs known. Accommodations are based solely on the documentation that is provided. No fundamental changes are permitted in the school's requirements. Accommodation requests need to be made upon admission and/ or at the beginning of the semester. Students are responsible to self-identify at the start of each semester to course faculty. Accommodations are not retroactive. Beginning with the 1st semester of non-enrollment, documentation is kept for a maximum of 5 years. Students who leave for one semester or more (and if their documents are 3 years old or greater at the time of re-admittance) will be required to provide current documentation that is less than 3 years old. Individuals with concerns regarding accommodations should contact the Director of Student Engagement. Students who have documented disabilities can receive assistance by following the JFK Muhlenberg Harold B and Dorothy A. Snyder Schools of Medical Imaging and Medical Imaging procedure.

Procedure:

JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging is committed to a total educational experience and mainstreams students with disabilities into the regular program and activities. The Director of Student Engagement offers Disability Support Services. These services are to ensure that each student is provided equal access to academic programs, activities, and awards without discrimination based on a disabling condition. Students who have documented disabilities can receive assistance by following the procedure outlined below:

1. It is the student's responsibility to self-disclose and to provide appropriate documentation of special disability needs as defined by law to the Director of Student Engagement at the point of acceptance into the program or prior to the start of a semester.
2. **The Disability Support Services Application** must be completed by the student and submitted to the Director of Student Engagement at the time of requesting accommodations.
3. As defined by law, if a student has self-identified as a person with a disability, appropriate documentation must be submitted. All documentation must verify the disability, functional limitations and need for accommodations.
 - A. High School Graduates with a current IEP: submit the **Disability Verification Form** and IEP documentation. The students with disabilities must supply documentation that is current and less than 3 years old. **See Standard Documentation Requirements.**
 - B. Students without IEP: **submit Disability Verification Form** completed by the licensed healthcare practitioner; Psychiatrist, Psychologist, Social Worker, Mental Health Provider within the last year. See form for additional information that must be provided.
4. Requests for accommodations should be completed as soon as possible after acceptance into the program and before starting the course where the accommodation is needed. Requests cannot be reviewed until all paperwork has been submitted. A minimum of two weeks, or ten business days is required to process requests.
5. Once eligible for the accommodation, the student will receive an **Accommodations Alert Form**. Students are required to provide a copy to course faculty each semester. Accommodation Alert Forms are to be submitted prior to the start of the semester. ****In the event the need for accommodation is identified during the semester, the student must submit the Accommodation Alert Form to the course faculty one week, or five business days prior to the scheduled Exam/quiz for specific arrangements to be made.**

Additional Details: *Forms can be found on following pages and/ or from the office of the Director of Student Engagement

CURRENT HIGH SCHOOL GRADUATES WITH AN IEP:

Complete the **Disability Support Services Application.** *

Obtain a copy of your documents, which will include your Individual Education Plan, educational evaluation, and psychological evaluation. If sending this via mail, use the address below:

1200 Randolph Road, Plainfield, NJ 07061
ATTN: Director of Student Engagement

STUDENT WITHOUT CURRENT IEP, OR SEEKING EVALUATION FOR ACCOMMODATIONS

Complete the **Disability Support Services Application.** *

Students must submit a **Disability Verification form*** which must be completed by a licensed healthcare practitioner, Psychiatrist, Clinical Psychologist, Social Worker, Mental healthcare provider, or health care provider who is certified in the diagnosis of learning disabilities and is qualified to evaluate eligibility for academic accommodations.

Suggested service providers for evaluation are listed below, but you may use the provider of your choice. The School does not endorse any particular provider.

Service providers:

Division of Vocational Rehabilitation Services
921 Elizabeth Avenue, 3rd floor
Elizabeth, NJ 07201-2306
908-965-3940

Comprehensive School Testing
545 Island Road, Suite 3B
Ramsey, NJ 07446
201-689-0033 (Jean Sluka)

Kean University
Psy.D Clinic-Psychological Services
1000 Morris Avenue
Union, NJ 07083
908-737-5890

Georgian Court University
Evaluation Center
900 Lakewood Avenue
Lakewood, NJ 08701
732-987-2120

Fairleigh Dickinson University
Center for Psychological Services
131 Temple Avenue
Hackensack, NJ 07601
201-692-2645 ext. 1

Rutgers University
Psychological Services Clinic
Busch Campus
41 Gordon Road, Suite A
Livingston Campus
Piscataway, NJ 08854
848-445-6111 ext. 2

STANDARD DOCUMENTATION REQUIREMENTS:

As defined by law, if a student has self-identified as a person with a disability and wishes to seek accommodations, appropriate documentation must be submitted.

All documentation must verify the disability, functional limitations and the need for accommodations. Students must meet all requirements and institutional standards for all classes. Depending upon the disability, documentation might include:

Language and Learning Disabilities: examples include Specific Learning Disability, Attention Deficit Hyperactivity Disorder, Autism, Intellectual Disability, Speech or Communication Impairment

- Educational Evaluation (usually less than three years old), with the specific diagnosis by a licensed psychologist or a learning consultant, including standardized test score.
 - Acceptable tests include: Woodcock Johnson Tests of Achievement, Wechsler Individual Achievement Test, Kaufman Test of Educational Achievement

AND

- Psychological Evaluation (less than three years old), with the specific diagnosis by a licensed psychologist or a learning consultant, including standardized test scores.
 - Acceptable tests include: Woodcock Johnson Test of Cognitive Abilities, Wechsler Adult Intelligence Scale, Wechsler Intelligence Scale for Children, Stanford Binet Intelligence Scale

RECENT HIGH SCHOOL GRADUATE WITH A CURRENT IEP: present your most recent Individual Education Program (IEP), plus complete the Disability Support Services Application.

STUDENT WITHOUT CURRENT IEP OR SEEKING EVALUATION FOR ACCOMMODATIONS: complete the Disability Support Services Application and have Health Care Provider complete the Disability Verification Form provided in packet.

Medical, Developmental, Physical or Sensory Disabilities: examples include Intellectual Disability, Attention Deficit Hyperactivity Disorder (ADHD), Visual Impairment, Hearing Impairment, Orthopedic Disability, Seizure Disorder, Other Health Impairment

Comprehensive physician diagnosis and report, (less than one year old) including:

- type and severity of current symptoms
- functional impact of the disability
- current medications, treatments, and/or services currently prescribed
- description of expected progression or stability of the disability or illness over time
- recommendations for accommodations or services connecting the need for the accommodations to the functional impact of the disability.

Complete the disability Verification Form, plus Disability Support Services Application.

Psychiatric/Psychological Disabilities:

Current documentation (less than one year old); an official report from a licensed psychiatrist, licensed psychologist, licensed social worker, or licensed mental health provider to include:

- specific diagnosis
- description of current symptoms
- summary of comprehensive assessment
- history of symptoms
- validation of need for services related to the functional impact of the disability.
- current treatment and medication – including any side effects.
- recommendations including suggested academic accommodations justified by the link to functional limitations in the academic environment.

The health care provider must complete the Disability Verification Form provided in packet, plus student completes the Disability Support Services Application

**JFK MUHLENBERG HAROLD B. AND DOROTHY A. SNYDER
SCHOOLS OF MEDICAL IMAGING AND MEDICAL IMAGING**

DISABILITY SUPPORT SERVICES APPLICATION

The Director of Student Engagement's office provides educational accommodations at JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing and Medical Imaging. The Director of Student Engagement, in cooperation with your evaluating health care provider, determines and documents reasonable accommodations and works to ensure that all students with documented disabilities receive reasonable accommodations in accordance with the policies underlying Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) of 1990. **Students receive services and accommodations while completing regular course offerings, and all students are held to the same academic standards of the school.**

Student Information:

First Name: _____ **Middle Initial:** _____ **Last Name:** _____

Date: _____ **Student Email:** _____

Street _____

City: _____ **State:** _____ **Zip Code:** _____

Home Phone: _____ **Cell or Other Phone:** _____

Current Course: _____ **New Student** **Current Student**

Current Semester and Year: **Fall** **Spring** **Summer** **Year:** _____

I wish to apply for Disability Services. (No application Fee Required)

PREFERABLE DEADLINE: Fall – August 1 / Spring – December 1

**If deadlines are not met, accommodations may not be in place for the start of the semester
Disability Services includes the following: Classroom and testing accommodations only.**

BACKGROUND INFORMATION

Please share some information with us in order to help us understand and best meet your support needs. This information is **CONFIDENTIAL** and will not appear anywhere on your college record.

High School Name: _____ **Graduation Year:** _____

1. Which best describes your high school experience? (Check only one).

- Fully mainstreamed in all classes (no resource classes)
- Partially mainstreamed with Resource Center support
 - Used accommodations only (Section 504)
 - Special education school/self-contained class
 - Received no special support
 - Home Schooled

2. Which best describes your type of disability? (Check all that apply).

- ADD or ADHD
- Speech Disability
- Deaf-Blind
- Blind
- Deaf
- Communication Disability
- Autism Spectrum Disorder
- Specific Learning Disability
- Orthopedic Disability
- Visual Disability
- Hearing Disability
- Psychiatric/Emotional Disability
- Traumatic Brain Injury
- Intellectual Disability

Medical (Describe) _____

Other Disability (Describe) _____

3. Please check all of the reasonable accommodations you are requesting. (Please Understand that checking an accommodation does not guarantee you will receive it).

- Extended Time on Exams
- Reduced Distraction Testing Room
- Permission to Record Lecture

PERMISSION TO EXCHANGE INFORMATION PRIOR TO ENROLLMENT

I give permission to the School to discuss my application, disability documentation, and educational needs with my parents, my high school personnel, creators of my disability documentation, my previous college's personnel, and/or agencies from whom I am receiving disability related services.

In compliance with FERPA laws, this does not include discussion of any information concerning the student once the student is enrolled at the college.

Yes, I give permission.

No, I do not give permission.

Student Signature _____ Date _____

Mail, or Email this application to:

Director of Student Engagement
JFK Muhlenberg Snyder Schools
1200 Randolph Road
Plainfield, NJ 07061

donna.murray@hmn.org

Phone – 908-668-2844

Disability Verification Form / Healthcare Provider Form

The School provides academic services and accommodations for students with diagnosed disabilities. The documentation provided regarding the disability diagnosis must demonstrate a disability covered under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA) of 1990. *The ADA defines a disability as a physical or mental impairment that substantially limits one or more major life activities.*

The outline below has been developed to assist the student in working with the treating or diagnosing healthcare professional (psychiatrist, psychologist, counselor, therapist, social worker, medical doctor, optometrist, speech-language pathologist, etc.) in obtaining the specific information to evaluate eligibility for academic accommodations.

- A. The healthcare provider conducting the assessment and/or making the diagnosis must be qualified to do so. These persons are generally trained, certified, or licensed to diagnose medical conditions.
- B. All parts of the form must be completed as thoroughly as possible. Inadequate information, incomplete answers, and/or illegible handwriting will delay the eligibility review process by necessitating follow up contact for clarification.
- C. The healthcare provider should attach any reports which provide additional related information (e.g. psychological/educational assessments, neuropsychological test results, Individualized Education Programs [IEPs], etc.) If a comprehensive diagnostic report/evaluation is available that provides the requested information, copies of that report can be submitted for documentation in lieu of this form. However, a physician's note or letter will not be accepted in lieu of this form unless all necessary information has been addressed. In addition to the requested information, please attach any other information you think would be relevant to the student's academic adjustment.
- D. The information you provide will be kept in the student file, and is confidential. The form may be released to the student at his/her request.

PATIENT INFORMATION

(Please Print Legibly or Type)

First Name _____ **Middle** _____ **Last Name** _____

Date of Birth _____

DIAGNOSTIC INFORMATION

(Please print legibly or type)

1. Date of Diagnosis: _____

2. Primary Diagnosis: _____

Diagnosis Code: _____

Secondary Diagnosis: _____

Diagnosis Code: _____

3. What is the severity of the disorder? Mild Moderate Severe

4. Please state the medication or treatment the patient/student is currently prescribed:

5. Major Life Activities Assessment: Please check each of the following major life activities that are impacted by the disability. Indicate severity of limitations.

Life Activity	Negligible	Moderate	Substantial	Not Sure
Concentrating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Memory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Interactions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular Class Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeping appointments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stress Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing internal distractions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing external distractions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sleeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. In addition to the major life activities that are indicated above, please describe any activities that may be impacted by the disability or symptoms that may need to be addressed in the college environment:

7. Please state specific recommendations regarding academic accommodations for this student:

8. Please add any additional comments that you feel appropriate:

HEALTHCARE PROVIDER INFORMATION

(Please sign and date below and completely fill in all other fields using PRINT OR TYPE)

Provider Name _____ **Date** _____

Provider Signature _____

Title _____

License, Certification or NPI# _____

Phone Number (____) - _____ - _____

Fax Number (____) - _____ - _____

Please provide stamp or Business card or Voided Rx Blank

Mail or email this application to:
Donna Murray, MSN, RN, APN, WHNP-BC
Director of Student Engagement
JFK Muhlenberg Snyder Schools
1200 Randolph Road
Plainfield, NJ 07061

donna.murray@hmbn.org

Phone: 908-668-2844

NON-DISCRIMINATION and ANTI-HARRASSMENT POLICY

It is the policy of JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools to comply with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Older Americans Act of 1975, and the Americans with Disabilities Act of 1991.

These laws prohibit discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age or disability in all educational programs and activities as long as the disabled person does not present a safety hazard to oneself or patients. JFK University Medical Center is an Equal Opportunity Employer.

Anti-Harassment Policy

The school is committed to environments for all students, employees, and visitors that are free from discrimination and harassment. In compliance with State and Federal legislation, the school does not discriminate and prohibits discrimination based on the following protected classes and /or characteristic, in all programs and activities, including but not limited to employment, promotion, admissions, and access to all career programs:

1. Race
2. Creed
3. Color
4. Gender
5. Pregnancy
6. National origin/ethnicity
7. Age
8. Ancestry
9. Marital status; partnership, civil union
10. Religion
11. Sexual orientation
12. Genetic information; hereditary cellular or blood trait
13. Commitment to military service
14. Veteran status
15. Mental, physical disability
16. Harassment related to any of the forgoing categories
17. Retaliation for filing a complaint of, or participating in the investigation of discrimination
18. Any other category which is protected by the state and/or federal legislation

Any member of the Schools of Medical Imaging community or visitor alleging discrimination or harassment, or who has knowledge of discrimination or harassment is encouraged to immediately report it to the Dean of the Schools of Medical Imaging.

HISTORY OF THE SCHOOL

The School of Nursing was founded in 1894. Since that time, it has maintained a level of excellence in nursing education worthy of the reputation that it holds. Further, in 1971, by a Resolution of the Board of Higher Education of New Jersey, the School of Nursing was given unconditional approval to institute a Cooperative Program with the, then private, Union College. This Cooperative Nursing Program continues, as an excellent example of nursing education, with Union College. Since its inception, the Cooperative Nursing Program has been the recipient of numerous commendations from the Department of Higher Education for its innovation and commitment to excellence. It has been cited by the Department of Higher Education as a model for nursing education in New Jersey.

The School celebrated its Centennial in 1994. It graduated its first class, two (2) in number, in 1896. At that time, the program was two (2) years in length.

Today, the School has an enrollment of over 550 students and graduates on average 150-200 students annually.

Since its inception, the School has been associated with Muhlenberg Regional Medical Center, and in 2008 sponsorship was transferred to JFK University Medical Center. The JFK Muhlenberg School of Nursing is governed by JFK University Medical Center, 80 James St., Edison, NJ. JFK University Medical Center is part of JFUMC which consists of three long term care facilities and one assisted living facility.

ABOUT US

- The School of Radiography was established in 1964 as a hospital-based program to meet the demand for graduate radiographers. In 1978, the school began the process of expanding the education horizons offered to candidates to the program. This process was completed in 1982. When an affiliation with Union College was established. This affiliation is approved as the Muhlenberg Regional Medical Center Union College Amplified Radiography Program. In October 1998, the Schools of Nursing and Allied Health became an affiliate of Solaris Health System. In 1999, the schools became the Schools of Nursing, Medical Imaging and Therapeutic Sciences. Currently, the School of Medical Imaging clinically affiliates with various hospitals, medical centers, freestanding facilities, and offices throughout the state. The school is accredited by the Joint Review Committee in Education in Radiologic Technology (JRCERT) and the NJ Department of Environmental Protection Bureau of X-Ray Compliance (NJDEP-BXC) and is approved for Veterans Training. Union College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools
- The Diagnostic Medical Sonography program was established in 2003 as a hospital-based sonography program to meet the needs of communities in northern and central New Jersey. Students from outside these areas are equally welcome to attend the School. The School has multiple clinical sites providing a wide range of professional experiences to the students. The program was designed to allow students with diverse backgrounds to obtain a certificate in Diagnostic Medical Sonography in eighteen (18) months. In the fall of 2006, the Diagnostic Medical Sonography program converted to a 24-month program and upon successful completion of all General Education and Professional requirements the student receives an Associate in science degree from Union College and a certificate in General Diagnostic Medical Sonography from the School. Upon completion of the program the graduate is eligible to sit for the national examinations of The American Registry of Diagnostic Medical Sonographers (ARDMS) and the American Registry of Radiologic Technologists (ARRT). The Diagnostic Medical Sonography program is now established an Associate in Science degree through Union College and is accredited by the Commission on Accreditation of Allied Health Education programs (CAAHEP) on recommendation by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRCEDMS).

Diversity Population	2022FA	2023SP
White Non-Hispanic	24 (50%)	26 (50%)
African American	7 (15%)	6 (11%)
Hispanic	11 (23%)	16 (31%)
Asian	4 (8%)	2 (4%)
Two or More Races	1 (2%)	1 (2%)
American Indian	0 (0%)	0 (0%)
Native Hawaiian/Pacific Islander	0 (0%)	0 (0%)
Not Specified	1 (2%)	1 (2%)
Males	10 (21%)	8 (15%)
Total	48	52

- School of Radiography Graduates Class of 2022 Diversity:
13 graduates: 3 males, 2 African American, 0 Asian, 1 Hispanic/Latino. 1 Native Hawaiian/Pacific Islander, 6 White Non-Hispanic
- School of Sonography Graduates Class of 2023 Diversity:
9 graduates: 1 male, 2 African American, 1 Asian, 1 Hispanic/Latino, 2 Two or More Races, 4 White Non-Hispanic

HACKENSACK MERIDIAN HEALTH MISSION & VISION

OUR MISSION

TRANSFORM HEALTH CARE...

and be recognized as the leader of positive change.

OUR VISION

Innovation is in our DNA, compelling us to create a world where: the highest quality care is human-centered, accessible and affordable: we deliver outcomes that matter most: and excellence is the standard.

BELIEFS

Creative – I will do my part to make things better.

Courageous – I will do the right thing.

Compassionate – I am the human experience.

Collaborative – I embrace teamwork.

Connected – I am part of something bigger.

CONTACT INFORMATION

JFK Muhlenberg Harold B. and Dorothy A. Snyder
Schools of Medical Imaging
Park Avenue & Randolph Road Plainfield, NJ 07061

www.jfkmuhlenbergschools.org

General Information

(908) 668-2400 ; (908) 668-2401

Admissions

(908) 668-2405/2450

Application

www.jfkmuhlenbergschools.org

Dean

(908) 668-2403/2418

Associate Deans

(908) 668-2779

(908) 668-2473

Director School of Radiography

(908) 668-2543

Director School of Diagnostic Medical Sonography

(908) 668-2884

Director of Student Engagement

(908) 668-2844

Student Health Nurse

(908) 668-2594

Fax number

(908) 226-4640

Financial Aid Office

(908) 668-2408/2963

Registration & Enrollment

(908) 668-2410/2412

Student Billing

(908) 668-2404

Union College

Cranford Campus

1033 Springfield Avenue

Cranford, NJ 07016

(908) 709-7000

Academic Learning Center

(908) 709-7526

Office of Admissions

(908) 709-7500

Director of Testing

(908) 709-7538

Transcript Information

(908) 709-7132

Kean University

1000 Morris Avenue

Union, New Jersey 07083

(908) 737-5326

JFK HAROLD B. AND DOROTHY A. SNYDER SCHOOLS

SCHOOLS OF MEDICAL IMAGING

ACADEMIC CALENDAR

2023 - 2024

Please refer to the academic calendar posted on the School's website – www.jfkmuhlenbergschools.org or on Union College's website – www.ucc.edu.

JFK Muhlenberg Harold B. and Dorothy A. Snyder School follows the same academic calendar.

NON-DISCRIMINATION / ADA POLICY

It is the policy of the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools to comply with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Older Americans Act of 1975, and the Americans with Disabilities Act of 1992.

The laws prohibit discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age or disability in all educational programs and activities as long as the disabled person does not present a safety hazard to themselves or patients. JFK University Medical Center is an Equal Opportunity Employer.

TITLE IX

Title IX is U.S federal law that prohibits discrimination on the basis of sex in education institutions. Title IX states, "No Person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

*Sex discrimination includes sexual harassment and sexual violence, including sexual assault.

*Title XI can be found in the Education Amendments of 1972, 20 U.S.C. & 1681, and its implementing regulations at 34 C.F.R. part 106 (Title IX).

*JFK University Medical Center and JFK Muhlenberg Harold B and Dorothy A. Snyder Schools of Medical Imaging prohibits discrimination, sexual harassment, and sexual misconduct, including sexual assault, stalking, and dating violence

*All faculty, students, staff, and visitors who have a Title IX concern or wish to file a complaint for investigation may contact the Dean of the Schools of Medical Imaging.

JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools Related Complaints

It is the belief of the administration of the JFK Muhlenberg Harold B and Dorothy A. Snyder School of Nursing and Medical Imaging that students should be afforded fair and respectful treatment in the application of procedures and regulations. To coincide with this belief the school has instituted mechanisms to address student complaints. In the event that there is a perceived violation or misapplication of the regulations in this handbook, school catalog, school of medical imaging policies and /or procedures or denial of due process, a student may file a formal complaint. Students with questions regarding the procedure to follow for a complaint should contact the Program Director.

SCHOOL PHILOSOPHY

The philosophy of JFK Muhlenberg Snyder School of Medical Imaging is derived from, and is in accord with, the central purpose and philosophy of JFK Medical Center of which it is a part.

The Faculty of JFK Muhlenberg Snyder Schools of Nursing and Medical Imaging believe that:

Man* is a complex rational being capable of self-determination. Interacting with his environment, Man uses their intellect to engage in self-care requisites. Subsumed in Man's freedom of choice and is responsible and accountable for these actions.

Society is a complex social system created by Man for nurturing, education, protection and welfare. It is the responsibility of the School, its faculty, students and graduates to be aware of the multicultural diversity of the community, to be responsive to its health needs and to strive to interact with members of the community in order to meet these needs to the fullest extent possible.

It is sustained by self-care activities that are learned and reinforced by values, beliefs and habits. The faculty believes that the pursuit of health is a basic right of all individuals.

Medical Imaging is the use of high-energy modalities (e.g., X-rays, ultrasound, magnetic resonance, tomography) in order to allow visualization of body tissues. It is a very important service in the health care industry today in order to give the highest level of care to the ailing population. It is accomplished by the Doctors and the Technologists who use the evidence-based practice with the extensive knowledge of anatomy and pathology that they have acquired in academia. It requires a good understanding of human anatomy and physiology. During the process we make sure they also understand the limitations of the use of the imaging techniques and other modalities when required to help in the diagnosis, and assessment since it is key to management and alleviation of the patient's symptoms. All of the imaging modalities are interdependent.

Education for professional Medical Imaging prepares individuals from various types of educational programs to sit for a common licensing examination. The Faculty believes that one means of preparation as a medical imaging professional is through diploma education. Accordingly, the faculty embraces the belief that the graduate of this program is prepared for entry into practice to function as a generalist in organized medical imaging services where the roles are well defined.

Teaching-learning is an interactional, ongoing process in which a person integrates new and previously held knowledge and beliefs to form new insights and ideas. Learning is a self-directed activity with the faculty functioning as facilitators of learning creating an environment which promotes self-discovery, creativity, problem solving, and beginning critical thinking skills. As a result of the teaching-learning process, the learner demonstrates growth and/or a change in behavior.

It is the responsibility of the School to provide an environment in which the student can acquire the knowledge and skills necessary to function as a novice practitioner, and it is the responsibility of the School to socialize the student into medical imaging and foster accountability in the individual.

Within the professions of Medical Imaging, opportunities must be actively fostered to provide educational opportunities for individuals who wish to change goals and advance from one level of Imaging practice to another.

*The use of the term Man, is intended for convenience sake and does not connote sexual discrimination.

BUCKLEY AMENDMENT GUIDELINES

- Do not give out any information about a student to anyone without the student's written permission. Require an ID when a student requests a copy of his or her schedule or Counseling Advising Report.
- Do not give out any information about a student over the telephone, even to the student. ID cannot be confirmed by phone.
- Parents who want information about a child, but lack written permission, may only be accommodated if they provide a copy of their most recent U.S tax return showing the student as a dependent to the Registrar or Director of Student Engagement.
- Police personnel who want information about a student must submit a subpoena.
- Grades may not be posted in any manner by either name or social security number.
- In the event of a real emergency, the college will accept an emergency message. Security will make every effort to deliver the message if the student is enrolled and attending class that day. The college will not confirm delivery of the message. It is the student's responsibility to return the call.
- When in doubt, refer the request to either the Registrar, or Director of Student Engagement on your campus.

THE BUCKLEY AMENDMENT

- I. Date of Effectiveness: November 19, 1974
- II. Objectives of the Legislation: To provide students and parents greater:
 - A. access to student records
 - B. control over information contained in such records.
 - C. control over release of personal data without student consent
- III. Definitions:
 - A. Challenge Hearing must be granted the student to contest the content of the educational records or to ensure accuracy of recording. (Grades may only be challenged for accuracy of recording, not in terms of the reflection of performance).
 - B. Educational Records are those, which include files, documents, and other materials. contain information directly related to a student and are maintained by the college. or school.
 1. Records excluded from access:
 - a. Confidential letters of recommendation written prior to November 1974.
 - b. Personal notes of individual faculty or staff for their own use which are in their sole possession and are not accessible or revealed to others.
 - c. Medical and Mental Health Information:
 - 1) Provided such are not available to anyone other than person providing treatment.
 - 2) Student has the right to select a physician or appropriate professional to review.
 - d. Parent's financial statements (PCS forms)
 - e. Records kept by Security Personnel
 - 1) If Security Personnel does not have access to other student records
 - 2) If security records are kept separate from other student records
 - 3) If records are maintained solely for law enforcement purposes
 - 4) If records are not made available to persons other than security or local law enforcements personnel.
 - C. Student includes any person with respect to whom the college or school maintains educational records and who is attending or has attended the institution, regardless of age.
 - D. Waiver of Rights occurs when a student relinquishes rights to see certain classifications of documents such as letter of recommendation, if some are used solely for purpose for which intended. A waiver may not be required as a condition for admission or receipt of financial aid, other services or benefits.
 - IV. Access to Student Educational Records Without Student Consent
 - A. Those eligible for such access are:
 1. Instructors and administrators currently employed by the institution who have an educational interest in the information.
 2. Officials of other schools in which the student seeks to enroll provided the student Is notified of the release.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

To protect the privacy of students and families, Federal law sets certain conditions on the disclosure of personal information from records kept by schools that participate in the SFA programs. The relevant law is the Family Educational Rights and Privacy Act of 1974 (FERPA). The ED regulations that implement FERPA were recently re-published in the Federal Register (2011-30683).

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution). These rights include:

The right to inspect and review the student's education records within 45 days after the day the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools (the "School") receives a request for access. A student should submit to the Dean, Director of Registration or Director of Student Engagement, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the Schools to amend a record should write the school official responsible for the records, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the School decides not to amend the record as requested, the Schools will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. The right to provide written consent before the Schools discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorized disclosure without consent.

The School discloses education records without a student's prior written consent under the FERPA exception or the disclosure to school official with the legitimate education interests. A school official is a person employed by the school in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Schools who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for the Schools.

Upon request, the School will disclose education records without consent to officials of another school in which a student seeks or intends to enroll. Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.

An exemption also exists for law enforcement. Student consent or disclosure by the Schools is not required in the event the US Attorney General or designee serves the Schools with an ex parte court order collecting education records relevant to an investigation or prosecution. Another important exception concerns the concept of "Directory Information." Information specified as "Directory Information" can be released without the consent of the student unless the student specifically requests that such information be withheld (also known as "opting out"). A student may opt out of directory information disclosure by submitting a written request to the Director of Registration and Enrollment specifying which directory information the student wishes not to be disclosed. Such a request must come from the student and only applies to what is otherwise non-confidential directory information. Such a request is not necessary for personally identifiable information already protected as confidential under FERPA.

Directory information is defined as: name, address, telephone listing, date and place of birth, level of education, academic major, degrees received and the educational institution in which the student was most recently enrolled. Please note that JFK Muhlenberg Snyder Schools does not publish a student directory.

The right to file a complaint with the U.S. Department of Education concerning alleged failure by the Schools to comply with the requirement of FERPA. The name and address of the Office that administers FERPA is:

Family Policy of Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

This document is not intended as an exhaustive representation of FERPA, nor does it explain all rights afforded student under FERPA. More FERPA information can be found online at:
<http://www.ed.gov/polciy/gen/guid/fpco/ferpa/index.html>

ADMINISTRATION INFORMATION

ACADEMIC ADVISEMENT

The Office of Registration and Enrollment is available to all enrolled students wishing academic counseling. The Registration Office works with students in matters related to planning courses at the request of the student, covering new students with admission requirements and with students on probation/continued probation. Students should go online to Union College Student Self-Service to track their progress. In matters relating to work in specific courses, students are encouraged to see the course professor.

ADDRESS OR NAME CHANGE

When an applicant's or student's home address, telephone number, email address and/or name is changed during the application process or enrollment at the Schools (even as an extended student or student on a Leave-of-Absence), the student must provide written notification to the School's Student Billing Office as soon as the change is effective. Legal documentation must be provided. Names on correspondence, transcripts and diplomas will be the same as the name with which the student enrolled, unless legal documentation of name change is provided.

AUDITING A COURSE

A student may audit the theory/didactic portion of a program's course pending written approval of the Program Director in their course of study and completion of the Audit Request form, which can be found in the addendum at the back of the student handbook. A student cannot audit a course before having taken entire the course. Refer to the current fee schedule for auditing a course.

Students auditing a course as part of the Advanced Level Residency Program and those returning to the programs after an approved absence may attend lectures and observe laboratory experience. Examinations, tests, and quizzes will be administered as a routine portion of the course. Grades for the returning students will be advisory grades only and will not improve grades previously attained by the student.

TUITION & FEES - PAYMENT POLICIES

PAYMENT POLICIES

As part of the registration process students should check their Student Portal account for an outstanding balance and to make payment. Students who do not settle their account by the posted payment deadline for the semester could be unregistered from JFK professional courses. Students who register on or after the payment deadline are expected to settle their account at time of registration or they may be unregistered. Students should not expect this policy to absolve them of financial liability. By registering for class, students are purchasing a seat in each class selected and are responsible for payment of the associate tuition and fee charges. Students who choose not to begin classes must officially drop according to the published deadlines to avoid being charged, see [Academic Calendars | Union College \(ucc.edu\)](#). Failure to attend a class does not constitute an official drop.

- The School of Nursing and Medical Imaging accepts Visa, MasterCard, Discover and American Express. In addition, students may pay by personal or certified checks and money orders.
- Payment of a prior semester balance must be by certified check, money order, or credit card.
- Students can make credit/debit card payments on the Student Portal [Myportal.jfkmuhlenbergschools.org](https://myportal.jfkmuhlenbergschools.org)
- Students who have estimated financial aid awards on their account at the time of registration may be able to apply such aid toward their charges. If financial aid does not cover all the charges, the remaining balance is due from the student. In addition, students may be responsible for making payment to the The JFK Muhlenberg Snyder Schools, in the event that any financial aid award is revised or cancelled.
- A “Hold” will be placed on the student’s account and the student will not be allowed to receive any grades, letters of recommendation, or transcripts, and will not be permitted to register for subsequent semesters until such debts are settled.
- In the case of those academically eligible to graduate, issuance of the diploma or related transcripts will be deferred until all outstanding balances are satisfied.
- The student is liable for the full retail-price replacement of any materials, which cannot be returned because of loss or damage.

TUITION PAYMENT PLAN

Logon to <https://jfkmuhlenbergschools.org> for more information on the Tuition Payment Plan.

- The JFK Muhlenberg Snyder Schools offers a Tuition Payment Plan for Fall and Spring semesters.
- Students must be registered for three or more credits/hours.
- There is a non-refundable fee to participate. Payments are due in monthly amounts. The initial payment plus the fee is required upon sign-up.
- The maximum number of monthly payments is four.

NOTE: Students are financially responsible for all semester tuition and fee charges incurred despite their non-attendance. Students should adhere to the college policy regarding dropping and withdrawing.

PENALTY FEES

- Return Check Fee – Assessed to all students if the bank does not honor their check. Students will be required to pay all current and future balances by certified check, or money order once a Returned Check Fee has been charged to their account.

REFUND POLICY

- Refunds can take up to two (2) weeks to be processed and checks to be drawn. Refund checks will be mailed to students at their address of record.
- Refund amounts are determined by the official drop date recorded on the student's account.
- "Withdrawn" or "W" grades are not eligible for refunds and students are responsible for payment for these courses.
- Courses officially dropped prior to the first scheduled date of the semester will result in 100% credit of tuition and fees.

Fall and Spring Semesters

- Courses officially dropped from the first scheduled day of the semester through the fifth day of the semester, will result in a 50% credit of tuition and fees.
- After the fifth day of the semester, no reduction in charges will be made for dropped courses.

Late Start / Winter / Summer / 7 Week Sessions

- Courses officially dropped on the first scheduled day of the semester will result in a 50% credit of tuition and fees.
- After the first day of the semester, no reduction in charges will be made for dropped courses.

The refund policy reflects the standards of the school's accrediting agency and State law. The date used to calculate the refund is determined as follows:

1. In the case of a student who officially withdraws, the date of the withdrawal.
2. In the case of a student who unofficially withdraws, the drop out date is the last recorded date of class attendance as documented by the institution. The Registrar's Office is responsible for determining and documenting the last day of attendance.
3. In the case of a student who is expelled, the date of the expulsion.

REFUNDS FOR DROPPED COURSES

Courses must be officially dropped during the stated refund period for the semester. Courses can be dropped online through web services or in person at JFK Muhlenberg Snyder Schools Registration Department. Failure to attend a course does not constitute an official drop and students will remain responsible for all tuition and fee charges. Refund amounts are determined by the official drop date recorded on the student's account.

Treatment of Federal Financial Aid Funds (Title IV Aid)

Students earn financial aid each time they attend class. For that reason, Federal funds (Pell Grant, FSEOG, Subsidized/Unsubsidized Loans, and PLUS loans) may need to be returned if students withdraw before the end of the semester. Students must complete 61% of the semester (usually 11 weeks) or they may be required to repay all, or part of the financial aid disbursed for that semester.

Before a student withdraws from a course, the Financial Aid Office will determine the amount of financial aid a student has "earned" and the amount for which they are not eligible ("unearned"). The unearned funds are returned to the Department of Education. To calculate the completed portion of the semester, we divide the number of days a student attended by the number of days in the semester. The number of days in each semester begins with the first day of class and ends with the last day of class. Semester breaks of five or more consecutive days are not included in the calculation; however, weekends are counted.

RETURN DISTRIBUTION FOR FINANCIAL AID RECIPIENTS

Refunds are allocated to financial aid programs in the following order.

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal PLUS Loans
- Pell
- SEOG
- Other Title IV Program

Withdrawal from all courses in which a student is enrolled in a given semester/session constitutes a withdrawal from college. Withdrawal from College during the official withdrawal date set in the College Calendar for semester/session requires that the student submit an official request for withdrawal through a drop/add withdrawal form.

Students should consult with a Registrar before withdrawing. Unless this request has been completed by the student and submitted by the appropriate withdrawal dates, the withdrawal is considered “unapproved” and will result in a final grade of “F” or “UF” in all classes.

Financial aid recipients should discuss the implications of withdrawing from a class with the Financial Aid Office in order to gain an understanding of any implications withdrawing has on their financial aid status.

Withdrawal from College after the official withdrawal date requires that the student seek a withdrawal from each course with the permission of the instructors. See the next section.

Refunds and withdrawal eligibility will be based upon the date on the drop/add or withdrawal. A student who withdraws from all classes within the published withdrawal dates, providing there is no violation of academic integrity, will have the withdrawal recorded as a “W” as long as all appropriate forms have been filed.

WITHDRAWAL FROM COLLEGE

The official withdrawal period is published in the Union College calendar. Students may withdraw from a course(s) at any time during the official withdrawal dates posted for the semester/session. Students who wish to drop a course(s) must fill out a Drop/Add Courses Form and submit it to the Registrar’s office.

Please note that some courses do not run for the traditional 15 week semester and an equivalent withdrawal date is calculated and published each term. Official withdrawal can only be accomplished within the dates listed for that semester/session. These dates are identified in the College Calendar, which is available at www.ucc.edu.

TRANSCRIPT FEE

There is a fee for each official transcript copy of a Transcript issued. Transcripts will not be issued unless the student has met all financial obligations to the College. Students should request their transcript online here. Check the JFK Muhlenberg Snyder Schools Website www.jfkmuhlenbergschools.org

1098T FORMS

1098T forms are published each calendar year, to qualified students on the Student Portal by January 31st of the following year. Myportal.jfkmuhlenbergschools.org

- The 1098T form contains information to assist students to determine if they qualify for educational tax credits or deductions. For details on these credits/deductions or how to use the amounts listed on your form, consult either a qualified tax professional or IRS publication 970 entitled “Tax Benefits for Education” at www.irs.gov
- Form 1098T reports the Qualified Tuition and Related Expenses paid during the calendar year, up to the amount billed for these expenses. It also includes any Scholarships/Grants awarded during that year.
- The information on the form complies with IRS regulations. Charges are reported in the tax year in which they were incurred, which is not necessarily the same as the year in which the courses were taken.

RESIDENCY STATUS

Tuition charges will be computed based on a student’s residency on record on the first day of a semester.

Courses Taken at JFK Muhlenberg Snyder Schools

New Jersey Residents: Students with an address in New Jersey for a period of 12 months prior to the first scheduled day of class for a semester.

Out of State: Students who for a period of 12 months prior to the first scheduled day of a semester have an address outside of New Jersey, but within the United States.

Courses Taken at Union College of Union County, New Jersey

Union County Residents: Students with an address in Union County for a period of 12 months prior to the first scheduled day of class for a semester.

Out-of-County Residents: Students who for a period of 12 months prior to the first scheduled day of a semester have an address outside of Union County, but within the United States.

International: Students who for a period of 12 months prior to the first scheduled day of a semester have not resided within the United States.

COUNTY CHARGEBACKS (UNION COUNTY COURSES ONLY)

Students who reside in New Jersey but outside of Union County, may be eligible for the lower in-county tuition rate if they qualify for a chargeback. The Union County College Student Services Center must be provided with the following forms to qualify:

- Certification of Inability to Admit which must be completed by the Registrar or Admissions Officer of your home county college.
- Certification of Residency which must be completed by the county fiscal officer (treasurer) of your home county.
- You will be charged in-county tuition if you submit these forms with your registration. If you paid out-of-county tuition and subsequently submit the forms, your charges will be reduced to the in-county rate, and if applicable, a refund will be issued. Students have 30 days from the first day of the regular semester to submit the required chargeback certificates.

EMPLOYEE DISCOUNT – BILLING POLICIES FOR EMPLOYEE’S IMMEDIATE FAMILY

Any student who is a JFK University Medical Center permanent (not per diem) employee or is a dependent age child, of a permanent (not per diem) employee in the JFK University Medical Center/Hackensack Meridian Health may receive up to thirty percent (30%) discount on the balance of the semester’s clinical bill (laboratory fee) after all financial grant and/or scholarship aid has been credited. Employee discount can only be applied to those courses taken at JFK Muhlenberg Snyder Schools, not courses taken at Union College. The Student must be in good standing in the Schools. The student must maintain a 2.0 GPA or better in the relevant courses to receive the discount. Clinical discount does not apply for repeat courses.

Tuition & Fees – Academic Year 2023 - 2024

School of Radiography

Average Overall Cost of Program* (Based on In-County Rate) = 80 Credits	\$46,271.50
39 General Education Credits	\$ 8,346.00
41 Radiography Credits	\$8,774.00
In-State Cost Per Credit	\$214.00
Out-of-State Cost Per Credit	\$385.00
RADIOGRAPHY CLPR-901 – FALL (7 Credits)	\$1,498.00
CLPR-901 Clinical Laboratory – FALL	\$2,995.25
Personal Monitoring Device Fee (one time only)	\$125.00
Skills Lab Fee	\$215.00
Rad Tech Boot Camp Fee	\$24.00
Student Service Fee (Registration, Library, Building Technology, Student Health, Orientation)	\$530.00
Total In-County	\$5,387.25
Total Out-of-State	\$6,584.25
RADIOGRAPHY CLPR-902 – SPRING (8 Credits)	\$1,712.00
CLPR-902 Clinical Laboratory – SPRING	\$5,239.25
Distance Education – Online Fee	\$30.00
Skills Lab Fee	\$215.00
Rad Tech Boot Camp Fee	\$24.00
Student Service Fee (Registration, Library, Building Technology, Student Health)	\$470.00
Total In-County	\$7,690.25
Total Out-of-State	\$9,508.25
RADIOGRAPHY CLPR-903/904 – SUMMER (4 Credits)	\$856.00
CLPR-903/904 Clinical Laboratory – SUMMER	\$2,995.25
Skills Lab Fee	\$95.00
Rad Tech Boot Camp Fee	\$48.00
Student Service Fee (Registration, Library, Building Technology, Student Health)	\$470.00
Total In-County	\$4,464.25
Total Out-of-State	\$5,148.25
RADIOGRAPHY CLPR-905 – FALL (9 Credits)	\$1,926.00
CLPR-905 Clinical Laboratory – FALL	\$5,239.25
Professional Membership Fee	\$35.00
Rad Tech Boot Camp Fee	\$33.00
Student Service Fee (Registration, Library, Building Technology, Student Health)	\$470.00
Total In-County	\$7,703.25
Total Out-of-State	\$9,242.25
RADIOGRAPHY CLPR-906 – FALL (13 Credits)	\$2,782.00
CLPR-906 Clinical Laboratory – FALL	\$5,239.25
Asset Test	\$80.00
Distance Online Education Fee	\$30.00
Skills Lab Fee	\$215.00
Rad Tech Boot Camp Fee	\$33.00
Student Service Fee (Registration, Library, Building Technology, Student Health)	\$470.00
Total In-County	\$8,849.25
Total Out-of-State	\$11,072.25

Tuition & Fees – Academic Year 2023 -2024

School of Radiography	
RADIOGRAPHY CLPR-907/908 – Clinical Laboratory - SUMMER	\$2,995.25
Graduation Fee	\$300.00
Rad Tech Boot Camp Fee	\$66.00
Student Service Fee (Registration, Library, Building Technology, Student Health)	\$470.00
Total In-County	\$3,831.25
Total Out-of-State	\$3,831.25
Other Fees (Inclusive List)	
Audit Fee (Lecture)	\$150.00
Audit Fee (Laboratory)	\$350.00
Books and Uniforms - \$1,000.00 plus	\$1,000.00
Certification Exam Fee	\$200.00
Key Card Replacement	\$25.00
Leave-of-Absence Fee	\$20.00
Replacement Diploma	\$30.00
Returned Check Service Fee	\$40.00
Transcript Fee	\$10.00
Union College Parking Fee	\$65.00
Housing Fee	
Residence (Fall or Spring)	\$1,800.00
Residence (Summer I & II)	\$1,200.00
Residence (Summer I or II)	\$700.00
Room Deposit	\$150.00

Students can pay their bill on the Student Portal using debit/credit cards, or by money order, bank certified or personal check. **The school DOES NOT accept cash.**

*All charges are subject to change at any time pending appropriate approval. All School of Medical Imaging students are enrolled in the JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Medical Imaging /Union College Cooperative Nursing Program. Additional course fees may apply.

Tuition & Fees – Academic Year 2023 -2024
School of Sonography

Average Overall Cost of Program* (Based on In-County Rate) = 80 Credits	\$45986.80
41 General Education Credits	\$ 8,774.00
39 Sonography Credits	\$8,346.00
In-State Cost Per Credit	\$214.00
Out-of-State Cost Per Credit	\$385.00
SONOGRAPHY DMSM-101 & RNTM-101 – SPRING (3 Credits)	\$642.00
Distance Education Fee	\$30.00
Student Service Fee (Registration, Library, Building Technology, Student Health, Orientation)	\$530.00
Total In-County	\$1,202.00
Total Out-of-State	\$1,715.00
SONOGRAPHY CLPS-901 – SUMMER I & II (7 Credits)	\$1,498.00
CLPS-901 – SUMMER I & II Clinical Laboratory	\$957.60
Skills Lab Fee	\$185.00
Student Service Fee (Registration, Library, Building Technology, Student Health)	\$470.00
Total In-County	\$3,110.60
Total Out-of-State	\$4,307.60
SONOGRAPHY CLPS-902 – FALL (11 Credits)	\$2,354.00
CLPS-902 – FALL Clinical Laboratory	\$3,949.60
Skills Lab Fee	\$185.00
Simulation Fee	\$500.00
Distance Online Education Fee	\$30.00
Student Service Fee (Registration, Library, Building Technology, Student Health)	\$470.00
Total In-County	\$7,448.60
Total Out-of-State	\$9,369.60
SONOGRAPHY CLPS-903 – SPRING (6 Credits)	\$1,284.00
CLPS-903 – SPRING Clinical Laboratory	\$8,288.00
Skills Lab Fee	\$185.00
Professional Membership Fee	\$45.00
Student Service Fee (Registration, Library, Building Technology, Student Health)	\$470.00
Total In-County	\$10,272.00
Total Out-of-State	\$11,298.00
SONOGRAPHY CLPS-904 – SUMMER I & II (6 Credits)	\$1,284.00
CLPS-904 – SUMMER I & II Clinical Laboratory	\$4,847.20
Skills Lab Fee	\$185.00
Assessment Fee	\$250.00
Student Service Fee (Registration, Library, Building Technology, Student Health)	\$470.00
Total In-County	\$7,036.20
Total Out-of-State	\$8,062.20

Tuition & Fees – Academic Year 2023-2024
School of Sonography

SONOGRAPHY CLPS-905 – FALL (6 Credits)	\$1,284.00
CLPS-905 – FALL Clinical Laboratory	\$5,894.40
Skills Lab Fee	\$185.00
Graduation Fee	\$300.00
Student Service Fee (Registration, Library, Building Technology, Student Health)	\$470.00
Total In-County	\$8,133.40
Total Out-of-State	\$9,417.40
Other Fees (Inclusive List)	
Audit Fee (Lecture)	\$150.00
Audit Fee (Laboratory)	\$350.00
Books and Uniforms - \$1,000.00 plus	\$1,000.00
Certification Exam Fee	\$200.00
Key Card Replacement	\$25.00
Leave-of-Absence Fee	\$20.00
Replacement Diploma	\$30.00
Returned Check Service Fee	\$40.00
Transcript Fee	\$10.00
Union College Parking Fee	\$65.00
Housing Fee	
Residence (Fall or Spring)	\$1,800.00
Residence (Summer I & II)	\$1,200.00
Residence (Summer I or II)	\$700.00
Room Deposit	\$150.00

Students can pay their bill on the Student Portal using debit/credit cards, or by money order, bank certified or personal check. **The school DOES NOT accept cash.**

*All charges are subject to change at any time pending appropriate approval. All School of Medical Imaging students are enrolled in the JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Medical Imaging /Union College Cooperative Nursing Program. Additional course fees may apply.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The CLEP Program provides a method of earning college credit by taking examinations in various subject areas. Students may apply for CLEP through collegeboard.com. Union College recognizes CLEP scores and will apply credit in subject areas if the CLEP scores meet the college requirements. Credit will not be given where there is evidence of previous academic work. Union College will not accept English 102 CLEP scores.

CRIMINAL BACKGROUND CHECK

As of September 1, 2004, the Joint Commission has required the following standard be met.

“(Standard HR .1.20 for staff, students and volunteers who work in the same capacity as staff who provide care, treatment, and services, at EP 5 states criminal background checks are verified when required by law and regulation and organization policy). This means that if state law, regulation or hospital policy requires background checks on all employees, volunteers and students, the Joint Commission expects them to be done on all three Categories.”

The State of New Jersey Professional Responsibility and Reporting Enhancement Act (N.J.S.A. 18A:6-7.1 et. seq.) requires all health care professionals to have a criminal history record background check. Therefore, in order to complete your educational program at JFK Muhlenberg Snyder Schools, the performance of a completed criminal background check is required prior to a student’s first clinical course, and annually thereafter, and/or before moving into the School Residence. The School engages the service of a consumer reporting agency to conduct this background check. **It is the responsibility of the student to submit the necessary information to: www.tabb.net . The program identifier is MUHLENBERG. Students will be billed directly by designated company** for conducting background check and having results forwarded to JFK Muhlenberg Snyder Schools and/or clinical facilities. Favorable results are conditions for continued enrollment.

WITHDRAWN BY SCHOOL

Students failing to register for two semesters without notifying the Director of Registration and Enrollment, JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools, will be placed in withdrawn status and must go through the admissions process again. Students are allowed to re-apply and will be required to pay the non-refundable application and acceptance fee.

GRADUATION REQUIREMENTS

All courses required, including Junior and Senior seminar, for graduation must be successfully completed before licensing eligibility is certified. It is the sole responsibility of the student to track their course completion to ensure that ALL required courses are completed prior to graduation eligibility. Neither the Administration, Registration Office, Director of Student Engagement, Professors or Staff, will accept responsibility for any missing courses. Students seeking a second degree from Union College may transfer up to 30 credits of their first Union College Associate Degree toward their second, AS Degree program to meet graduation requirements.

Students graduate when all course work is satisfactorily completed and financial obligations met. A cumulative GPA of 2.0 or above for all general education and science courses is required for graduation. Students must obtain a 2.50 (C+) or above in all professional courses.

All school property including ID badge, monitoring devices, keys, books and any other borrowed items must be returned to the school as verified via the routing form provided by the programs. All students must pay financial obligations and complete all course requirements in order to participate in convocation. (See Addendum)

Transcripts and diplomas will be held until such time as all of the above obligations have been met. Union College will be notified to also hold all transcripts and degrees until the graduation requirements are completed.

Students in all programs will not be endorsed for National Registry examinations until all courses (Professional, Gen Ed and Senior/Junior seminar courses) and clinical requirements are completed and passed with a 76 (C+) or better.

All graduating students are eligible to participate in the Union College graduation ceremonies. The convocation will be held by the School. Students must have completed all courses in the program to be eligible to participate in the convocation ceremony. All graduating students are expected to attend. All students must pay all financial obligations.

GRADUATION RECOGNITION AWARDS

An academic award will be presented to an individual who achieves the highest GPA encompassing both Professional and General education courses.

A clinical award will be presented to an individual who has the highest clinical average.

An academic award will be presented to an individual who achieves the highest GPS for the professional courses.

An academic award will be presented to the individual with the highest score on the ARRT exam for the cohort.

HEALTH INSURANCE

Proof of Health Insurance is required for all clinical and dormitory students. The student may visit the government website, www.healthcare.gov, or contact them at 1-800-318-2596 to obtain insurance. New Jersey residents may also contact <https://NJ.gov/GetCoveredNJ>. If students cannot afford health insurance, proof of charity care is also accepted. Please be aware that Union College no longer offers health insurance for purchase.

LEAVE OF ABSENCE

A Leave-of-Absence request form must be completed prior to the start of the Fall and Spring semester. Leave-of-Absence is granted for up to one semester to matriculated students in good standing. Applications may be obtained from the School's website. Students must return the signed application to the Registrar's office for processing. The Leave-of-Absence is effective for requested semester and approval by the Office of Registration, Director of Financial Aid, Billing, the Associate Dean and Student Health Nurse. The \$20.00 non-refundable processing fee is payable online through the School's website. Leave-of-Absence are included in the time limit the student has to complete the program. Students may return from a Leave-of-Absence on a seat-available basis. A Leave-of-Absence becomes an automatic withdrawal if the student does not officially register, withdraw or apply for an extension, or if the leave is denied and the student does not continue studies. College credits earned, at Union College or any other institution, during a Leave-of-Absence will not be transferable during the semester for which the leave of absence was approved. Copies of the application will be distributed to appropriate personnel by the Registration Office after approval has been granted.

Release Note: Students applying for a Leave-of-Absence or Official Withdrawal who have a financial obligation to the School will not be granted a Leave-of-Absence or Official Withdrawal until obligation is satisfied.

LEAVE OF ABSENCE EXTENSION

Leave-of-Absence Extension applications may be obtained from the School's website, completed and signed before the start of the semester for which the student is requesting a Leave-of-Absence Extension. The signature of the Office of Registration, Director of Financial Aid, Billing, the Associate Dean and Student Health Nurse indicates approval of the Leave-of-Absence Extension. The \$20.00 non-refundable processing fee is payable online through the school's website.

MATERNITY LEAVE

It is highly recommended that students advise the School's Student Health Nurse and their Instructor as soon as verification of pregnancy is received. The student will require a note from their OB/Gyn if there are any restrictions in duty. The student will require a clearance note to return to class and clinical post-partum. The physician's clearance note must be presented to the Student Health Nurse at the School. All costs of medical care and hospitalization associated with pregnancy shall be the responsibility of the student. The student must also speak to the Director of Registration and Enrollment and sign a Leave-of-Absence form that if they are taking a Maternity Leave. Students receiving financial aid must also see the Director of Financial Aid.

PREGNANCY POLICY FOR RADIATION WORKERS

To reduce the possible damage to the fetus from exposure to ionizing radiation, a pregnant student is encouraged to voluntarily declare the pregnancy to the Program Director. Upon such a written declaration, the appropriate advisement in reducing fetal dose can be initiated. All costs of medical care and hospitalization associated with pregnancy shall be the responsibility of the student.

PREGNANCY DISCLOSURE

The School recognizes that it is the individual's right to choose to disclose any medical condition, including pregnancy to Program/School officials. If the student chooses to voluntarily disclose their pregnancy, they will complete the Declaration of Pregnancy Form and return it to the Program Director. The declaration of pregnancy will be held in strictest confidence. The declared pregnant student has the option to withdraw the declaration of pregnancy at any time. This withdrawal must be in writing and can be completed by using the Withdrawal of Pregnancy Declaration form. The program assumes no responsibility for and will not provide additional radiation monitoring, beyond that supplied to all students, if a student chooses to **NOT** declare or withdraw the pregnancy declaration.

PROCEDURE

Following the disclosure of a pregnancy, the student will be counseled as to the potential risks that are associated with radiation exposure to the fetus by either the Radiation Safety Office or Program Director in addition to the review of this policy. United States Nuclear Regulatory Commission (NRC) Regulatory Guide No. 8.13, Instruction Concerning Prenatal Radiation Exposure and NCRP Report No. 91, Protection of Embryo-Fetus, are suggested as references for all students. The student will be asked to sign a statement acknowledging that the possible danger has been explained to the student. It is recommended that the student also consult their own physician on this matter.

Once a declaration of pregnancy is made, a student may withdraw this declaration at any time.

The School has adopted the policy of the Radiologic Technology Board of Examiners of New Jersey regarding pregnant students. It is as follows:

1. All students shall wear whole body radiation dosimeters whenever in the vicinity of radiation producing machines. This practice must be particularly enforced with respect to pregnant students. To ensure fetal dose remains within safe limits, a second radiation monitoring badge will be requested after the pregnancy is declared. The second badge, "the baby badge" will be worn at waist level and under radiation protective apparel during the entire pregnancy to estimate fetal dose.

2. The relative risk to the embryo and/or fetus from x-rays should be thoroughly explained to ALL students prior to actual operation of x-ray machines.
3. The NJ Radiologic Technology Board of Examiners recommends a total dose equivalent limited (excluding medical exposure) of 5 mSv (50 mR) for the embryo/fetus. Once a pregnancy becomes known, exposure of the embryo/fetus shall be no greater than 0.5 mSv (50 mR) in any month (excluding medical exposure) with proper radiation controls.
4. The Program Director and the appropriate Radiation Safety Officer designee should, periodically, review student radiation reports to ensure compliance with the above dose limit. Following the review of the Pregnancy Radiography Students Policy with the Program Director of Radiation Safety Officer, the declared student will determine whether to remain in the Program, take a pregnancy leave or withdraw from the Program. The student will have 14 days after the declaration to make their decision. After that time, the student must sign the appropriate form indicating their decision.

Option 1: The Declared Student Remains in the Program

The student may continue in and complete the current academic and clinical portions of the semester, request a family leave for the birth and return full-time after the birth with medical clearance from their doctor.

While there are no restrictions placed on a student who has declared pregnancy, the following are recommendations that may reduce fetal radiation dose:

- The declared student should not hold any patient during any radiographic exposure.
- During the first trimester, do not remain in the fluoroscopic room while the fluoroscopy unit is producing radiation. After the first trimester the student should remain, only as necessary, while the fluoroscopy unit is activated.
- Move to a distance of greater than 10 feet perpendicular from the path of the primary beam during portable examinations.
- Use a wrap-around apron when involved with fluoroscopic or portable procedures.
- Do not be involved in the preparation of radiopharmaceuticals, or the care of patients receiving therapeutic dosages of radioisotopes.
- Use safe radiation practices to reduce radiation exposure as much as possible. (Time, Distance, Shielding).

If the student declines to take a Leave for Pregnancy after declaring pregnancy, the student still may, at a later date, decide to take a Pregnancy Leave.

Option 2: The Declared Student Takes a Voluntary Leave from the Program

If it is deemed medically advisable by the student's physician, the student may voluntarily take a pregnancy leave from the Program. To initiate this leave, the student shall acknowledge this decision by signing the Request for Leave form. Refer to Leave of Absence Policy.

The pregnant student shall also have the option to request a leave of absence from the clinical components of the program while continuing in the academic courses. After the birth of the baby, all missed clinical time must be made up to fulfill the graduation requirements.

The student must also speak to the Director of Registration and Enrollment and sign a Leave-of-Absence form if they are taking a pregnancy Leave. Students receiving financial aid must also see the Director of Financial Aid.

The student may return to the Program and complete the Program if a leave of absence is taken for pregnancy. An educational plan will be given to the student from the Program Director for their future progression in the program once the Maternity Leave is over. After the birth of the child, the student may be required to extend clinical or their didactic education beyond the normally required two years to make up for the missed didactic or

clinical classes. To return to the program after a leave, the student must get medical clearance from their doctor and submit the clearance to the Student Health Nurse.

Option 3: The Declared Student Withdraws from the Program

The student may withdraw immediately from the program and return full-time in the appropriate semester after the birth.

(Refer to Voluntary Disclosure Forms in Addendums)

PROGRAM COMPLETION LIMITS

No student may take more than the below stated time limit to complete the program, inclusive of time accrued during a leave of absence. This does not include time accrued due to a seat being unavailable. An extension of one semester only, under extenuating circumstances, may be granted by the Dean. Failure to comply with this policy will result in dismissal from the program.

It is the standard of the accreditors and the School that all students complete the program in 150% of the program length as follows:

Radiography	Maximum of 3 years
Sonography	Maximum of 3 years

Transfer Students

Once accepted into one of the programs, the student has 150% of the program length to complete the program.

NOTIFICATION OF CHANGES AND ADDITION OF POLICIES

All students and stakeholders will be made aware of policy changes via the school website, Union College email, Canvas platform, and in the classroom. Students matriculated in the JFK Muhlenberg Schools of Medical Imaging program receive a student handbook during orientation. Notifications of needed additions and revisions of policies are made as follows:

- Each course within the school will distribute the new/revised policy in the classroom. The course faculty will collect a signed Policy Attestation Form from each student. This document is filed in the student files.
- Student Services will post policy additions/changes under “News and Announcements” on the school’s website.
- Student handbooks will be reviewed and updated annually. The PDF copy of the current handbook is available at jfmuhlenbergschools.org.
- Matriculating students will also receive an email from Student Services with the new/revised policy changes.

Student Services will notify admitted students who have not begun their professional courses of policy changes via Union College email. A read receipt verifies acknowledgement of the policy change.

RE-ADMISSION POLICY

A student who has withdrawn from the JFK Muhlenberg Snyder School of Radiography or the School of Sonography Program and who seeks reinstatement must complete the application process, including payment of applicable fees. Readmission is not automatic or guaranteed. The student will be reevaluated and the decision by the Admissions Committee is binding.

If the student has attended other institutions since leaving JFK Muhlenberg Snyder Schools/Union College Cooperative Medical Imaging Program, official transcripts from these institutions must also be submitted. Readmission into the Schools is contingent upon the attainment of the required grade point average and the approval of the Admissions Committee.

Students who have been dismissed for issues involving state statutes, laws or similar offenses related to the profession in which they are enrolled must document compliance with all mandates, rules, variances, or orders imposed by the authorities invoking their discipline. In all cases involving legal and/or ethical issues applicable written clearance for application for registration, certification and/or licensing must be obtained by the candidate seeking readmission from the accrediting/licensing authorities prior to acceptance for admission in the new program.

Any JFK Muhlenberg Snyder School of Medical Imaging student, who has failed two Professional courses, is dismissed from the School. This dismissal is final and the student may not reapply to the JFK Muhlenberg Snyder School of Radiography or School of Sonography.

Any JFK Muhlenberg Snyder School of Medical Imaging student who has been dismissed due to unsafe clinical practices must reapply to the school with the next cohort using the application procedure in place for that new cohort.

RE-ADMISSION PROCEDURE

The process outlined below is not a guarantee that the student will be readmitted but to be considered for readmission, the following must be submitted:

1. Application
2. Appeal Letter
3. Letter from meeting with Carol Campell (908) 322-3883
4. Learning Contract
5. Reference Letter from the faculty member who taught the course in which you failed.

REGISTRATION

Students currently enrolled in Professional Medical Imaging courses must register for their next semester using the following time frame:

Summer and Fall Registration:

You must register between the first day of registration and April 15th to ensure you have a seat.

Spring Registration:

You must register between the first day of registration and December 15th to ensure you have a seat.

Current students who do not register within the assigned time frame will be in jeopardy of not obtaining a seat in their next professional course. Available seats will be open to all students waiting to return in the upcoming semester after the assigned registration period has ended.

All students must register online through Union College's Web Services (www.ucc.edu) Student Planning or at JFK Muhlenberg Snyder Schools Registration office. Students must check the Academic Calendar at www.ucc.edu for registration, refund dates, and last date to withdraw from a course.

Students who decide not to attend the ensuing semester, after having registered, must withdraw from courses prior to the first day of the semester via Union College's Self Service or by completing a withdrawal form with the Office of Registration at the JFK Muhlenberg Snyder Schools.

No student will be registered who has an outstanding obligation to the Schools or Union College.

Students on waiting lists do not register until the Granted Petition is entered by the Office of Registration.

In accordance with prevailing academic convention, the School reserves the right to cancel courses due to insufficient enrollment, lack of qualified faculty or lack of clinical facilities. Moreover, the School reserves the right to make adjustments to course schedules to accommodate staffing.

WITHDRAWAL POLICY

WITHDRAWAL FROM AN PROFESSIONAL COURSE

A student cannot withdraw from the same professional course more than once. A second withdrawal from the same or any professional course will result in dismissal from the program. If a student fails a professional course, a withdrawal upon retake of that course will also result in dismissal from the program.

Students must complete a three-step procedure to withdraw from a course, prior to the published last date of withdrawal on the Union College Academic Calendar. Withdrawals are not permitted after this date.

1. The student must complete the Student Course Withdrawal Form (See Addendum).
2. The student must meet with their Program Director and obtain their signature on the course withdrawal form, which is to be returned to the Registrar's office within 48 hours.
3. The student must visit www.ucc.edu, go to self-service and withdraw from the class by the last date of withdrawal deadline.

A student who fails to comply with the withdrawal procedure cannot withdraw after the published withdrawal date. This is considered an "Unapproved Withdrawal", as is discontinuing attendance of classes. This will result in a final grade of "F" or "UF". Financial Aid recipients should discuss the implications of withdrawing from class with the Financial Aid Officer prior to withdrawing, to gain understanding of any implications withdrawing has on their financial aid status. Students are held fiscally responsible for their educational bills upon withdrawal from a course. It is the sole responsibility of the student to follow the procedure and withdraw from the course on the Union College website in a timely manner, as well as being aware of the consequences of this action regarding the student's education.

WITHDRAWAL FROM A COURSE

Students who register for courses and elect to withdraw from those same courses may do so through Union College's Web Services Student Planning or complete a drop/add form with the School's registration office. Withdrawal dates for each semester are on the Academic Calendar on Union College's website www.ucc.edu.

Withdrawals are not permitted after the last withdrawal date of courses. A student who fails to comply with the withdrawal procedure cannot withdraw after the published withdrawal date will receive a "UF" grade (Unofficial Withdrawal).

Students must complete the Course Withdrawal Form located in the registration office at JFK Muhlenberg Snyder Schools. This form is to be signed by the following offices: registration, financial aid, billing and the student health nurse.

WITHDRAWAL FROM THE PROGRAM

Notification of withdrawal from the program must be submitted in writing utilizing the Program Withdrawal Form located on the school's website www.jfkmuhlenbergschools.org. The student also needs to: 1) sign a "Program Withdrawal Notification form and 2) see the Student Account representative to review any financial obligations. Students are asked to give a reason for the withdrawal. Students who are receiving financial aid must also see the Director of Financial Aid.

A student who has withdrawn from the Schools' Program in good standing and seeks reinstatement must complete the admission process to be re-admitted. If they have attended other institutions since leaving the

Cooperative Imaging Program, they must also submit official transcripts from these institutions. An application fee is required of a student applying for re-admission. Re-admission to the program will be on a seat available basis.

If a student is seeking to go into a different JFK Muhlenberg Snyder School program, the student must complete a new application, pay a new application fee, provide an official updated Union College transcript, provide adequate Entrance Exam scores (this may require retaking the entrance exam), provide one reference from one of the student's prior JFK Muhlenberg Snyder instructors, and write an essay addressing the reason(s) why the student is seeking to change into a different School program. Each program has its own entrance requirement; prior acceptance does not guarantee readmissions.

REPEATING COURSES – ALL STUDENTS

When a student repeats a course, the most recent grade will be calculated into the grade point average. This average is known as the “adjusted average.” The student's record, however, will show all courses attempted and all grades received.

School of Medical Imaging students may repeat science courses only once after a failing grade (below a C). If the student fails the same science course the second time, they are dismissed from the medical imaging program.

A student may not repeat a professional course (in which a grade other than “W” has been received) more than once. The policy relative to repeating non-professional courses (other than the sciences) is found in the Union College Catalog and Student Handbook.

For courses taken at Union College, a student may not attempt a course for the third time without the Dean of the Department approval. Final grades of “W” will count as an attempted course and will be included in the course-repeat process. For professional courses taken at JFK Muhlenberg Snyder Schools, a student can withdraw from the same professional course once. After the second withdrawal, the student will be dismissed from the medical imaging program.

The minimum acceptable grade in science courses is a “C” and all professional courses is a “C+”.

SCHEDULE CHANGES

Limitations on section size and available instructional resources make it impossible for each student to arrange a schedule which will meet the student's personal convenience in each instance. Changes of schedules are made through Union College Self-Service or through the Schools of Nursing and Medical Imaging registration office. Charges may be incurred.

SEAT AVAILABILITY

Seat availability for a professional course is determined based on the student's completion in the required academic courses in the curriculum. Students who are eligible to repeat a professional course are not guaranteed a seat in a subsequent course. The priority of registering students in professional courses is as follows:

1. Students satisfactorily progressing from one course to another.
2. Students who have already waited out a semester due to seat unavailability on a first come, first served basis.
3. Newly admitted students into the program. (Including transfer students)
4. Students who are repeating a professional course.

Students who need to repeat a professional course, which is closed, will automatically be placed on a waiting list, and will be notified when they may register for the professional course. Students who are not planning on continuing in the program should notify the Director of Registration and Enrollment as early as possible:

- In the event that a student meets the pre/co-requisites but does not gain a seat in the course, they will be placed on a waiting list. The criteria used for wait list placement is date of admittance.
- In the event that a student meets the pre/co-requisites but does not gain a seat in the course, they will be placed on a waiting list.

The School reserves the right to limit seats in any medical imaging course based on faculty and/or facility availability.

STUDENT CLASSIFICATIONS

Courses bearing institutional credits are accumulated to determine Full-Time, Half-Time, or less than Half-Time status:

- Full-Time Student – A student is considered full-time academically when they pursue 12 or more credit hours. A full-time student may carry 12 to 18 credit hours.
- Three-Quarter Student – A student is considered three quarter-time, academically, when they pursue 9 – 11 credit hours.
- Half-Time Student – A student is considered half-time, academically, when they pursue 6 -8 credit hours.
- Less than Half-Time Student – A student is considered less than half-time, academically, when they pursue 1-5 credit hours.

STUDENT RECORDS

The School complies with the provisions of the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). All official educational records of students are maintained by the Director of Registration and Enrollment. No information concerning a student's or graduate's academic status is released without the written consent of the student, graduate or supporting parents, if the student is a minor. Character references may only be released after similar written consent.

STUDENT RECORD RETENTION POLICY

Student files contain any information pertinent to or related to the student's academic, health or financial aid status while a student or graduate of the School.

Academic files are housed in the school's file room. These records are maintained by the Director of Admissions until the student is accepted. Once the student accepts admission the file becomes an active academic file.

Academic records of current students and the most recent graduates are housed in secure metal files in the school's file room #1 in Accordance with AACRAO regulations – for 3 years after graduation. Thereafter, required documents are retained on a permanent basis in accordance with AACRAO or until administrative needs are satisfied. Academic records of students who have withdrawn or been dismissed from the program are kept secured in files until administrative needs are satisfied or in accordance with AACRAO standards. The Director of Registration is responsible for all academic records.

Student Health Records are securely housed in the Student Health Nurse's office and in the school's file room. The records are retained for 3 years after graduation in accordance with AACRAO standards. The Student Health Nurse is responsible for maintenance and upkeep of all student health records.

Current Federal Student Financial Aid Records including previous academic year graduates, dismissals and withdrawals are securely housed in the office of the Director of Financial Aid. Older Financial Aid records are housed in File room #2. All financial aid files are retained in accordance with the federal requirements and NJ state requirements.

Student exams are retained by the Lead Teacher of each course for 1 year after course completion in accordance with AACRAO standards.

In maintaining and in processing all records, the School is in compliance with the Family Education Rights and Privacy Act of 1974 (Buckley Amendment).

No information concerning a student or graduate academic status is released without written consent of the student, graduate or supporting parents, if the student is a minor. Character references, during student tenure, may only be released with similar written consent.

Inspection and Review of Records

1. Staff and faculty use of a student file shall be documented on the Access of Student Records Form, located in the student file.
2. Student records may not be removed from the school premises.
3. Students may review their educational records upon request to the Dean. The Dean will comply within ten days after the request is made.

The student has the right to review all documents in the file EXCEPT:

- a. Confidential evaluations and letters of recommendation filed before January 1, 1975.
- b. Evaluations after that date if the student has waived the right to view the records.
- c. Financial records and statements of parents.
- d. Documents classified by law as non-educational.
- e. Anecdotal comments by staff.

Disclosure of Information from the Record

1. The records of students will be disclosed without written consent to those federal and state government agencies provided by law.
2. The records of a student will be disclosed without written consent to an agency to which the student has applied for or from which they have received financial aid, or which has made decisions concerning eligibility, amount, conditions, or enforcement of terms of such aid.
3. The School reserves the right to furnish parents or guardians of financially dependent students with any information relating to such students' academic status. The School will assume that the student is financially dependent unless the student informs the School in writing within ten days of registration each term that they are financially independent.
4. The records of a student will be disclosed without written consent to comply with a judicial order or subpoena.
5. The records of a student will be disclosed without written consent in a health or safety emergency, as provided by law.
6. The following information related to a student is considered "directory information." The School reserves the right to disclose it to anyone inquiring without the student's consent unless the student informs the Office of the Director of Registration and Enrollment that any or all such information about this student is not to be made public without the student's written permission: the student's name, home and local address, telephone number, date and place of birth, major field of student, dates of attendance, degrees and awards received, the most recent previous educational institutions attended by the student, and other similar information. (See Addendum)

Correction of Record

If after inspecting and reviewing the records, the student believes that information contained therein is inaccurate or misleading or violates their privacy or other rights, they may request, in writing, that the record be amended.

Right of Complaint

A student who believes that the School is not complying with the requirements of the Family Education Rights and Privacy Act or the regulations issued by the Department of Education implementing the Act, may file complaints in writing with:

The Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901
(800) 872-5327

The full text of the Family Education Rights and Privacy Act as amended, and the full text of the final regulations of the U.S. Department of Education for the implementation of the Act, are available for inspection at the Office of the Director of Registration and Enrollment.

Retention Periods for Student Records

Student records are maintained in accordance with guidelines from the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

TRANSCRIPTS

All requests for transcripts from the Schools of Nursing and Medical Imaging permanent academic record must be made in writing to the School. Visit the School's website at www.jfkmuhlenbergschools.org to obtain the Transcript Request form or addendum in the back of the handbook. A fee is charged for each transcript. Students are not entitled to transcripts until all financial obligations to the Schools of Nursing and Medical Imaging have been met. Please allow a minimum of five to seven (5-7) business days to generate transcripts.

CREDIT TRANSFERABILITY POLICY

Purpose: To ensure that each individual receives an accessible, non-discriminatory and consistently applied policy of credit transfer.

Policy: The Schools of Medical Imaging's policy on transfer of credits complies with the Higher Education Opportunity Act. The School strives to recognize and award advanced standing for comparable credit from another institution when the following criteria are met:

General Education Courses:

1. General education credits will be awarded provided the courses taken are requirements of the medical imaging programs.
2. Course content must be comparable in content and credit hours to the course being sought. All science courses must have a lab.
3. Students must have a cumulative grade point average (GPA) of at least 2.5, and no grade lower than a "C", in all relevant courses.
4. Students may be granted up to 36 college credits of advanced standing toward an Associate in Science degree.
5. Students who have previously been awarded a bachelor's degree may receive up to 40 transfer credits toward an Associate in Science.
6. Credits earned in Anatomy and Physiology I, Anatomy and Physiology II, and General Physics, taken more than ten years prior to application for admission, will NOT be accepted for transfer credit. There is no time limit on liberal arts courses for transfer. Courses that exceed the time limit must be retaken or challenged.

Professional Courses:

1. It is the responsibility of the accepted applicant to provide the detailed course outline for each course that transfer credit is being sought. The outline must be the one from the semester in which syllabus and topical outline were used/provided, to accepted applicant, when course had been taken.
2. The accepted applicant must have earned a passing grade from the sending institution for each course being transferred. Advanced standing in medical imaging may be secured through challenge exams offered for the individual programs. Advanced standing can only be offered for courses in which the student has previously obtained a passing grade through a program accredited by a nationally recognized accrediting body acceptable to the school: i.e., Middle States, the JRCERT and /or CAAHEP, JRCEDMS.
3. Credit earned in professional courses for admission will be evaluated by **testing only**.
4. An applicant seeking to transfer any professional courses must include a letter of reference from the director of the school, or from the respective course instructor.

PROCESS:

1. The student must apply to the JFK Muhlenberg Snyder School of Radiography or Diagnostic Medical Sonography.
2. All Credits: Send all official transcripts from the transferring institution to the School of Medical Imaging Office of Admissions.
3. Professional Courses:
 - A. Obtain the course(s) syllabus and topical outline(s) from the previous schools attended.
 - B. The Program Director will review the content and credit to determine if advanced standing in Professional Courses is possible.
 - C. The student will be scheduled for the challenge exams upon completion of the review of records. The student must achieve a grade of C+ (76%) in the challenge exam to secure credit(s) for each course. Applicable fees will be charged for each challenge exam.
4. General Education Courses:
 - A. The Director of Registration will review the transcript to determine advanced standing in general education courses.
5. The student must contact the Director of Registration and Enrollment to verify, or if there are any questions concerning the credit transferability, information that is to be or has been received.

TRANSPORTATION/PARKING

Each student is responsible for providing transportation to and from Union College, agencies used for clinical experiences, and other places of learning or recreation. Each student assumes full responsibility for any risk, loss, injury and/or damage incurred relative to the use of any means of transportation and the parking of bikes and motor vehicles. Students with cars must park their vehicles in the spacious, well-lighted parking lot immediately across the street from the main entrance of the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools. Parking is also provided at Union College. Every student attending Union College must purchase the Union College parking decal at the Union College Student Accounts Office. Each student owning or operating a motor vehicle at JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Medical Imaging must register it through the Administrative Office. If a new vehicle is purchased, a new registration card is required.

To ensure your safety while crossing the street and comply with traffic laws, the following instructions are in place and will be enforced immediately:

- Students are to park in the parking lot across from the school only.
- Parking on both sides of Park Avenue (1200 block) will be strictly prohibited and enforced for safety reasons. "No Parking" signs are in place on both sides of the street.
- Parking on Moffett Avenue (1200 block) is prohibited.
- Parking on Randolph Road (1200 block) is prohibited.

- Students coming to or leaving the school and crossing the street are considered pedestrians. Students are required by New Jersey State law to obey traffic laws and cross the street at the designated crosswalk.

MEDICAL IMAGING PROGRESSION AND ACADEMIC POLICIES

INDIVIDUAL PROGRAM GOALS – SCHOOL OF RADIOGRAPHY

In support of the Mission Statement of the School and the Medical Center, the Radiography Program will provide the healthcare community with qualified entry level Radiographers and will concentrate our focus on the following:

GOALS AND OUTCOME ASSESSMENTS:

- Students will be clinically competent.
 - Students will acquire proper positioning skills.
 - Students will select appropriate technical factors for radiographic exams.
 - Students will practice patient care appropriately.

- Students will apply appropriate critical thinking skills.
 - Students will demonstrate the ability to analyze consequences associated with the decision-making process.
 - Students will critique radiographs/images for image quality.

- Students will exercise professional behavior.
 - Students will employ professional practices by their actions.
 - Students will demonstrate an understanding of ethical behavior and decision making.

- Students will be able to communicate effectively.
 - Students will demonstrate appropriate communication skills with patients.
 - Students will demonstrate competency in written communication.

INDIVIDUAL PROGRAM GOALS – SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY

In support of the Mission Statement of the School and the Medical Center, the Diagnostic Medical Sonography Program will provide the healthcare community with qualified entry level Sonographers and will concentrate our focus on the following Goals and Outcome Assessments:

- Prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- Enroll qualified students who will benefit from the course of study and graduate within the prescribed time frame at a rate consistent with the Program mission and expected outcomes.
- Enable students to pursue professional and academic excellence throughout their careers as healthcare providers.
- Enable students to acquire and demonstrate appropriate communications skills and critical thinking, and problem-solving skills of a healthcare provider.
- Enable students to demonstrate the professional and ethical behaviors that are outlined in the Professional Code of Ethics published by the Society of Diagnostic Medical Sonographers.

Graduates of the JFK Muhlenberg Harold B. and Dorothy A Snyder School of Diagnostic Medical Sonography are eligible to apply for and sit for the certification examinations of the American Registry of Diagnostic Medical Sonography (ARDMS).

PROGRAM OUTCOMES SCHOOL OF RADIOGRAPHY

ARRT PASS RATE

- School of Radiography will maintain an ARRT pass rate at or above 80%

PROGRAM COMPLETION RATE

- 75% of students will complete the program in 150% of the program length.
- Advanced Placement students: Once they enter the program have 50% of the time to complete the program.

TRACK	ACTUAL LENGTH	150% OF PROGRAM LENGTH
Generic Track	24 months	36 months
Advanced Placement Track	24 months	12 months

JOB PLACEMENT RATES

- 80% of the School of Radiography graduates will attain positions in Radiography within one year from the time of graduation.

PROGRAM OUTCOMES SCHOOL OF DIAGNOSTIC MEDICAL SONOGRAPHY

ARDMS PASS RATE

- School of Diagnostic Medical Sonography will maintain an ARDMS pass rate at or above:
 - 60% on Abdominal
 - 60% on Obstetrics and Gynecology

PROGRAM COMPLETION RATE

- The student attrition rate will be less than 30%.

JOB PLACEMENT RATES

- 75% of the School of DMS graduates will attain positions in Diagnostic Medical Sonography within one year from the time of graduation.

ACADEMIC HONORS

Students carrying 15 or more credit hours during one semester are eligible for the Dean's List of Honor Students at Union College if they attain a grade point average of 3.0 with no grade lower than a "C", and for the President's List of Honor Students if they achieve a grade point average of 3.50 with no grade lower than "B".

Students carrying 12 credit hours during one semester are eligible for the Dean's List of Honor Students if they attain a grade point average of 3.25 with no grade lower than "C", and for the President's List of Honor Students if they achieve a grade point average of 3.75 with no grade lower than "B".

Part-time students are placed on the honors list if they maintain these averages for 12 credit hours in two semesters.

ACADEMIC PROBATION

Pre-Professional Students

A student who has fewer than 15 cumulative credits will be placed on probation according to The Quality Point Index Scale which can be found within this handbook and on the school website www.jfkmuhlenbergschools.org. A student with 15 or more cumulative credits will be placed on probation with a cumulative Grade Point Average below a 2.0.

A student falling within the dismissal range according to the Quality Point Index Scale, and who has not been on probation the previous semester, will be placed on probation for that semester rather than being dismissed.

The probationary period is one semester. Students on probation may take non-professional courses. However, they may not carry over five courses (16 credit hours) without written approval of their Program Director and Dean, Schools of Nursing and Medical Imaging. Students on probation may not hold office in any student organization.

At the conclusion of the one semester probationary period, the academic progress of the student is again reviewed. If the student's GPA is determined to be satisfactory according to the Quality Point Index Scale, probationary status is automatically terminated.

Continued Probation: At the end of the initial probationary semester, a student will be placed on continued probation, if their grade point average remains within the probationary range based on the Quality Point Index Scale. Students on continued probation may not take professional courses; non-professional courses at Union College may be taken. A maximum of 12 credits may be attempted. Students on continued probation must attain a semester grade point average of 2.0 with no grade below a "C". If the student meets the above stated requirements and achieves a cumulative grade point average of 2.0 at the close of the semester, probationary status is automatically terminated.

Professional Students

A student who fails to achieve at least the minimum required grade (C+) for each professional course will be placed on academic probation. A plan of action will be prepared and given to the student. Since many of the courses are sequential, the student must repeat the course and attain the required grade prior to advancing and becoming eligible for graduation. Once the student is placed on academic probation, they are required to achieve the minimum required grade in each subsequent course in every subsequent semester. Failure to attain a passing grade in any subsequent course will result in dismissal from the program as stated below.

ACADEMIC PROGRESSION POLICY

Students matriculate into the JFK Muhlenberg Snyder Schools of Medical Imaging program when they register for their first course, Academic or Professional.

- Applicants with previous college experience are required to have a 2.5 cumulative grade point average (GPA) in all relevant courses. See Curriculum Design.
Note: To transfer Professional credits, the Professional course must match in content and sequence. A passing grade must have been earned from the school from which it is transferred.
- All pre-requisite and co-requisite requirements must be met.
 1. All science courses must be completed with a grade of “C+” or better.
 2. A student must achieve a cumulative grade point average of 2.0 or higher to enter the first professional course.
 3. A student must achieve a cumulative grade point average of 2.0 or higher at the end of each semester in order to progress into the next professional course
 4. For courses taken at Union College, a student may not attempt a course for the third time without the Department Chairperson’s approval. Final grades of “W” will count as an attempted course and will be included in the course-repeat process.
- Academic progress is evaluated at the end of each semester using the Quality Point Scale, found within the Student Handbook and the Schools’ website, www.jfkmuhlenbergschools.org.
- All professional courses are sequential.

It is the responsibility of the student to make sure that they have all the courses and prerequisites needed to progress through the program.

ACADEMIC DISMISSAL

A student will be dismissed from the program when:

1. Has been placed on academic probation and fails to achieve the minimum course grade in any course in subsequent semesters.
2. Fails to complete the program within the published time frame for that program as stated previously under “Disciplinary Action”.
3. Fails any 2 professional courses in the same, or any semester.
4. Fails any the same course in 2 separate semesters.
5. Cheating or plagiarism.

Any Schools of Nursing or Medical Imaging student who has met any of the above criteria will be dismissed from the program. This dismissal is final. The same student cannot reapply to the same program at JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging.

Failure of the following courses will lead to prolonged enrollment and will prevent routine progression in various didactic and clinical courses as described by the program:

Radiography:

* **RNTM-103 Introduction to Medical Imaging**

Must attain a C+ average or higher in both the Patient Care section **and** the Radiation Protection section of this course to advance. Failure would require the student to repeat the course the following year before attempting any other professional courses.

* **RADM-120 Radiographic Procedures I**

Is pre-requisite to **RADM-121 Radiographic Procedures II** and if failed will need to be repeated prior to any other procedures and clinical courses.

RADM-110 Rad Exposure I is pre-requisite to (**RADM-111 and RADM-211**) and a failing grade in **RADM-110** will require the student to repeat the course before advance to courses requiring clinical experience.

- Pre-requisite to the next section – failure in these courses prevents proceeding to the second section of that course. Additional clinical courses may be required at the time of or after repeating the failed course.
- Medical terminology must be taken once before entering the professional phase of the program. The second attempt must be taken in the first professional semester and passed with a 76% (C+) or better. Updated 8/4/15

Diagnostic Medical Sonography:

The following general education courses must be successfully completed before advancing to the profession phase: **ENG-101, MAT-119, PHY-101 or PHY-125, BIO-105.** This includes **RNT-101 Medical Terminology**, and **DMS-101 Patient Care.** ***DMSM-103 Ultrasound Physics and Instrumentation Part I, DMSM-104 Ultrasound Physics and Instrumentation Part II, *DMSM-105 Ultrasound of the Abdomen I, *DMSM-109 Obstetrical Sonography I, *DMSM Sonography of Superficial Structures I, CLPS-901 Clinical Sonography I, *CLPS-902 Clinical Sonography II, *CLPS-903 Clinical Sonography III, *CLPS-904 Clinical Sonography IV, CLPS-905 Clinical Sonography V.**

- * Pre-requisite to the next section – failure in these courses prevents proceeding to the second section of that course. Additional clinical courses may be required at the time or after repeating the failed course.
- * Medical terminology must be taken once before entering the professional phase of the program. Second attempt must be taken in the first professional semester and passed with a 76% (C+) or better. Updated 8/4/15

DISMISSALS - ACADEMIC & CLINICAL

Adopted 6/7/04, Rev. 7/15/07, Rev. 8/12/08, Rev. 8/17/10, 8/11/12, 7/11/16

Please read the Student Rights and Responsibilities section found within this handbook, which outlines the process required to appeal any decision rendered by the School which affects your attendance in this program.

ACADEMIC DISMISSAL

A student who appeals a dismissal from the Program in the Schools of Medical Imaging for reasons not related to clinical performance may continue in the program throughout the appeal process until such time as a final decision is announced. If infractions in the Honor Code are involved, a grade on incomplete (I) will be recorded until such time as the appeal decision is finalized. **Only one (1) appeal process is allowable per student.**

CLINICAL DISMISSAL

A student who appeals a dismissal from a program in the Schools of Medical Imaging due to unsafe clinical practice and/or poor clinical practice may continue in the didactic portion of the program **ONLY** while the appeal process takes place. If the appeal is determined in the student's favor, the student is responsible to complete the remainder of the competency-based program. If an appeal upholds a dismissal, the student will be dropped from all clinical and didactic classes and a grade of "F" will be recorded for those courses. Additionally, if the incident occurs prior to the published withdrawal date for that semester, the student will be withdrawn from all courses. Tuition and Fees will **NOT** be refunded for any academic and/or clinical dismissal. See **UNSAFE CLINICAL PRACTICES.**

NON-ACADEMIC DISMISSAL

The School reserves the right to dismiss students from the program if they are found guilty of violations against the School community, the medical center community, or civil and/or criminal laws which are of such nature that the administration of the School, and/or the Medical Center, deems dismissal to be warranted. **(Students must declare ethics violations before joining the program or as soon as the violation has occurred).**

APPEAL PROCESS

I. APPEAL PROCESSES

An academic and non-academic appeal process is detailed below. The documentation is maintained in the office of the Dean.

All students within the School of Nursing and the School of Medical Imaging have the right to appeal certain decisions through procedures that afford due process. Course grades may not be appealed at Union College.

II. ACADEMIC APPEAL PROCESS

The appeal process applicable to academic matters covers only issues involving grades and clinical evaluations. In the event a student seeks review of a grade or clinical evaluation (in accordance with the conditions and limitations set forth herein), the student must be given the right to an orderly, unbiased examination of a decision.

A. The following shall be the **ONLY** basis upon which a student is entitled to an academic appeal:

1. The instructor did not adhere to previously announced standards.
2. Violation of student rights as described in the Student Bill of Rights including the failure to provide due process for the student.
3. Calculation of recording error – Academic Appeals will be limited to unsatisfactory clinical evaluations and the inaccurate recording and/or reporting of an academic grade.

B. **Academic numerical grade:** The student may request that the Associate Dean, or their designee review the scoring of all examinations taken by the student. A review is initiated by the student submitting a request in **WRITING** to the Associate Dean within seven (7) business days of receipt of the final semester grade (students are not entitled to a review of individual test grades).

The tabulation review will be conducted by the Associate Dean and the Lead Teacher of the student's assigned course, and the student will be notified in writing of the results promptly. All grades will be reviewed for accuracy in calculation and in recording. Following this process, the academic grade is binding.

C. Clinical Evaluations:

1. Informal Resolution

- a. The student should attempt to resolve the issue related to the clinical evaluation in a conference meeting with the involved faculty member(s) and lead teacher. A copy of the evaluation tool, competency checklist, and anecdotal should be given to the student at this time.
- b. The Associate Dean or designee should be included in this meeting.
- c. Following this informal resolution meeting, the student will be notified of the decision made by the Associate Dean within three (3) business days.

- d. If the student is not satisfied with the outcome of the meetings, they may request an appeal.
2. Appeals Committee Hearing: Clinical Evaluations
 - a. The student can appeal the decision by submitting a written statement of request for an appeal no later than three (3) business days following receipt of the decision by the Associate Dean. This letter shall: clearly state the reason for the appeal. The letter shall refer to the specific facts relative to the course objectives and should not include extraneous issues or referral to a previous semester. The student may seek assistance from a faculty member when preparing the formal appeal letter.
 - b. Within twenty-one (21) business days following receipt of the formal appeal, the student will receive notification of the scheduled appeal hearing.
The five members of the appeal panel will include the following:
 - An Associate Dean of Nursing
 - Faculty member who is not teaching in the same course as the student
 - Student representative from each program (nursing and medical imaging)
 - c. At least two (2) business days prior to the hearing, the Associate Dean will give a copy of the student's formal letter of appeal to the appeal panel and the instructor(s) involved. The members of the appeal panel may read all relevant documents, including, without limitation, the student's appeal letter, the Clinical Warning(s) and the Final Clinical Evaluation tool, and anecdotal notes.
 - d. The student may select one (1) appointed faculty member or one (1) appointed alternate. The faculty member has the right to disqualify themselves (The student cannot choose a faculty member in the course that the student is presently enrolled in).
 - e. The student and instructor(s) will appear before the appeal panel at the designated time to present the issues and answer questions from the appeal panel.
 - f. Minutes will be recorded on a recording device.
 - g. The appeal panel makes recommendations to the Dean. The decision of the appeal panel requires a majority vote and shall be presented as a recommendation to the Dean. The Dean will review the written materials from the hearing and the appeal panel's recommendation. Within three (3) business days of receipt of the appeal panel's recommendation, the Dean will notify the student in writing and the instructor(s) involved of the Dean's decision. The written decision by the Dean will be mailed to the student.
 - h. In the event that the majority of the appeal panel is unable to reach a decision, the panel will be dismissed, and a new appeal panel will be seated within five (5) business days. The members of the new panel will consist of the Chair of the Promotion and Evaluation Committee, two faculty members (any faculty member involved in the evaluation being appealed with no be eligible) and two (2) students (one from each program). The student cannot be in the course that the student is presently enrolled in.
- D. Administrative Hearing Process
 - a. Following the decision by the Dean (upon completion of the hearing), either party may request an Administrative Hearing if they believe due process was not afforded. The purpose of this Administrative Hearing is to examine the process to determine if student and faculty rights were upheld.
 - b. A written request for a hearing must be submitted to the Dean by a party seeking an administrative hearing within two (2) business days of the receipt of the Dean's decision.
 - c. This written request must state the reason(s) that the requesting party believes that due process was not accorded during the hearing. The Administrative Hearing Panel will consist of:
 - Dean, Schools of Nursing, Medical Imaging
 - CEO/Chief Hospital Executive
 - CNO or the Radiology Director

- d. All written materials from the Academic Appeal Hearing are to be retained in the Office of the Dean and will be presented to the Administrative Hearing Panel by the Dean.
- e. The Administrative Hearing will ordinarily be scheduled within ten (10) business days from the time of the request and the student will be promptly notified of the Administrative Hearing date by the Dean of the Schools.
- f. The chair of the Appeal Committee, the student and faculty may each make an oral or written presentation to the Administrative Hearing Panel.
- g. The Administrative Hearing Panel will render a decision within three (3) business days of the Administrative Hearing. A majority vote of the Panel will constitute the decision of the Panel.
- h. The decision of this Panel will be forwarded to the instructor(s) and the student within one (1) business day after the decision has been made. The decision is final and binding and there shall be no further right of appeal of the decision.
- i. If the student does not agree with the decision of the Academic Appeal Panel (in the case of academic appeal) or the Administrative Hearing Panel, they have the right to document this disagreement within (7) business days of the Academic Appeal Panel's decision and have it placed in the permanent record.
- j. During the appeal process, at the discretion of the Dean, the student may/may not proceed with course work, and/or clinical experience.

Additionally, JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing and Medical Imaging complies with the provisions of the Family Educational Right and Privacy Act of 1974 (Buckley Amendment). A summary of the provisions of the amendment is published yearly in the Student Handbook.

III. **DISMISSAL APPEAL**

In special circumstances, dismissed students may seek a waiver of their dismissal by submitting a **written** appeal to the Associate Dean for consideration. The Dean has the authority to make all final dismissal decisions.

Within **five (5)** days of receiving the written notice of dismissal, a written letter of appeal must be sent to the Associate Dean for consideration. All relevant documents to the dismissal must be submitted.

DISMISSAL COMMITTEE

The dismissal committee will be led by an Associate Dean with no voting rights. The member of the committee shall include:

Director of Student Engagement
 Faculty, Medical Imaging
 Faculty, Nursing

A staff member from each of the following departments:

- Registrar
- Admissions
- Bursar

The student will be encouraged to attend the meeting. No legal representation will be allowed. No support person will be allowed to attend the meeting. The meeting will be recorded. The decision of the dismissal committee will be final. A decision will be sent to the Dean of the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging. The Dean will send a letter to the student within seven (7) days of the meeting.

IV. NON-ACADEMIC APPEAL PROCESS

Non-academic appeals cover all issues related to student conduct, excluding grades and clinical evaluations. The student is given the right to an orderly, unbiased examination of a decision of the Dean or designee when such decision is perceived by the student to be capricious, arbitrary or based on inadequate rationale/documentation or other evidence, when considered as a whole. A student seeking review of a decision by the Dean or designee, which, if enforced against the student, will result in some form of significant sanction or other negative consequence for the student, shall be entitled to a review of such decision in accordance with the following procedure:

- A. If the student wishes to seek review of this decision, the student shall submit within **seven (7)** days, to the Associate Dean, a **formal written letter** of their grievance (the Grievance Statement), indicating:
 1. The nature of the charge(s) made.
 2. The student's response and request.
- B. An Appeal Panel will be convened for the purpose of investigating the matter. The Appeal Panel will be provided with a copy of the student's Grievance Statement.
- C. The Appeal Panel schedules a hearing within twenty-one (21) business days from original receipt by the Dean of the student's Grievance Statement. The five members of the appeal panel will include the following:
 - An Associate Dean of Nursing (Committee Chair)
 - Director of Student Engagement
 - Faculty Member who is not teaching in the same course as the student.
 - Student representatives from each program (nursing and medical imaging).
- D. At least two (2) business days prior to the appeal hearing date, the Associate Dean will obtain the rationale/documentation involved in the contested decision and submit it to the appeal panel. The Associate Dean, acting in the capacity of the chairperson of the appeal panel will designate a meeting date and time, which will be communicated to all members of the panel.
- E. The student may choose a representative from the faculty at the school (who is not serving on the appeal panel) to serve as an advisor through the appeal process. This individual may attend the appeal hearing in a supportive role only and will not participate in the hearing.
- F. The student and a representative of the school involved in the grievance will appear before the appeal panel at the designated time and place to present the issues and address any questions that the appeal panel may have concerning the matter. Each person will be given no more than twenty minutes to present their arguments.

- G. The student may bring a support person in place of the faculty advisor to the hearing. The support person may serve as a consultant but may not actively participate in the hearing. The hearing is not intended to be a trial or similar proceeding and, therefore, the support person may not participate in the hearing in the capacity of a lawyer or advocate of the student's position (e.g., presenting evidence, examining witnesses, making argument to the appeal panel, or otherwise actively counseling the student).
- H. Minutes of the grievance proceedings will be recorded on a recording device. At the conclusion of the hearing, the appeal panel will make a final decision, unless extraordinary circumstances preclude the committee from making an immediate decision, in which case the committee will render its decision within two business days of the completion of the hearing. A majority vote will constitute the final decision of the appeal panel.
- I. The decision of the appeal panel will be given in a written statement to the Dean.
- J. The appeal panel makes a recommendation to the Dean. The decision of the appeal panel requires a majority vote and shall be presented as a recommendation to the Dean at the conclusion of the hearing. The Dean will review the written materials from the hearing and the appeal panel recommendation, and the Dean will notify the student in writing of the final decision. The written decision by the Dean will be mailed to the student.
- K. Following the issuance of the written decision by the Dean, either party may request an Administrative Hearing if they believe due process was not afforded. The purpose of this Administrative Review is to examine the process to determine if student and administrative rights were upheld (see Academic Process, Section D. "Administrative Hearing Process" for further description of the Administrative Hearing Process applicable to this phase of the review process).
- L. If the student does not agree with the decision of the Administrative Hearing Panel, they have the right to document this disagreement within three (3) business days of the decision and have it placed in the permanent record. The decision rendered by the Administrative Hearing Process, however, shall be final and binding on the student.

ANECDOTAL NOTES

Instructors write weekly evaluation and anecdotal notes, as soon as possible after clinical experiences. It is the student's responsibility to read, sign and date these notes weekly. If desired, the student may respond in writing to the anecdotal received at the time of signing. Anecdotal notes must also be completed on a weekly basis, whereby they provide examples of how the specific clinical outcomes were met.

ATTENDANCE POLICY – CLASSROOM

ATTENDANCE IN ALL SCHEDULED CLASSES, LABORATORIES, SEMINARS, AND CLINICAL ASSIGNMENTS ARE MANDATORY.

Students are required to attend classes for which they are registered. Students are graded according to the course objectives and requirements established and distributed by the instructor in the syllabus for each course.

The instructor in the course will handle tardiness. Tardy is defined as 5 minutes late for class without previous notice. If a student is tardy more than twice with no previous call, the instructor will request that the Program Director initiate a written warning with an action plan to ensure the student complies with the policy. Failure to

comply with the action plan will be interpreted as a behavioral problem and will be resolved in accordance with the policies in this student handbook regarding behavior. As stated therein “If the student engages in the same behavior that would require disciplinary action for the second time, the student may be dismissed from the program.

Any instructor has the right to invoke the following:

1. A student arriving late for class or laboratory will be admitted only at the discretion of the instructor.
2. Students are permitted to leave a class or laboratory before the class is dismissed at the discretion of the instructor.
3. Students must be in the clinic and ready to work at the assigned time (Refer to Clinical Tardiness and Absenteeism Policy). A late arrival will be recorded as tardy by the clinical instructor/supervisor. Except for scheduled breaks and lunch, students may not leave the clinical site until their assigned shift is completed.
4. Repeated tardiness will result in disciplinary action, as described in the Clinical Tardiness and Absenteeism Policy.
5. Upon the third unexcused absence from a course that meets twice per week, or upon the second unexcused absence from a course that meets once a week, the student will be automatically withdrawn from the course with **NO REFUND** of tuition or fees.
6. Extended absences (more than three consecutive days) will be handled on an individual basis. Those students experiencing extended absences due to illness must contact their Program Director for advisement.
7. All absences due to illness that exceed three consecutive school days must be verified by a note from a physician before returning to class or clinical. Please see the “Health Service” procedures in this handbook.
8. Any student who fails to attend class and/or clinical for a period of two weeks or more without notifying either their Program Director or Director of Registration and Enrollment will be automatically dropped from the program. No tuition or fee reimbursements will be given, and readmission can only be granted by reapplying to the program.
9. In the event of a death in the immediate family, a student will be granted up to three days off without penalty. Additional time may be granted by the Program Director, but this may impact on continuation of courses in which the student is enrolled. Time lost may require makeup time or additional work on the part of the student. Immediate family includes spouse, parents, grandparents, siblings, children, others living in your primary residence. Documentation of death and/or residency may be requested.

MISSED CLASSES

Students are required to attend all scheduled classes and clinical sessions. If the student is absent from class, it is their responsibility to contact the instructor regarding missed information, handouts, assignments, and announcements.

MISSED QUIZZES AND EXAMS

Quizzes and exams that are missed due to absence are made up according to program and/or instructor policy. The instructor’s policy will be noted in the course syllabus and announced on the first day of class.

If a test or quiz is missed due to absence from class on the day the test is scheduled, the test and/or quiz **MUST** be taken prior to the next class period, i.e., Tuesday afternoon class missed – the test and/or quiz must be taken before the next class meeting on Tuesday afternoon. The student will not be permitted back to class until the missed test/quiz is completed. The student must make arrangements for taking the test/quiz with the instructor of the course.

CLINICAL TARDINESS / ABSENTEEISM POLICY

Clinical and skills practice laboratory experiences are mandatory. They are required to meet the objectives of this program. Failure to meet the required hours may result in failure of the course. Below are the required clinical hours for each course.

TARDINESS

Tardiness is defined as greater than 5 minutes late to clinical or skills practice laboratory. Students accrue points as denoted on the Tardiness and Absenteeism Rubric. This point system will assist in determining the consequences of repeated tardiness, which may lead to further disciplinary action up to and including failure of the course.

A student who is late the first time will accrue points based on the number of minutes late. Students must review and sign the Clinical Tardiness and Absenteeism Rubric with the clinical faculty and/or clinical coordinator. This will also be documented in the weekly clinical anecdotal note. This procedure will occur even if the student adhered to the appropriate notification process. (Notification System for Clinical Absenteeism, please refer to the Clinical Manual).

A second occurrence of tardiness will result in the student being placed on clinical warning, signing a second Clinical Tardiness and Absenteeism Rubric, and completing a Performance Improvement Plan (PIP). This will also be documented on the student's weekly anecdotal note. The PIP will be a contractual agreement in which the student will identify specific steps that will be taken to avoid subsequent tardiness. This contract must be submitted to the clinical coordinators by the next clinical week. A copy of the PIP will be attached to the student's clinical warning. Regardless of the number of separate rotations or clinical instructors, the PIP will be enforced throughout the clinical course.

A third occurrence of tardiness will result in the student signing a third Clinical Tardiness and Absenteeism Rubric. This rubric will include the dates and number of points the student has accrued over the clinical course. The student will be required to make up a clinical day after the third tardy regardless of the amount of time they were late. This will be documented on the student's anecdotal note. The clinical coordinator and clinical faculty will review with the student their PIP to determine if they are meeting or not meeting the PIP. If the student is not meeting the PIP, further action will be determined by the Clinical Coordinator and Program Director.

NOTE: If the requirements of the course or the Performance Improvement Plan are not followed the student will fail the clinical component of the course. If 18 or more points are accrued over the course of a semester, it will result in a failure of the clinical component of the course.

Failing the clinical component of the course will result in course failure.

ABSENCES

It is expected that all clinical absences must be made up. Clinical make up will be scheduled by and at the discretion of the course Clinical Coordinator and Program Director. Students will accrue points as denoted on the Tardiness and Absenteeism Rubric. This point system will assist in determining the consequences of repeated absences, which may lead to further disciplinary action up to and including failure of the course.

Clinical make up will occur during a period designated in your course syllabus, which is distributed at the beginning of each semester. Clinical make up may be completed at a different clinical site and/or with different faculty members. All make up days will be at a hospital clinical site with a faculty instructor.

A first-time clinical absence will result in students reviewing and signing the Clinical Tardiness and Absenteeism Rubric with the clinical faculty and/or clinical coordinator. This will also be documented in the

weekly clinical anecdotal note. This procedure will occur even if the student adhered to the appropriate notification process (Notification System for Clinical Absenteeism).

A second clinical absence will result in the student being placed on clinical warning, signing a second Clinical Tardiness and Absenteeism Rubric, and completing a Performance Improvement Plan (PIP). This will also be documented on the student's weekly anecdotal record. The PIP will be a contractual agreement in which the student will identify specific steps that will be taken to avoid subsequent absences. This contract must be submitted to the clinical coordinator by the next clinical week. A copy of the PIP will be attached to the student's clinical warning.

Subsequent absences, patterns of clinical absenteeism, failure to meet the clinical course requirements, and/or adherence to the PIP will result in the failure of the clinical component of the course. Students that accrue 18 or more points will result in a failure of the clinical component of the course.

Failing the clinical component of the course will result in a course failure.

Skills Practice Laboratory

Skills practice laboratory (SPL) is part of the clinical credit hours for the Radiographic Procedures course for that semester. Attendance is mandatory as outlined in the Student Handbook. There are no make-up days at the school for absences from SPL, it will be made up at your clinical site prior to the next scheduled week. If the skills practice laboratory is not made up prior to the next clinical week of the course, the course instructor, clinical instructor or clinical coordinator will issue a written clinical warning. The written clinical warning will be documented on the student's weekly anecdotal. The designated clinical skill/procedure must not be done on the clinical area until it is satisfactorily completed in the skills practice laboratory.

Students will accrue points as denoted on the Tardiness and Absenteeism Rubric. This point system will assist in determining the consequences of repeated tardiness and absences related to the skills practice laboratory, which may lead to further disciplinary action up to and including failure of the course. Kk 05/2019, Cle 7/2019

CLINICAL TIME AND REPORTING

School time, class and clinical, is based on an 8-hour day, 40-hour week. Class and clinical time will be scheduled between 7:00 am and 6:30 pm depending on the site assigned. Additionally, time off from class or clinical is not sanctioned by the school. Medical appointments, job interviews, religious days, etc. must be pre-scheduled with the Program Director and will be subject to the Tardiness and Absenteeism Policy. Additional clinical time may be required based on the clinical progress of the student. **Fees for any required additional clinical time will be charged at the prevailing rate.**

An absence or an expected late arrival on class or clinical days must be reported prior to the start of clinical on the day of the occurrence by calling the program telephone number and leaving a message on the answering machine. Trajecsys users may mark themselves absent on the website.

The message must include:

- Name of student and clinical site (if applicable).
- Date of absence or late arrival.
- Expected return date or arrival time.

The student must also call the clinical site to which they are assigned and leave a voicemail or direct message for the Clinical Supervisor. This **MUST** be done prior to the time at which the student is assigned to begin clinical.

Program Telephone Numbers:

Clinical Coordinator:

Radiography (908) 668-2771
Diagnostic Medical Sonography (908) 668-2666

Program Director

(908) 668-2543
(908) 668-2884

Failure to report an absence/tardiness or calling in after the required call-in time to the clinical site and program office as required will be considered abandonment of duties and result in disciplinary action as outlined in the Tardiness and Absenteeism Policy.

CLINICAL GRADING, PROBATION, AND DISMISSAL

GRADING

To achieve clinical competency, the student must successfully complete 100% of the clinical objectives for each clinical evaluation. Each clinical objective is scored as either pass or fail. All competencies must be completed to graduate.

A student who fails any individual procedural competency is allowed to repeat the competency evaluation following further instruction/remediation and/or practice. A student who regularly or repeatedly fails competencies may be placed on clinical probation. A contractual agreement (action plan) will be prepared advising the student of requirements to successfully complete the clinical portion of the semester. The student must agree to the contract to proceed through the semester. A lack of documented improved performance in a specified time frame will result in dismissal from the program.

Two make-up days are scheduled per semester. Any student needing to make-up additional clinical times will be charged \$150 per day.

PROBATION

A student will be placed on clinical probation for any of the following reasons:

- Two failing competencies for the same procedure.
- Significant, documented deficiencies on periodic evaluations.
- Lacking the knowledge and/or competence to perform previously learned skills (i.e., procedures for which they have already passed competency evaluations).
- Failure to protect patient confidentiality as required by federal HIPPA standards.
- Failure to abide by the professional code of ethics and standard of practice for their discipline.

Upon being placed on clinical probation, the student will be counseled by the Program Director and Clinical Coordinator. An action plan will be presented, and a deadline set for achieving the expected standards. Failure to follow the remediation plan or failure to meet the standards for compliance will result in dismissal from the program.

CLINICAL DISMISSAL

If, at any time, the Program Director, Clinical Coordinator, Clinical Supervisor, or Designated Clinical Instructor determines the student to be clinically unsafe the student will be dismissed from the clinical site immediately. Please refer to **Unsafe Clinical Practices**.

Any student who has been dismissed from a program due to clinical incompetence will need to reapply and be placed in the admission pool for possible restart of the program. These students will be reconsidered under the admissions policies in place at the time of reapplication. If chosen to restart the program, repeating **ALL** clinical courses will be required. No credit will be given for prior clinical time or competency evaluations.

ASSIGNMENT FORMAT (BIBLIOGRAPHY/FOOTNOTE)

The American Psychological Association (APA 7th Edition) guidelines are used for all assignments and papers. Students can purchase the APA guidelines at the Union College library or other book sellers. Students can also access APA information on the Purdue Owl Writing Lab https://owl.purdue.edu/owl/purdue_owl.html.

COMPUTER LABORATORY

The Computer Lab houses 23 computers. No food or drink is allowed in the laboratory. Student identification badges are required to be worn in the Computer Laboratory. **Portable flash drives are not to be used on computers.**

ACADEMIC COMPUTER NETWORK USE POLICY

The School's computing facility and network connections provide academic support to the students of JFK Muhlenberg Snyder Schools. Students are encouraged to use computers, email and the internet. However, it is the responsibility of the students to guarantee that these systems are always used in a proper and lawful manner.

NETWORK POLICY

JFK Muhlenberg Snyder Schools expects all members of its community to use electronic communications in a responsible manner. The School may restrict the use of its computers and network systems for electronic communications. Specifically, the School reserves the right to limit access to its networks through School-owned or other computers, and to remove or limit access to material posted on School-owned computers.

The School seeks to enforce its policies regarding harassment and the safety of individuals; to protect the School against damaging or legal consequences; to prevent the posting of proprietary software or the posting of electronic copies of literary works in disregard of copyright restrictions or contractual obligation; to safeguard the integrity of computers, networks, and data either at JFK Muhlenberg Snyder Schools or elsewhere; and to ensure that use of electronic communications complies with policies of the School that have been established for maintaining public order and the educational environment. The School reserves the right to amend this policy.

SOCIAL MEDIA POLICY

Social networking, both professional and personal, is a popular way to connect with friends, foster relationships and create a complex group of online networks and online communities. However, these new communication and networking opportunities also create new responsibilities for those who engage in social networking. Students who choose to use or contribute to online media are not only impacting their personal image but may be potentially impacting the image of JFK Muhlenberg Snyder Schools. The purpose of this policy is to provide reasonable guidelines for online behavior for students of JFK Muhlenberg Snyder Schools.

GENERAL RULE

When communicating on social media you ACT AT YOUR OWN PERIL. Students must never engage in communication which injures the reputation of JFK Muhlenberg Snyder Schools or JFK University Medical Center or its patients or which discloses confidential information, as specified by HIPPA: The Privacy rule protects all “individually identifiable health information held or transmitted by a covered entity or its business associate, in any form or media, whether electronic, paper or oral”. Also, remember that your own reputation is at risk – what you say or do, even if not otherwise connected to JFK Muhlenberg Snyder Schools or JFK University Medical Center, may be seen by patient, vendors, competitors, or others who will make judgments about you based upon what you place online.

This social media policy applies, but is not limited, to use of the following multi-media and social networking websites:

- Media such as, but not limited to, Facebook, Twitter, Instagram, LinkedIn, and You-Tube
- Websites and Blog Site(s) including Personal Blog(s)
- Wikis such as Wikipedia and any other site(s) where text can be edited or posted.
- Social bookmarks such as Digg and Delicious

Please be aware that a violation of this and the Hackensack Meridian Health policy may result in disciplinary action up to and including dismissal from The JFK Muhlenberg Snyder Schools.

CURRICULUM DESIGN

Students are responsible for acknowledging and following the Curriculum plan for their respective class. It is expected that the student recognizes all course requirements in preparation for program completion. The student is expected to maintain their own personal record of courses completed, grades, grade point average and copies of course work submitted for grading. The accuracy of these personal records is the student’s responsibility.

DISTANCE EDUCATION POLICY

Distance education at JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging is defined as: a formal education process in which the majority of instruction (interaction between students and instructors) in a course occurs when students and instructors are not in the same place. In person instruction is synchronous, online instruction is asynchronous. Distance education uses an online learning management system (LMS) entitled CANVAS. Students are instructed on the use of CANVAS at new student orientation for the school. Curriculum, course content and end of program student learning outcomes align with the mission of the school, and principles, of the schools’ respective accreditation.

Distance education courses may be taught solely in electronic format or as a hybrid instructional model. Courses taught in electronic format, whether solely online or hybrid modules, utilize the CANVAS platform. Course faculty determine how the course is set-up and configured within the technology platform. Communication protocol between faculty and students regarding technology requirements is established early in the class process and clearly explained in the syllabus. Options for students: student interactions are also delineated in course orientation. Instructional communication and content are determined by the individual course faculty using the CANVAS platform and is available to all that are registered for that course. Faculty has the primary responsibility for providing oversight of distance education courses taught within their department.

To teach distance education courses, faculty must possess the qualifications, skills and training to deliver content in a distance education format (electronic, hybrid or other). Before teaching an online course, the

faculty is trained to use the CANVAS platform. Students register for the online course on the school website or the registrar in person. Students are responsible for determining whether they have access to a computer capable of handling software requirements for the course.

Grading scheme is clearly stated in the syllabus. Course faculty can use multiple assessment methods such as, but not limited to, test, case study work, online discussion groups, and other assignments.

ID VALIDATION

When students arrive for in-class exams, they must show a school picture ID to the instructor before the exam. Course grades are based solely on in-class activities so ID validation ensures that the student's identity regarding course grading performance.

EXAMINATION POLICIES

All students, faculty and administrators will strictly adhere to the following procedure(s) during the administration of quizzes, tests, and exams.

1. All books, reference material and personal items will be placed in the front or back of the classroom as directed by the instructor/proctor.
2. All cellphones and/or beepers must be turned off and placed in personal belongings in the front or back of the room as directed by the instructor/proctor.
3. All writing implements will be supplied by the instructor/proctor and only those distributed by the instructor/proctor may be at the student's desk/computer. The writing implement must be turned in with the quiz, test, or exam paper.
4. If a calculator is required for test taking it must be non-programmable. The calculator's cover/case must be removed and left with the student's personal belongings. The instructor/proctor may request to examine the calculator at any time before, during and/or after the test. If found to be non-compliant a grade of "0" will be recorded for that quiz, test, or exam. Personal belongings and books may be taken to the student's workstation only when every student has finished the quiz, test, or exam.
5. All online course final examinations will be proctored and given offline in a classroom setting. Schedules will be announced via email.
6. A different but comparable must be given for all make-up exams.
7. It is the policy of the School that NO retake of any examination in any credited professional course will be allowed.
8. **School Policy:** Grades for quizzes, tests, exams will not be made available to the student within 24 hours of taking the test. Do not call or visit the instructor within the 24-hour period immediately following the quiz, test or exam to receive your grade. Instructors may choose to review exam questions with the class immediately following administration of the quiz; test or exam provided. ALL students were present for the evaluation. Grades will be calculated after class and grades provided to the students are the 24- hour lapse. Grades may be sent electronically provided the student has agreed to accept their grades via email.
9. No tests, quizzes, or exams will be returned to the student.
10. No talking amongst students/faculty will be allowed while test materials are distributed or during the examination.
11. If a student has a question, the instructor will go to the student. Content will not be discussed.
12. Only what is on the Scantron sheet will be taken as the answer.

PROCEDURE FOR “EXAM IN PROGRESS” IF THE EVENT OF A CLASSROOM EVACUATION

Objective: To maintain security of exam and integrity of exam takers. If classroom evacuation is necessary (i.e., fire drill).

The following steps will be taken:

1. The proctor will ask the students to turn over all exam papers and leave them on the desk.
2. The proctor will verbally remind students that they are not to talk to one another or communicate in any way until the exam is finished.
3. All belongings will remain in the front of the classroom.
4. Everyone will exit the classroom and proceed to the nearest exit.
5. The proctor will lock the classroom door upon exit.
6. With the proctor, the students will remain together silently as a group and return to the classroom as a group when the “all clear” is designated.
7. Upon return to the classroom, the exam papers will remain turned over until the proctor announces that the exam may begin again.
8. The proctor will allow the same period of time for the students to complete the exam as was left before the fire drill.

Nov. 2009

GRADE POINT AVERAGE (GPA) – ALL STUDENTS

A student’s academic standing is based upon performance in all courses and are expressed in terms of the “academic grade point average” they receive. In computing this average, the following numerical values are assigned to each letter grade:

A	4.0	D+	1.5
B+	3.5	D	1.0
B	3.0	F	0.0
C+	2.5	XF	0.0
C	2.0	I	0.1

Numerical quality points are then determined by multiplying the above values by the number of credit hours which a course carries. For example, a 3-credit hour course in which the student receives a “B” represents 9 quality points earned. The academic grade point average is determined by dividing the total number of quality points by the total number of credits attempted, whether passed or failed.

The following is an illustration of this computation:

Biology 106	4	C (2)	8
Psychology 205	3	A (2)	12
Nursing 121	8	B (3)	24
Total Attempted Credits:	15	Total Quality Points Earned	44

44 divided by 15 results in a 2.93 grade point average. Institutional and transfer credits are not included in the computation of averages. Institutional credits are awarded for preparatory and basic skills courses.

When a student repeats a course, the higher grade will be substituted for the lower grade in the student's average. This altered average is known as the "adjusted average". The student's record, however, will show all courses attempted and all grades received.

Students may repeat science courses only once after a failing grade (below a C). If the student fails any science course the second time, they will be dismissed from the radiography program.

THE GRADING SYSTEM

Courses are recorded in terms of credit hours. The Fall and Spring semester each consist of 15 weeks of instruction plus a one-week final examination period. Summer sessions may vary in length. One theory credit hour is equivalent to a 50-minute period of class work per week per semester. One laboratory credit hour is equivalent to a three-hour period of laboratory experience per week per semester. Students receive a grade report following the close of each semester.

The School uses the following system of grading to indicate on its records the quality of a student's work:

A	Excellent	90-100
B+	Very Good	85-89
B	Good	80-84
C+	Above Average *Minimum passing grade for all professional courses	75-79
C	Average *Minimum passing grade for Math and Science course	70-74
D+	Below Average	65-69
D	Unsatisfactory	60-64
F	Failing	Below 60
I	Incomplete *If not complete within 6 weeks of the end of the semester, grade will become XF	
XF	Incomplete changed to failing	
UF	Unofficial Withdrawal	
W	Official Withdrawal	
AU	Audit (no credit)	

Grades below 70% are not transferrable.

MIDTERM WARNING

An Academic midterm warning is completed at midterm if a student has a grade below 75% in a Radiography or diagnostic Medical Sonography course, or is in serious danger of falling below 75%

No grades will be released unless all financial obligations are satisfied and a signed release form is on file. Students will receive a grade of "I" Incomplete, until financial obligations are met.

NOTE: It is the policy of the school that grades for tests, quizzes, and exams will not be given to the student within the first 24 hours of administration. Students are not to contact the instructor or Program Director during the 24 hours immediately following the test. Midterms, Final Examinations, and tests are not released to the students under any circumstances. Quizzes may be distributed at the discretion of the instructor.

Any JFK Muhlenberg Snyder School of Medical Imaging student who has failed two JFK Muhlenberg Professional courses is dismissed from the School. This dismissal is final, and the student may not reapply to the program from which they are dismissed.

DEFINITION OF WARNINGS

A verbal warning is any warning given in person to a student by any school or hospital official. The program director/clinical coordinator will maintain documentation of the verbal warning as a written anecdotal in the student's file.

A written warning may be given at any time either on a DISCIPLINARY ACTION form (see Addendum) or as part of the periodic performance evaluation summary given by the program director to the student. At this time a remediation plan may be required to rectify the behavior of the student to bring them into compliance with the policies of the school.

DISCIPLINARY PROCESS CLINICAL (SEE ALSO CIVILITY CONTRACT)

A student who functions in a manner with shows inconsistent growth in knowledge and skill and is unsatisfactory in meeting the clinical objectives of the course, at any point during the semester, will have a conference with the current clinical instructor. Subsequently the instructor must issue a clinical warning. Once a clinical warning is issued, the student remains on warning throughout the semester. **A written clinical warning must precede a clinical failure.**

Written documentation of the clinical warning will be distributed as follows:

- **Narrative**
 - Student
 - Clinical Instructor's Anecdotal file/course.
- **Clinical Warning Notification**
 - Student
 - Clinical Instructor's anecdotal file/course.
 - Student's academic record after written acknowledgement by the Educational Director.
- **Academic Warning**
 - Same as Clinical Warning Notification.

A Warning notice may be issued in one other instance:

“Warning notices may also be given for breaches in appropriate classroom conduct and/or communication with faculty, fellow students, staff, patients, and other individuals involved in the school, community, or Medical Center. Failure to display progression in the identified areas needing improvement may result in disciplinary action up to and including dismissal.”

- **Academic Midterm Warning:** An academic midterm warning is completed at midterm if a student has a grade below 76% in an imaging course.

The minimum acceptable grade in an imaging course is a “C+”. If a student earns a “C, D+”, “D”, or “F” in an imaging designated course they will have to repeat the course. The “C, D+”, “D”, or “F” will initially be recorded on the transcript and will be computed in the student's grade point average. This grade will be deleted from the grade point average after a satisfactory grade is achieved but will remain on the transcript.

UNSAFE CLINICAL PERFORMANCE/OSL/TLD BADGE POLICY (See Addendum)

Unsafe Clinical Performance is defined as the student's inappropriate action or inaction that endangers the safety of the patient and/or self and/or violates the procedures of the Medical Center and/or the School of Medical Imaging. In the event that the instructor deems the student's performance to be unsafe, at any point in the semester, regardless whether or not a clinical warning has been issued, the instructor has the right and responsibility to require that the student leave the clinical area. In the event that the student's performance is unsafe, this may result in dismissal from the program. Examples: May include but are not limited to:

- Behavior indicating substance abuse.
- Abandonment of a patient.
- Insubordinate behavior towards faculty or staff.
- Flagrant disrespect of patient, faculty, staff and/or peers.
- Gross negligence.
- Verbal abuse or physical abuse/neglect to patient, faculty, staff and/or peers.
- Possession of a weapon.
- Theft of any medical center property.
- Unsafe practice which causes potential or actual harm to a patient (See Policy on Direct and Indirect Supervision – See Addendum).
- Lack of knowledge and/or incompetence of previously learned skills.
- Falsification of documents.

Also, if at any time the Program Director, Clinical Coordinator, Clinical Supervisor, or Designated Clinical Instructor determines the student to be clinically unsafe the student will be dismissed from the clinical site immediately.

This includes, but is not limited to:

1. Causing excess radiation exposure to the patient, staff, or self.
2. Poor radiation safety practices.
3. Endangering the physical safety or well-being of the patient, staff, or self.
4. Abandoning the patient, for any reason, at any time.
5. Attempting to perform examinations, repeats and/or procedures without direct supervision, when direct supervision is required. (See Addendum). This includes preparation of radiopharmaceutical dosage or radiopharmaceutical kit, or injection of a patient without direct supervision.
6. Physically, or verbally abuses, or neglects a patient.
7. Physically or verbally abuses a faculty member, staff, or peer, or uses obscene language in any manner while in the clinical setting.
8. Acting in a manner that could or did cause psychological or emotional harm to patients or visitors.

***NOTE:** As stated previously in this document, the student may be dismissed from the program if the nature of the situation warrants dismissal. Multiple infractions may require immediate dismissal as previously outlined.

A student will be dismissed from the program for any of the following reasons:

- Failure to comply with the action plan or fails to meet the deadline noted in the plan.
- Engaging in the same action as a previous offense or new actions that would result in placing a student on probation, suspension, or require disciplinary action.

SCHOOL LIFE

BASIC LIFE SUPPORT

BLS Provider. All students enrolled in courses with a clinical component must have current BLS certification prior to their first clinical day. BLS courses are available at JFK University Medical Center. Students may schedule a course by visiting www.jfkmc.enrollware.com. The EMS Training Center may be reached by phone at (732-379-2794 or email EMSTraining@hmhn.org, with any questions. The course title is “BLS Provider”. It is a 4-1/2 hour course and the cost is \$50.00. Students may take the course at another facility, but it must be a “BLS Provider” or “Professional Rescuer” course sponsored by the American Heart Association “AHA”.

CHAPLAIN SERVICE

There is an Interfaith Chaplain Service which may be utilized by all students at any time. If you have need for pastoral services or counseling, please refer to the Interfaith Chaplain Service list by calling the main number at JFK University Medical Center (732) 321-7000, extension 67512.

FITNESS FACILITIES

Students can join the JFK Fit of Life Fitness Center, located across from JFK University Medical Center at 70 James Street, Edison, for a monthly fee. The Center features exercise equipment, classes, and personal training

The Union College Fitness Center is located on the second floor of the Campus Center on the Cranbury Campus. Students may use the Fitness Center after presenting a current UCC photo ID and class schedule.

FINANCIAL AID

The School recognizes that many students and their families need assistance in meeting the cost of education. Financial need should not deter a student from applying to school, as there are multiple sources of financial aid available to incoming and current students. Students may be eligible for a variety of financial aid opportunities, including a Federal Pell Grant, New Jersey Tuition Aid Grant, Educational Opportunity Grant, New Jersey STARS Program, New Jersey Community College Opportunity Grant, as well as other loan and scholarship programs.

Many students are surprised to learn that the actual cost of attending JFK Muhlenberg Snyder Schools after receiving grants and loans may be less than they think. The primary purpose of the financial aid program is to provide economic assistance to students who demonstrate financial need, and who, because of this need, would otherwise be unable to pursue their education. The School, within the limits imposed by funds available, makes every effort to provide a financial aid package, which equals the determined need. A financial aid package may include a combination of grants, loans, and some scholarships. The total amount of financial aid offered to a student shall not exceed their need. After reviewing the aid, you are offered you will know the actual bottom-line cost of the school. In the meantime, visit our Net Price Calculator for an estimate.

Applying for Financial Aid

Students may qualify for need-based assistance from the federal or state governments, the only way to find out if they qualify is to file the Free Application for Federal Student Aid (FAFSA).

Student Eligibility Requirements

- The applicant must be a United States citizen or eligible non-citizen.
- U.S. national (includes natives of American Samoa or Swain’s island); U.S. Permanent resident who has an I-151, I-155 or I I-155C (Alien Registration Card).
- Applicants must be accepted for admission to JFK Muhlenberg Snyder Schools in an eligible program.
- The applicant must demonstrate financial need according to the needs analysis procedures, for some loan programs.

Why file?

Many families are under the impression that they shouldn’t bother filing the FAFSA form because their income is too high and will not receive any financial aid. This is a common misconception because the FAFSA takes more than income into consideration. While you are not guaranteed to receive need-based grants, everyone who files the FAFSA qualifies, at a minimum, for a low-interest student loan.

How to file

The FAFSA is the only form required at JFK Muhlenberg Snyder Schools. There is no fee to apply and students can apply online by visiting <https://studentaid.gov/>. Make sure you list both JFK Muhlenberg Snyder Schools Title IV code 006421 and Union College of Union County, New Jersey’s code 002643 on the FAFSA form.

What happens after you file?

It will take about 72 hours for the government to process the FAFSA and students are notified by email with instructions for downloading the results, a form called a Student Aid Report. If the student filed a FAFSA and listed JFK Muhlenberg Snyder Schools, the school receives the results from the government and uses this to put together a financial aid package. This package will provide the student with a summary of the total cost of education (tuition, fees, books, room and board, travel, personal expenses, etc.) and all forms of financial aid the student qualifies for, such as Federal Pell Grant and Federal Supplemental Educational Grant (FSEOG). In addition, the Student Funding Notification will inform them of the loans that they are eligible for. The financial aid package is intended to give you a clear understanding of the bottom-line or net cost after all financial aid is applied.

Why is your EFC important?

The student’s financial need is the difference between the cost of attendance (COA – educational cost including tuition, fees, books, maintenance at home or room at the School, transportation and certain incidental expenses) and the estimated family contribution (EFC). The student’s level of need will also determine if they qualify for, and if their student loans will be subsidized or unsubsidized.

When will I know the bottom line?

If the student filed a FAFSA and listed JFK Muhlenberg Snyder Schools, the school receives the results from the government and uses this to put together a financial aid package for them. This package will provide the student with a summary of the total cost of education (tuition, fees, books, room and board, travel, personal expenses, etc.) and all forms of financial aid they qualify for, such as Federal Pell Grant and Federal Supplemental Educational Grant (FSEOG). In addition, the Student Funding Notification will inform the student of the loans for which they are eligible. The financial aid package is intended to give the student a clear understanding of the bottom-line or net cost after all financial aid is applied.

Federal Title IV

Programs Federal

Pell Grant

Federal Pell Grant is an award to help undergraduate students pay for their education after high school. For the Pell Grant program, an undergraduate is one who has not earned a bachelor's or professional degree. A professional degree would include a degree in such fields as pharmacy or dentistry. The dollar amount is based on the student's and/or their family's resources. Documented need is determined through the results of the Free Application for Federal Student Aid (FAFSA). This grant award does not have to be repaid.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This is a federal grant for undergraduates with exceptional financial need, as determined by JFK Muhlenberg Snyder Schools. The amount per year varies depending on need and availability of funds awarded to JFK Muhlenberg Snyder Schools by the federal government. Documented need is determined through the results of the Free Application for Federal Student Aid (FAFSA). This grant award does not have to be repaid.

The William D. Ford Federal Direct Loan Program

Direct Loans are low-interest loans for students and parents to help pay for the cost of their college education. The lender is the U.S. Department of Education (DOE) rather than a bank or other financial institution. If a student chooses to borrow Direct loans, they must complete Direct Loan Entrance Counseling and sign a Master Promissory Note (MPN) at: <https://studentaid.gov/>. These forms are completed only once. In addition, students are required to complete the annual student acknowledgement on the same website.

Direct Subsidized loan eligibility is based on need. No interest is charged to the student nor is repayment required while the borrower is enrolled at least half-time.

Direct Unsubsidized loans are available to students who do not qualify for a Direct Subsidized Loan or qualify for only a partial Direct Subsidized Loan. Under this program the borrower is responsible for the interest which accrues while the student is in school. The student may choose to make monthly payments while enrolled or defer all payments until six months after leaving school.

The Facts Regarding Federal Stafford Loans:

- In order to receive a disbursement of Direct Loans students must meet the student eligibility requirements. Interest rates will be established each year for Direct subsidized, Direct Unsubsidized and Direct Plus Loans. The interest rate will be the sum of a uniform index rate plus and add-on that varies depending on the type of loan and the borrower's grade level. For current rates, please visit: <https://studentaid.gov/>.
- The federal loan limits for the Direct Subsidized Stafford Loan is \$3,500 for freshmen and \$4,500 for sophomores. JFK Muhlenberg Snyder Schools programs are all associate degree level and thus no student is higher than a sophomore level student. For dependent students an additional \$2,000 Direct Unsubsidized Stafford Loan is available to both grade levels, for independent students an additional \$4,000 is available to both grade levels.
- The Direct Loan Program offers loan repayment plans designed to meet the needs of almost every borrower. Borrowers may choose from the standard, extended, graduated, income contingent, or the income-based repayment plan.
- Students must complete **Direct Loan Entrance Counseling** in order to receive the loan disbursement. Loan Entrance Counseling allows you to understand your rights and responsibilities as a loan borrower. To complete the Loan Entrance Counseling, please visit: <https://studentaid.gov/>.

- Students must also complete a Master Promissory Note (MPN). The MPN is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the Department. It also explains the terms and conditions of the loan(s). To complete a MPN, please visit: <https://studentaid.gov/>
- In most cases, once a student submits an MPN and it has been accepted, they won't have to fill out a new MPN for future loans. The student can borrow additional Direct Loans on a single MPN for up to 10 years. Once the student completes the MPN they will receive a disclosure statement that gives them specific information about any loan that the school plans to disburse under your MPN, including the loan amount, fees, the expected disbursement dates, and the expected disbursement amounts.

Additional Information

While every student wants free money in the form of scholarships and grants, not everyone can get enough free money to cover the entire cost of their programs. If the student filled out a FAFSA and has been offered federal student loans, here are some things to consider:

- The student does not have to start paying back their federal loans until they graduate or stop attending school at least half-time. If the student gets a private loan, they will probably have to start making payments right away.
- The interest rate on a federal student loan is almost always lower than that on a private loan-and much lower than that on a credit card!
- Students with greater financial need might qualify to have the government pay their interest while in school.
- Students don't need a credit record to get a federal student loan.
- Students don't need a cosigner to get a federal student loan.
- Federal student loans offer a variety of repayment plans, including one that is based on monthly payments on the borrower's income.
- Some borrowers are able to have at least a portion of their loans forgiven if they work in certain jobs for which there is a high demand.

A federal student loan is a much better option than a private loan or a credit card. However, do remember that the student is responsible for repaying their loans, so don't borrow more than the required need for school-related expenses. If the students finds they are going to have trouble making their payments, be sure to get in touch with the lender as soon as possible to see what arrangements can be made.

Parent Loans

The U.S. Department of Education offers a loan program called the Direct Parent (PLUS) Loan. Parents can borrow a Parent PLUS Loan to help pay education expenses for a child who is a dependent, undergraduate student. The student must file a FAFSA and be enrolled at least half-time in an eligible program at an eligible school. Parents must be creditworthy to receive the loan.

The Facts Regarding Parent PLUS Loans:

- The annual borrowing limit on a Parent PLUS Loan is equal to the student's Estimated Cost of Attendance minus any other financial aid received.
- Parent PLUS loans are the financial responsibility of the parents, not the student.
- For Parent PLUS Loan interest rates, please visit: <https://studentaid.gov/>. Interest is charged on a Parent PLUS Loan from the date of the first disbursement until the loan is paid in full.
- The Parent PLUS Loan currently requires a fee, the current fee percentage can be found at <https://studentaid.gov/>.

- There are two repayment options available for the Parent PLUS loan: either 60 days after the loan is fully disbursed or to begin repayment six months after the dependent student graduates or ceases to be enrolled on at least a half-time basis.
- To apply for the Parent PLUS loan, the parent borrower must complete a Master Promissory Note (MPN) and a loan application by visiting the <https://studentaid.gov/>.

In order to receive a disbursement of Direct Loans students must meet the student eligibility requirements. Interest rates will be established each year for Direct subsidized, direct Unsubsidized and Direct Plus loans. The interest rate will be the sum of a uniform index rate plus any add-on that vary depending on the type of loan and the borrower's grade level. For current rates, please <https://studentaid.gov/>.

Other Federal Assistance

Veterans' benefits are available for approved candidates. Students who are requesting Veterans' Administration benefits must do so through the Admissions Office of Union College.

New Jersey State Programs

New Jersey Tuition Aid Grant (NJTAG)

NJTAG is a state grant program for undergraduates who show documented need through the Free Application for Federal Student Aid (FAFSA) and have lived in New Jersey for at least 12 consecutive months before the semester for which aid is desired. This aid is paid through Union College and all students receiving NJTAG must abide by Union College's rules and regulations for administering these programs.

New Jersey Educational Opportunity Fund (NJEOF)

NJEOF is a New Jersey state grant program available to students from an educationally disadvantaged background with exceptional financial need and have been New Jersey residents for a least 12 consecutive months prior to receiving the grant. This aid is paid through Union College and all students receiving NJTAG must abide by Union College's rules and regulations for administering these programs.

New Jersey STARS Program (NJSTARS)

NJSTARS is a state merit-based program, which will fund full-time students up to 15 college level credits per semester for up to five semesters. This program must be utilized in the immediate academic year following high school graduation. Students must have graduated from a New Jersey high school in the top 15% of their class and attend the county college in which they reside.

New Jersey Community College Opportunity Grant (CCOG)

CCOG pays for the cost of tuition and approved educational fees that other grants do not cover. Students attending JFK Muhlenberg who have completed their FAFSA prior to the deadline will be automatically considered for eligibility for CCOG funding. There is no separate application. Again, this aid is paid through Union Collège and all students receiving this state aid must abide by the rules and regulations established by Union College.

- CCOG is only awarded to students who do not have a previous Associates of Baccalaureate degree.
- The income guidelines are established by the State of New Jersey.
- Students must include both Union College and JFK Muhlenberg on their FAFSA.

New Jersey CLASS Loans

New Jersey CLASS Loans are non-need-based loans for students or parents that want to borrow to help pay for their children's education. CLASS Loans are made through the New Jersey Higher Education Student Assistance Authority (NJHESAA). These loans enable students or parents with good credit histories to borrow up to the student's cost of education minus any estimated financial aid received. The interest rate and

administrative fee on the NJCLASS Loan is dependent on the payment option chosen. Further information on NJCLASS Loans can be found at: <http://www.hesaa.org/pages/NJCLASSHOME.aspx>.

Private Loans

Private or Alternative Loans are monies offered by lenders to help students meet loan needs that are not otherwise met by financial aid, grants, scholarships, and parents. Students can apply creditworthy or credit-ready or with a co-borrower. Students must be at least 18 years of age and a U.S. Citizen or Permanent Resident. Students must be enrolled in an eligible program and have at least acceptable credit. Either the student or their co-borrower must be employed or have sufficient income to support the debt. The student must also have a stable residence, employment, and credit history.

For additional information on the Private/Alternative Loans available to students attending JFK Muhlenberg Snyder Schools, please visit the following website: <https://www.jfkmuhlenbergschools.org/2014-07-08-18-47-46/private-loans>

Scholarships

The School annually receives scholarship monies from private donors. Scholarships are gift monies and do not have to be paid back. The scholarships are both merit and need based. Documented need is determined by the Free Application for Federal Student Aid (FAFSA).

Students Rights and Responsibilities

In accepting the Student Financial Aid Notification, students are indicating that they understand the procedures and accept the responsibilities involved in receiving financial aid. Students should be aware that if they or their family knowingly make false statements or misrepresentation on any application or form for financial assistance, the student may be liable for prosecution and repayment of all assistance obtained. JFK Muhlenberg Snyder Schools reserves the right to change or cancel all student assistance due to new regulations, revised allocations, funding and/or additional information gathered concerning the student's financial aid eligibility. Awarding of financial assistance by the School does not imply any obligation or commitment to continue such awards beyond the period indicated. For each year aid is desired, the student must apply for financial assistance and such assistance will be dependent upon the availability of funds, demonstration of financial need, and satisfactory academic progress.

STUDENT RIGHTS

1. To have complete information regarding fees, payment, and refund policies available to them.
2. To have all personal and family financial information treated with confidentiality.
3. To appeal in writing if the student has special circumstances that might affect the amount the student and their family are expected to contribute.

STUDENT RESPONSIBILITIES

1. Advise the Office of Financial Aid if the student changes their enrollment status from full-time to less than full-time.
2. All address changes are to be submitted in writing to the Office of the Registrar.
3. Advise the Office of Financial Aid of any additional aid received not indicated on your Student Financial Aid Notification.
4. If a student expects to withdraw or take a leave of absence from the college, the student is expected to inform the Office of Financial Aid. Please refer to policy.
5. Submit to the Office of Financial Aid any required documentation for verification of financial and other relevant information pertaining to the student's application.
6. Give permission to the Office of Financial Aid to relate pertinent financial, academic Information and other information to donors of aid as requested.
7. Maintain satisfactory academic progress for financial aid.

8. Grants and scholarships in excess of tuition, books, and fees are taxable income for the Federal Government. If a student receives grants and/or scholarships in excess of tuition, books, and fees, the student must report this excess as income on their federal income tax return.

Satisfactory Academic Progress Policy for Financial Aid Recipients

Federal and state regulations require that students receiving financial aid maintain satisfactory academic progress (SAP) to be eligible to continue to receive funding. This policy applies to all students receiving assistance from any financial aid program administered by the Financial Aid Office at JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools.

Qualitative and Quantitative Standards:

Financial aid recipients must meet both a “qualitative” and a “quantitative” standard to maintain eligibility for financial aid. Students must maintain a cumulative 2.0 grade point average (GPA) to meet the qualitative standard. Students must also successfully complete 70 percent of all credits in which they are enrolled to meet the quantitative standard.

Developmental Education courses (designated by course numbers below “100”) are included in the calculation of a student’s enrollment status. However, no more than 30 Developmental Education course hours can be used to determine a student’s enrollment status for financial aid purposes.

Transfer credits from institutions other than JFK Muhlenberg Schools will be totaled and counted in the determination of completion rate and maximum time frame.

Grades of “**W**”, “**I**”, “**UF**” and “**F**” **do not** count as successfully completed courses but **do** count as credits attempted and are used in the determination of enrollment status and maximum time frame.

Audited courses are not eligible for financial aid funding and are not included in the determination of a student’s enrollment status for financial aid purposes.

A student is permitted to **repeat** a previously passed course one additional time for the repeated course to be eligible for financial aid. A student can **repeat** a previously failed course. All attempted hours will be included in the calculation of the maximum time frame.

Timing of Measurement:

Satisfactory academic progress is measured after every semester. All terms of enrollment at JFK Muhlenberg Snyder Schools are included in the measurement, even if the student did NOT receive financial aid. Summer sessions are also included.

Failure to Achieve Satisfactory Academic Progress:

If a student fails to meet either the qualitative (2.0 cumulative GPA) or quantitative standard (successful completion of 70 percent of all courses in which enrolled) or both, will receive a warning notice. The preferred method of notification is electronic; messages are sent to the student’s e-mail address on record. Students on warning are eligible to receive one semester of financial aid and are expected to use this period to reestablish satisfactory academic progress.

If a student fails to meet either standard for a second consecutive semester, they will receive a suspension notice. No financial aid will be awarded to a student on suspension until the student corrects the academic progress deficiencies. Students who do not meet the satisfactory academic progress requirements for financial aid eligibility can enroll at JFK Muhlenberg Snyder Schools **without financial aid** to correct the deficiencies.

Appeal Process for Probationary Semester:

The right to appeal is granted to any student whose financial aid eligibility has been suspended. An appeal must be based on significant mitigating circumstances that seriously impacted academic performance. The student should submit a written appeal to the Financial Aid Office. An appeal letter must include why the student failed to make satisfactory academic progress and what has changed that will allow the student to make progress at the next evaluation (i.e., at the end of the next semester of enrollment).

An appeal letter must be accompanied by:

1. A typed academic plan clearly stating how the student intends to meet progress standards.
2. A copy of the student’s program evaluation, which is available on the student’s Web Advisor account. The program evaluation displays completed courses and courses still required for program completion.

An appeal submitted without adequate documentation will be denied.

The appeal letter and supporting documentation submitted by the student will be forwarded to the Financial Aid Satisfactory Academic Appeal Committee.

Please note that merely filing an appeal does NOT guarantee continued eligibility for financial aid. Typically, appeals are reviewed within 15 business days. Students will be notified of the Committee's decision. The preferred method of notification is electronic; the decision notice is sent to the student's e-mail account on record. The decision of the Financial Aid Satisfactory Academic Progress Appeal Committee is final and cannot be further appealed.

If the appeal is denied, the student may reestablish financial aid eligibility for subsequent semesters ONLY by taking courses, without benefit of financial aid, until in compliance with all components of the JFK Muhlenberg Snyder School's satisfactory academic progress policy (70% completion rate and 2.0 minimum cumulative GPA).

If the appeal is approved, the student regains financial aid eligibility for one probationary semester. During the probationary semester and all subsequent semesters, the student must achieve an 80% completion rate and maintain a term GPA of 2.0. Failure to do so will result in suspension of financial aid eligibility after which the student will regain eligibility ONLY by taking courses, without benefit of financial aid, until in compliance with all components of the JFK Muhlenberg Snyder School's satisfactory academic progress policy (70% completion rate and 2.0 minimum cumulative GPA).

Maximum Time Frame:

Federal regulations also establish 150 percent of the published length of the program as the maximum time frame allowed in which to complete an educational program. Maximum time frames allowed to complete JFK Muhlenberg Snyder School's programs, measured by credits attempted as a percentage of credits required for graduation, is typically as follows, but will vary with each individual program:

Program	Number of credits credits required for graduation	Maximum number of attempted credits for Financial aid eligibility
Generic Nursing	75	112
Accelerated Nursing	75	112
Radiography	80	120
Diagnostic Medical Sonography	83	124

Information on specific programs is available in the Office of Financial Aid.

If a student earns 70 percent of the credits attempted each semester, the student should complete the program of study within the maximum time frame.

The 150% count will include transfer credits and all credits attempted in all programs of study in which the student has been enrolled, regardless of whether a degree was received. The number of credits attempted will be measured against the student's current active program of study.

Student Responsibilities

It is the student's responsibility to monitor satisfactory academic progress as it relates to maintaining eligibility for financial aid. The Financial Aid Office assists with periodic measurement and notification to students who fail to meet the standards.

It is the student's responsibility to notify the Financial Aid Office of any grade change made after the official posting of semester grades.

It is the student's responsibility to follow up with the Financial Aid Office if they do not receive an appeal determination notice within three weeks of submitting the appeal.

CLINICAL CLEARANCE

PHILOSOPHY

Health is a dynamic state influenced by Man's reciprocal interaction with the environment. The perception of health is influenced by beliefs of the patient, health care provider and society. The faculty believes that the pursuit of health is a basic right of all individuals.

PURPOSE

The purpose is to promote the health of the student through organization and implementation of health appraisal, health service and health education.

OBJECTIVES

As a participant in the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Medical Imaging, the student will be expected to:

1. Demonstrate knowledge of health principles important in health promotion and health maintenance.
2. Practice health promotion and health maintenance.
3. Utilize available health facilities and services.
4. Evaluate health practices of self and others.
5. Become self-directing in the improvement of health practice.

HEALTH APPRAISAL

Health appraisal is the process by which the health status of the individual student is assessed for the early detection of health problems. This is done through the utilization of varied, organized, and systematic procedures such as: screening tests, laboratory tests, medical examinations, dental examinations, and health history. Health appraisal is a part of health education to promote, maintain, and restore health. This aids in developing knowledge, attitudes and practices related to health, and factors that affect health. Health appraisal is an essential part of the total health evaluation of the individual student and constitutes a team effort.

CLINICAL REQUIREMENTS

A report of satisfactory physical examination. Including a urine drug screen and respiratory fit testing are required prior to a student's first clinical course. A Healthcare Provider may do the physical examination, however HMH Occupational Health MUST do the drug screening and respiratory fit test. Health forms will be emailed to students upon registration and are also available in the Appendix of the Student Handbook. It is recommended you contact the Student Health Nurse at JFK Muhlenberg Snyder Schools (908) 668-2594 prior to scheduling your appointments, to determine what services will be required. The drug screening fee is \$60. The fee for fit testing is \$50 (\$25 for the respirator questionnaire and \$25 for the first test. Additional charges may apply). The health record and all Personal Health Information "PHI" is kept confidential and is only released to Receiving Agencies for the purpose of clinical placement. All student health records are maintained in the Student Health Nurses' office.

Students entering CLPR-901 AND CLPS-901 should complete a physical examination within three months prior to starting clinical. Annual physical examinations are required while in the Imaging Programs.

NOTE: If a urine drug screen is questionable, it is sent to an outside laboratory for verification, and then reviewed by the Medical Review Officer. The student is responsible for any additional fees to cover this process.

JFK Muhlenberg Snyder Schools is committed to providing a safe, efficient, and productive learning environment. To achieve this objective, the school desires to prevent substance abuse from adversely affecting the learning environment. Accordingly, any student starting a course with a clinical component must, subject to any applicable legal requirements, complete a urine drug screening examination, with negative findings in all drug categories, before they may begin clinical courses. Continued enrollment is conditional upon successful completion of this examination.

JFK Muhlenberg Snyder Schools believes that students, who take prescription drugs, as directed by a physician, are presumed to be behaving responsibly. All other uses of drugs are unacceptable and constitute drug abuse. Students using such drugs in an appropriate manner and with a valid prescription will need to discuss with their physician any possible safety effects and/or influence in the classroom and clinical laboratory setting.

HEALTH SERVICE

The term Health Service, as used here, means that an appraisal of the individual's health and health education is being done.

A health service fee is charged each semester, which includes the following services:

1. Annual tuberculin test, on all previously negative reactors.
2. Annual Respiratory Fit testing.
3. Vaccines as indicated.

In addition to the student health fee, the following policy applies to the payment of medical/

Hospital bills:

1. All bills incurred because of school related injury will be billed to the student's health insurance. School related injuries are defined as those occurring while the student is attending classes at the Medical Center, Clinical Affiliate, or while working in the skills simulation laboratory.
2. Students will be billed for all medications, laboratory tests, x-rays, and physical therapy.
3. Students seeking medical care through the Emergency Room are to be screened and charged as any other out-patient.
4. Students will be billed for any supplies obtained from Central supply.
6. Students requiring hospital admission will be expected to pay their own hospital and medical bills.

Care During Illness or Injury:

1. Students who become ill or injured while in classes, clinical, or as a resident at JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools may be referred to the Emergency Department for triage, and or their private medical doctor, as necessary.
2. If a student is referred for further medical treatment or is treated in the Emergency Room, the student will pay on a fee for service basis.
3. If diagnostic tests or medical therapy are required, the student will be referred to their private physician.
4. All incidents, injuries/accidents on JFK University Medical Center property must be reported and an incident report must be made immediately following the incident for person(s) injured. Students injured on JFK University Medical Center property may be evaluated either in the Emergency Room (they will be charged as any other out-patient), or by their person medical physician the same day of injury, as necessary.
5. Injuries occurring at home or away from school are to be treated by the student's private physician.

6. Hospital Admission:
 - a. Admissions to any hospital should be arranged through the student's private physician. Financial responsibility rests with the student and their family.
 - b. The Student Health Nurse should be notified of pending, planned hospitalization and the nature of the illness.

Procedure for Reporting Illness or Injury:

1. When a student is ill and cannot attend classes/clinical or the skills simulation laboratory they must call the School and the appropriate clinical unit. Students will notify instructors personally, if it is required of students by the particular instructor.
2. All students are required to submit a clearance note from their Healthcare Provider before returning to classes, skills simulation laboratory or clinical after any illness or accident, that fall within the guidelines below:
 - The student has been absent for 3 or more consecutive school days.
 - The student has been evaluated in an Emergency Room Setting.
 - The student has been hospitalized.
 - At the instructor's discretion, if they feel physician clearance is merited.The clearance note must list the diagnosis and any restrictions in duty.
3. Students violating health requirements will be issued two reminders by the JFK Muhlenberg Snyder Schools. Failure to comply with the second reminder will result in a referral to the Dean of the Schools of Medical Imaging. Such action carries with it a possible suspension from classes and laboratory experiences until requirements are met.
4. Students are expected to abide by the Infection Control Policies of JFK University Medical Center and those of affiliating clinical agencies.

Infection Control:

1. Testing and Immunization Requirements:
 - a. A two-step Mantoux Tuberculin skin test, or Quantiferon Gold/T-Spot Test. See the "Immunization and TB Surveillance" form.
 - b. Tuberculin test must be read 48-72 hours after it is administered. Students who do not comply will not be allowed in clinical until testing is completed.
 - c. Converters will be referred to their physician for follow-up and prophylaxis, as necessary.
2. When students are exposed to patients or other students, family members and/or employees with infectious diseases (i.e. tuberculosis, hepatitis, COVID, meningococcal meningitis, varicella, rubeola, rubella, mumps) the Student Health Nurse at JFK Muhlenberg Snyder Schools should be notified immediately and an incident report should be completed.
3. Students sustaining puncture wounds, blood splashes or perimucosal contact with blood or body fluids in the clinical areas should report this immediately to their instructor and the Student Health Nurse. An incident report should be made out and the student must be seen in the Emergency Room **the same day the incident occurs.**
4. The Schools of Medical Imaging reserves the right to require additional testing depending on contract requirements of clinical affiliates.

HEALTH EDUCATION

The Health Service Staff and Faculty work with students, reinforcing health principles that are taught in the curriculum and help them to apply these principles individually.

Other Requirements for Students:

All students of the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools will complete training sessions to address Training and Education, as well as Work Practices, including:

- OSHA Bloodborne Pathogen Standards
- OSHA Tuberculosis Standard
- HMM Respiratory Protection Plan
- The Bloodborne Pathogen Exposure Control Plan
- Policies that address the proper handling and disposal of sharps and contaminated materials
- Proper Handwashing
- Standard Precautions

All E-Learning modules assigned are required and **MUST** be completed prior to attending clinical.

HEALTH CLEARANCE FORMS

An MD/APN must indicate that you are medically cleared, then sign and date the physical. Please make sure that all aspects of the physical are completed, including vision far/near, and color. Keep copies of all medical clearance forms before turning them in. Physicals should be done within three months of starting the clinical component.

- All immunizations and PPD testing must include lot number and expiration date, and physician printouts are acceptable.
- Lab titers are recommended for Rubella, Rubella Mumps and Varicella. Immunization records are also accepted. Current vaccination is required for negative or equivocal titers, lab report required.
- Lab titer is required for Hepatitis B Antibody (HbsAb). Current vaccination is required for negative or equivocal titers, lab report required. If you have not been previously vaccinated, proof that the vaccine series has been started is required.
- Hepatitis B Antigen Test (HbsAg) which screens for active Hepatitis B infection, lab report required.
- A TWO-STEP PPD is required. The PPD test is administered intradermally, and then read 48 to 72 hours later. The 2nd Step PPD **MUST BE DONE WITHIN 1-3 WEEKS OF THE FIRST TEST**. Please contact the Student Health Nurse if you have been doing yearly Tuberculosis testing. Quantiferon Gold or T-Spot Testing is also accepted.
- If previously PPD positive: Please provide documentation of the positive test date with “mm” of induration. A Chest X-Ray report or Quantiferon Gold/T-Spot Test is required within six (6) months of clinical start date. If INH therapy was prescribed, documentation of therapy is also required. Thereafter a Tuberculin Surveillance Monitoring Form must be completed annually.
- Submit a Personal Medical History form, please indicate any allergies.
- 11 Panel Urine Drug Screen Test - Done at HMH Occupational Health Service (OHS). The fee is \$100.
- **HMH Occupational Health is located at: 742 Route 1 North, Iselin, NJ - (732) 362-3871.** A General Consent needs to be signed, at the time of the visit, to allow release of records to The School. All fees for services may be paid by credit card.
- Respiratory Fit Testing - Done at HMH OHS. The fee is \$50 (\$25 for the respirator questionnaire and \$25 for the first test. Additional charges may apply).
 - **DO NOT EAT OR DRINK ANYTHING 45 MINUTES PRIOR TO TESTING.**
 - No perfume, cologne, or body lotion should be worn during testing.
 - No beards or facial hair is permitted.
 - Long hair needs to be well tamed.
- Proof of Health Insurance is required for all clinical and dormitory students. You may visit the government website, www.healthcare.gov, or contact them at 1-800-318-2596 if you need to obtain insurance. New Jersey residents may also contact <https://NJ.gov/GetCoveredNJ> If you cannot afford insurance, proof of charity care is also accepted. Failure to comply will result in your being unregistered from the course.
- Proof of Tdap vaccination (Must contain Pertussis component).

- COVID Vaccination is required, and documentation should be submitted to the Student Health Nurse.
- Flu Vaccination is mandatory during flu season.
- All aspects of medical clearance can be done with your personal physician, except the urine drug screening & respiratory fit testing which must be done at HMH OHS. HMH Occupational Health Services can also do your physical exam and labs at cost.
- Any incidents or exposures that occur during clinical must be reported to your instructor. An incident report needs to be completed, with follow-up as necessary.
- All students are required to submit a clearance note from their Physician/Healthcare Provider before returning to classes, skills simulation laboratory or the clinical setting, after any illness or accident, that fall within the guidelines below:
 - The student has been absent for 3 or more consecutive days.
 - The student has been evaluated in an Emergency Room Setting.
 - The student has been hospitalized.
 - At the instructor's discretion, if they feel physician clearance is merited.

The clearance note must list the diagnosis and any restrictions in duty.

- It is highly recommended that students advise the School's Student Health Nurse and their Instructor as soon as verification of pregnancy is received. The student will require a note from their OB/Gyn if there are any restrictions in duty.
- All Dormitory Residents are required to be immunized against meningococcal meningitis (Menactra or Menveo vaccine). Meningitis B vaccination is also strongly recommended.

Please contact the Student Health Nurse at (908) 668-2594 with any questions regarding these requirements, have been working in healthcare, or are need any guidance, before scheduling your appointments. Students will be advised once clinically cleared. You **WILL NOT** be permitted on any clinical area of the Medical Center, Residence Hall, or any Clinical affiliates until they have received clearance.

All clearance forms may be hand-delivered, or emailed to kate.fredericks@hmhn.org , or mailed to the Student Health Nurse at:

JFK Muhlenberg Harold B. & Dorothy A. Snyder Schools
1200 Randolph Road
Plainfield, NJ 07061

LIBRARY - MEDICAL

The JFKUMC Library is organized to provide access to information and resources to all employees, medical staff and students. With its continuously expanding collection of instructional materials and information capabilities, it is an indispensable learning resource. It is located on the 2nd floor next to the physicians' lounge.

All students have access to an extensive collection of full-text current electronic books and electronic journals. Individual and group orientations are scheduled upon request.

The training includes the use of online databases, current periodicals, electronic media and full-text resources. The library operates an active interlibrary loan program and is a member of several consortia. All users have borrowing privileges and access to photocopying services. The books and electronic media may be borrowed for 3 weeks. Journals and reference materials do not circulate. To meet requirements and receive grades all materials should be returned prior to the last day of classes, school graduation or course withdrawal.

RULES AND REGULATIONS

Library privileges are extended to the medical staff, the schools and their faculties and students, the affiliated schools and their staffs, and the employees of JFKUMC, and non-affiliated personnel.

Borrowing privileges shall be extended only to students, staff, affiliated staff, and employees of JFKUMC. Smoking and eating in the library are not permitted.

No student may borrow more than three books on the same subject at any one time.
The library is open Monday – Friday, 7:00 am- 3:30 pm.

LOANS

- a) Most books may be borrowed from the library for three weeks. This may be extended upon request provided that the book has not been reserved by another user. All books and journals loaned are subject to recall for emergency request. Requests for extension of loans may be made in person, by note left at the library, or by calling the library.
- b) Reference books, such as dictionaries, encyclopedias, indexes, and those books marked, "Reference Only – Not to be Taken from Library" may not be borrowed from the library.
- c) It is the responsibility of the library staff to process the materials for the computer and security system.
- d) For convenience in returning publications at hours when the library is not officially open, a box is provided outside the library entrance.
- e) To meet requirements for graduation, all library books must be returned prior to the last day of classes and all fines paid. The library must be reimbursed for lost books.

FINES

- a) Overdue materials, including audiovisuals, for which extension of the regular three-week loan period has not been requested, are subject to a fine of \$.25 per item for each day late.
- b) If a book is lost, the borrower will be expected to pay the cost of the replacement.
- c) Notices of overdue books will be sent by the librarian at intervals.
- d) Students leaving the school for vacation or a leave of absence, should return library books before they go.
- e) Fines are credited to the library book budget.

UNION COLLEGE LIBRARY

The Union College Libraries serve as the major learning resource of the College.
The libraries offer:

- Expert research help

- Instruction for information literacy
- Access to millions of articles available 24/7.
- Over 300,000 books in print and electronic formats.
- Over 30,000 journals in print and online.
- Wireless access
- Audiobooks, music, films
- iPads, laptops and more.
- All required textbooks

MALPRACTICE INSURANCE

All students in a course with a clinical component must be covered by malpractice liability insurance in the amount of \$2 million/\$4 million. Students will be required to submit proof of their current insurance policy to the Student Health Nurse. Students will not be allowed in the clinical setting without this insurance, which if not obtained may jeopardize their ability to meet course objectives.

Obtaining malpractice liability insurance is the responsibility of the student. The School does not endorse any particular company.

OTHER SCHOOL EXPENSES

Students must purchase textbooks, other books, manuals, uniforms, and consumable supplies and equipment, which are required for the course of instruction.

Residential and commuting students may purchase food from the vending machines located in the School.

SINGLE PARENT PROGRAM

The Audrey Snyder Single Parent Program has been developed to support student's academic and economic needs. Student must be an Admitted Student in one of our Nursing or Medical Imaging Programs, be the single Head of Household of one school-aged child between the ages of 5 and 10, having primary custody of said child. The applicant will be required to have a meeting with the Director of Financial Aid and/or other committee members prior to acceptance in the program. Additional eligibility and guidelines may apply. For more information on the program, students may contact the Director of Financial Aid.

STUDENT GOVERNMENT ASSOCIATION

All students belong to the Student Government Association, which governs certain student activities. It meets on a regular basis during the academic year to conduct business and sponsor a variety of activities including social events, fund raising projects, group discussions, and community service activities. Also, representatives of the Student Government Association serve on Faculty Organization, Student Services, and Curriculum Committees.

TEXTBOOKS

Information on books for all courses can be found online at rittenhousebookstore.com (Rittenhouse Book Company). An online book purchasing system has been arranged with Rittenhouse for your convenience. Information regarding books is found on the school's website: www.jfkmuhlenbergschools.org. The School's ID code varies by program and course, as stated below:

Sonography:

Access Code:

105121 (Ultrasound 1st semester)

082715 (DMS-101 Patient Care)

074080 (Healthcare Today)

060218 (RNTM-101 Med Term)

Radiography:

081539 (RADM-110/211 Rad Exposure)

081540 (RADM-201 Pathology)

124902 (RADM-212)

124903 (RADM-120)

124904 (RNTM-103 Radiation Protection)

082715 (RNTM-103 Patient Care)

074080 (RNTM-104 Healthcare Today)

060218 (RNTM-101 Medical Terminology)

127770 (RNTM-201)

138912 (Senior Seminar)

UNION COLLEGE ACTIVITIES

All Schools of Medical Imaging students hold full status as Union College students and are encouraged to participate in student activities at the college. Recently, JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Medical Imaging students have been active members of the college's athletic team, student government, radio station, various student clubs and the Union College chapter of Phi Theta Kappa, the national honor society for students attending community colleges.

Union College also provides English as a Second Language counseling and courses to develop proficiency in the English language. In addition, EOF counseling and provisions are available at Union College.

Free movies are regularly shown at Union College on the Cranford Campus. Plays, concerts and sports events are regularly sponsored by Union College at much reduced rates. All Schools of Medical Imaging students are eligible to take part in these events, and encouraged to do so as they pay general fees which contribute to student activities. Students must show their validated Union College identification card to participate.

UNION COLLEGE HONOR SOCIETY (Phi Theta Kappa)

Students who achieve outstanding scholastic records and demonstrate qualities of good citizenship are eligible to receive recognition through admission into Phi Theta Kappa. The national honor society aims to promote scholarship, develop character, and cultivate fellowship among students of two-year colleges. Lota xi is the chapter of Phi Theta Kappa at the College. Full-time students who have earned 12 transferable credits, at the College, with a cumulative average of 3.60, are eligible for admittance into the Lota xi chapter.

UNION COLLEGE SERVICES

Students attending the Schools of Medical Imaging are also students of Union College and entitled to student services of the college. Please refer to the current Union College Student Handbook for information concerning policies and services.

VACATIONS AND HOLIDAYS

The School follows the official academic calendar found on the Union College web site at www.ucc.edu. The School will post any required changes in dates as soon as they are received by the registrar's office. The individual programs publish and distribute detailed program schedules. Students will receive these at orientation and throughout the program.

Ample holiday and vacation time is provided, and the student should take advantage of this time to relax and get some rest. If, for religious reasons, you request time that is not regularly posted time off, a written request must be directed to the program office prior to the beginning of each semester. Materials covered in class during your absence are solely your responsibility. Additional clinical time may be required at the end of the program if competency is not achieved prior to the expected date of the last semester. Additional fees will be charged if additional time is required and will be charged at the going rate.

WHO'S WHO IN UNION COLLEGE

Students in the JFK Muhlenberg Harold B. & Dorothy A. Snyder Schools of Medical Imaging-Union College Cooperative Program are eligible for election to Who's Who in Union College.

STUDENTS' RIGHTS AND REGULATIONS

ALCOHOL/SUBSTANCE ABUSE POLICY

PURPOSE

JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools strive to provide an optimal environment for learning and a safe working environment to assure quality services are provided to patients. JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools are concerned about the welfare of its students affected by alcohol/drug abuse.

The purpose of this policy is to ensure that students, employees and patients are free from the hazards and inefficiencies that can be generated by alcohol/drug use or abuse. Students must understand that JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools expect full cooperation with its efforts to achieve this goal and that violation of this policy, or failure to cooperate with a rehabilitation program may lead to disciplinary action, up to, and including dismissal.

Participation in any treatment program for alcohol/drug abuse will not jeopardize continued enrollment, provided the student discontinues involvement with the use of alcohol/drugs, and complies with the Schools' policies.

JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools is prepared to be supportive of students in the treatment or recovery from alcoholism/drug abuse. However, students must recognize that they are expected to remedy behavioral problems arising from the use of alcohol/drugs, and JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools has the discretion to impose discipline on any student who violates JFK Muhlenberg Harold B and Dorothy A. Snyder Schools' rules including, but not limited to rules against alcohol/drug use. The School policy is compatible with the JFK University Medical Center Substance Abuse Policy.

POLICY

DRUGS/ALCOHOL

The possession, unauthorized use, sale, distribution, dispensing or manufacture of a controlled substance, or the possession of drug paraphernalia, or the misuse of a prescription or over-the-counter drug, on or off JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools property, is strictly prohibited. Also, anyone who is convicted of any criminal drug violation must notify the Dean no later than five (5) days after such conviction.

The unauthorized use, sale, purchase, possession of alcoholic beverages on JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools property, or reporting to school under the influence of same, or with the odor of an alcoholic beverage on the breath, is prohibited. Students suspected of reporting to JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools under the influence of alcohol or drugs will not be allowed to attend class or clinical experience.

Violation of these rules will result in disciplinary action.

STUDENT ASSISTANCE PROGRAM

JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools recognize that alcohol/drug addiction is a treatable disease and the School will assist alcohol/drug addicted students who are willing to follow a prescribed and approved rehabilitative process.

All communications and records will be maintained on a confidential basis in the health office.

Students will not be subject to discipline for voluntarily acknowledging their drug/alcohol addiction; however, appropriate action will be taken by the Schools, if such a disease interferes with the student's ability to perform functions of the student role safely. Furthermore, a student's status as an alcoholic or drug addict will not excuse violations of the Substance Abuse policy for which the student is subject to discipline. A request for assistance does not exempt the student from routine performance expectations, nor does it confer any immunity – legal or disciplinary – from the consequences of misconduct.

Thus, it is not intended that a request for assistance be used by students as a means for avoiding disciplinary action for violation of JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools rules against alcohol/drug use or poor performance, and the School has the discretion to impose discipline for violations of such rules.

There are instances when a student's drug or alcohol-related addiction or disease may mandate that a report be made to a State licensing board and nothing contained in this policy is meant to suggest that the Medical Center will not honor its obligations in such instances.

The student must enter an appropriate treatment program as a condition of continued enrollment in the school. The decision regarding this treatment program will be made jointly by the Dean and the student.

For students in crisis, the satellite Emergency Department located across the parking lot from the main school entrance is available 24 hours a day, 7 days a week. Students and faculty may also call 911 for assistance. Students who have eligible insurance may utilize the JFK Center for Behavioral Health, located at 65 James St., Edison, NJ. The Center offers an interdisciplinary approach for psychiatric issues, substance abuse, counseling for mental health, and other psychological needs. The Center can be reached at (732) 321-7189. Students who do not have insurance can call RWJ Behavioral Health at 1-800- 969-5300.

The Dean has the final decision regarding all disciplinary decisions.

DEFINITION OF DRUGS

Reference to drugs in this Policy includes all such substances, illegal or legal, including among other: alcohol, marijuana, heroin, hashish, cocaine, inhalants, hallucinogens and depressants or stimulants not prescribed for current personal treatment by a physician.

PRESCRIPTION/OVER-THE-COUNTER DRUGS

JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools believe that students who take prescription drugs as directed by a physician or use over-the-counter drugs in compliance with package directions are presumed to be behaving responsibly. All other uses of drugs are unacceptable and constitute drug abuse. However, even students using such drugs in an appropriate manner need to discuss with their physician about possible performance safety (class, lab, clinical) effects of the drugs.

INVOLVEMENT WITH ILLEGAL DRUGS OR MISUSE OF PRESCRIBED AND OVER-THE-COUNTER DRUGS any student's involvement with illegal drugs or the misuse of prescribed or over-the-counter drugs on the job can impair school performance and adversely affect the safety of patients and others. The school will take appropriate action to assure competent performance when such situations occur.

Students suspected of reporting to the Medical Center/Harold B. and Dorothy A. Snyder Schools under the influence of drugs or alcohol will not be allowed to attend class or clinical experience.

TESTING BASED ON REASONABLE SUSPICION OF DRUG/ALCOHOL IMPAIRMENT

During the physician examination in the Emergency Department, the student will be required to submit to blood, urine, or other diagnostic tests to detect alcohol and/or drugs (or drug metabolites) in their system whenever the student is involved in an on-premises accident or the student's observed behavior raises a reasonable suspicion of drug or alcohol use. Any testing requested will be conducted in the Emergency Department. If an initial screening test indicates positive findings, a confirmatory test will be conducted.

The Medical Center may require a student who has resumed school attendance after they have violated this policy to agree to unannounced testing as a condition of their return.

A student who refuses to submit to testing shall be subject to disciplinary action up to and including dismissal.

SAFETY AND SECURITY PROCEDURES – SUSPECTED POSSESSION/SALE

- A. Upon notification of an incident involving suspected drug possession/sale by a student, the Security Supervisor will ask all persons involved in the incident to stay for questioning. However, no person should be forcibly detained, nor given the impression that they are not free to leave at any time. If not already notified, the Dean of the Schools should be notified at once.
- B. The Security Supervisor will, if practical, question each involved person separate from others.
- C. Statements will be obtained from all individuals (no joint statements allowed).
- D. All evidence will be gathered by the Security Supervisor and secured at once. Only if the police are involved may the Supervisor release such evidence.
- E. As soon as possible, the Director of Safety and the Director of Security will be notified.
- F. All such evidence and statements will be reviewed with the assigned Administrator.

RECORDKEEPING AND CONFIDENTIALITY

Information regarding a student's use of alcohol and/or drugs will be released outside the Medical Center only as required in the rehabilitative process or as required by law.

For instance, certain information concerning a student's involvement with drugs and/or alcohol may be required to be reported by the Medical Center to State licensing boards or supplied in response to a subpoena or other court order. In such instances, the Medical Center will comply with its legal obligations.

All laboratory results will remain in the confidential medical charts and will be retained as a permanent part of the medical record. A progress note should be entered in the medical chart detailing the disposition of each case.

STUDENT NOTIFICATION OF POLICY

- A. This substance abuse policy is contained in the Student Handbook.
- B. All students must receive and sign the Standards of Conduct form.
- C. Students who have problems with drug/alcohol abuse may be ineligible for Financial Aid. Determination will be made following Federal Guidelines by the Financial Aid Director.

FITNESS FOR SCHOOL - GUIDELINES

GENERAL

All students are expected to report to Muhlenberg Harold B. and Dorothy A. Snyder Schools in a physical and mental/emotional condition fit for the safe and proper performance of their role as a student and to remain in a fit condition throughout their assignments.

A. DETERMINING FITNESS FOR SCHOOL AND CONSEQUENCES OF BEING UNFIT

1. General Responsibilities

The determination of whether a student is fit for school is a supervisory responsibility. Generally, a student is unfit for duty when there is reason to believe, based on objective evidence, that the student's ability to perform the student functions in a proper, safe and competent manner is adversely affected for some reason.

A student may be unfit for a variety of reasons, ranging from the relatively simple, such as illness, fatigue, or reaction to prescribed medications, to the more complex, such as emotional distress arising from personal problems, or substance (e.g., alcohol or drug) use.

In making the determination that a student is unfit, the faculty should rely on objective facts and observations rather than vague "hunches" or feelings.

The faculty should document observations when determining that a student is unfit. Documentation is highly recommended, not only because it will provide an important record of the facts if the student contests the determination of unfitness, but also, because the very exercise of putting one's thoughts in writing tends to force faculty to be precise in stating the facts.

- 2. Consequences of being Unfit Where Substance Abuse is Suspected. Any student who engages in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol will receive one of the following actions or combination of the following actions:
 - a. Short-term suspension from Nursing, Medical Imaging classes for a period of up

to 5 school days.

- b. Long-term suspension from Nursing, Medical Imaging classes for a period of up to one full semester.
- c. Dismissal from JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools.
- d. Loss of specific residence privileges for up to a period of one full semester.
- e. Short-term revocation of the privileges of remaining in the residence up to a period of one full semester.
- f. Long-term revocation of the privilege of remaining in the residence up to a PERIOD OF ONE ACADEMIC YEAR.
- g. Permanent revocation of the privilege of residing in the residence.
- h. Any other disciplinary action deemed appropriate by School authorities after consideration of the facts and circumstances of the particular case.

Moreover, activities of students may, at times, result in violation of law. Such students may incur penalties by Civil, State, Federal authorities.

In addition, students may be required to make restitution to the school, the Medical Center, or other individuals for personal injury.

The student will be required to enter an appropriate treatment program if the Dean determines that continued school enrollment is indicated. The student will not attend class or clinical until Guidelines listed below (Section B) are followed.

B. GUIDELINES FOR RETURN TO THE SCHOOL

Policy

The student may return to the JFK Harold B. and Dorothy A. Snyder Schools program when written documentation from the treatment program and Dean determine readiness. The student will be required to submit a clearance note from the treating physician. The student will be monitored by the Dean weekly for the first semester and bimonthly for subsequent semesters. All instructors who will be involved with the student will be informed of the status of the returning student.

Behaviors

1. Compliance with the behaviors/restrictions listed below will be expected of the student. A contract will be established by the Dean to this effect.
2. The student must attend all meetings with the Dean. The student must follow the treatment/recovery program established. This information will be shared with the Dean. The student must remain substance-free. The student must inform the instructor every time the narcotics computer code and/or keys are in their possession. The student's formal evaluation of practice is based on class/clinical grade using the same criteria that is used for all students.
The student must attend at least one recovery group meeting per month. It is strongly recommended that the returning student not take more than 10 credits in the returning semester. Although the JFK Harold B. and Dorothy A. Snyder schools recognize that chemical dependency is a chronic disease characterized by relapse will not be tolerated. Any relapse will result in final dismissal from the program.
3. The faculty of the Schools feels that the completion of the following is essential for success in recovery. The student must arrive on time for class and skills simulation laboratories. The student must submit completed assignments on time. The student must attend all clinical and class sessions.

STUDENT IDENTIFICATION BADGES

School ID Badges must be obtained from the JFK University Medical Center Security Office. The Security office is located at 65 James Street, on the lower level. They are open from 7:00AM to 12:00PM Monday through Friday. The six-digit number on your ID Badge will be collected by the Administrative office, and once programmed will provide your access to the school building. ID badges must be worn at all times, with the

picture facing forward, above the waist. It is of the utmost importance that you wear your Student ID AT ALL TIMES while on campus. UNDER NO CIRCUMSTANCES should any student open the door for any other person (student, faculty, staff, etc). This policy will be enforced and students who do not have an identification badge WILL NOT be permitted in the building. Please email the six digit number to Kate.Fredericks@hmn.org if you are a new student OR your ID does not provide you entry to the school.

CELL PHONE USAGE POLICY

As per JFK University Medical Center policy:

- A. Good judgment and discretion should be used when receiving personal telephone calls. Personal calls should not impact on an employee's (student's) ability to complete their work and Medical Center business should not wait as the result of personal phone calls.
- B. Cell phones should be turned off during an employee (student's) scheduled shift (clinical time). Incoming calls to employees (students) should not be answered while they are working (on the clinical unit).

While in the school building, students may only use their cell phone during breaks and at lunch. Cell phones must be turned off and placed at the front of the classroom during exams and exam reviews.

CODE OF CONDUCT

CONDUCT SUBJECT TO DISCIPLINARY ACTION

The following conduct is subject to disciplinary action:

1. Conduct involving violations against the School and Medical Center Community.
 - A. Violations of the rules and policies stated in the Student Handbook or promulgated from time to time by school authorities.
 - B. Violations of the rules and policies as stated in the HMMH JFK Health Administrative Policy and Procedures Manual or promulgated from time to time by Medical Center authorities.
 - C. Violence against or forcible interference with the freedom of movement of any member or guest of the School and/or Medical Center community.
 - D. Behavior which deliberately infringes upon the rights of others or endangers well-being or safety.
2. Conduct involving trespass or damage to School/Medical Center property.
 - A. Unauthorized entrance into the School/Medical Center buildings or rooms.
 - B. Intentionally causing damage to School/Medical Center property or to personal property to others on School Medical Center grounds.
 - C. Theft of personal or School/Medical Center property.
3. Conduct involving the provision of false information to the School/Medical Center.
 - A. Misuse of I.D. Cards, School/Medical Center records.
 - B. Plagiarism, cheating.
 - C. Knowingly giving false information, including falsification of documents.

4. Use, possession or distribution of illegal drugs, prescription drugs illegally obtained, alcoholic beverages or other dangerous substances or weapons on School or Medical Center property. See JFK employee policies located in the School's Health Office.
5. Conduct involving violations of Civil and Criminal laws.
 - A. The student has full responsibility for obeying State and Federal laws, as well as City ordinances.
6. Any other conduct prejudicial to good order and discipline within the Schools of Medical Imaging or the Medical Center.

DISCIPLINARY ACTION

Infraction of the rules and regulations made known by the Schools of Medical Imaging authorities, JFK University Medical Center, the State of New Jersey, the County of Union, the City of Plainfield, or the Federal Government may lead to disciplinary action.

ETHICS

The JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Medical Imaging Faculty has adopted the following policy regarding ethics. In preparation for licensure as a medical professional, students are expected to uphold the standards set forth by the national credentialing organization associated with each discipline. A copy of the code of ethics for ARRT and ARDMS can be found online at:

<https://www.arrt.org/earn-arrt-credentials/requirements/ethics-requirements>
<https://www.sdms.org/about/who-we-are/code-of-ethics>

Keeping with these standards, the Schools of Medical Imaging Faculty and Staff have established certain definitions and policies including administration of examinations. They are as follows:

1. Cheating will be defined as intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise (adapted from the University of Maryland Student Honor Council, 2003). The proctor of the exam/exercise will determine cheating. As it is the responsibility of each member of the Schools of Medical Imaging community – students, faculty, administration, and staff- to bring forth observations or documentation of cheating, input may be received by the proctor from any member of the Schools of Medical Imaging community.
2. Plagiarism – Intentional or unintentional representation of another's words or ideas as one's own in an academic exercise. Examples of plagiarism include but are not limited to:
 - The exact copy of information from a source without proper citation and without use of quotation marks or block quotation formatting. If any words or ideas used in a class posting or assignment submission do not represent the student's original words or ideas, the student must distinguish them with quotation marks or a freestanding, indented block quotation (for a quotation of 40 or more words), followed by the appropriate citation in accordance with the Publication Manual of the American Psychological Association. When a student copies information from a source, they must acknowledge the source with quotation marks or block quotes irrespective of whether or not the source has been formally published.
 - Paraphrasing statements, paragraphs or other bodies of work without proper citation using some else's ideas, data, language, and/or arguments without acknowledgement.
 - Presenting work as the student's own that has been prepared in whole or part by someone other than that student. This includes the purchase and/or sharing of work.
 - Failure to properly cite and reference statistics, data, or other sources of information that are used in one's submission.
3. Disciplinary Measures: Cheating or plagiarism
The student may be dismissed from the Program.
4. The following applies to the use of drugs or alcohol:
 - a. Any student appearing in the clinical area under the influence of drugs or alcohol (as

indicated by their behavior, admission or input from any member of the School of Nursing and Medical Imaging community or medical center community) will be immediately dismissed from the clinical area. Faculty are to follow the alcohol/substance abuse policy.

- b. Possession, use or distribution of illegal drugs, of prescription drugs illegally obtained or of alcohol by any student, or guest of a student in the residence is prohibited. Any infraction of this rule will result in dismissal from the residence. See policies located on-line at www.hackensackmeridianhealth.org

COMPUTER KNOWLEDGE/PRINTER ACCESS

The student is expected to be able to access and use a computer and printer. Course material, certain exams, review material and hospital technology require the use of computers and printers.

CANVAS LEARNING MANAGEMENT SYSTEM

Canvas is the on-line learning management system utilized by the Schools of Medical Imaging and Union College. Faculty will distribute course material, assignments, grades, and other information using the CANVAS network of Union College. Students are expected to be able to log on to Union College's e-services at www.ucc.edu.

COPYRIGHT INFRINGEMENT POLICY

Unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject a student to civil and criminal liabilities. Students who engage in illegal downloading of copyrighted materials using the School's information technology system will be subject to disciplinary action as outlined under the Code of Conduct section above.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750.00 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

EMERGENCIES - PERSONAL

Any personal emergency is to be reported immediately to an official of the Schools of Nursing and Medical Imaging.

EMERGENCY CLOSING DUE TO INCLEMENT WEATHER

1. When Union College is closed, the Schools of Medical Imaging are automatically closed.

2. You may determine closure for Union College by listening to radio announcements. Closing information may also be found on the Union College's website, www.ucc.edu.
3. All students will be formally excused from all school commitments.
4. Faculty will schedule make-up time on another day for missed clinical experiences.
5. Faculty will notify affiliate agencies of Schools of Medical Imaging closure.

Note: Any student needed to work in the Medical Center will be hired as casual labor. The Schools of Medical Imaging relinquishes any responsibilities for student performance or supervision when in such a role.

EMERGENCY PHONE NUMBERS

JFK UNIVERSITY MEDICAL CENTER – MUHLENBERG CAMPUS

First: Dial **7777** on phone/intercom to alert everyone in the building
 Second: Dial **9-911**
 Third: Dial **82217** for Security

EMERGENCY – ARMED INTRUDER/HOSTAGE SITUATION

In the event the intruder is armed, or there is gun fire:

- Alert everyone in the building via intercom phone, **7777**, “Armed Intruder Look Down” or “Hostage Situation Lock Down” “This is not a drill.”
- Any faculty/staff hearing or seeing this activity is to remove any students into a safe area either into locked classroom or to a closet.
- Upon hearing the announcement of an armed intruder, all staff members are to lock their doors securing the safety of all students known not be a threat by pulling them from halls and corridors into their classroom. If an instructor secures a student not assigned to their classroom that instructor is to attempt to notify the main office.
- Inside of the classroom the instructor is to move all students to the furthest corner of the room on the same side as the classroom door and away from windows.
- Students are to take a safe position on the floor below window level.
- Instructors take an accurate count of students.
- The administrative office is to be notified, giving as much information about the individual(s) as possible.
- Make special mention of the type of weapon being carried, if possible.
- No one is to be allowed to leave the room. Do not answer the door unless there is a clear view of the situation outside and it is determined to be safe.
- Administration is to institute a method to inform faculty, staff members and families of students directly affected.
- The instructor and students are to remain in this location until help arrives.
- The Dean/designee should assist with escorting or directing law enforcement to the necessary areas or with providing building floor plans.
- Refer media contact to the Dean's Office.
- The Dean is responsible for the safety of the students, staff, and visitors to the building. Unless relieved by proper authority, the Dean must maintain control of the situation.
- To institute an all clear, the Dean/designee is to designate staff members to deliver the “all clear message” to each instructor/classroom. An all clear should not be given over the public address system and the instructor should disregard it.
- Contact the Crisis Team to assist students and staff in dealing with the aftermath.

In event the lockdown becomes a hostage situation, follow procedures above and:
Have a prepared list of anyone who is a potential hostage and their last known locations.
Security: JFK 67568 Safety Director: 67677/67678
Muhlenberg 82217 Security Director: 67567
Building Services: JFK 67558 Employee Health: 61143
Emergency Dept: JFK 67601 Muhlenberg: 82200

EMERGENCY PREPAREDNESS PLAN - JFK UNIVERSITY MEDICAL CENTER

See JFK University Medical Center's "EMERGENCY MANAGEMENT PLAN" which is available on the "Safety" – Environment of Care" link on the JFK University Medical Center Intranet.

There is one "incident command center" which is located at the JFK University Medical Center Campus. JFK Muhlenberg Harold B and Dorothy A Snyder Schools Nursing and Medical Imaging students, faculty and staff are to remain on standby alert if an emergency or disaster is declared on either campus until an "all clear" is announced.

TYPES OF EMERGENCIES

- A. Internal (disrupts services), examples: --major spill, fire, smoke, major power loss.
- B. External (large influx of patients): -- accidents (plane, bus) External Emergency
Patients arrive at Emergency Department
 - Triage: Red Tag – critical
 - Yellow Tag – seriously injured
 - Green Tag – delayed treatment

SCHOOL PERSONNEL

1. Instructors in class or in residence, report to Classroom 101 in the Harold B. and Dorothy A. Snyder Building. All off-duty instructors return to the school, if possible, and report to Classroom 101.
2. Students – Remain in the clinical area where assigned, when on duty, until otherwise notified. When not in the clinical area (in class or off-duty in residence) assemble in Classroom 101.
3. Housekeeping Aides – Observe the procedure as outlined by the Department Head.
4. Executive Secretary – remain in the Dean's office and man telephones ext. 2402 and 2418.
5. Secretaries and Professional Staff – Assist in compiling list of students. Deliver lists to the Program Directors/Lead Teachers in classroom 101; then Man telephones ext. 2400, 2401, 2404, and 2405.
6. After hours or on weekends, the Dean will notify the Schools for assistance, as needed.

BIOTERRORISM

Healthcare facilities may be the initial site of recognition and response to bioterrorism events. If a bioterrorism event is suspected, local emergency response systems should be activated. Notification should immediately include local infection control personnel and the healthcare facility administration and prompt communication with the local and state health departments. If a suspected bioterrorism event occurs, involving suspected human cases, notify internal contacts including the local health department. The FBI field office, local police, CDC and medical emergency services will be notified as necessary.

FIRE SAFETY PROVISIONS

The entire JFK Muhlenberg Snyder Schools Building is newly built with updated fire alarm and sprinkler system, as well as fire hoses and extinguishers. A smoke detector system connected to the central fire alarm system of the medical center and city has been installed. All medical center fire and safety procedures are adhered to. Periodic fire drills are held and appliances such as hot plates, heating coils hot pots and multiple socket hook-ups are prohibited in student rooms. Toaster, crockpots, and microwaves are permitted in the kitchen on each floor. All kitchen appliances must be checked for electrical/mechanical safety by the Medical Center Maintenance Department prior to use. Refrigerators are allowed in the residence rooms. Fire education is

a part of the E-Learning requirements for students, staff, and faculty. The Student Handbook contains a statement of said policies and procedures.

The Medical Center provides a twenty-four hour, seven days a week security force and fire brigade to the Schools of Nursing and Medical Imaging and the dormitories.

**FIRE POLICIES AND PROCEDURES – DISASTER PLAN
JFK MUHLENBERG
HAROLD B. & DOROTHY A. SNYDER SCHOOLS**

FIRE

I. FIRE EVENT

The Fire Event used at JFK Muhlenberg Harold B. & Dorothy A. Snyder Schools Indicated a fire emergency is:

“FACILITY ALERT” – FIRE ALARM

For example: you will hear on the loudspeaker, “Facility Alert – Fire

II. ALARM

A. A firebox pulled in the JFK Muhlenberg Harold B. & Dorothy A. Snyder Building will alarm in the Plainfield Fire Department.

III. REQUIREMENTS

- A. It is the responsibility of each student, as well as every employee of the JFK Muhlenberg Snyder Schools Building to:
1. Know the location of all fire alarm boxes and fire-fighting equipment.
 2. Know how to use each extinguisher and other fire-fighting equipment.

FIRE IN THE RESIDENCE – any person, at any time, who is in the residence and identifies a fire (no matter how small) or smoke condition will observe the following procedure:

1. REMOVE ANY PERSON (S) WHO MAY BE IN IMMEDIATE DANGER.
2. PULL THE NEAREST FIRE ALARM BOX.
3. DIAL SECURITY (908) 668-2217. GIVE THE EXACT LOCATION OF FIRE. BE SPECIFIC AND KEEP COOL – NEVER YELL “FIRE”.
4. Notify the Head Resident Assistant or other Resident Assistants.
5. Use of fire equipment extinguishers as appropriate – aim at base of fire, back and forth. Turn off electrical equipment in the area of the fire/smoke emergency (clothes dryers, microwaves, etc.) All others EVACUATE the building of the Schools.
6. The person locating fire assumes charge and directs fire-fighting activity until relieved by someone of higher authority, or until their safety is threatened. When relieved evacuate immediately.

IV. EVACUATION

A. When the fire bell rings in the Schools, it means that a fire alarm box or corridor smoke detector has been activated in the JFK Muhlenberg Harold B. & Dorothy A. Snyder Building.

1. There is a fire/smoke emergency – BELIEVE IT!
2. Everyone, not directly involved in the firefighting, is to leave the building by the nearest exit and gather in front of the school for further instructions. Do not wander away. Note: To exit use the nearest exit, this includes those with firelocks on them. The whole purpose of exits with firelocks is for use when there is a fire and otherwise maintains security.
3. The instructions given by the RA’s are to be followed. The resident assistants are responsible for supervising evacuation of the dormitory. The resident assistants must obtain the sign-in, sign out file sheet to be presented to the responding fire department.

4. The RA on duty will assume control until relieved. They will obtain the location of the fire, if unknown, from the telephone operator; they will also maintain a roster of students, take attendance of all students evacuated and verify that there are no more students in the Residence.
5. Security and Plant Operations/Maintenance will respond to the JFK Muhlenberg Harold B. & Dorothy A. Snyder Building as well as the Plainfield Fire Department.
6. Evacuation in the Medical Center is preferably horizontal. Close all windows and doors in the area of the fire emergency. Do not use elevators in the building of the fire emergency. Stairwells may be locked on the stairwell side and exit is then on the first floor.

FIRE EMERGENCY PROCEDURES

- In case of fire, activate the alarm at the nearest pull-box (typically located near stairwells).
- Dial 7777 from any in-house phone to reach the Operator 24/7.
- Dial 911 from a cell phone.
- In addition, dial Security (908) 668-2217 or X82217 from an in-house phone and give your exact location, your name and extension. Notify other staff in the area.
- An overhead announcement will be made throughout the facility:
- **“Facility Alert – Fire** with location, to identify the area of the fire emergency.
- In case of fire, follow the **RACE** procedure:
- **RESCUE** individuals in the fire emergency, if possible.
- **ALARM** activate the alarm, as described above.
- **CONFINE the fire** close doors in the fire/smoke area and in nearby areas, as well as the floors above and below, to limit smoke transmission. Close windows – fire needs air to continue burning.
- **EXTINGUISH** the fire, if possible, with the appropriate extinguisher.
- **Type A (water)** – for ordinary combustibles, as paper, wood, clothing
- **Type B/C (carbon dioxide)** – for chemical or live electrical fires
- **Type ABC (dry powder)** – can be used on all types. Aim for the base of the fire.
- Alarm transmission is the first item to perform during fire emergencies.
- Evacuation – horizontal, away from the fire/smoke emergency. Magnetically held corridor doors shut with alarm transmission. This allows horizontal evacuation to units or compartments separated from the fire/smoke area by these doors.
- Vertical evacuation is more complex in a hospital. If necessary, use stairwells, preferably to floors below the fire emergency (two floors below is desirable).
- Horizontal evacuation is most effective when doors are shut. Do not use elevators.

LEGAL CONSENTS

Students, regardless of age or marital status, may NOT witness ANY legal documents (e.g., informed consents for surgery, diagnostic procedures, autopsies, business transactions, and/or wills). No student is to sign any contract relative to School or JFK University Medical Center business.

OFF-CAMPUS SPONSORED STUDENT FUNCTIONS

1. All off-campus school sponsored activities must receive prior approval from the administration of the Schools of Nursing and Medical Imaging.
2. The activity must be arranged and held under the guidance of an appropriate faculty member(s) (for example, the S.G.A. advisors).
3. No contracts are to be signed by students. All contracts are to be submitted to the Dean and subsequently approved by the JFK University Medical Center attorney before signing.
4. Drinking of alcoholic beverages at these events will be strictly governed by the following rules:
 - a. Notify the venue where the event is being held that some of the people attending may be under the age of 21.
 - b. Drinking of alcohol in any form shall be allowed only if there is a licensed public bar open on the premises and shall be used only by those persons of legal age.
 - c. The above bar's regular employees must assume complete responsibility for carding, service, and control of consumption.
 - d. Each person is responsible for their own actions and any behavior or consequences resulting from these actions. The School does not condone the drinking of alcoholic beverages at these events.

PHOTOGRAPHS

No picture taking in the Medical Center, of any kind, will be allowed without the permission of the Public Relations Department.

Picture taking of students to be utilized for JFK Muhlenberg Harold B and Dorothy A Snyder Schools of Nursing and Medical Imaging and /or JFK University Medical Center for publicity purposes to promote the student or the institution will be done with the permission granted by the student on the signed Appearance Consent and Release Form upon Orientation to the school.

SECURITY

Any student who observes or experiences a breach in security should contact a School official immediately. Dial Security at 908-668-2217 or 82217 from any in-house phone if an emergency exists. Calls are hotlined to the switchboard which is staffed 24 hours a day.

The student will be required to fill out an incident report documenting the occurrence.

Students are reminded JFK University Medical Center assumes no liability for items in the residence rooms or lockers. This includes, but is not limited to, money, jewelry, computers, and music equipment.

Any student wishing a security escort to the parking lot can call Security (908) 668-2217, X82217 in the School. Additionally, any student wishing security escort from the parking lot can drive to the Security Entrance (i.e. the Entrance of the Satellite Emergency Room, across the parking lot) and request the same.

A Security and Fire Report, reporting crime and fire statistics, as well as campus security information is published annually. This report is distributed annually to all clinical students and is available upon request in the office of the Director of Student Engagement.

HOW TO GET HELP

Dial 7777 from any in-house phone.

Call Security (908) 668-2217

These numbers are answered 24/7

SAFETY TIPS

- Lock car doors/remove valuables.
- Park in assigned areas – they are well-lit and patrolled.
- Walked accompanied by someone else at night,
- Call Security extension 82217 or (908) 668-2217 for an escort to your car
- Have your car keys ready and look inside before getting in the car.
- In the dormitory, keep your door locked and ask who is knocking before opening the door.
- Do not hold the main school door open for anyone. Each person should swipe using their ID badge.
- Do not allow anyone in the building without an ID badge. Visitors should ring the bell and speak with the receptionist.
- Report suspicious persons to Security.

CLERY STATISTICS										
Muhlenberg Plainfield Campus										
JFK University Medical Center Campus										
	Muhlenberg Campus					JFK University Medical Center Campus				
	2017	2018	2019	2020	2021	2017	2018	2019	2020	2021
Motor Vehicle Theft/Attempted	0	0	0	0	0	0	0	0	0	0
Theft	2	0	0	2	0	5	3	1	1	6
Simple Assault	0	0	0	0	0	0	0	0	1	10
Robbery	0	0	0	0	1	0	0	0	0	0
Sexual Offenses	0	0	0	0	0	0	0	0	0	1
Homicide	0	0	0	0	0	0	0	0	0	0
Liquor Law Violation Arrest	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violation Arrest	0	0	0	0	0	0	0	0	0	0
Weapons Possession Arrest	0	0	0	0	0	0	0	0	0	0
Bias Crimes	0	0	0	0	0	0	0	0	0	0
Fires on Campus	0	0	0	0	0	9	28	4	18	2

Statistics provided by Jerry Kelly, Chief Security Office, JFK University Medical Center

SECURITY SERVICES

- Identification badges for all students and employees
- Exterior mobile patrols
- Closed Circuit security television
- Automated fire doors
- Interior patrol of facility
- Smoke-free environment
- See Student Handbook for additional information

SMOKING

JFK University Medical Center facilities and the JFK Muhlenberg Harold B and Dorothy A. Snyder Schools of Nursing and Medical Imaging are tobacco (smoke) free. This means that all patients and visitors, as well as employees, contracted staff, volunteers, students, medical and dental staff are allowed to use tobacco, smokeless tobacco, snuff, electronic cigarettes, or smoke related products on JFK University Medical Center properties, including outdoor areas, vehicles and parking lots. No smoking is allowed in the residence or instructional areas of the School. No smoking is allowed anywhere in the Medical Center or on Medical Center property, including Schools of Nursing and Medical Imaging. Fines and disciplinary action may be imposed on students violating this policy.

PROHIBITED DISCRIMINATION AND HARASSMENT POLICY – JFK UNIVERSITY MEDICAL CENTER

Purpose: To ensure that everyone has a right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including sexual and other unlawful harassment.

Policy: JFK University Medical Center is committed to maintaining a work environment in which all individuals are treated with respect and dignity. At JFK, discrimination or harassment based on a person’s race, color, religion, national origin, sex, age, disability, veteran status, sexual orientation, marital status, or any other classification protected by federal, state, or local law will not be tolerated. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Applicability of Policy:

The prohibition against unlawful harassment applied to all employees (managers, supervisors, salaried, hourly, and temporary employees, etc.) as well as physicians, contractors, customers, suppliers, vendors, consultants, volunteers, students, and guests. Similarly all JFK employees have a responsibility to keep the workplace free of unlawful harassment.

Definition of Sexual Harassment: Sexual harassment consists of any unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The following are examples of prohibited conduct:

1. Unwelcome physical contact with sexual overtones, such as touching, patting, pinching, repeatedly brushing against someone, or impeding movement of another person.
2. Unwelcome sexually offensive comments such as slurs, jokes, epithets, and innuendo.
3. Unwelcome sexually oriented "kidding" or "teasing" or sexually oriented "practical jokes".
4. Suggestive or obscene written comments in notes, letters, invitations, or email.
5. Inappropriate, repeated, or unwelcome sexual flirtations, advances, or propositions.
6. Offensive visual contact such as staring, leering, gestures, or displaying obscene objects, pictures, or cartoons.
7. Inappropriate or suggestive comments about another person's physical appearance or dress.
8. Exchanging or offering to exchange any kind of employment benefit for a sexual concession, i.e. promising a promotion or raise in exchange for sexual favors.
9. Withdrawing or threatening the withdrawal of any kind of employment benefit for refusing to grant a sexual favor, i.e. suggesting that an individual will receive a poor performance review or be denied a raise unless they go out on a date with a manager.

Other Prohibited Harassment: In addition to prohibiting sexual harassment, JFK prohibits the harassment of an individual based on race, color, religion, national origin, age, veteran status, disability, sexual orientation, marital status, or membership in another group protected by federal, state, or local law. In this regard, harassment is defined as verbal or physical conduct, including but not limited to slurs, remarks, epithets, jokes, or intimidating or hostile acts – based on an employee's membership in a protected class, when such conduct has the purpose or effect of:

Substantially interfering with an individual's work performance, or creating an intimidating hostile, or offensive work environment:

1. Otherwise adversely affecting an individual's employment opportunities; or
2. Unreasonably interfering with an individual's work performance.

Harassment occurs when:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of the conduct by an individual is used as a basis for employment decisions affecting the individual; or
3. The conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Finding of Harassment: JFK will impose severe disciplinary sanctions, including termination, in any case where an employee is determined to have engaged in such conduct.

Other individual (s): Any vendor, consultant, visitor, or customer found to be harassing an employee will be asked to leave and not return. Formal complaints will be filed with respect to vendors and consultants.

General Management Responsibilities: Managers are responsible for creating and maintaining a positive and productive work environment free from harassment. Managers are required to:

1. Take all possible steps to eliminate any harassment they become aware of.
2. Bring this policy to the attention of their subordinate supervisors and employees.
3. Counsel subordinates as necessary.
4. Document all aspects of the process.
5. Consult with Human Resources as needed.

Complaint Procedure Process:

Process – General

1. **Employee Responsibility** – An employee that feels they have been harassed to their protected category should report such incident to their manager (or if the manager is the accused, to the next non-involved Director), Human resources Department or the Chief Operating Officer.
2. **Manager Responsibility** – Any manager approached by an employee regarding possible harassment may contact the Human Resources Department or the Chief Operating Officer.
3. In addition, employees, supervisors and managers must report any incident of unlawful harassment they may observe, even if they are not a target or victim of such harassment.
4. All complaints of harassment or discrimination will be promptly and thoroughly investigated. The investigation will be conducted in such a way as to maintain confidentiality to the extent practical under the circumstances. The investigation will include interview with the person filing the complaints, the person(s) alleged to have committed the harassment or discrimination, and any pertinent witnesses to the conduct in question.
5. If it is determined that inappropriate conduct has occurred, JFK will act promptly take action to eliminate the offending conduct. Such action may range from counseling to termination of employment and may include other forms of disciplinary action, as JFK deems appropriate under the circumstances.

Procedure Employer Responsibility where the charged person is a JFK University Medical Center employee

Where the charged harasser is an employee of the Medical Center, the complaint will be processed as generally described below:

1. The supervisor or manager will report the complaint to the Vice President of Human Resources or their designee immediately.
2. The Vice President of Human Resources, or their designee, will direct all activities and commence an investigation. The complaining employee's manager will also be involved in the investigation as set forth below if they are not the charged offender.
3. The Vice President of Human Resources, or their designee, in consultation with the manager, will interview the complaining employee and the charged offender.
4. The Vice President of Human Resources, or their designee, in consultation with the manager, will interview all witnesses and evaluate any relevant documents.
5. The Vice President of Human Resources, or their designee, where appropriate, will request that statements, including the complaint of unlawful harassment be reduced to writing and signed.

6. After all parties and witnesses have been interviewed, and the investigation is otherwise complete, the Vice President of Human Resources, or their designee, in consultation with the manager, will review the investigation results, in light of the Medical Center policies, and take appropriate management action.
 - a. The investigation file will be maintained in a separate confidential file in the Human Resource Department.
 - b. If the finding is that harassment (or sexual harassment) did occur, JFK will take appropriate corrective action including discipline and documentation of the offense and action taken will become part of the offender's personnel file.
 - c. The Vice President of Human Resources, or designee, in consultation with the manager, will explain to the complaining party the disposition of the complaint and the action taken.
 - d. The Vice President of Human Resources, or designee, in consultation with the manager, will communicate to the offending party the disposition of the complaint and implement disciplinary action.

Employer Responsibility - Where the charged party is a Student or Volunteer

Where the charged harasser is a student or volunteer, the complaint will be processed generally as described above. Where the charged harasser is a student, the Dean of Students will participate in the investigation along with the Vice President of Human resources, or designee. Where the charged harasser is a volunteer, the Director of Volunteer Services will participate in the investigation along with the Vice President of Human Resources, or their designee.

Employer Responsibility - Where the charged party is a Supplier or Vendor

Where the charged harasser is a supplier or vendor of the Medial Center, or an employee of a supplier or vendor, the complaint will be processed generally as above. The Materials Manager will participate in the investigation.

Employer Responsibility - Where the Accused is a Physician and not an Employee of the Medical Center

Where the charged harasser is a physician who is not a Medical Center employee, the complaint will be processed in accordance with the Professional Conduct Policy in a manner consistent with the Hospital's policy on Prohibited Discrimination and Harassment Policy and the Medial/Dental Staff bylaws.

Protection from Retaliation

JFK University Medical Center will not retaliate against anyone for reporting or complaining about unlawful harassment of discrimination in good faith, or for participating in an investigation of alleged harassment, nor will it tolerate retaliation by managers, supervisors, co-workers, or anyone else.

**JFK Muhlenberg Harold B. and Dorothy A. Snyder
Schools of Nursing and Medical Imaging**

Professional Civility Contract

Part I:

CODE OF ETHICS

The JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging (herein referred to as The Schools) students are required to abide by The Code of Ethics for their respective professions.

Students are required to “act in a professional manner”; “practice ethical conduct appropriate to the profession and protect the patient’s right to quality radiologic technology care”.

A copy of the code of ethics for ARRT and ARDMS can be found online at:

<https://www.arrt.org/earn-arrt-credentials/requirements/ethics-requirements>

<https://www.sdms.org/about/who-we-are/code-of-ethics>

The Standards of Ethics provides proactive guidance on what it means to be qualified and to motivate and promote a culture of ethical behavior within the profession.

The Schools of Medical Imaging mandate that all students, from the time of admission until time of graduation, strictly abide by their profession’s Code of Ethics.

Failure of any student to abide by any of the provisions of their relevant Code of Ethics (referenced above) will result in disciplinary action up to and including dismissal from the Schools of Medical Imaging.

PART II.

PROFESSIONAL CIVILITY CONTRACT

Civility is characterized by an authentic respect for others when expressing disagreement, disparity, or controversy. It involves time, presence, a willingness to engage in genuine discourse, and a sincere intention to seek common ground (Clark, 2008). Civility is necessary to maintain a safe and respectful teaching-learning environment at the Schools of Medical Imaging. The following is a description of the scholastic, non-cognitive performance responsibilities of a student enrolled in the Schools of Medical Imaging:

- **Attentiveness:** The student regularly attends class. All extended absences are for relevant and serious reasons and approved by the lead teacher, administration, or designee. The student is consistently on time for lectures and stays until the end of presentations. The student is alert during the presentation and demonstrates attentiveness by taking notes and asking appropriate questions.
- **Demeanor:** The student has a positive, open attitude towards peers, teachers, and others during the course of professional studies. The student maintains a professional bearing in interpersonal relations. The student functions in a supportive and constructive fashion when in group situations and makes good use of feedback and evaluations.
- **Maturity:** The student functions as a responsible, ethical, law-abiding adult.
- **Cooperation:** The student demonstrates the ability to work effectively in groups and with other members of the health care team, giving and accepting freely in the interchange of information.
- **Inquisitiveness:** The student acquires an interest in courses and curricular subjects, demonstrating individual pursuit of further knowledge.
- **Responsibility:** The student will exemplify commitment to their course of study by appropriately prioritizing school performance and responsibilities. Student-to-student, and student-to-faculty academic interchanges are carried out in a reliable, and trustworthy manner.
- **Authority:** A student shows appropriate respect for those placed in authority within the School and in society.
- **Personal Appearance:** The student's personal hygiene and dress reflect the high standards expected of a professional healthcare worker and abides by the school dress code. Student is cognizant that they are a representative of the school and, as such, always conduct themselves in a professional manner. Students are aware that uniforms and school identification are only to be worn during authorized times.
- **Communication:** The student demonstrates an ability to communicate effectively verbally, nonverbally, and in writing with peers, instructors, patients, and others.
- **Professional Role:** The student conducts self as a professional role model at all times and in compliance with the ARRT Code of Ethics. The student demonstrates the personal, intellectual, and motivational qualifications of a professional healthcare worker.
- **Judgment:** The student shows an ability to think critically regarding options, reflecting the ability to make intelligent decisions in their personal and academic life.
- **Ethics:** The student conducts self in compliance with the ARRT Code of Ethics.
- **Moral Standards:** The student respects the rights and privacy of other individuals and does not violate the laws of our society.

As future healthcare professionals and leaders it is your responsibility to manage disruptive and inappropriate behaviors among yourself, peers, and others. Examples of uncivil behavior are listed below, but this is not an inclusive list:

- Demeaning, belittling or harassing others.
- Rumoring, gossiping about or damaging a classmate/professor reputation.
- Habitually interrupting as others speak.
- Not paying attention or listening to others who address you; not responding to email, letters, or voice mail that requires a reply,
- Sending emails that are inflammatory in nature.
- Speaking with a condescending attitude.
- Yelling or screaming at instructors, peers, or clinical staff, or other displays of untoward temper
- Habitually arriving late to class.
- Knowingly withholding information needed by a peer, instructor, or clinical staff.
- Discounting or ignoring solicited input from instructors/faculty regarding classroom and/or clinical performance or professional conduct.
- Overruling decision without direct discussion and rationale.
- Not sharing credit for collaborative work or not completing an equitable share of collaborative work assigned.
- Threatening others: this refers to physical threats, verbal/nonverbal threats, and implied threats.
- Breaking equipment and failing to notify appropriate staff/faculty.
- The non-therapeutic use of nonverbal communication such as eye rolling, crossing your arms, leaning forward or back too much, pointing with your fingers/hands, standing with your hands on your hips, and rude hand gestures.
- Leaving class or clinical without notifying the instructor.
- Sleeping/laying your head down in class or clinical areas.
- Using the internet/cell phone during class or clinical for purposes other than academics.

Failure to abide by any scholastic, non-cognitive performance responsibilities of a will result in disciplinary action up to and including dismissal from The Schools of Medical Imaging.

Failure to manage disruptive and inappropriate behaviors within yourself, among your peers, and others or exhibiting any uncivil behaviors will result in disciplinary action up to and including dismissal from The Schools of Medical Imaging.

As a member of the student body of the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging, I pledge to strictly abide by this Professional Civility Contract.

Print name: _____

Signature: _____

JFK
Muhlenberg Harold B. and Dorothy A. Snyder
Schools of Nursing and Medical Imaging

Professional Civility Contract

Part I: ARRT Code of Ethics for Radiographers

The JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging (herein referred to as the School of Radiography) students are required to abide by the American Registry of Radiologic Technologists Code of Ethics.

Radiographers are required to “acts in a professional manner”; “practices ethical conduct appropriate to the profession and protects the patient’s right to quality radiologic technology care”. (*ARRT Code of Ethics*).

The Standards of Ethics provides proactive guidance on what it means to be qualified and to motivate and promote a culture of ethical behavior within the profession. The ethics requirements support ARRT’s mission of promoting high standards of patient care by removing or restricting the use of the credential by those who exhibit behavior inconsistent with the requirements. (*ARRT Standards of Ethics*).

The School of Radiography mandates that all students, from the time of admission until the time of graduation, strictly abide by the ARRT Code of Ethics. Following is a summary of the Code of Ethics set forth by the American Registry of Radiologic Technologists:

Provision 1	The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
Provision 2	The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
Provision 3	The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
Provision 4	The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
Provision 5	The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
Provision 6	The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
Provision 7	The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an

	accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
Provision 8	The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
Provision 9	The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
Provision 10	The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
Provision 11	The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

Source: American Registry of Radiologic Technology; Standards of Ethics; Published September 1, 2018; ARRT.org

Failure of any student to abide by any of the provisions from the ARRT Code of Ethics for will result in disciplinary action up to and including dismissal from The School of Radiography.

*Sign on last page

Part II: Professional Civility Contract

Civility is characterized by an authentic respect for others when expressing disagreement, disparity, or controversy. It involves time, presence, a willingness to engage in genuine discourse, and a sincere intention to seek common ground (Clark, 2008). Civility is necessary to maintain a safe and respectful teaching-learning environment at The Schools of Medical Imaging. The following is a description of the scholastic, non-cognitive performance responsibilities of a student enrolled in The Schools of Medical Imaging:

- **Attentiveness:** The student regularly attends class. All extended absences are for relevant and serious reasons and approved, by the lead teacher, administration, or designee. The student is consistently on time for lectures and stays until the end of presentations. The student is alert during the presentation and demonstrates attentiveness by taking notes and asking appropriate questions.
- **Demeanor:** The student has a positive, open attitude towards peers, teachers, and others during the course of radiography studies. The student maintains a professional bearing in interpersonal relations. The student functions in a supportive and constructive fashion when in group situations and makes good use of feedback and evaluations.
- **Maturity:** The student functions as a responsible, ethical, law-abiding adult.
- **Cooperation:** The student demonstrates his/her ability to work effectively in groups and with other members of the health care team, giving and accepting freely in the interchange of information.
- **Inquisitiveness:** The student acquires an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.
- **Responsibility:** The student will exemplify commitment to their course of study by appropriately prioritizing radiography school performance and responsibilities. Student-to student, and student-to-faculty academic interchanges are carried out in a reliable, and trustworthy manner.
- **Authority:** A student shows appropriate respect for those placed in authority over him/her both within The School and in society.
- **Personal Appearance:** The student's personal hygiene and dress reflect the high standards expected of a professional healthcare workers and abides by the school dress code. Student is cognizant that he/she is a representative of the school and, as such, conducts themselves in a professional manner at all times. Student is aware that uniforms and school identification are only to be worn during authorized times.
- **Communication:** The student demonstrates an ability to communicate effectively verbally, nonverbally, and in writing with peers, instructors, patients, and others.
- **Professional Role:** The student conducts self as a professional role model at all times and in compliance with the ARRT Code of Ethics. The student demonstrates the personal, intellectual, and motivational qualifications of a professional nurse.
- **Judgment:** The student shows an ability to think critically regarding options, reflecting his/her ability to make intelligent decisions in his/her personal and academic life.
- **Ethics:** The student conducts self in compliance with the ARRT Code of Ethics.
- **Moral Standards:** The student respects the rights and privacy of other individuals and does not violate the laws of our society.

As future healthcare professionals and leaders it is your responsibility to manage disruptive and inappropriate behaviors within yourself, among your peers, and others. Examples of uncivil behavior are listed below, but this is not an inclusive list:

- Demeaning, belittling or harassing others
- Rumoring, gossiping about or damaging a classmate/professors reputation
- Habitually interrupting as others speak
- Not paying attention or listening to others who address you; not responding to email, letters, or voice mail that requires a reply

- Sending emails that are inflammatory in nature
- Speaking with a condescending attitude
- Yelling or screaming at instructors, peers, or clinical staff, or other displays of untoward temper
- Habitually arriving late to class
- Knowingly withholding information needed by a peer, instructor, or clinical staff
- Discounting or ignoring solicited input from instructors/faculty regarding classroom and/or clinical performance or professional conduct
- Overruling decision without direct discussion and rationale
- Not sharing credit for collaborative work or not completing an equitable share of collaborative work assigned
- Threatening others; this refers to physical threats, verbal/nonverbal threats, and implied threats
- Breaking equipment, and failing to notify appropriate staff/faculty
- The non-therapeutic use of nonverbal communication such as eye rolling, crossing your arms, leaning forward or back too much, pointing with your fingers/hands, standing with your hands on your hips, and rude hand gestures
- Leaving class or clinical without notifying the instructor
- Sleeping/laying your head down in class or clinical areas
- Using the internet/cell phone during class or clinical for purposes other than academics

Failure to abide by any scholastic, non-cognitive performance responsibilities will result in disciplinary action up to and including dismissal from The School of Radiography.

Failure to manage disruptive and inappropriate behaviors within yourself, among your peers, and others or exhibiting any uncivil behaviors will result in disciplinary action up to and including dismissal from The School of Radiography.

As a member of the student body of the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging, I pledge to strictly abide to the ARRT Code of Ethics

Print name: _____ Date: _____

Signature: _____ Date: _____

As a member of the student body of the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging, I pledge to strictly abide to this Professional Civility Contract.

Print name: _____

Signature: _____ Date: _____

JFK
MUHLENBERG HAROLD B. AND DOROTHY A. SNYDER
SCHOOLS OF NURSING AND MEDICAL IMAGING
CONSEQUENCES OF FAILURE TO ABIDE TO
THE PROFESSIONAL CIVILITY CONTRACT

Part I: ARRT Code of Ethics for Radiologic Technologists and Part II: Professional Civility Contract
As future radiographers and leaders, it is your responsibility to manage disruptive and inappropriate behaviors within yourself, among your peers, and others. Therefore, JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing and Medical Imaging (herein referred to as The School of Radiography) will stringently adhere to the following:

1. Any incident deemed as uncivil in any clinical area by the clinical faculty from The School will result in an uncivil conduct warning. The faculty will immediately dismiss the student from the clinical area, resulting in an absence for that day. The clinical coordinator will be immediately notified, and a conference will ensue with the Dean of the School of Nursing and Medical Imaging. If a second incident deemed as uncivil occurs in the clinical area, at any time from admission through graduation, it will result in a second uncivil conduct warning, failure of the currently enrolled course, and may result in further disciplinary action up to and including dismissal from The School of Radiography.
2. Any incident deemed as uncivil in any classroom area (i.e., class, computer lab, skills lab, any area of the building) by the faculty from The School of Radiology will result in an uncivil conduct warning. The faculty will immediately dismiss the student from the classroom area, resulting in an absence for that day. The Program Director will be immediately notified, and a conference will ensue with the Dean of the School of Nursing and Medical Imaging. If a second incident deemed as uncivil occurs in the classroom area, at any time from admission through graduation, it will result in a second uncivil conduct warning and may result in further disciplinary action up to and including dismissal from The School of Radiography.

km 1/2019
Revised 6/19

Revised for Medical Imaging 7/19

UNCIVIL CONDUCT WARNING

If a student receives an uncivil conduct warning in either the clinical or classroom setting, the instructor will write a narrative note. Additionally, the clinical anecdotal will have documented the critical incident. The following information will be in the clinical warning:

1. Name of the student
2. Level of the student
3. Name of the observer
4. Course
5. Date of the uncivil conduct
6. The uncivil conduct with regards to the Professional Civility Contract and the Clinical Evaluation Tool. Include documented statements for the clinical anecdotal record to support the reason for the uncivil conduct warning.
7. Statement as to the consequences of the civil conduct warning.
8. Copies of the clinical warning narrative is to be distributed as follows:
 - a. Student
 - b. Faculty file

**JFK Muhlenberg Harold B. and Dorothy A. Snyder
Schools of Nursing and Medical Imaging**

UNCIVIL CONDUCT WARNING

Criteria for uncivil conduct warning: CLINICAL _____ CLASSROOM _____

Student: _____

Instructor: _____

Course: _____

Please respond to the following and date response.

1. Student is aware of the clinical or classroom uncivil conduct with regards to the Professional Civility Contract and the Clinical Evaluation Tool?
a. Yes ____ b. No ____ Date _____
2. Rational (critical incident/s) for the uncivil conduct warning shared with student?
a. Yes ____ b. No ____ Date _____
3. If a clinical incident, anecdotal record documents critical incident/s for uncivil conduct warning?
a. Yes ____ b. No ____ Date _____
4. The lead teacher for the course was notified of the uncivil incident?
a. Yes ____ b. No ____ Date _____
5. A conference was held with the Dean of the School, the student and the lead teacher.
a. Yes ____ b. No ____ Date _____
6. The student has received a copy of the uncivil conduct warning based on the Professional Civility Contract and the Clinical Evaluation Tool?
a. Yes ____ b. No ____ Date _____

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Lead Teacher Signature: _____ Date: _____

Dean Signature: _____ Date: _____

cc: Student
Dean
Chair, P&E Committee
Student File

6/19

STUDENT “RIGHT-TO-KNOW”

The following information is being provided as required under the Student Right-to-Know and Campus Security Act, Public Law 101-542, as amended by the Higher Education Technical Amendments of 1991, Public Law 102-26, and the Higher Education Technical Amendments of 1993, Public Law 103-208.

Information on Graduation/Program Completion Rates and Job Placement rates can be found on our website www.jfkmuhlenbergschools.org

STUDENT RIGHTS AND RESPONSIBILITIES

The primary aim of the School is to provide a quality educational experience. Within the framework of this commitment, the School grants certain rights and responsibilities from each student in the education community, so that every student may pursue educational goals in an environment free from unreasonable constraint.

TAPE RECORDING

JFK Muhlenberg Harold B. and Dorothy A. Snyder School students may tape record lectures in the classroom **ONLY** if the faculty gives permission. Recorded lectures may not be shared without the permission of the faculty lecturer. Recorded lectures may not be used in any way against the faculty member, lecturer, or other students whose classroom comments are recorded as part of the class activity. Information contained in the recorded lecture is protected under federal copyright laws and may not be published or quoted without the express consent of the lecturer and without giving proper identity and credit to the lecturer. If faculty grants permission for lectures to be recorded the student will sign a Recorded Lecture Policy Agreement. There will be no other type recording or other electronic recording device allowed to be used in the School or clinical area without the Dean’s written permission. Infraction of this rule may result in suspension or dismissal from the School.

UNIFORMS AND ATTIRE

ATTIRE FOR CLINICAL AND RELATED ACTIVITIES

The education that a student gains at the school is one leading to a field of endeavor which expects a commitment to certain values. Standards of personal appearance are inherent in healthcare and are expected to reflect the educational milieu in which the student is participating.

The name badge and radiation monitoring device(s) issued by the School must be worn at all times. Additional separate name badges may be required at the assigned clinical facility. Pins and sticker must not be placed on badges to conceal name or the ID photos of students.

The following policies apply to all students:

1. Only the official school uniform: tops and pants, and lab coat are to be worn in the clinical area. All students must always wear the uniform lab coat while in the clinical setting. Uniforms should be order 6-8 weeks in advance. Uniforms are to be purchased from Meridys Uniform Company via their website by utilizing the following codes:

Radiography RAD467 Sonography SONO578.

You are required to purchase:

- **Two (2) White Scrub Top with the embroidered logo – Item # 9300E-61**
 - **Two (2) Cherokee Burgundy Unisex Drawstring Cargo pant – Item # 4100**
 - **Two (2) White Swan Meta Women’s Lab Coat – Item # 15000 OR**
 - **Two (2) White Swan Meta Men’s Lab Coat – Item # 15112**
2. Clean white shoes or all-white sneakers are worn in the clinical area (See Shoe Guide)

3. Shoes must have both closed toes, and heels. Clogs, or any type of elevated heel are not permitted.
4. Undergarments must be discrete and must not affect the professional uniform appearance. Undergarments, including panties, briefs, boxers, and tee shirts, must not be visible through or beyond the uniform.
5. All students must wear school identification while in the school, clinical, or any Hackensack Meridian Health affiliate.
6. Hair must be shoulder length or shorter. Longer hair must be securely tied back whenever in uniform. The student should consider their professional appearance when selecting a hairstyle, remembering that appearance may affect the patient's confidence in the student. Extremes in hairstyles are to be avoided.
7. Fingernails must be short, less than 0.5mm. Artificial, individual tips, extenders, overlays, wraps, acrylics, or nail jewelry is strictly prohibited in the clinical area, as dislodging is considered unsafe to patients. Only clear fingernail polish may be worn in the clinical area.
8. Piercing is limited to the ears only; no more than one pair of small, stud/post earrings. All other piercings are prohibited.
9. Only wedding rings and engagement rings are permissible.
10. No necklaces are to be worn.
11. Perfume, cologne, after-shave, and other fragrances must be used sparingly and may be prohibited as determined by the faculty or by a supervisor.
12. Eyelash extensions must be natural length only.
13. Beards and moustaches are permissible, if kept neat and trimmed. The growth of beards and moustaches cannot be started when students are in clinical sessions.
14. Religious headwear should be plain and subdued in color. The use of religious headwear must be discussed with the Program Director at the time of admission. The school reserves the right to approve individual pieces of headwear.
15. No visible tattoos are allowed in the clinical area.
16. Good personal hygiene is expected. This includes frequent bathing, and the use of deodorants, and good dental care. Students may be asked to leave the clinical area or classroom at the discretion of faculty, or administration.

Students who arrive to clinical out of uniform (i.e., unacceptable hair or nails, lack of proper uniform, radiation monitor, ID badge, etc.) or in an otherwise improper fashion will be sent off clinical to correct their appearance. An appropriate verbal or written warning will be issued. The time lost in this process must be made up and must be assigned through the School Administration. Recurring offenses will be monitored and will result in dismissal from the program if the practice is not corrected.

SHOE GUIDE

This guide must be followed when planning to purchase and wear new shoes. If a student arrives to clinical in shoes that do not follow this guide, they will be sent home. When unsure if your shoes will be acceptable, ask for prior approval before wearing them to clinical.

1. All shoes must be ALL WHITE. Ivory, beige, light gray, off-white.... Are NOT white.
2. All shoes must have white soles (the visible part). Ivory, beige, light gray, off-white.... Are NOT white.
3. Shoestrings must be white. Ivory, beige, light gray, off-white.... Are NOT white.
4. There must be NO writing on the shoe with the exception of a brand tag (i.e. Nike, Skechers, Adidas, etc.). This includes no messages, slogan, or words. The brand logo cannot make up a majority of the shoe and cannot be a color other than white. A brand tag is permissible and would be found on the tongue or the back of the shoe.

ATTIRE FOR ON CAMPUS

Students attending the school should dress in a way that reflects the highest degree of self-respect and self-image. Appropriate dress is necessary to foster a positive and healthy environment that is focused on learning.

The faculty reserves the right at any time to request that a student leave the clinical area, or classroom, if it is deemed that the student is inappropriately dressed. They may subsequently be requested to be seen by the Dean.

RESIDENCE LIFE

RESIDENCE RULES AND REGULATIONS

Infraction of any of the following regulations can result in disciplinary action by the Dean or their designee, which could result in removal from the residence.

CONDUCT IN THE RESIDENCE

Students in the residence are expected to behave in a civil manner at all times. All students are held to the Standards of Professional Civility Contract. Violation of this contract will result in disciplinary action by the Dean or their designee, which could result in removal from the residence.

ALCOHOLIC BEVERAGES

No alcoholic beverages are allowed on campus. Any student found with alcoholic beverages in their possession on campus will be sent to the Dean of the Schools. The student can be expelled from the residence for possession of alcoholic beverages. The student will also face the possibility of dismissal from the program. (See Alcohol/Substance Abuse Policy).

APPLIANCES AND EXTENSION CORDS

Pursuant to Fire Safety Regulations, the use of electric cooking, heating units, extension cords or multiple way sockets, is absolutely prohibited in student rooms. In addition, single unit air conditioners and toaster ovens are strictly prohibited.

APPLICATION AND DEPOSIT FOR RESIDENCE

Students choosing to reside on campus must complete a Residence Room Agreement. A Residence Release Form is to be completed and signed prior to the student moving into the residence.

A \$150.00 refundable deposit, to be paid by credit card, money order, certified or cashier check, is required prior to any student moving into the school residence. This deposit will be refunded when the student moves out of the residence if no damage is incurred to the room and/or its furnishings. A Residence Room Check-Out List will be completed and signed by both the student and the Residence Life Coordinator or the Residence Life Assistant. In addition, a \$25.00 non-refundable room key card fee is required. An additional \$25.00 non-refundable replacement fee will be assessed if the card is lost.

BULLETIN BOARDS

With the exception of the space directly next to the telephone which must always have the Fire and Disaster Procedures posted, bulletin boards in the Residence are for student use.

CANDLES

The use of candles and incense is prohibited anywhere on JFK Muhlenberg Harold B. and Dorothy A. Snyder School property.

CRIMINAL BACKGROUND CHECK

A criminal background check is required to be performed prior to any student moving into the school residence. The Schools engage the services of a consumer-reporting agency to conduct this background check. **It is the responsibility of the student to submit necessary formation to: www.tabb.net and for program identifier enter the word MUHLENBERG. Students will be billed directly by the company** for conducting background check and having results forwarded to JFK Muhlenberg Snyder Schools and/or clinical facilities. Favorable results are conditions for continued enrollment.

DRUGS AND DRUG SCREENING

Any student reported using, possessing, or distributing prescription drugs without a doctor's order or illegal drugs will be referred to the Dean of the Schools. The student will face expulsion from the Residence. The student may also face dismissal from the program (See Alcohol/Substance Abuse Policy). A urine drug screening test is required and must be performed by HMM Occupational Health prior to moving into the student residence. Authorization to conduct this drug screening test and results deemed favorable by JFK Muhlenberg Snyder Schools and/or clinical facilities are a condition of continued residence.

ENVIRONMENTAL SERVICES

Students are responsible for cleaning their own rooms and cleaning up after themselves in kitchens and bathrooms. Hospitality will do heavy cleaning of hallways and unit common areas.

GUESTS

All visitors and non-residents must be out of the building between 10:00 pm and 6:00 am. Under no circumstances will visitors be allowed to stay overnight. Visitors must abide by all residence regulations as listed in the Student Handbook.

HEALTH CLEARANCE

A report of satisfactory physical examination, including a urine drug screen, and approval from the Student Health Nurse is required prior to a student's first clinical course and/or moving into the Residence.

HOLIDAY DECORATIONS

Students must abide by the JFK University Medical Center policies. No live trees or electrical decorations may be used.

QUIET HOURS

Please maintain quiet hours after 10:00 pm. Keep noise at a minimum upon returning to the residence. Keep the volume on stereos, TV's, and radios low.

KITCHENETTES

Kitchenettes are available in each residence unit. All kitchen appliances must be checked for electrical/mechanical safety by the Medical Center Maintenance Department prior to use. **Toasters, crockpots, and microwaves are the only cooking equipment allowed in the kitchenettes.** Refrigerators are allowed in the residence rooms; no cooking equipment is allowed in the residence rooms.

PLEASE REFER TO THE 'SAFETY INSTRUCTIONS AND PRECAUTIONS TO BE OBSERVED WHEN USING A MICROWAVE OVEN' AT THE END OF THIS SECTION.

Misuse of kitchenettes is subject to disciplinary action; this includes kitchenettes habitually left in an unsanitary or hazardous condition.

LAUNDRY

Students are responsible for the laundering of their uniforms, bed linen, towels, and personal laundry. Laundry facilities are available in the residence. Rugs are not to be washed in the washers. Do not place plastic or foam articles in dryers. Irons are only to be used in the laundry room.

MAIL

All resident students should pick up their mail in the Administrative Suite before 4:00 pm Monday through Friday or by special arrangement. Special delivery letters, registered mail and packages are sent to the School and the students are notified.

MISSING PERSON REPORT AND PROCEDURES

The purpose of this policy is to establish procedures for JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools to respond to and assist with reports of missing students as required under the Higher Education Opportunity Act of 2008. This policy applies to students who reside on campus and are deemed missing or absent from the School for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior. Such circumstances could include, but are not limited to, reports or suspicions of foul play, suicidal thoughts, drug use, any life-threatening situations, or where a student may be known to be with persons who may endanger the welfare of the student.

All reports of missing resident students shall be directed to the Security Department at 908-668-2217, which will investigate to determine whether the student is missing in accordance with this policy. All resident students shall have the opportunity to have an individual to be contacted in any case that the student is determined to be missing. If a missing student is under 18 years of age, the School is required to notify the parent or guardian no later than 24 hours from the time the student was determined to be missing by the School. The school will also notify the Plainfield Police Department after the student is determined to be missing.

All residential students will have the opportunity to designate an individual or individuals to be emergency contacts, who will be notified by the School no more than 24 hours from the time the student is determined to be missing. The designation or emergency contact will remain in effect until changed or revoked by the student.

Procedure:

- All reports of missing students shall be directed to the Security Department at 908-668-2217.
- An investigation will be initiated to determine the validity and credibility of the missing person report. The Security Department will gather all essential information about the student from the person making the report and from the student's acquaintances. The information to be obtained includes, but is not limited to, personal descriptors, clothing last worn, locations where student may be, persons or witnesses who

may have information, vehicle descriptions, information of the physical and mental well-being of the student, up-to-date photographs, class schedule, etc.

- Notification and contact with the Dean or designee.
- Notification will be made to the individual(s) identified by the missing student as the confidential emergency contact of the determination that the student is missing. All confidential emergency contact information is to be on file with the Residence Life Coordinator.
- In the event the student is under 18 years of age or is not emancipated, the School shall make notification to the custodial parent or guardian immediately.
- If the listed actions prove to be unsuccessful in locating the missing student, notification will be made to the Plainfield Police Department.
- The Dean shall initiate whatever actions deemed appropriate and in the best interest of the missing student.

PARKING

Resident students may use the parking lot in front of the school but may not use the parking spaces immediately adjacent to the school. A parking decal must be displayed on driver's side rear window.

PERSONAL PROPERTY

Money and other valuables, which the student retains in their possession, must be locked in the student's room or made secure in such a way as to avoid loss. The Medical Center does not assume responsibility for loss of property, but it is strongly urged that all losses be reported to the Dean of Schools. Rooms must be vacated, and all possessions must be removed at the completion of the Spring semester. The only exception is a student who is enrolled in a JFK Muhlenberg clinical course during the summer semester.

PETS

No pets will be allowed.

PROPERTY

Medical Center property is not to be defaced. Any student found to be defacing Medical Center property will be charged for the damages. Security deposits may be withheld and/or not refunded. Furniture is not to be removed from or brought into rooms. A student will not be permitted to enter another student's room unless accompanied by a school official. If extraordinary circumstances exist, permission may be obtained through the Dean of the Schools. A student who has been locked out of their room must personally ask a school official or Security to unlock the door.

The cost of damage to the Medical Center or School property will be the responsibility of the student(s) and/or family.

REPAIRS AND REPLACEMENTS

Requests for repairs and replacements in student rooms are made to the Resident Assistants, Residence Life Coordinator, Residence Life Assistant or School Secretaries. This includes routine, as well as emergency repairs.

RESIDENT ASSISTANTS

To facilitate the resolution of problems that can occur in residential living, Residence Life has been established. The Residence Life Team includes the Residence Life Coordinator, Residence Life Assistant and two Resident Assistants (RA's). The RA's must be in good academic and clinical standing to hold these positions. The RA's will also serve as fire marshals. They must attend fire classes; no exceptions will be made. Fire classes are conducted by the Safety Department of the Medical Center on a regular basis.

The Residence Life Team will meet as necessary to address any issues or complaints from resident students.

The Residence Life Coordinator has been assigned to coordinate and manage RA activities/duties and to supervise Residence security and maintenance requirements must be reported to the Residence Life Coordinator or the Residence Life Assistant. RA's must reapply and be approved for each academic year.

ROOM SEARCHES

In an emergency in which the rights, health, and safety of a student or of other students may be violated, or there is deemed to be potential for violation, the Dean of JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools or designee, reserve the right to search a room or rooms without prior notice. Rooms may also be inspected periodically, without notice, for safety factors and maintenance needs.

ROOM SELECTION POLICY FOR RESIDENT STUDENTS

Students must submit the Housing Application the deposit for Fall Semester/August 1st and Spring Semester/December 1st to be considered for that semester.

To be eligible to live in the residence, a student must fall into at least one of the following categories:

- a. Enrolled in a course which carries a skills simulation laboratory / clinical as a part of the course requirements and living more than 25 miles away from JFK Muhlenberg Harold B and Dorothy A. Snyder (Schools).
- b. Carrying a full-time program: i.e. 12 or more credits per semester and living more than 25 miles away from the Schools.
- c. Taking 8 credits and living more than 25 miles from the Schools.

IN THE EVENT OF A WAITING LIST FOR RESIDENCE ROOMS, PRIORITY WILL BE GIVEN TO THE STUDENTS RESIDING FARTHEST FROM CAMPUS

1. Board is not provided as a service for students in residence at the Schools. Food may be purchased at the vending machines located in the School.
2. Residence policies for Summer Sessions:
 - a. Resident students, who are enrolled in clinical courses during the summer semesters at the Schools, may continue to reside during that period of time.
 - b. Requests for summer residence must be in writing; procedures must be followed, and written permission granted in the student is requesting summer residence. There will be no exceptions to this policy.
3. All personal belongings must be removed at the end of each Spring Semester, or the student will be billed for summer residence.
4. No students are to remain in the residence during the winter break.

SMOKING

Smoking is strictly prohibited in the residence or instructional areas of the Medical Center property, including the School.

See the Smoking Policy in the Student Rights and Responsibilities section.

SAFETY INSTRUCTIONS

MICROWAVE OVENS - PRECAUTIONS TO BE OBSERVED

IMPORTANT PRECAUTIONS

1. DO NOT OPERATE this oven with the door open. Open door operation CAN RESULT IN

HARMFUL EXPOSURE TO MICROWAVE ENERGY.

2. DO NOT place any object between the oven's front face and the door. DO NOT allow soil or cleaner residue to accumulate on sealing surfaces. DO NOT operate the oven if it is damaged. IT IS IMPORTANT that the OVEN DOOR CLOSES PROPERLY and that there is no damage to the:
 - Door (bent)
 - Hinges and latches (broken or loosened)
 - Door seals and sealing surfaces.

OVEN will be adjusted or repaired by a qualified service person. Please let the Resident Life Coordinator or the school secretaries know.

IMPORTANT SAFETY INSTRUCTIONS

When using electrical appliances, to reduce risk of burns, electric shock, fire, injury to persons or exposure to excessive microwave energy, basic safety precautions should be followed:

1. Read all instructions
2. No aluminum foil, no metal, no tea bags with metal staple, no metal twists on oven cooking bags. Use cotton STRING or special nylon tie, or strip cut from open end of bag.
3. DO NOT cook in plastic food STORAGE bags. They are not heat resistant and may melt from the heat of the food.
4. DO NOT use ordinary paper bags for any purpose in a microwave oven.
5. Whole eggs, in their shell, and sealed containers (closed jar) may EXPLODE and should NOT be heated in a microwave oven.
6. In materials inside the oven should IGNITE, keep oven door CLOSED, TURN OFF oven, and disconnect the power cord. Follow Fire Procedures (see "Fire" section of the Student Handbook.
7. Hospital Policy PROHIBITS the cooking of microwave popcorn on school premises.

ADDENDUM A – AUDIT REQUEST

JFK Muhlenberg Harold B. and Dorothy A. Snyder

Nursing Radiography Diagnostic Medical Sonography

Audit Request

No Grade Will Be Received For An Audit

There are separate fees for auditing lecture and the Lab. Students cannot attend clinical, take exams, or attend exam review. When a student withdraws from a course they have the option to audit the course for the remainder of the semester.

Lecture Lab (Fee)

Semester: _____ Year _____ Spring SSI SSII Fall Winter

Course and Section: _____

Student Name: _____ Last 4 Digits of SS# _____

Student's Signature: _____ Date: _____

Reason for Audit: _____

Signature of Lead Teacher/Program Director _____ Date: _____

Approval of Associate Dean/Educational Director: _____ Date: _____

Comments: _____

Student File/Billing

ADDENDUM B – CLINICAL CLEARANCE REQUIREMENTS



Hackensack
Meridian Health
JFK Medical Center

Muhlenberg Harold B. and Dorothy A. Snyder
Schools of Nursing and Medical Imaging

Dear Student,

Congratulations on your acceptance as a student in the JFK Muhlenberg Harold B. & Dorothy A. Snyder Schools. Prior to moving into the residence hall, beginning the first day of clinical courses, or going to any of our clinical affiliates, students will be required to receive medical clearance through the JFK Muhlenberg Snyder Schools.

Medical clearance requirements are attached and **MUST** be received by the JFK Muhlenberg Snyder Schools prior to the first day of class, or moving into the Dormitory Residence. Please see the document “Health Clearance Requirements” this will provide detailed instructions regarding requirements for medical clearance.

Incoming clinical students will need to supply **ALL** of the following information:

- A complete physical examination with medical clearance by a licensed physician or Nurse Practitioner.
- 2-Step Mantoux tuberculin test (PPD test), or Quantiferon Gold/T-Spot Lab Test. Explanation of the 2 Step Mantoux test is attached.
- Lab titers are required for Rubeola, Rubella, Mumps & Varicella. Current vaccination is required for negative or equivocal titers (lab report required).
- Lab titer is required for Hepatitis B Surface Antibody (HbsAb). Current vaccination is required for negative or equivocal titers. If not previously vaccinated, proof that the vaccine series has been started, is required.
- Hepatitis B Antigen Test (HbsAg) for active Hepatitis B infection, lab report required.
- A Urine Drug Screen is required. The test can only be scheduled with the Hackensack Meridian Occupational Health (HMH) Office. The fee is \$100. Outside test agencies will not be considered.
- A Respiratory Fit Test is required. The fee is \$50 (\$25 for the respirator questionnaire and \$25 for the first test. Additional charges may apply). This test can only be scheduled with HMH Occupational Health.
- All Dormitory Residents are required to be immunized against meningococcal meningitis (Menactra or Menveo vaccine). Meningitis B vaccination is also recommended.
- Tdap Vaccination.
- COVID vaccination is required, and documentation should be submitted to the Student Health Nurse.
- Influenza Vaccination during Flu season.
- BLS CPR for Healthcare Provider sponsored by the American Heart Association.
- Student Malpractice Insurance.

The **completed** medical package may be **HAND DELIVERED** to the school, or **MAILED** to:

JFK Muhlenberg Snyder Schools, 1200 Randolph Road, Plainfield, New Jersey 07061 **Attention: Student Health Nurse**

Physical exams, vaccines, and required lab work can be performed by Hackensack Meridian Occupational Health Services (fee for services) by calling their **Iselin** location at **(732) 362-3871**. Students will be advised once clinically cleared. You **WILL NOT** be permitted on any clinical area of the Medical Center, Residence Hall, or any Clinical affiliates until you have received clearance. Please contact the Student Health Nurse at (908) 668-2594 with any questions regarding these requirements, or need any guidance, before scheduling your appointments.



Hackensack
Meridian *Health*
JFK Medical Center

Muhlenberg Harold B. and Dorothy A. Snyder
Schools of Nursing and Medical Imaging

JFK Muhlenberg Snyder Schools • 908 668-2400 • Fax 908 226-4640

Dear Healthcare Provider,

Please be advised, the client you are now performing a physical exam on is preparing to enter the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools as a student. Prior to performing this physical, please take a minute to review the physical requirement of the program the student has chosen.

The following information is being provided as required by the Federal government, Section 504 of the Rehabilitation Act of 1973.

Applicants to the Schools must be able to perform specific skills in order to care for patients safely and perform all the procedures that would be required of a graduate in the work force.

The JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools have accepted certain standards for applicants to the program. On the back and front of this letter are standards designated for each individual program. When clearing this student please consult this sheet and take these physical activities into consideration.

Correctible devices are allowed to meet the minimum requirements or standards.

In accordance with Americans with Disabilities Act (ADA) 1973

Applicants to the School of Radiography must be willing and able to do the following:

Corrective devices are permitted to meet the minimum requirements.

1. Communicate in English in order to converse and instruct patients, to relieve anxiety and gain their cooperation during procedures.
2. Hear a patient talk in a normal tone from a distance of 20 feet.
3. Observe the patient in order to assess his condition and/or needs from a distance of at least 20 feet.
4. Read a patient's medical chart and/or physician's orders.
5. Evaluate radiographs using a view box to make certain that the films contain proper identification and are of diagnostic value.
6. Render services and/or assistance to all patients depending on the individual patient's needs and abilities when moving turning, getting on and off the radiographic table or stretcher and when moving in and out of a wheelchair.
7. Push, pull and maneuver 40 pounds.
8. Push and manipulate a portable X-Ray machine in turning corners, maneuvering on and off elevators and within a patient's room.
9. Manually move and maneuver the X-Ray tube at standard and non-standard heights up to 7 feet.
10. Draw up sterile contrast media and other solutions without contaminating the syringe, needle and/or injecting device.
11. Select the exposure factors necessary to produce a radiograph by manipulating dials, buttons, and switches.
12. Place X-Ray cassettes in Bucky trays and spot film devices and properly manipulate all locking devices.
13. Physically be able to administer emergency care including CPR.
14. Physically be able to stand for periods as long as 2 hours while wearing lead aprons and to walk a distance of 2 miles during a normal work day.

In accordance with Americans with Disabilities Act (ADA) 1973

Applicants to the Schools of Nursing must be must be willing and able to do the following:

Corrective devices are allowed to meet the minimum requirements.

1. Communicate clearly and succinctly in English to the patient, family and other support staff, both verbally and in writing.
2. Hear a patient talk in a normal tone from a distance of 20 feet
3. Visually observe the patient in order to assess the patient's condition and/or needs from a distance of at least 20 feet.
4. Read all written medical information pertaining to the patient.
5. Assess all readings and functions of technical equipment pertaining to patient care.
6. Render services and/or assistance to all patients depending on the individual patient's needs and abilities in moving, turning and lifting.
7. Be able to push, pull and maneuver 40 pounds.
8. Manipulate a stretcher, wheelchair and/or portable equipment within the medical facility without injury to self, patient or others.
9. Draw up sterile solutions without contaminating the syringe and/or needles, etc.
10. Manipulate dials, buttons and switches.
11. Physically be able to administer emergency care including, but not limited to, CPR.
12. Be able to stand for periods as long as 2 hours and walk a distance of 2 miles during a normal work day.

In accordance with Americans with Disabilities Act (ADA) 1973

Applicants in the Diagnostic Medical Sonography must be willing and able to do the following:

Corrective devices are allowed to meet the minimum requirements.

1. Communicate in English in order to converse and instruct patients, to relieve anxiety and gain their cooperation during procedures.
2. Hear a patient talk in a normal tone from a distance of 20 feet.
3. Observe the patient in order to assess his condition and/or needs from a distance of at least 20 feet.
4. Read a patient's medical chart and/or physician's orders.
5. Transport, move, maneuver, and transfer patients from a wheelchair or cart to/from a sonography table or patient bed.
6. Move and manipulate a variety of sonographic equipment including physical transport of mobile sonographic machines.
7. Physically be able to administer emergency care including CPR.

**JFK MUHLENBERG HAROLD B. & DOROTHY A. SNYDER SCHOOLS
IMMUNIZATIONS & TB SURVEILLANCE**

Student Name: _____

Date of Birth: _____ **Telephone (cell) #:** _____

Email address: _____

Emergency Contact: _____ **Phone #:** _____

TB Surveillance (PPD)

IF PREVIOUSLY PPD NEGATIVE	DOCUMENTATION
<p>Mantoux (PPD) Testing</p> <p>A 2-Step Mantoux Skin Test is Mandatory for all students entering the program.</p> <p>Step 1: Recommended at time of physical exam.</p> <p>Step 2: Must be done within 1-3 weeks of first step.</p> <p>OR</p> <p>Quantiferon Gold / T-Spot Test LAB REPORT REQUIRED</p>	<p align="center"><u>Step 1 PPD</u></p> <p>Date: _____ Mfg./Exp. Date/Lot #: _____ _____ Site: _____ Administer by: _____</p> <p align="center"><u>Results</u></p> <p>Date: _____ Induration: _____ mm Read by: _____</p>
	<p align="center"><u>Step 2 PPD</u></p> <p>Date: _____ Mfg./Exp. Date/Lot #: _____ _____ Site: _____ Administer by: _____</p> <p align="center"><u>Results</u></p> <p>Date: _____ Induration: _____ mm Read by: _____</p>
IF PREVIOUSLY PPD POSITIVE	POSITIVE
<p>If previously PPD positive, provide documentation of the date tested, with millimeters of induration (REQUIRED), and INH prophylaxis dates, if given.</p> <p>If PPD testing is positive, A Chest X-Ray or Quantiferon Gold/T-Spot is required and MUST BE WITHIN 6 MONTHS OF THE CLINICAL START DATE.</p>	<p>Documentation of positive PPD results attached, which includes date, induration, and facility received. INH Therapy: Yes () Dates: _____ No ()</p> <p>Copy of Chest X-ray report or Quantiferon Gold Report attached.</p>
HISTORY OF BCG VACCINATION	
<p>Clinical students with history of BCG vaccination will be required to have a 2-Step PPD skin test unless previous positive PPD results are attached</p>	

IMMUNIZATIONS

REQUIREMENTS	DOCUMENTATION
<p>Rubeola (Measles)</p> <p>Lab Titer recommended. Current vaccination is required for negative or equivocal titer.</p>	<p>Rubeola (MMR)</p> <p>#1 Vaccination Date: _____ Mfg./Lot/ Exp. Date: _____ _____ Administered by: _____</p> <p>#2 Vaccination Date: _____ Mfg./Lot/ Exp. Date: _____ _____ Administered by: _____</p>
<p>Rubella (German Measles)</p> <p>Lab Titer recommended. Current vaccination is required for negative or equivocal titer.</p>	<p>Rubella (MMR)</p> <p>#1 Vaccination Date: _____ Mfg./Lot/ Exp. Date: _____ _____ Administered by: _____</p> <p>#2 Vaccination Date: _____ Mfg./Lot/ Exp. Date: _____ _____ Administered by: _____</p>
<p>Mumps</p> <p>Lab Titer recommended. Current vaccination is required for negative or equivocal titer.</p>	<p>Mumps (MMR)</p> <p>#1 Vaccination Date: _____ Mfg./Lot/ Exp. Date: _____ _____ Administered by: _____</p> <p>#2 Vaccination Date: _____ Mfg./Lot/ Exp. Date: _____ _____ Administered by: _____</p>
<p>Varicella (Chicken Pox)</p> <p>Lab Titer recommended. Current vaccination is required for negative or equivocal titer.</p>	<p>Varicella (Chicken Pox)</p> <p>#1 Vaccination Date: _____ Mfg./Lot/ Exp. Date: _____ _____ Administered by: _____</p> <p>#2 Vaccination Date: _____ Mfg./Lot/ Exp. Date: _____ _____ Administered by: _____</p>
<p>STUDENT'S NAME:</p>	

<p>Hepatitis B Series (HbsAb)</p> <p>If Hepatitis B Series completed: Lab titer required. Vaccination is required for negative or equivocal titer.</p> <p>LAB REPORT REQUIRED</p>	<p>Hepatitis B Series Please check appropriate area:</p> <p>() Copy of completed series attached OR lab report of antibody results attached.</p> <p>() Immunization series started, proof attached.</p>
<p>Hepatitis B Antigen Test (HbsAg)</p> <p>LAB REPORT REQUIRED</p>	<p>Hepatitis B Antigen Test</p> <p>() Lab report attached.</p>
<p>Meningococcal Meningitis (Menactra or Menveo)</p> <p>Dormitory Students Only</p>	<p>Meningococcal Vaccine</p> <p>Date: _____ Mfg./Lot/ Exp. Date: _____ Administered by: _____</p>
<p>Tdap Vaccination</p> <p>Must Contain Pertussis Component</p>	<p>Tdap</p> <p>Date: _____ Mfg./Lot/ Exp. Date: _____ Administered by: _____</p>
<p>Influenza Vaccination</p>	<p>Influenza Vaccination</p> <p>Date: _____ Mfg./Lot/ Exp. Date: _____ Administered by: _____</p>

PHYSICAL EXAMINATION

<p>All clinical students must have a physical examination by their personal physician. All areas of the History and Physical forms MUST be completed including clearance from the physician with signature.</p>	<p>Attach completed History & Physical form.</p>
--	--

This certifies that all aspects of the Immunizations & Tuberculosis Surveillance have been reviewed by the physician.

Physician's Stamp:

STUDENT'S NAME:

JFK MUHLENBERG HAROLD B. & DOROTHY A. SNYDER SCHOOLS

PHYSICAL FORM

Student Name: _____

Date of Birth: _____ **Telephone (cell) #:** _____

Email address: _____

Physician: _____ **Telephone #:** _____

Blood Pressure: _____ Pulse: _____

Height: _____ Weight: _____

Vision: Does applicant wear glasses or contacts? Yes / No - Vision done with / without glasses

Vision: Far: OS: _____ OD: _____ OU: _____

Vision: Near: OS: _____ OD: _____ OU: _____

Color Vision: Within normal limits _____
 Not within normal limits _____

To Be Answered By Physician		
Evidence of Past or Present Disease or Abnormality	YES/NO	EXPLAIN IF YES
Eyes		
Ears		
Teeth		
Skin		
Thyroid or other Endocrine System		
Lungs		
Abdominal Organs		
Hernia		
Musculoskeletal System		
Deformities		
Vascular System		
Nervous System		
Reflexes		

Heart

Location of apex beat: _____

Murmur: _____

Any other abnormality: _____

General Condition:

Good _____ Questionable: _____ Poor: _____

Clearance

_____ I find the above-mentioned applicant in good health and approve this individual to participate in all physical clinical activities as a student in the curriculum.

_____ I **DO NOT** approve this applicant to participate in the physical clinical activities as a student in the curriculum.

 Physician Signature

 Date

JFK MUHLENBERG HAROLD B. & DOROTHY A. SNYDER SCHOOLS

STUDENT NAME: _____ **Date:** _____

Date of Birth: _____ **Telephone (cell) #:** _____

ALLERGIES: (If none, document none): _____

PERSONAL MEDICAL HISTORY

PAST HISTORY

Applicant MUST answer all questions, if YES please explain:

Have you ever consulted or been treated by a doctor For:	YES or No	Explain if Yes
Neurological Disease		
Mental Health Disorder		
Pulmonary Disease		
Cardiovascular Disease		
Gastrointestinal Disease		
Renal Disease		
Skin or Joint Disease		
Latex Allergy		
Cancer, Tumor, Thyroid Disease or Diabetes		
Eye or Ear Disease		
Musculoskeletal Disorders		
Obstetrical or Gynecological Disorders		
Surgeries		
Accidents		
Have you had any illness, injury or hospitalizations other than already noted?		
Are you currently under treatment by a physician? Please give date of treatment and reason:		
Please list all medications and dosages including over-the-counter medication and reason for taking:		
Any physical limitations that may require assistance in performing the clinical duties required in this program?		

I certify that the above statements are true to the best of my knowledge.

Students Signature: _____

Date: _____

ADDENDUM C – CLINICAL TARDINESS & ABSENTEEISM RUBRIC
Clinical Tardiness and Absenteeism Rubric

Point Value	Behaviors
	TARDINESS
2	5-14 minutes late
3	15-29 minutes late
6	>30 minutes late
4 or More Points	You are required to complete a typed Performance Improvement Plan (PIP) before the next scheduled clinical week. The PIP must address the steps to eliminate the issue. You must make an appointment with the clinical coordinator/program director to discuss the plan and recommendations. A second occurrence will result in clinical warning. If you are tardy three (3) times you will be required to make-up a clinical day.
	ABSENCE
6	Absent from clinical
18	No Call/No Show
	ACTION
7 or More Points	The student is required to complete a typed Performance Improvement Plan (PIP) before the next scheduled clinical week. The PIP must address the steps to eliminate the issue. The student must make an appointment with the clinical coordinator to discuss the plan and recommendations.
	Students can accumulate points from both tardiness and absenteeism columns requiring a PIP. Points for tardiness and absentee are accumulated per semester.

I understand that if I do not meet the requirements of the course or the Performance Improvement Plan I will fail the clinical component of the course.

I understand that if I accrue 18 or more points I will result in a failure in the clinical component of the course.

Total points given today: _____ **Date:** _____

Signature of Clinical Faculty: _____

Signature of Student: _____

Clinical Tardiness and Absenteeism Agreement Form

To be initiated and signed by the student at the start of each semester

Initial each line, print name and sign/date at the bottom of page:

_____ I have reviewed the Clinical Tardiness and Absenteeism Rubric.

_____ I understand that attendance in clinical is mandatory and will be recorded for all clinical rotations.

_____ I understand that points will be tracked. If more than 6 points or more are accumulated I am considered “at risk” for failure and will need to complete a Performance Improvement Plan before the next scheduled clinical week.

_____ For further clarification see the Clinical Tardiness and Absenteeism policy.

(print name)

(Student signature)

(date)

ADDENDUM E – CLINICAL TARDINESS & ABSENTEEISM WARNING

**JFK UNIVERSITY MEDICAL CENTER
MUHLENBERG HAROLD B. AND DOROTHY A. SNYDER
SCHOOLS OF NURSING & MEDICAL IMAGING**

**Clinical Warning
Clinical Tardiness and Absenteeism**

_____, this is a formal notification that you are on
Clinical warning based on the Clinical Tardiness and Absenteeism policy. You are accrued
_____ (number of points) for tardiness and absences.

_____, you are required to submit a Performance Improvement
Plan (PIP) before the next clinical week to your clinical faculty/lead teacher. The clinical faculty/lead
teacher will review the plan as you move forward.

Further recommendations can be addressed during this meeting and written below by the clinical
faculty/lead teacher.

Student Name: _____

Student Signature: _____

Faculty Name: _____

Faculty Signature: _____

Date: _____

Kk/5/2019

ADDENDUM F – HONOR CODE

JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging Honor Code/Pledge

The JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging (herein referred to as The Schools) students have the responsibility to maintain high ethical standards that will create an atmosphere conducive to professional integrity. As published in the Code of Ethics, the healthcare professional must be accountable for professional standards in the practice of medical imaging. Honesty and integrity are expected from all students from admission through graduation.

Academic misconduct is defined as any act that actually, or potentially distorts a student grade, or academic record. Academic misconduct is a destructive force in the learning process and it jeopardizes the achievements of all students. The responsibility to challenge and bring forward apparent violations of academic misconduct belongs to each member of The Schools community – students, faculty, administration, and staff. The Schools community maintains a zero-tolerance policy for inaction, or apathy with regard to reporting academic misconduct.

Acts of academic misconduct include but are not limited to the following:

- Possessing, using, or exchanging improperly acquired written or verbal information in the preparation of any essay, laboratory report, examination, or other assignment included in a professional course.
- Copying from someone else's examination or receiving answers from another student during an examination (cheating).
- Allowing someone to copy from an examination or giving answers to another student during an examination (aiding in dishonesty).
- Turning in an assignment that was done entirely or in part by someone else including knowingly representing someone else's words or ideas to one's own (plagiarism).
- Calling in sick when you are not.
- Not reporting an incident involving a patient.
- Documentation that any duty was completed, when the duty was not performed (narrative, signature, initialing).
- Not questioning an order when in doubt.

Any form of academic misconduct will result in disciplinary action up to and including dismissal from The Schools.

As a member of the student body of the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging, I pledge to uphold the honor code of The Schools.

Print name: _____

Signature: _____

ADDENDUM G – LEAVE OF ABSENCE

JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools
Leave-of-Absence Form

_____ Leave-of-Absence
_____ Leave-of-Absence Extension Program: _____
_____ \$20.00 Processing Fee

Student Name: _____ Last 4 Digits SS# _____

PRINT

Address: _____ Telephone #: _____

I, _____, would like to request the above Leave of Absence from the JFK Center Muhlenberg Snyder Schools of Nursing and/or Schools of Medical Imaging for the _____ semester. A Leave of Absence is valid for one semester. I have paid the \$20.00 non-refundable processing fee. www.jfkmuhlenbergschools.org online payment.

Reason(s) for requesting a Leave of Absence: _____

Please be advised that all approved leaves of absence are included in the time limit that each student has to complete the program.

Nursing – ACEN Accredited:

Students who are returning to The School of Nursing from a medical illness must contact the School’s Student Health Nurse for clearance procedures. Students returning from any type of leave are encouraged to practice in the Skills Lab two weeks prior to the beginning of the semester.

Medical Imaging: Radiography and Sonography

Students in the Medical Imaging programs who have been out of class for 90 days or more must be re-evaluated in ALL required clinical competencies prior to the completion of the first semester in which they return. The student must schedule lab & practice hours the Program Director prior to the return to class.

Student Signature: _____ Date: _____

FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Dean, Assoc. Dean or Director: _____

Director of Registration and Enrollment: _____

Director of Financial Aid _____

Student Accounts: _____

Student Health Nurse: _____

Leave of Absence: Approved Denied Date: _____

____ Leave-of-Absence Program: _____
____ Leave-of-Absence Extension
____ Semester Absence Course
____ Failure Fee: (see current fee sheet) Paid on: _____

Student Name: _____ PRINT Reason(s) for requesting LOA _____

Address: _____

I, _____, would like to request the above Leave of
Absence:

Please be advised that all approved leaves of absence are included in the time limit that each student has to complete the program.

Nursing:

Students who are returning to The Schools of Nursing and Medical Imaging from a medical illness, personal leave of absence or academic leave will receive a list of skills from the Schools' Director of Registration and Enrollment. These skills may be practiced in the skills simulation laboratory during Open Lab Hours in the two weeks preceding the semester of the student's return. Skills that are included in the course's Skills Appraisal will be tested on returning students during the course's Skills Appraisal. All other skills that re on the Skills Checklist will be checked off as practiced by laboratory personnel. The Skills Checklist must be completed by the first day of the semester to which the student is returning. As with all students, if a returning student does not perform a skill competently in the clinical area, the instructor will issue a Referral Slip to that student.

Schools of Medical Imaging: Radiography, Sonography

Students in the Medical Imaging programs who have been out of class for 90 days or more must be re-evaluated in ALL required clinical competencies prior to the completion of the first semester in which they return. The student must schedule lab & practice hours the program director prior to the return to class

Student Signature: _____ Date: _____

FOR OFFICE USE ONLY DO NOT WRITE BELOW THIS LINE

Comments

Dean, Assoc. Dean or Director: _____

Director of Registration and Enrollment: _____

Director of Financial Aid: _____

Student Accounts: _____

Leave of Absence: Approved Denied **Date:** _____

ADDENDUM H – FETAL RADIATION EXPOSURE ADVISEMENT

FETAL RADIATION EXPOSURE ADVISEMENT

I have been advised of the policy regarding pregnant students in the Radiography Program and I understand I have several options including taking a leave of absence from my education in the Radiology Program.

I understand that there is a potential hazard to the fetus from radiation and the possibility of future genetic mutations exists. These hazards have been explained to me.

_____ ,
I have read the Pregnant Radiography Student Policy and I fully understand the risks involved, and I have been given the opportunity to take a voluntary leave of absence from my education in the Radiology Program during this pregnancy without any negative consequences. I have been advised to discuss this decision with my personal physician and I will advise the Program Director / Radiation Safety Officer (RSO) immediately should I and/or my physician determines that a leave is warranted.

Signature Program Director

Date

Signature Radiation Safety Officer

Date

ADDENDUM I – PREGNANCY FORM

PREGNANCY FORM

Please choose ONE of the following:

DECLARATION

I, _____, had a pregnancy test on _____ and the result was positive.

I have chosen to declare that I am pregnant at this time.

I have chosen Option # _____ of the pregnancy policy as outlined in the Student Handbook, as revised 2016, of the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Medical Imaging and have discussed my options with the Program Director or other School official.

I have also met with _____, the (check one) Radiation Safety Officer Radiation Safety Officer’s Representative and I acknowledge that I understand the information afforded me regarding the likelihood of my being exposed to ionizing radiation and the possible consequences of radiation exposure during pregnancy.

Student Date

Program Director Date

UNDECLARATION

I, _____, hereby revoke my previous declaration of pregnancy and state that I am either NOT pregnant or that I do not wish to declare my pregnancy at this time.

I have read and fully understand the pregnancy policy as explained in the Student Handbook of the JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Medical.

Student Date

Program Director Date

ADDENDUM J – POLICY ATTESTATION

**JFK MUHLENBERG HAROLD B. & DOROTHY A. SNYDER
SCHOOLS OF NURSING AND MEDICAL IMAGING**

POLICY ATTESTATION FORM

I attest that I have received and reviewed:

I will be held responsible to the standards and disciplinary actions set forth in this (these) policy (policies).

By signing this form, I have received a copy of each of the above policies and I agree to review above named policies and abide by the rules set forth in each.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

ADDENDUM K – RECORDED LECTURE POLICY

JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging Recorded Lecture Policy Agreement

The JFK Muhlenberg Harold B and Dorothy A Snyder Schools of Nursing and Medical Imaging (herein referred to as JFK Muhlenberg Snyder Schools) students may seek permission of the faculty to record class lectures for their personal study use only. Lectures recorded for this purpose may not be shared with other people without the consent of the lecturer. Recorded lectures may not be used in any way against the faculty member, other lecturers, or students whose classroom comments are recorded as part of the class activity. Information contained in the recorded lecture is protected under federal copyright laws and may not be published or quoted without the express consent of the lecturer and without giving proper identity and credit to the lecturer.

Pledge: I have read and understand the above policy on recorded lectures at JFK Muhlenberg Snyder Schools and I pledge to abide by the above policy with regard to any lectures I record while enrolled as a student at JFK Muhlenberg Snyder Schools.

Student Name: _____ (Please Print)

Student Signature: _____

Date: _____

ADDENDUM L – REQUEST TO PREVENT DIRECTORY DISCLOSURE

**JFK MUHLENBERG HAROLD B. & DOROTHY A. SNYDER SCHOOLS
REQUEST TO PREVENT DISCLOSURE OF
DIRECTORY INFORMATION**

All Students:

The Family Educational Rights and Privacy Act designates certain information related to a student as “Directory Information” and gives the School the right to disclose such information to anyone inquiring without having to ask the student for permission, unless the student specifically requests in writing that any or all such information about the student not be made public without consent. A description of “Directory Information” may be found in the Student Handbook. If you wish to withhold the disclosure of any or all of the items of “Directory Information,” complete the form below and submit it to the Director of Registration and Enrollment or obtain the form in the Director of Registration and Enrollment’s Office.

Please consider very carefully the consequences of any decision made by you to withhold any category of “Directory Information.” Should you decide to inform the School not to release any or all of this “Directory Information,” any future requests for such information from non-institutional persons or organizations will be refused. The School will honor your requests for such information from non-institutional persons or organizations will be refused. The School will honor your request to withhold any of the categories listed below but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

I have carefully read the above and request that the following specific items of “Directory Information” not be disclosed by the School without my prior written permission.

ID No. _____ Type or Print Name _____

Date: _____ Student Signature _____

ADDENDUM M – STUDENT COURSE WITHDRAWAL FORM

Name: _____ Date: _____

Program: _____ Course Withdrawing From: _____

Instructor/Lead Teacher: _____

PLEASE PRINT

Instructors Signature: _____

Reason for Withdrawal: _____

Do you plan to retake this course: _____ YES _____ NO

Program Director: _____

PLEASE PRINT

Program Director's Signature: _____

Have you met with Financial Aid? _____ YES _____ NO

I am aware that it is my responsibility to withdraw from the course via Union College Self-Service at www.ucc.edu, by the appropriate withdrawal date. I am aware that I am financially responsible for all expenses incurred during this semester.

Students Signature: _____

ADDENDUM N – WITHDRAWAL FROM PROGRAM

**JFK MUHLENBERG HAROLD B. AND DOROTHY A. SNYDER
SCHOOLS OF NURSING AND MEDICAL IMAGING**

PROGRAM WITHDRAWAL NOTIFICATION

I, _____, am withdrawing from the JFK Muhlenberg

Harold B. and Dorothy A. Snyder Schools – School of

Nursing Radiography Diagnostic Medical Sonography

Effective: Fall Spring Year _____

I understand that I must re-apply to JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools and go through the entire application and admissions process.

_____ Transferring to another school

Name of School: _____

Program of Study: _____

Degree to be awarded: _____

_____ Other

Reason: _____

Family situation

Student signature: _____

Last 4 digits of SSN: _____

Date: _____

Registration Office: _____ Date: _____

ADDENDUM O – TRANSCRIPT REQUEST



TRANSCRIPT REQUEST FORM
(Allow five to seven business days for processing)

Required Information:

Name: _____

Graduate: [] **Non-Graduate:** [] **Date of Birth:** _____

Year(s) Attended: _____ **Last Four of SS#** _____

What name did you have when you attended: _____

Program: () Nursing () Radiography () Sonography

Transcript cost per copy \$10.00, pay online www.jfkmuhlenbergschools.org Submit Transcript Request Form to kianna.spaulding@hmhn.org

Send to: (Print name and address of the recipient)

1. _____

2. _____

3. _____

Signature: _____

Date: _____

ADDENDUM P – DISCIPLINARY ACTION NOTICE

**JFK MUHLENBERG SNYDER SCHOOL OF RADIOGRAPHY
NOTICE OF DISCIPLINARY ACTION**

Date _____

Student Name: _____

Reason for Disciplinary Action: _____

Disposition _____ **Verbal (no acknowledgement required)**

_____ **Written (acknowledgement & witness required)**

Comments and/or action plan: _____

Student Comments:

Faculty Member signature and date _____

Student signature and date (written only) _____

Witness signature (other than PD) _____

Program Director signature and date: _____

ADDENDUM Q – CLINICAL ACTION NOTICE

**JFK MUHLENBERG SNYDER SCHOOL OF RADIOGRAPHY
NOTICE OF CLINICAL ACTION**

Date _____

Student Name: _____

Reason for Disciplinary Action: _____

Disposition _____ **Verbal (no acknowledgement required)**

_____ **Written (acknowledgement & witness required)**

Comment and/or action plan: _____

Student Comments:

Faculty Member signature and date _____

Student signature and date (written only) _____

Witness signature (other than PD) _____

Program Director signature and date: _____

ADDENDUM R – ACADEMIC ADVISEMENT FORM

**JFK MUHLENBERG SNYDER SCHOOL OF RADIOGRAPHY
ACADEMIC ADVISEMENT FORM**

Student Name: _____ **Date:** _____

Academic Advisor: _____ **Semester:** _____

Reason for advisement session: _____

Goal/plan developed by student with academic advisor's advise: _____

Student Signature: _____

RT Faculty Signature: _____

Date of next advisement session: _____

ADDENDUM S – CLINICAL ADVISEMENT FORM

**JFK MUHLENBERG SNYDER SCHOOL OF RADIOGRAPHY
CLINICAL ADVISEMENT FORM**

Student Name: _____ **Date:** _____

Academic Advisor: _____ **Semester:** _____

Reason for advisement session: _____

Goal/plan developed by student with academic advisor's advise: _____

Student Signature: _____

RT Faculty Signature: _____

Date of next advisement session: _____

ADDENDUM T – DIDACTIC PROGRESS DEFICIENCY FORM

**JFK MUHLENBERG HAROLD B. AND DOROTHY A. SNYDER SCHOOLS
SCHOOL OF RADIOGRAPHY
Didactic Progress Deficiency Form and Notice of Probationary Status**

Date: _____

Student's Name: _____

At the present time, your didactic/clinical instructor(s) for the following course(s) have reported that you are in danger of potentially failing. This conference is to formally notify you of your probationary status in this/these courses and the consequences of failure. As stated in your handbook, dismissal from the program may result from “failure to demonstrate initiative in the learning setting or failure to demonstrate a willingness to learn and/or “student has been placed on academic probation and fails to achieve the minimum course grade in any course in a subsequent semester. In order to demonstrate initiative in the learning setting and a willingness to learn, a student must achieve a minimum of a C+ or 76% average in each RAD course. Below is a summary of your average as indicated by your instructor(s).

<u>Course</u>	<u>Grade Information Provided</u>
_____	_____
_____	_____
_____	_____

This notice formally makes you aware that you must seek tutorial help or improve your study habits in order to be taken off the probation list. As per our discussion, failure of this course will result in dismissal from the JFK School of Radiography Program.

My signature below indicates that the Program Director has reviewed my status and options with me. I have been given a copy of the above information, and I have had my questions and concerns answered.

Student Signature

Program Director Signature

Date _____

ADDENDUM U – DIRECT AND INDIRECT SUPERVISION POLICY

Policy on Direct and Indirect Supervision

Direct Supervision, as defined in the Competency Based Clinical Education Standard requires that a Registered Radiologic Technologist review the examination and the patient's condition in relation to the student's level of achievement. In addition, the technologist must be present during the entire procedure and review and approve all radiographs. All repeat radiographs **MUST** be performed with a registered radiologic technologist present in the **X-Ray Room** regardless of the student's level of competency.

Indirect Supervision, is defined as supervision by a technologist by being immediately available to assist the student regardless of the student's level of achievement. **Immediately available** is interpreted as the presence of a technologist adjacent to the room or location where the examination or procedure is taking place.

A. Regulations by the State of New Jersey DEP Bureau of X-Ray Compliance requiring Direct Supervision

The State of New Jersey requires that all radiographs be performed under the **direct supervision of a licensed technologist** until Clinical Competency is achieved under the program's Clinical Competency Evaluation System. When two students are assigned to share a clinical assignment and neither of them has attained competency, only one of them may **actively** participate in that procedure and work with the technologist. Attempting to perform examinations or procedures without direct supervision when direct supervision is required will result in disciplinary action which will lead to suspension or dismissal from the program as outlined in the Disciplinary Action section of this clinical handbook.

B. Repeat Radiographs

The State of New Jersey requires that repeat radiographs throughout the entire length of program be performed under the **direct supervision of a licensed technologist**. Failure to comply with this policy will result in disciplinary action which will lead to suspension or dismissal from the program as outlined in the Disciplinary Action section of this clinical handbook.

ADDENDUM V – OSL AND TLD BADGE POLICY

JFK MUHLENBERG SNYDER SCHOOLS OF MEDICAL IMAGING

OSL and TLD BADGE POLICY

Every student will be issued a radiation monitoring badge that is to be worn at all times while in the clinical education setting. The OSL or TLD badge is to be worn for a period of one month. In order to maintain accurate records, the badge must be exchanged in a timely manner, every month. The OSL or TLD badge should be turned-in at the end of each month to the clinical coordinator in exchange for the next badge. The clinical coordinator will have the new OSL or TLD badge prior to the end of each month. You can put the old badge in the mail box of room 210 or give them to the clinical coordinator.

To maintain compliance with the Nuclear Regulatory Commission policy on radiation protection, all student dosimetry reports will be reviewed on a monthly basis by your Program Director and Mohammed Islam, Clinical Coordinator of the School of Radiography. A copy of your radiation dosimetry report is available in room 210. You must review the report monthly and initial each new report next to your name. This will insure that you are aware of your radiation exposure on a monthly basis.

You will be notified in writing of any exposure amounts above the acceptable limits. Any and all exposures must be reported to the Program Director immediately following the event. To ensure the accuracy of the readings, this protocol must be followed:

- The school supplied badge should be worn **ONLY** during assigned school hours.
- The student may not attend in clinical without the radiation monitoring devise/badge.
- The badge should not be washed, microwaved or left in the sun for any period of time.
- The badge should not be left in the car or other excessively warm places.
- The badge should not be left overnight in the clinical site.
- The badge should not be worn if a student has had a nuclear medicine procedure. Until the student is cleared by the Program Director.
- The badge shall be turned-in at the end of each month or a fine will be issued.

Lost or misplaced badges need to be reported immediately to the clinical coordinator. A replacement badge must be obtained. A fee of \$10.00 will be charged to replace a lost badge. All badges **MUST** be returned by the last day of the month. The student will be charged a late fee of \$6.50 per badge for each month of late recovery.

Note: The Student cannot attend clinical with a prior month's badge and cannot attend clinical without a badge. The Clinical Coordinator cannot issue the new badge without return of the expiring badge.

A copy of this policy is given to all students required to wear a radiation monitor. Changes to this policy may be required, at any time, without prior notice.

By signing below, you are confirming that you have reviewed the OSL or TLD Badge Policy and understand its content and have been given the opportunity to ask any questions.

Student Signature

Date

School Official

Date