Dear Nursing Student:

Welcome to the Eastern International College Nursing Program. Your admission to the nursing program represents an accomplishment as you have met highly selective admissions standards!

The nursing faculty, staff, and the college administration are committed to working with you to achieve the goals you have set for yourself. In order to successfully complete the nursing curriculum, you must become familiar with the rules and regulations of the department of nursing. This handbook is provided to set forth the rights and responsibilities of Eastern International College nursing students. The Eastern International College catalogue provides general information needed for college survival. The Nursing Student Handbook supplements the catalogue and states policies which apply specifically to nursing students.

Congratulations and best wishes for your success in the nursing program.

Sincerely,

Ms. Stephanie Herr

Stephanie Herr, DNP (c) MSN, RN
Chairperson, Nursing
Table of Contents

Contents
EASTERN INTERNATIONAL COLLEGE ......................................................................................................................... 1
Mission ...................................................................................................................................................................... 5
Program Philosophy .................................................................................................................................................. 5
The Teaching/Learning Process ................................................................................................................................. 8
Organizing Framework .............................................................................................................................................. 9
Program Goals ......................................................................................................................................................... 10
Student Learning Outcomes .................................................................................................................................... 11
Program Outcomes ................................................................................................................................................. 11
Admission, Progression, Retention, Dismissal Policies ............................................................................................ 11
Grading Criteria ....................................................................................................................................................... 14
Academic Standing .................................................................................................................................................. 16
Standardized Examinations ..................................................................................................................................... 17
HESI Exit Examination – Remediation and Preparation Requirements – Policy Update ........................................ 18
READINESS FOR NCLEX ............................................................................................................................................ 20
Academic Integrity Guidelines ................................................................................................................................ 22
Penalties of Violations for Academic Integrity ........................................................................................................ 23
Appeal Process ........................................................................................................................................................ 25
Student Services ...................................................................................................................................................... 28
Transfer Policy: Transfer of General Education Courses .......................................................................................... 30
NURSING PROGRAM REQUIREMENTS .................................................................................................................... 33
CRIMINAL BACKGROUND CHECKS .......................................................................................................................... 33
CPR CERTIFICATION ................................................................................................................................................. 33
HEALTH CLEARANCE ................................................................................................................................................ 33
MALPRACTICE INSURANCE ...................................................................................................................................... 34
ATTENDANCE POLICIES .......................................................................................................................................... 34
Standardized HESI Exams Policy ............................................................................................................................... 36
ACADEMIC EVALUATION ......................................................................................................................................... 37
ACADEMIC STANDARDS .......................................................................................................................................... 38
Validation Policy ........................................................................................................................................................ 39
RULES AND REGULATIONS FOR LABORATORY EXPERIENCE COLLEGE SKILLS LABORATORY ...................... 40
GUIDELINES FOR CLINICAL AGENCY BEHAVIOR ................................................................. 42
Exposure Guidelines: ........................................................................................................ 44
What does the HIPAA privacy rule do? ............................................................................ 44
Social Media ....................................................................................................................... 47
SCHOOL CLOSINGS ........................................................................................................... 47
STATE BOARD OF NURSING ELIGIBILITY REQUIREMENTS ...................................... 47
ACCRE迪TING AGENCIES .............................................................................................. 49
APPENDICES .................................................................................................................... 50

Note: a copy of this handbook has been placed on reserve in the Library

The Department of Nursing Student Handbook lists the specific rules and regulations for nursing students. The Student Handbook and the College Catalog cover many areas such as Financial Aid, Student Affairs, and Student Services, Parking, etc., which are not covered in this book. The Nursing Student Handbook clarifies policies, procedures and regulations which differ from general College regulations. You are urged to consult the College Catalog for general College information.
Mission

The Nursing Department’s mission and goals are consistent with those of Eastern International in their emphasis on the synthesis of acquired knowledge with skilled, quality practice.

The mission of the Nursing Department of Eastern International College is to prepare nurses who use critical thinking, sound clinical decision-making skills to provide culturally competent care for diverse populations in a variety of health care settings, within a continually evolving health care environment. The provision of student-centered nursing education to a diverse population of students creates the foundation for life-long personal and professional learning. Students, as members of the community in which they receive their education, are stakeholders in the health and welfare of the community they will serve.

Program Philosophy

The Nursing Department believes that nursing is a profession with a unique body of knowledge. Nursing is concerned with the promotion, maintenance, prevention of illness and restoration of human health, demonstration of sound clinical nursing judgment, implementation of skilled nursing interventions, and collaboration with other health professionals. The focus of nursing care is the patient, which includes families, groups, and communities. The nursing process is the method through which the nursing needs of individuals, families, and groups are met.

Registered nurses perform assessments, provide direct care for patients who have health needs based on the nursing process, and revise care as needed based on ongoing evaluation. Nurses are patient advocates who collaborate and communicate with patients, families, and other health team members. Registered nurses manage and are accountable for the care of their own patients and, at times, that of licensed practical nurses and unlicensed assistive personnel. The registered nurse must function within the legal and ethical scope of nursing practice as defined by the New Jersey State Board of Nursing.

Registered nursing education is based on a program of theoretical information that is integrated with clinical practice; the curriculum design progresses from simple to complex and allows students to synthesize knowledge and psychomotor skills. Nurses will play an increasingly important role in the evolving U.S. health care system. The Associate Degree Nursing Program is designed to prepare graduates who will provide care in hospitals, outpatient clinics, health care provider offices, extended and long term care facilities, and in patient homes. Registered nurses must function within defined scope and standards, demonstrating safe, competent and legal/ethical practice.
**Persons**

The Nursing Department recognizes humans as sentient beings with ever-changing needs influenced by biological, spiritual, psychosocial, and cultural variables in constant interaction with a changing environment. The Department believes in the holistic nature of persons as they move along a developmental continuum throughout the lifespan. Persons seek to meet their own needs, especially as these relate to health status and self care. As humans move through different phases of development, wellness, and illness, they inhabit roles as individuals, members of groups, and cultures.

**Environment**

The Nursing Department views the environment as integral to understanding the variables that influence individuals and groups. These variables include the biopsychosocial, cultural, political, legal, and economic factors that influence human beings in their ever-changing world. The relationship of human being and environment is a reciprocal one, as people and groups both influence and are influenced by their environment. This continuous mutual interaction between environment and person is especially evident as it is related to health status.

**Health**

Seen by the Nursing Department as the optimally functioning biopsychosocial state, health is objectively evaluated by biological and behavioral measures and subjectively measured by the person’s perceived reality. Health and care needs must be addressed in an environmental context and promoted through symptom/illness management. The Department believes adaptation of self-care behaviors is the fundamental reaction of persons along the health-illness continuum. The health of the person and his or her ability to provide self-care is dependent upon environmental variables and supports, the person’s developmental level, and his or her previous experiences with health and illness.

**Nursing**

Nursing is both an art and a science that is applied to assist individuals to meet their health care needs. Nursing must conform to the ever-changing needs of the world, society, and people. Knowledge from the science and an understanding of health and wellness guides nurses as they assist health care recipients to identify and meet health care needs. Nursing decisions are based on the development of clinical judgment derived from scientific knowledge and nursing process-based clinical practice. Nursing activities are directed toward helping persons of all ages maximize their potential for health and functioning and provide only that degree of care which the person is unable to provide for him/herself. The scope of nursing extends to any area where persons are found; the focus of nursing is the health of persons as individuals, families, groups, and members of society.
**Nursing Education**

Education activities at Eastern International College are based on andragogy, the theory of adult learning. Adults learn differently than children; more importantly, their reasons for learning are very different. Adults bring a wealth of information and experience to the learning situation. They generally want to be treated as equals who are free to direct themselves in the education process.

Nursing education is a life-long process that promotes the development of knowledge, skills, and personal values in a process that empowers the learner to reach his or her potential. The domain of nursing knowledge has its foundation in the liberal arts, social, biological, and physical sciences. Nursing education helps students understand and utilize the nursing process and incorporate standards of professional nursing practice. Nursing education is a process through which adults assimilate and synthesize knowledge, develop critical thinking skills, acquire a variety of technical skills, implement nursing care strategies based on standards of care, and establishes professional values.

Using the philosophy and theoretical framework of the program as a foundation, the Nursing Department believes each student will develop her or his own philosophy for nursing, a philosophy that includes an understanding of the past, present, and emerging roles of the nurse as well as an understanding of the current and evolving health care system. Nursing theory is balanced with evidenced based research, clinically competent, contemporary care using simulated labs and clinical experiences in healthcare facilities to provide a foundation for increasingly complex levels of knowledge development and application.

Grounded in the nursing process, education in the Associate Degree program moves from simple to complex and focuses on the application of acquired knowledge. Learning is most likely to occur when the student is the center of the teaching/learning process and student motivation is supported by clear expectations. Students will be provided group experiences with learning activities in the classroom, laboratory, and clinical settings. A mentoring program will increase opportunities for student success. Critical thinking is encouraged through the use of observation and classification and moves to application and analysis. Students learn in different ways and varied teaching methods are required to address the varied needs and preferred styles of all learners. Socialization into the profession is an ongoing part of the educational process.

As part of teaching and learning, evaluation is a continual process which must be conducted systematically by faculty, students, and others involved in learning. The evaluation process allows faculty to determine whether the student has achieved the required level of competency in theoretical content and technical skills.
The Teaching/Learning Process

The Nursing Department believes that teaching and learning is a reciprocal, continuous process, one that facilitates personal and professional growth, varying according to individual differences among faculty, agencies, and students. The development of a spirit of enquiry and the ability to think critically is a crucial part of learning for the nursing student. Continual movement of students toward self-actualization is part of the teaching/learning process as a basic faculty responsibility is to facilitate students becoming contributing and accountable members of the profession and of society.

The Nursing Department believes that the goals of the teaching-learning process are to:

- Help a highly diverse student body become liberally educated professionals.
- Afford students an opportunity to explore and develop a personal philosophy of nursing that is built upon a sound theoretical foundation and incorporates practice elements into a seamless continuum of “embodied know-how”.
- Achieve a balance between the theoretical and the applied to achieve fully dimensional learning.
- Teach students to value the evidence based research process as one that builds on and adds to the foundation of nursing and healthcare knowledge.

The Nursing Department believes that in a facilitative academic environment:

- The educational process partners students and faculty in collaborative mentoring relationships that transcend traditional educational boundaries.
- The infrastructure aids flexible educational efforts rather than having the infrastructure dictate the education that may be offered.
- There is a synthesis of conceptual and theoretical information with the realities of the current healthcare environment.
- Higher education is made accessible to students who are adult learners, who may have families, and who may work.

The Nursing Department believes that the role of faculty is to:

- Treat students as we treat each other, with genuine interest, egalitarian respect, and positive but realistic expectations, all based on honest and open communication.
- Committed to changing people’s lives and facilitating students’ desire to achieve an education, with a focus on living, learning, growing, and achieving.
- Provide education with passion and inspiration in a way that instills a commitment to lifelong learning.
- Participate in out-of-class teaching and mentoring, whenever and wherever the teachable moment occurs.
• Commit to doing whatever is necessary to help a student, whether in class, in an office, on the telephone, or in e-mail.
• Have real world experience to share with students and bring a sense of fun and adventure to the hard work.

The Nursing Department believes the assumptions that underlie the teaching of adults are:

• The need to know: adult learners need to know why they need to learn something before undertaking to learn it.
• Learner self-concept: adults need to be responsible for their own decisions and to be treated as capable of self-direction.
• Role of learners' experience: adult learners have a variety of experiences of life which represent a rich resource for learning.
• Readiness to learn: adults are ready to learn those things they need to know in order to cope effectively and make life transitions.
• Orientation to learning: adults are motivated to learn to the extent they perceive it will help them perform tasks they confront in their life situations.
• The Nursing Department believes that the keys to adult learning are to:
  • Let adults direct themselves in the instructional process.
  • Integrate new information with previous experiences.
  • Make sure the information is relevant and readily useable for the learner.

Organizing Framework

The Associate Degree program at Eastern International College is organized around the work of Dorothea Orem and her theory, the Self-Care Deficit Nursing Theory (SCDNT). Considered a grand nursing theory, subsumed within the model are three more focused theories: theory of self-care, theory of self-care deficit, and theory of nursing systems. The overarching theory is the theory of nursing system that contains the theory of self-care, which in turn contains the theory of self-care deficit (Alligood and Tomey, 2005).

The basic premise of Self-Care Theory is that adults learn and act in ways that direct their survival, quality of life, and well-being. According to Self-Care Deficit theory, nursing care is required when the individual is unable to perform self-care as the result of his or her limitations. Under these circumstances, the nurse must perform for the patient those self-care activities he or she cannot perform. The nursing process forms the basis of care that assists individuals to meet their self-care requisites and build their self-care or dependent-care capabilities (McEwen & Wills, 2007).

The self care theory makes the basic assumption that people wish to care for themselves and their dependents. At its most basic level, the theory of self-care describes why and how people
care for themselves; it also describes how the provision of nursing care compensates for the patients’ limitations when they are unable to fully care for themselves. Students will learn to apply concepts from the theory in meeting patient needs and will provide care for patients experiencing health deviations from self-care requisites.

The concepts central to the SCDNT are: self and dependent care, self and dependent care agency, self care demand, self care deficit, and nursing agency. The theory of self care deficit is the basic element of Orem’s theory as it identifies when nursing care is needed. “Nursing is required when adults (or in the case of a dependent, the parent or guardian), are incapable of or limited in their ability to provide continuous effective self-care” (Foster & Bennett, p. 129). Thus, nursing is needed when self care demands are greater than self care abilities.

The Associate Degree program will integrate use of the SCDNT with the concepts that underlie the nursing process. According to Orem (2001), “Nursing process is a term nurses use to refer to nurses’ performance of the professional-technologic operations of nursing practice.” The integration of SCDNT with the nursing process provides a pragmatic educational foundation to Eastern International College nursing students that integrates theory with practice and provides a logical approach to the application of acquired knowledge.

Program Goals

The Associate Degree program goals are to:
1. Provide a comprehensive program leading to the award of an Associate in Applied Science degree with a major in Nursing.
2. Provide an academic environment stimulating life-long commitment to learning and service.
3. Prepare registered nurses for practice according to guidelines established by faculty, professional organizations, and the State of New Jersey.
4. Prepare registered nurses who are committed to professional and personal values and responsibility.
5. Foster a commitment to critical thinking, evidence-based practice, and interdisciplinary collaboration.
6. Provide a foundation for further nursing education.
7. Prepare nurses from underrepresented and minority groups for entry level practice.
Student Learning Outcomes

The Associate Degree nursing program has seven (7) student learning outcomes that are derived from the College-wide learning goals, department mission and philosophy, and professional standards of practice. The graduate of the associate degree program will be able to:

1. Utilize the nursing process, critical thinking, and principles of advocacy as tools to make culturally-sensitive patient-centered clinical decisions in all health care settings
2. Collaborate with patients and other members of the health care team using effective communication in the planning, coordination and provision of competent care.
3. Integrate the concepts of Orem’s Self Care Deficit Theory into nursing practice.
4. Promote patient and staff safety utilizing the process of quality improvement based on evidence based practice.
5. Use information and technology for communication, knowledge development, professional development and clinical-decision making.
6. Demonstrate leadership behaviors and professionalism when providing care to patients across the lifespan in all health care settings.
7. Integrate legal, ethical, and professional standards into nursing practice.

Thus, program graduates are prepared to assume nursing roles in a variety of settings within the health care delivery system and to provide nursing care collaboratively with other health care professionals.

Program Outcomes

1. Fifty percent of the nursing students will complete the program within twenty four months.
2. Seventy five percent of program graduates will pass the NCLEX-RN examination on the first attempt.
3. Eighty percent of program graduates will be employed within 12 months of graduation.
4. Eighty percent of employers will express satisfaction with program graduates.

Admission, Progression, Retention, Dismissal Policies

A) Admission

Eastern International College Nursing Program will enroll adult learners seeking a career in nursing. Graduates of the program will be awarded an Associate’s Degree in Applied Science (AAS) and will be eligible to take the NCLEX-RN examination for licensure.
Course requirements leading to the degree were developed using the New Jersey Board of Nursing required elements as a template and the program has been tailored to meet EIC mission and philosophy.

Meeting the minimum criteria for admission does not guarantee admission to the nursing program. Eastern International College may require applicants to successfully complete or meet other conditions prior to acceptance into the nursing program, including, but not limited to, attending and successfully completing pre-nursing courses. Applicants who manifest the greatest likelihood for successful completion of the program will be selected for admission.

1. Entrance Examination
The Elsevier HESI Admission Assessment Examination (A2) for registered nursing education programs will be used to assess student competencies in the areas measured by the test as these will allow an evaluation of student readiness for entry into the nursing program and the likelihood of student success throughout the program. Exam results will be compared to other student outcomes as well as performance on the NCLEX-RN examination as part of the Systematic Evaluation Plan. The entire exam must be taken in a single session; a 70 percent composite score is the minimum requirement for admission. Higher percent scores will be given preference in the admissions process.

Candidates with a score of 60-69 percent after the second attempt will be given an option to remediate by enrolling in a 30 hour pre-nursing course offered by EIC Nursing Program free of charge. The course will include selected concepts from nursing, review of selected topics of anatomy and physiology, and basic math review. Candidates who pass the course with a grade of 80% or higher with attendance and academics will be allowed to retake the HESI exam once again. Only those who score 70 percent or above will be given the opportunity to proceed with the process of admission which include an interview with the admission committee and meeting all other requirements like other candidates. This program is effective with Summer 2016 semester.

2. Education
All applicants must provide evidence of receiving a high school diploma or GED as well as transcripts for courses taken in an institution of higher education. An official transcript of the applicant’s high school record is mandatory as are official transcripts from each college or university attended. Applicants must have achieved a GPA of 2.0 on a 4.0 scale for college work. Applicants whose secondary education was in a country outside the U.S. must obtain written official evaluation of transcripts showing equivalency from their native country through one of the approved providers of such evaluation. These include WES, ECE, etc.

3. Resume of work experience

4. Interview
All applicants selected for admission based on their entire application package will have a personal interview with the Nursing Admission Committee.
5. Health requirements
Students admitted to the program must have a physical examination and health clearance done by their Healthcare Provider. The student is required to submit a health clearance form signed by their Healthcare Provider indicating their health clearance status and ability to participate in clinical rotation without limitation to the department of nursing designee. Students are eligible for advisement and registration after Certified Background verifies negative drug screen and a negative criminal background check. You will not be allowed to register for Nursing 102 and subsequent classes until ALL requirements for clearance are met. This includes required immunizations such as the first two injections of the Hepatitis B vaccine and an initial two-step PPD test. Hepatitis B vaccine must be completed prior to registration for Adult Health 1.

If the Healthcare Provider determines that regular monitoring of a pre-existing condition or chronic illness is required, evidence of compliance will be necessary for continuation in the program.

If you become pregnant, you must notify the Nursing faculty immediately and submit medical clearance from one’s Health Care Provider. The clinical setting might be hazardous to a developing fetus. Prior to the start of the program, students must provide required health and immunization records including:

- Physical exam
- Immunization records
- Proof of health insurance
- Malpractice Insurance
- Criminal background clearance
- CPR healthcare provider course certification – American Heart Association – BLS

The medical exam must be completed by a physician or other qualified health care provider (Nurse Practitioner or Physician Assistant). Nursing students are also required to have:

- Documentation of two MMR vaccines or proof of immunity to Measles, Mumps and Rubella
- Documentation of varicella vaccination or proof of immunity
- Documentation of Tuberculin testing (PPD) 2 STEP with results <3 months prior to the start of the program
- Submission of a chest x-ray and TB Questionnaire for students known to be PPD positive
- Documentation of Hepatitis B vaccination or proof of immunity
- Td or Tdap if more than 10 years
- Drug screen

6. Citizenship/Legal Status
Applicants must provide an official U.S. birth certificate with seal, green card, or naturalization paperwork. Applicants must be able to work or study legally in the United States.
Note:
Applicants are accepted into the program based on entrance results, references, interview results, and application responses. Applicants will be notified of acceptance or denial of admission by letter. Meeting the minimum criteria for admission does not guarantee admission to the program. After an applicant has been accepted into the program, the student will be required to pass a criminal background check upon admission. Students must remain in good standing. It is the student’s responsibility to notify the school if their criminal background status changes. Additional documentation may be required. Accepted applicants will need to meet with their admission advisors to complete this process.

B) Progression

Advisement is an integral part of the education process and will be available throughout the student’s course of study. Each student will be assigned a faculty adviser prior to beginning the program and will continue to work with the same faculty member until completion of the program. This process will facilitate student progression through the program by allowing the student the opportunity to discuss any academic issues as well as individual personal needs. During the advisement period prior to and during registration, students must meet with a faculty member to discuss curriculum requirements and to have registration materials signed.

Grading Criteria

The passing grade for any nursing course will be 77%. The end-of-the-course specialty standardized examination will be given at the end of NUR 102, NUR 201, NUR 202, NUR 203, NUR 204, NUR 205, NUR 206 nursing courses. The passing score on the specialty examination is the recommended score by the publisher. If a student fails to pass the specialty standardized examination, that student will remediate based on an individualized remediation plan designed by Faculty for the specific subject area. A comprehensive examination may be recommended by faculty with a passing score prior to progression to the next class. EIC currently uses HESI Specialty Exams to compute the final grade. The HESI Exam is worth 10% of the final grade. Students scoring 875 or higher will receive 100% for their HESI component. Students receiving less than 875 will receive no points towards their HESI component.

Grading Scale

Courses in the program are either completely didactic and take place only in the classroom or combine classroom didactic content with appropriate laboratory and clinical experiences. Students are expected to attend all classes, clinical experiences, and practice laboratories. Courses will be graded based on their format as described below.
**Didactic Component of Nursing Courses**
The following grading scale will be used in evaluating the theory/classroom components of all nursing courses. The method of grade assignment will be determined by the course faculty and will be reflected in course syllabi.

**GRADE SCALE:**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Grade</th>
<th>Rating</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>B+</td>
<td>85 – 89.99</td>
<td>Good</td>
<td>3.50</td>
</tr>
<tr>
<td>B</td>
<td>80 – 84.99</td>
<td>Average</td>
<td>3.00</td>
</tr>
<tr>
<td>C+*</td>
<td>77 - 79.99</td>
<td>Passing</td>
<td>2.50</td>
</tr>
<tr>
<td>C</td>
<td>75 – 76.99</td>
<td>Failing</td>
<td>2.00</td>
</tr>
<tr>
<td>D+</td>
<td>70 – 74.99</td>
<td>Failing</td>
<td>1.50</td>
</tr>
<tr>
<td>D</td>
<td>65 – 69.99</td>
<td>Failing</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>Below 65</td>
<td>Failing</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>None</td>
<td>Incomplete</td>
<td>N/A</td>
</tr>
<tr>
<td>AU</td>
<td>None</td>
<td>Audit, No Credit</td>
<td>N/A</td>
</tr>
<tr>
<td>W</td>
<td>None</td>
<td>Withdrawal</td>
<td>N/A</td>
</tr>
<tr>
<td>TR</td>
<td>None</td>
<td>Transfer</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*In Nursing, a grade of less than “C+” in any course is considered unsatisfactory, and the course must be repeated.

**GRADE SCALE: Clinical Component of Nursing Courses**

**Satisfactory = Passing; Unsatisfactory = Failing**

Courses may have both a didactic and a clinical component and students must pass both. Students will receive a numerical and letter grade for the didactic component of combined courses and a Pass/Fail grade on the clinical component of such courses. The minimum passing grade for all nursing courses is a C+.

Clinical instructors are responsible for indentifying students at risk for clinical failure. Students will receive a clinical warning following any episode of unsatisfactory clinical practice. The circumstances will be documented by the clinical faculty member on a clinical warning form and will include strategies for remediation and improvement. Students may be referred for mandatory skills remediation at the discretion of the clinical instructor. At the end of the course, the faculty member will evaluate whether the student’s overall clinical performance has been satisfactory and determine the student’s eligibility for removal of the clinical warning. Failure to remediate satisfactorily for a clinical warning will result in a clinical grade of unsatisfactory and failure of the course. The failure will be recorded on the student’s permanent record as an F regardless of the theory grade achieved. If a student receives an unsatisfactory grade in the clinical component of a course, he or she will receive an F for the clinical component and will fail the entire course. If a student fails the theoretical or didactic part of the course, he/she will similarly fail the entire course.
Medication Calculation Testing

At the beginning of each semester, students will be required to take a basic medication calculation exam. A grade of 90% is required to pass. Students who do not pass on the first attempt will be allowed a second and third opportunity to take the test. A maximum of three attempts will be provided to students to achieve the minimum score. Failure on all three attempts to meet the minimum score will result in failure of the course.

Progression through the program is dependent upon students meeting the following criteria:
- Passing medication calculation exams with a minimum score of 90%
- Successful passing of all courses with a grade of C+ or better
- Satisfactory completion of all clinical/laboratory experiences including skills assessments

Graduation from the program is dependent upon students meeting the following criteria:
- Satisfactory completion of all nursing courses with a grade of C+ or better and general education courses with a C or better.
- Completion of all NCLEX preparation remediation materials
- Discharge of all financial obligations to Eastern International College

Incomplete Grades

An incomplete (I) is issued to students not meeting the minimum course requirements. The incomplete must be converted to a letter grade within two (2) weeks of the end of the course. If the minimum course requirements are still not met, the “I” is converted to “F”. An “I” does not count towards the cumulative Grade Point Average (GPA) until a grade is assigned. A “W” is given when a student either withdraws or is dropped from a class. The “W” remains on a student’s academic transcript.

Students accepted into the nursing program must follow the identified curriculum and must take all courses in sequence. If a student drops a course that is a pre-requisite or co-requisite to a nursing course, the student must take a Leave of Absence (LOA) and return the next time the course is offered.

Academic Standing

To progress through the program, students must earn a grade of C+ (77) or better in all nursing courses and must adhere to the following regulations.

- A student must achieve a passing grade in each pre-requisite course in order to progress to the course for which it is a pre-requisite.
- A student will be placed on academic probation when GPA falls below 2.0 in any given term. Such students will be required to participate in remediation activities for all courses in which the student received a grade below a C+.
- A student who fails one nursing course may repeat the course one time only and must do so the next time the course is offered.
A student who fails two nursing courses will be dismissed from the nursing program.

A student who is dismissed for academic reasons may file an appeal to be reinstated in the program through the nursing programs appeal process.

The Nursing Department Chairperson makes all final decisions regarding probation, dismissal, and reinstatement and will provide written notification to students of changes in academic standing.

The ADN program must be completed within three years from date of initial admission to graduation. If more than two years from the date elapse, the student will be required to validate knowledge and skills from previous nursing courses. Method of validation includes but it is not limited to comprehensive examination and skills test off.

**Standardized Examinations**

The program utilizes a specialty standardized examination in each course which will constitute 10% of the final course grade. The comprehensive practice and proctored standardized exams are used for formative and summative assessment. The 10 percent will be based on a score of 875 or higher on the HESI. For all standardized examinations, students are required to remediate all areas on the examination that they did not earn the passing score. All students (including those receiving 875 + points) are required to remediate identified weak areas of the exam. Students are expected to remediate within two weeks. A retake exam will be scheduled at the end of two weeks for students who did not receive an 875 score. Students who did not complete remediation will fail the course. Students who do not complete the required retake will fail the course regardless of course grade.
HESI Exit Exams (RN Exit and CAT) will be administered in NUR 207 and NUR 206 respectively. The costs for these exams are included in nursing student fees. These exams are given to help students identify areas of weakness or “knowledge gaps,” and to provide a remediation and test preparation plan to mitigate the knowledge gaps and maximize the student’s probability of passing the NCLEX-RN exam on the first attempt. Remediation and/or test preparation is required for all students regardless of whether they pass the HESI Exit Exams.

Failure to achieve the benchmark score (875 for RN Exit and acceptable level on the CAT) on the FIRST proctored exam demonstrates a knowledge gap that requires remediation. All students will initiate remediation or preparation immediately after the first proctored exam.

The Table below explains the requirements for all remediation and test preparation activity.

<table>
<thead>
<tr>
<th>Required Remediation/ Test Preparation</th>
<th>Column A – Remediation</th>
<th>Column B – Test Preparation</th>
</tr>
</thead>
</table>
| Students who did not achieve the Benchmark score on the first attempt for both RN Exit and CAT | 1. Schedule an appointment with the Chairperson or designee to create a personalized remediation plan.  
2. Remediation activity should start immediately and must be completed within 2-4 weeks from the first HESI test date unless extenuating circumstances arise (i.e., hospitalization or death in family).  
3. The remediation plan must include, at a minimum:  
a. at least twelve (12) hours of weekly remediation activities | Students who: 1) achieved the Benchmark score on the first attempt for both RN Exit and CAT; and 2) passed the didactic portion of NUR 206 and NUR 207 with a grade of C+ or above |

1. Schedule an appointment with the Chairperson or designee to create a personalized preparation plan.  
2. Test preparation activity should start immediately and must be completed within 3-4 weeks from the HESI test date unless extenuating circumstances arise (i.e., hospitalization or death in family).  
3. The test preparation plan must include, at a minimum:  
a. Attending the four-day Kaplan course the week after completing the didactic portion of NUR 206 and NUR 207 (provided by Kaplan to
<table>
<thead>
<tr>
<th>Column A – Remediation</th>
<th>Column B – Test Preparation</th>
</tr>
</thead>
<tbody>
<tr>
<td>from the online HESI NCLEX-RN Review, Adaptive Testing, and RN case studies specific to the student’s knowledge gaps.</td>
<td>all students) and taking the readiness and diagnostic tests.</td>
</tr>
<tr>
<td>b. Review of content knowledge gaps as indicated on the HESI exam analysis report and completion of note cards.</td>
<td>b. Completing at least 1000 RN Q-bank questions from the Kaplan Online Integrated review. The 1000 questions should be completed in sessions of 75-100 questions with a minimum score of 70%.</td>
</tr>
<tr>
<td>4. Verification of completion of all remediation plan requirements must be submitted to the Chairperson or designee one week (7 calendar days) prior to the date of the second HESI exam specified in the remediation plan.</td>
<td>c. Completion of note cards to remediate missed Q-bank questions and prepare study notes over missed content.</td>
</tr>
<tr>
<td>5. Successful completion of the remediation plan will allow the student to take the second proctored HESI exam.</td>
<td>4. Verification of completion of all test preparation requirements must be submitted to the Chairperson or designee.</td>
</tr>
<tr>
<td>6. Failure to complete the assigned remediation activities and to take the second proctored HESI exam as required by this policy result in course failure (F).</td>
<td>5. Students must complete all test preparation requirements in order to successfully complete NUR 206 and NUR 207 and graduate from the program.</td>
</tr>
<tr>
<td>7. Students who fail to achieve the benchmark on the second attempt will earn a zero on the HESI exam and may fail the course.</td>
<td></td>
</tr>
<tr>
<td>Column A – Remediation</td>
<td>Column B – Test Preparation</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>exam will earn 10% for the HESI exam. 9. Students who pass the didactic portion of NUR 206 and NUR 207 with a C+ or greater, and who successfully achieve the benchmark will be allowed to prepare for the NCLEX-RN exam as outlined in steps 1 through 5 in Column B of this table.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** This policy replaces the former ATI and HESI Policy found in the 2014-2015 and 2015-2016 Nursing Student Handbook.

**READINESS FOR NCLEX**

**Completion of Nursing Concept Synthesis Course (NUR 206):**
The program will utilize a comprehensive examination designed to measure student’s readiness for NCLEX-RN examination. The comprehensive examination blueprint is designed to match the latest NCLEX-RN examination test plan which includes the latest question formats. The comprehensive examination will be offered in a computerized format, providing accurate simulation of the NCLEX examination. In addition, the examination provides immediate feedback and remediation to students for incorrect test answers. Immediate remediation of incorrect answers is the most beneficial form of testing pedagogy as it allows students the opportunity to correct misinformation and achieve immediate reinforcement of accurate information.

Students will take the comprehensive examination during the Nursing Concept Synthesis course. The examination will represent 10% of the final grade for the course. Students will be required to score 875 or higher for the particular comprehensive test to earn the 10%. A student will have two opportunities to achieve the recommended scores. Students who do not achieve the recommended score the first time will be provided remediation activities aimed at addressing areas of weakness identified by the test.

If a student fails Nursing Concept synthesis course (NUR 206), irrespective of previous failure, the student will be allowed to repeat NUR 206 once.
**PASS: Promoting Activities for Student Success**

The college provides student services under the auspices of the Student Life and Activities Director. However, PASS, the Student Success program of the Nursing Department, will supplement the student services activities of Eastern International College. Specifically, this mentoring and retention program will provide support for students’ personal challenges in dealing with the stresses of a rigorous academic program of this type. The Faculty will meet with students on a regular basis to discuss any issues related to their academic and personal lives and to facilitate solutions.

As part of Student Success initiatives, full-time faculty will provide remediation in their nursing specialty areas to students having difficulty in those areas. Students may choose to avail themselves of the opportunity for remediation or they may be referred by their academic advisor or course instructor. Open lab hours will be provided during the day to supplement evening open lab hours. Open lab hours will have at least one full time faculty present during those hours to assist student. Faculty advisors are assigned to each cohort to provide academic advisement and mentoring. Early intervention plan requires faculty to identify at risk students and they are required to meet with faculty if they scored below 77 on any nursing examination for individualized remediation plan. In addition, two hour tutorial time is added to each individual course to provide further remediation and assistance.

Any student whose grade point average falls below a 2.5 in any term will be required to attend remediation for any course in which he/she receives a grade of below C+.

**Dismissal from the Program**

1. Students who receive grades below “C+” in two or more nursing courses will be dismissed from the program.
2. Students who fail to demonstrate ethical or professional behavior may be subject to dismissal.
3. Academic dishonesty or violations of standards are grounds for dismissal from the program.
4. Students who fail to complete the program in the allotted time will be dismissed from the program.

Students will be informed in writing by the Nursing Department Chairperson and the Vice President of Academic Affairs of the reasons for dismissal.

As students progress through successive nursing courses, they are expected to advance their level of competency. A student whose performance in the clinical component of a course fails to meet established objectives will receive a grade of unsatisfactory and will receive a grade of “F” for the entire course. A student who fails a nursing course because of unsatisfactory clinical performance may repeat the course.
Unsafe Practice
Nursing faculty have an academic, legal and ethical responsibility to prepare graduates who are competent and to protect the public and health care community from unsafe nursing practice. Within this context, students can be disciplined or dismissed from the program for practice or behavior which threatens or has the potential to threaten the safety of a client, a family member or substitute familial person, another student, a faculty member, or other health care provider. A student who has been deemed unsatisfactory in providing safe care in the clinical area may not be allowed re-admission to the program. The decision not to allow re-admission will be made by the Nursing Department Chairperson in collaboration with the clinical instructor and course faculty, based on the severity of the unsafe situation in which the student was involved.

Students are expected to maintain respect for patient privacy and confidentiality, consistent with HIPPA and other requirements, and may be similarly disciplined for failure to adhere to these standards. Students must respect the patient’s right to privacy by protecting confidential information unless obligated to disclose in a court of law under proper authorization or legal compulsion. Students may be expelled from the nursing program for failing to comply with this requirement.

Student Awareness
All students are expected to be familiar with the principles of safe practice and are expected to perform in accordance with these requirements. Within courses, in counseling and advising processes, and in other instructional forums, students will be provided with the opportunity to discuss the policy and its implications.

Academic Integrity Guidelines

Eastern International College’s academic integrity guidelines and the student appeals process are noted below:

An academic community of integrity advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service. Eastern International College is committed to nurturing the growth of intellectual reasoning, academic and professional values, individual ethics, and social responsibility in its students. Academic integrity is central to this growth and is defined as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.

Academic integrity is the obligation of all members of the Eastern International College community: students, faculty, and administration. Maintaining a high level of integrity is not a passive act. Academic dishonesty must be actively deterred; apathy or acquiescence in its presence is not a neutral act.
All members of the Eastern International College community have an obligation to be informed about:

- What constitutes acts of academic dishonesty.
- The penalties imposed for acts of academic dishonesty and the consequences of these penalties.
- The process by which penalties are imposed.

The College maintains that all students are expected to embrace the highest standards of academic integrity in their course work. Any violation of such may be subject to a penalty based on the infraction that may include a reprimand, reduction in grade, failing grade, suspension, or dismissal from the College.

Faculty, students, and administrators must report all violations of academic integrity other than those at Level I; such violations represent serious infractions and undermine the College’s mission.

**Penalties of Violations for Academic Integrity**

Penalties are classified into three categories based on the level of seriousness of the behaviors.

**Level I**

Level I penalties apply in circumstances involving ignorance or inexperience on the part of the person(s) committing the violation and ordinarily include a minor portion of the course work. The imposition of these penalties is considered an academic issue and not disciplinary.

*Example:* Improper documentation of sources or unauthorized collaboration on an academic exercise.

*Possible Penalties:* Make-up assignment, assignment of no-credit for the work in question, or a required assignment on preparation of term papers.

These penalties are subject to the discretion of the faculty member. Faculty will meet with the student offender to discuss the allegation and possible penalties. No record of this event will be reported to the Program Coordinator, Chairperson of the Nursing Department, Vice President of Academic Affairs, or other officer of Eastern International.

**Level II**

Level II penalties involve incidents of a more serious nature and affect a significant aspect or portion of the course.

*Example:* Copying from or giving assistance to others on a mid-term, final or other examination; plagiarizing major portions of an assignment; using unauthorized material on an examination; or altering a graded examination for the purposes of re-grading.

*Possible penalties:* A failing grade on the assignment and/or in the course.
A failing grade on the assignment and/or in the course may be given at the discretion of the faculty member. Violations at this level will be reported to the Nursing Department Chairperson. A notation of plagiarism shall be placed in the student’s record following this offense and the student will not be allowed to expunge the grade of F from his/her GPA should he or she re-take the course.

Should the Chairperson find that a student has a prior record of plagiarism the offense will be upgraded to Level III and the instructor and the Vice President of Academic Affairs will be notified so appropriate action may be taken. Any violation that involves repeat offenses at Level I is considered a Level III violation.

**Level III**

Level III penalties apply to offenses that are even more serious in nature and involve pervasive dishonesty on a significant portion of course work, such as a major paper, midterm, final exam or other examination.

**Example:** Using a purchased term paper presenting the work of another as one’s own; having a substitute take an examination; or possessing or obtaining an examination without the professor’s authority or prior knowledge.

**Possible Penalties:** A failing grade on the assignment and/or in the course at the discretion of the Faculty. Violations at this level will be reported to the Chairperson of the Nursing Department and the Vice President of Academic Affairs. A notation of plagiarism shall be placed in the student’s record following this offense and the student will not be allowed to expunge the grade of F from his/her GPA should he or she re-take the course.

In the event the faculty member determines that the violation is sufficiently severe, she/he may recommend to the Department Chair and Vice President that the student be placed on probation, suspension, or expulsion for one or more semesters with a notation of “disciplinary suspension” indicated on the student’s record, or that the student be permanently dismissed from the College in case of repeat offenses. The Vice President of Academic Affairs, in consultation with the Nursing Department Chairperson and faculty member, will be responsible for deciding the additional penalty.
Appeal Process

I. College or program dismissal due to poor academic performance

Any student who believes that he/she was dismissed according to Eastern International College policies but has mitigating circumstances should submit a written appeal to the Academic Appeals Committee (AAC) c/o the Vice President for Academic Affairs. The letter should include the following:

- Student’s full name, address, program, and College ID
- A full explanation of the circumstances surrounding the appeal.
- Supporting documents (e.g. letter from a physician) when necessary must be attached with the letter. Submission by email is acceptable.

An appeal must be done within 3 business days from the date final grade was posted and/or released. The decision of the committee to approve or deny the appeal must be done in writing (an email is acceptable) within 7 business days of receipt of the letter. The decision of the AAC is final and not subject to further appeal.

II. Grade Appeal

- An appeal must be done within 3 business days from the date final grade was posted and/or released.
- When a student brings forth issues of unfair evaluation of his/her work, the following procedure will be followed:

1. Level One: Faculty

   The student shall request a review by the faculty. Every effort should be made to resolve the matter at this level. A grade appeal must be initiated with a request in writing (an email is acceptable) to the faculty involved to review the grade in question. The faculty must notify the student in writing of the decision of the review regardless of the outcome within 3 business days.

2. Level Two: Department Chairperson

   A student who is not satisfied with the decision rendered by the faculty member may write a request for further review to the Department Chairperson. All supporting documents must be included in the letter. The Department Chairperson must inform the student and faculty member in writing of the decision within 3 business days after receipt of the appeal letter.

3. Level Three: Academic Appeals Committee

   A student who is not satisfied with the decision rendered by the Department Chairperson may write a request for further review to the Academic Appeals Committee (AAC) c/o the Vice President for Academic Affairs. All supporting documents must be included in the letter. The AAC must inform the student, faculty, and Chairperson of the decision within 7 business days after receipt of the appeal letter. The decision of the AAC is final and not subject to further appeal.
I. Other Academic Concerns

Any academic appeals, other than the ones mentioned above, must be discussed with the Department Chairperson. The Department Chair determines if the appeal would need to be coursed through the Academic Appeals Committee (AAC) or not. If the appeal has to go through the AAC, the Chair advises the student to write a formal letter of appeal to the Academic Appeals Committee c/o the VP for Academic Affairs. The appeal must be done 7 working days after the student and Department Chair consultation.

The letter must include the following:

- Student’s full name, address, program, and College ID
- A full explanation of the circumstances surrounding the appeal.
- Supporting documents when necessary must be attached with the letter. Submission by email is acceptable.

The decision of the AAC to approve or deny the appeal must be done within 7 working days after the receipt of the letter. The decision of the AAC is final and not subject to further appeal.

Graduation Requirements

The requirements for graduation are:

- Pass each course, including labs and clinical, in accordance to program guidelines.
- Earn a cumulative GPA of at C+ (2.5) for Nursing students.
- Nursing students must meet the Nursing remediation and preparation requirements for NCLEX as outlined in this handbook. Fulfill all financial obligations to the College.

Other Appeal Options

If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant will be kept informed as to the status of the complaint as well as the final resolution by the Commission. A copy of the Commission’s complaint form is available at the school, and may be obtained by contacting the Director of Education or the School Director. Concerns should be directed to:

Accrediting Commission of Career Schools and Colleges of Technology (ACCSCT)

2101 Wilson Boulevard, Suite 302
Arlington, Virginia, 22201
Phone: (703) 247-4212
Fax: (703) 247-4533
Students are welcome to contact the Board of Nursing at any time. To make a complaint, students should contact:

State of New Jersey  
New Jersey Board of Nursing  
P.O. Box 45010  
Newark, NJ 07101  
Phone: (973) 504-6430
Student Services

Eastern International College meets or exceeds student service standards and expectations as required by the Accrediting Commission of Career Schools and Colleges (ACCSC). Student services cover a broad range of functions including Admissions, Bursar, Financial Aid, Registrar, and Student Life.

Learning Resource Center
The Learning Resource Center is comprised of the Nursing Skills Laboratory and the Video Reference Collection. The Skills Lab is available for students to practice and develop their clinical nursing skills and/or review course materials with available Skills Lab instructors. The Skills Laboratory contains practice mannequins, practice models, and hospital equipment and supplies for the effective simulation of patient care interventions. The Video Reference Collection is a comprehensive library of nursing CDs, DVDs, and videotapes that students can view within the lab or borrow to review at home. Titles reflect a broad range of nursing clinical specialty areas and contain information and demonstrations of essential psychomotor nursing assessment and intervention skills. In addition, several computers are available in the Skills Lab.

Skills lab instructors will be available during Open Lab sessions (day and Evening) for individual or group tutoring and review of nursing skills. Students identified as having difficulty in clinical courses or who have received a Clinical Warning may be referred by the course faculty member, clinical instructor, or academic advisor.

Library Services
The Eastern International College Library is open Monday through Thursday from 8:30 am to 10:30 pm and Friday from 9:00 am to 4:00 pm with Saturday hours as posted. As part of the students’ orientation to the program, the Librarian will give an orientation to Eastern International library services. Students will be oriented to the library and the online library databases, to which Eastern International subscribes, as well as receive their passwords for online library access.

The Librarian works as a source of reference information for students working on course or clinical assignments and will assist with online database searches. Students have Internet access to the E-global library and may research and retrieve reference materials on a wide variety of subjects.

Students have loan privileges for the bound collection; bound materials must be charged out by the Librarian. Books circulate for a maximum of two (2) weeks and may be renewed upon approval of the Librarian.

Financial Aid Services
The Office of Financial Aid Services advises students about financial options from the time of their acceptance to Eastern International and continues this guidance throughout the student’s
enrollment. Eastern International College participates in Title IV programs and is required to comply with the Higher Education Amendments of 2005. All financial aid programs are monitored by the Director of Financial Aid Services to ensure their compliance with State and Federal regulations.

Students will be informed about financial aid options upon acceptance to the program. The Office of Financial Aid Services will assist students in obtaining needed financial aid and is able to refer students to several sources for financing their education. The Office continues to aid students in managing their financial aid packages throughout the program and advises students, who have finished or left the program, on their student loan obligations with respect to repayment and deferment options.

**Student Health Services**
Should a student become ill or injured while on campus in the classroom or nursing laboratory, he or she will be referred to his or her private health care practitioner and will be provided any assistance necessary to contact and be seen by that practitioner. If the student requires more urgent or complex attention, emergency services will be contacted and the student will be taken to the nearest emergency department. If a student becomes ill or injured in the clinical setting, he or she will also be provided assistance in contacting his or her personal physician or other health care practitioner. If the student requires more urgent or complex attention, arrangements will be made to take the student to the closest emergency department.

**Placement and Career Planning Services**
Career preparation begins at orientation and will be available on a continuing basis to students in the nursing program. Eastern International College students and graduates have access to assistance with résumé development, interview techniques, and job searches.

Consistent with current practice for students in other diploma and certificate programs, students in the nursing program will place their résumés and reference letters with the Student Services Office prior to graduation. The Office of Student Services will send out resumes and reference letters on behalf of students and graduates for one year following completion of the program. Although the school cannot guarantee placement, the Office of Student Services will make every effort to assist students in obtaining employment. Job openings will be posted and job fairs held at which recruiters and employers will be invited to the school to interview prospective employees.

**Counseling Services and Student life**
Counseling at EIC is provided by a master's-level counselor who is experienced in working with college-aged and adult students. Students are encouraged to visit the EIC counselor to discuss concerns related to family, friends, general anxiety, low self-esteem, etc. The counselor will meet with students on an "as needed" basis.

Eastern International College students are advised by faculty members, as well as program directors, when needed. These Academic Advisors who are well-versed in program-specific scheduling, grading, and curricula, motivated to help students achieve their academic goals. In some special circumstances, the Vice-President for Academic Affairs may also advise the
students. Students may be referred by faculty or by self direction. Students needing counseling can contact the counselor directly by calling 973.751. 9051.

There is a vibrant student life at the Belleville campus. The Nursing Students Club organizes events community events and trips that engage students with the community

Transfer Policy: Transfer of General Education Courses

Transfer credits will be awarded for general education courses completed from an accredited higher institution of learning approved by the US Department of Education.

i. Credits will be awarded upon review of transcript for course description and credit hours.

ii. Student must earn a grade of “C” or better in a course for it to be transferred.

iii. Maximum transferable credit will be no more than 21 credits.

iv. Transfer credit for science courses (Anatomy & Physiology I and II, Microbiology) will be accepted if the course was taken no more than five years ago.

v. Transfer credit for Anatomy and Physiology will be accepted:
   • If the course was taken no more than five years ago.
   • If the student passed the A&P section of the HESI A2 entrance examination with a score of 70 or higher
   • A student with a score below 70 in A&P will be required to repeat A&P irrespective of the fact that the student took the class before.

vi. Transfer credit for English Composition I & II will be accepted if,
   • The Student passed the English section of the HESI A2 entrance examination with a composite score of 70 or higher
   • A student with a score below 70 in English will be required to repeat English Composition irrespective of the fact that the student took the class before.

vii. Transfer credit for Mathematics (College Algebra) will be accepted if,
   • The Student passed the Math section of the HESI A2 entrance examination with a composite score of 70 or higher
   • A student with a score below 70 in Math will be required to repeat College Algebra irrespective of the fact that the student took the class before.
Graduates of foreign schools who are seeking transfer credit must have a course-by-course transcript evaluation done by accredited evaluators. A list of accredited evaluators can be found on the National Association of Credential Evaluation Services (NACES) website at [www.naces.org](http://www.naces.org). The evaluation is done for a fee which the student needs to pay directly to the evaluation agency of their choice. It is also the responsibility of the student, NOT the college, to fulfill/send requirements needed by the evaluating agency.

To request transfer credits, have your school or the evaluating agency send official transcript directly to:

Registrar Office  
Eastern International College  
251 Washington Avenue  
Belleville, NJ 07109
GENERAL EDUCATION REQUIREMENTS (27 Credits)

<table>
<thead>
<tr>
<th>Oral and Written Communication</th>
<th>6 Credits</th>
<th>First Semester</th>
<th>13 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 College Composition I</td>
<td>3</td>
<td>ENG 101 College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 College Composition II</td>
<td>3</td>
<td>MAT 103 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science</td>
<td>3 Credits</td>
<td>BIO 101 Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>PSY 102 Developmental Psychology</td>
<td>3</td>
<td>NUT 101 Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>Natural/Life Sciences</td>
<td>15 Credits</td>
<td>Second Semester</td>
<td>13 Credits</td>
</tr>
<tr>
<td>BIO 101 Anatomy &amp; Physiology I</td>
<td>4</td>
<td>ENG 102 College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 102 Anatomy &amp; Physiology II</td>
<td>4</td>
<td>BIO 102 Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>MIC 101 Microbiology</td>
<td>4</td>
<td>PSY 102 Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>NUT 101 Nutrition</td>
<td>3</td>
<td>NUR 101 Introduction to Nursing</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3 Credits</td>
<td>Third Semester</td>
<td>15 Credits</td>
</tr>
<tr>
<td>MAT 103 College Algebra</td>
<td>3</td>
<td>NUR 103 Health Assessment</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NUR 104 Pharmacology I</td>
<td>3</td>
</tr>
<tr>
<td>MAJOR COURSE REQUIREMENTS</td>
<td>51 Credits</td>
<td>Fourth Semester</td>
<td>13 Credits</td>
</tr>
<tr>
<td>NUR 101 Intro to Nursing</td>
<td>3</td>
<td>NUR 103 Health Assessment</td>
<td>2</td>
</tr>
<tr>
<td>NUR 102 Nursing Fundamentals</td>
<td>6</td>
<td>NUR 104 Pharmacology I</td>
<td>3</td>
</tr>
<tr>
<td>NUR 103 Health Assessment</td>
<td>2</td>
<td>Fourth Semester</td>
<td>13 Credits</td>
</tr>
<tr>
<td>NUR 104 Pharmacology I</td>
<td>3</td>
<td>NUR 101 Introduction to Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 105 Pharmacology II</td>
<td>2</td>
<td>Fourth Semester</td>
<td>13 Credits</td>
</tr>
<tr>
<td>NUR 106 Gerontology</td>
<td>2</td>
<td>NUR 105 Pharmacology II</td>
<td>2</td>
</tr>
<tr>
<td>NUR 107 Nursing Research</td>
<td>3</td>
<td>Fifth Semester</td>
<td>12 Credits</td>
</tr>
<tr>
<td>NUR 201 Adult Health I</td>
<td>6</td>
<td>NUR 202 Adult Health II</td>
<td>6</td>
</tr>
<tr>
<td>NUR 202 Adult Health II</td>
<td>6</td>
<td>NUR 204 Maternal-Child Health</td>
<td>3</td>
</tr>
<tr>
<td>NUR 203 Mental Health</td>
<td>3</td>
<td>NUR 205 Pediatric Health</td>
<td>3</td>
</tr>
<tr>
<td>NUR 204 Maternal-Child Health</td>
<td>3</td>
<td>Sixth Semester</td>
<td>12 Credits</td>
</tr>
<tr>
<td>NUR 205 Pediatric Health</td>
<td>3</td>
<td>NUR 206 Nursing Synthesis Capstone</td>
<td>3</td>
</tr>
<tr>
<td>NUR 206 Nursing Synthesis Capstone</td>
<td>3</td>
<td>NUR 207 Senior Clinical Practicum</td>
<td>6</td>
</tr>
<tr>
<td>NUR 207 Senior Clinical Practicum</td>
<td>6</td>
<td>NUR 107 Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>Total Credits Required for AAS Degree:</td>
<td>78 Credits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The minimum passing grade for all nursing courses is “C+”(77). 

Note: Consult the program handbook for specific information on licensure requirements, pre-requisites and co-requisites.

Note: The RN Program is approved by the New Jersey Board of Nursing, 124 Halsey Street, 6th Floor, Newark, New Jersey 07102 Web address: [www.state.nj.us/lps/ca/hone.htm](http://www.state.nj.us/lps/ca/hone.htm)
Telephone: (973) 504-6430
NURSING PROGRAM REQUIREMENTS

CRIMINAL BACKGROUND CHECKS

Clinical agencies mandate criminal history background checks for all individuals engaged in patient care. All students must undergo criminal history background checks upon admission. Adverse reports from a criminal background check will disqualify students from admission and for clinical placement in which case the student will be unable to complete the program requirements.

To complete criminal background check and upload immunization records, the student will need to visit www.certifiedbackground.com and follow the instructions. EIC package code is EB 19.

If a student who is already enrolled in the program has an adverse result from the criminal history information, the student will have to withdraw from the nursing program due to inability to meet clinical objectives.

CPR CERTIFICATION

All students must have the American Heart Association BLS Healthcare Provider CPR prior to entrance into the Nursing program. This certification must remain current throughout the program. Community/consumer type CPR programs are not acceptable. Internet based certification programs are NOT acceptable forms of initial CPR certification. No student is permitted into clinical area without evidence of current CPR certification. Exclusion from the clinical area due to lack of current CPR certification constitutes an unexcused absence.

HEALTH CLEARANCE

Health Clearance which includes physical examination, immunization records and proof of health insurance is required. Health clearance from a licensed independent health care practitioner is required upon admission and annually for participation in clinical rotation. The health clearance form can be obtained from the nursing department. Drug screen, 2 – Step PPD and immunizations/titers are required for all students prior to clinical rotation. Individuals with positive PPD or who received BCG at birth require a CXR within 3 months of start date of program. TB questionnaire must be submitted annually. For all health clearance requirements, see the medical clearance form/checklist.
MALPRACTICE INSURANCE

New Jersey Board of Nursing regulations require that nursing students carry individual malpractice and liability insurance. Every student nurse at Eastern International College is required to have a malpractice insurance in the aggregate of $1,000,000 / $3,000,000.

You can obtain coverage by visiting http://www.nso.com/professional-liability-insurance/student-coverage.jsp. A copy of your malpractice insurance must be on file prior to nursing fundamentals course. The Medical Specialty Code is 80964 “Registered Nurse”.

STUDENT NURSES ORGANIZATION: NATIONAL STUDENT NURSES ASSOCIATION (NSNA)

Membership in NSNA is mandatory for all students in the nursing major. NSNA is the largest independent student organization in the country and the only national organization for students in nursing. Details and membership applications will be distributed each year by the Nursing Student Faculty Advisor. Payment of the two year membership fee is due prior to registration for Nursing Fundamentals. Proof of membership will be due by the second week of the course Nursing Fundamentals (102).

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

ATTENDANCE POLICIES

Nursing education prepares students to develop professional and clinical competence and to assume professional accountability. Nursing practice is licensed and nurses must adhere to the professional standards established by the American Nurses Association and other professional organizations. Therefore, attendance and professional behavior is expected in all classroom, laboratory, and clinical settings. Attendance and prompt arrival correspond to professionalism and professional accountability. Students are expected to attend every class and clinical experience and to arrive on time. **Attendance is essential for student learning and for the maintenance of Federal Financial Aid.** Students are expected to be prepared for all classroom, laboratory, or clinical settings prior to scheduled sessions and to be respectful of peers and faculty in these settings.

Attendance will be taken by the course instructor in all courses. Students who fraudulently sign for another student are considered to be demonstrating a lack of academic honesty and integrity. Such students will be subject to sanctions up to and including dismissal from the program.
At the start of each course the student will receive a course syllabus in which attendance requirements are included. Attendance will be taken in every class and records maintained to comply with institutional requirements.

A. Tardiness
Students are expected to be on time for each class, laboratory, and clinical experience. Students are also expected to return on time from scheduled class breaks and to remain in class until dismissed by the instructor. If a student is late for class or, returns from a scheduled break late or leaves early, the following processes will be implemented:

- First offense: Meeting with the instructor with verbal attendance warning
- Second offense: Meeting with the instructor with written attendance warning
- Third and each additional offense: Student will be marked absent for the class and receive a written attendance warning

B. Absenteeism
Attendance to all lectures, lab and tutorial sections are required. Students are expected to provide documentation to support the reason for any absence, but documentation does not constitute an excused absence. Consequences for absences are as follows:

- A student who misses 2 classes will meet with faculty and have a documented verbal warning
- A student who misses 3 classes will meet with faculty and have a written warning
- A student who misses more than 3 classes will be administratively withdrawn from the course.

C. Attendance Policy for Clinical
Missed clinical times are missed opportunities to meet course objectives. The total number of hours required for the clinical component of a course must be completed; all make-up hours must be completed by the last week of class. Attendance and punctuality at all clinical experiences are required. Any clinical day for which a student is absent must be made up within two weeks. Please call the Nursing office to schedule your makeup. Makeup will take place on the EIC campus and proctored by nursing staff. Once your makeup is scheduled it is a committed clinical session. Tardiness or absenteeism of the scheduled makeup is subject to the same policy and may result in administration withdrawal. Students are expected to provide documentation to support the reason for any absence, but documentation does not constitute an excused absence.

First Absence: Meet with faculty and written warning. Make up hours are required within two weeks by appointment in the Nursing office.

Two or more Clinical Absences: Meet with faculty, written warning and automatic withdrawal or failure of clinical.

Should a student become ill during a clinical session, he/she must go to the facility emergency department for assessment. The student may refuse treatment at the point of care but documentation must be received that the student was medically evaluated.
Standardized HESI Exams Policy

The purpose of the HESI assessment is to provide students with the opportunity to identify and address their gaps in learning and application as they progress through the program. This approach facilitates identification of those students who are “at risk” and promote early intervention to improve retention. The program will utilize Elsevier resource package which include practice and proctored Assessments, adaptive quizzing, case studies and reviews and Tutorials in every Nursing Course. A score of 875 is the minimal acceptable level for passing HESI exams. The proctored HESI assessments are given within the last 2 weeks prior to the end of semester to measure students’ progress. HESI specialty exams are used to assess student knowledge and decision making skills in 6 areas: Fundamentals, Maternal Child Health, Nursing Care of Children, Med- Surg/Geriatrics, Pharmacology and Mental Health. These online assessments are scheduled each semester as outlined in table 1 and they account for 10% of the course grade. Students must achieve a score of 875 or higher to earn 10% of their course grade. **No percentage will be awarded to scores less than 875. Students who fail the first attempt, may remediate and retake a different version of the test once.**

<table>
<thead>
<tr>
<th>Course</th>
<th>HESI Assessments Planned: All associated with course grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 102</td>
<td>Fundamentals of Nursing Form A or B</td>
</tr>
<tr>
<td>NUR 201</td>
<td>Medical Surgical I</td>
</tr>
<tr>
<td>NUR 202</td>
<td>Medical Surgical II</td>
</tr>
<tr>
<td>NUR 203</td>
<td>Mental Health Nursing</td>
</tr>
<tr>
<td>NUR 204</td>
<td>Maternal/Newborn Nursing</td>
</tr>
<tr>
<td>NUR 205</td>
<td>Nursing Care of Children</td>
</tr>
<tr>
<td>NUR 206</td>
<td>HESI CAT</td>
</tr>
<tr>
<td>NUR 207</td>
<td>RN Exit</td>
</tr>
</tbody>
</table>

All students regardless of score achieved have to complete post-assessment focused review and turn in to instructor within 2 weeks of the assessment. All remediation work has to be handwritten and no printed materials will be accepted. **Students who fail to complete all remediation work, will not be able to progress to the next level.**

**PLEASE REFER TO THE SCHOOL CALENDAR FOR HESI TEST DATES AND RETAKE DATES.**

- First time HESI Specialty Exams are scheduled during week 13.
- HESI Retakes are scheduled during the intercession break after finals week. Please plan accordingly.
ACADEMIC EVALUATION

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

Students are encouraged to achieve excellence in communication skills. Presentation and writing assignments in class are geared towards excellence in communication.

Examinations are given in all nursing courses. Unit exams can be reviewed with the instructor within two weeks after results are published.

The number of tests is determined by the teaching team. The course outline will state in clear, specific terms the objectives and learning activities for the course. Theory and clinical laboratory evaluations are based on the stated objectives.

Clinical laboratory objectives are clearly stated on the Clinical Evaluation form which will be given to each student on the first clinical day. The form has an area for self-evaluation; students are encouraged to appraise their own performance. There will be periodic clinical evaluation, usually at the end of each clinical rotation. At this time, student and instructor should review strengths and weaknesses. If the student’s performance is unsatisfactory, the instructor will indicate this on the periodic clinical report. The periodic and final clinical evaluations will be placed in the student’s folder. The copies should be signed by the student and the instructor.

Students who receive an unsatisfactory periodic clinical evaluation will receive a mid-semester failing grade report. Verification of a conference with the faculty is necessary in order to continue in the program. Failure in either area of a nursing course, theory or clinical practice, will result in failure of the entire nursing course.

Any student who receives a “warning form” must demonstrate compliance with recommendations made by the Faculty member who issued the form. The student must return the warning form signed by the appropriate faculty or tutor within one week of its issue in order to continue in the program.
ACADEMIC STANDARDS

The Academic standards for the Nursing Program are as follows:

1. A minimum grade of “C+” (77) must be achieved in all nursing courses. Achievement of a grade below “C+” requires the student to repeat the course.

2. A nursing course grade consists of a combination of theory, clinical, and laboratory work. Clinical and laboratory work is graded as SATISFACTORY OR UNSATISFACTORY. A satisfactory grade must be achieved in order to pass the course. If the clinical grade is unsatisfactory, an “F” will be recorded as the course grade.

3. Students who fail a nursing course or withdraw from a nursing course are placed in an inactive status in the program. Re-admission to the program is not automatic. The student must apply in writing for program re-admission to the Nursing Chairperson. The application for re-admission will be considered by the nursing faculty committee. The student must provide documentation to support the application for re-admission.

4. A student who fails NUR 101 will not be readmitted to the program.

Withdrawal

1. The student who is withdrawing from the nursing program is encouraged to meet his/her faculty contact person and complete the EIC exit survey.

2. A student who officially withdraws from a course will receive a “W” grade which will not affect the student’s GPA. Withdrawal is not permitted after the withdrawal period.

3. A student who is not continuing in the nursing program for any reason should notify in writing, his/her faculty contact person and the Chair of Nursing.

4. The student who withdraws from and desires to return to the program may petition to re-enter the program as outlined below.

Re-admission Policy

To be re-admitted to the nursing program, the student must:

1. Write a letter to the Department of Nursing, ATTN: Chairperson. The letter is due within three (3) days of the last day of the current semester. The letter requesting admission must be accompanied by an updated transcript of all college courses. The letter must include 1) Name, 2) Student ID number, 3) Mailing address, 4) Working phone number, and 5) Which course and semester you wish to re-enter the program. Also include in your letter any resolution of the problem(s) that previously resulted in the need to withdraw from or failure to achieve a satisfactory grade in the last nursing course or nursing curriculum support course.
2. Students who have been out of the program for more than one semester must validate knowledge from previous nursing courses through examination and skill testing.
3. The student must have good academic standing in the College.
4. Schedule an appointment with nursing faculty within the first two weeks of the semester to complete the skills test off. A successful skills test-off must be completed prior to the start of clinical orientation for your specific course before you will be allowed to proceed in the course/program.

Validation Policy

Students re-entering any clinical course after one full semester of absence must pass a comprehensive skills test-off related to the last clinical course completed, demonstrate competency in oral and parental medication administration, and pass a written medication dosage calculation examination. The student will be allowed two chances to pass these skills to the satisfaction of the nursing faculty. A skills review packet will be provided to the student. These skills must be performed satisfactorily before the student will be allowed to proceed to the clinical area as stated in the re-admission policy. If the skills cannot be demonstrated properly, the student will be dropped from the nursing program. It is the responsibility of the student to schedule a test-off time with the nursing faculty. A comprehensive standardized examination from previous nursing course will be used to validate knowledge of the didactic portion of the course. All validation assessment must be completed the week prior to the first day of class.

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

PROGRAM COMPLETION
To graduate from the nursing program, the student must:

a. Complete all courses listed on the curriculum guide with a grade of C+ or better
b. Successfully complete the Nursing Concept Synthesis Course and all associated remediation.
c. Register and attend an NCLEX-RN review course identified by the program faculty

STUDENT RESPONSIBILITIES WHILE ENROLLED CLASSROOM:

Students must:
1. Participate in discussion; ask questions when unsure about major concepts.
2. Request clarification of any information presented in reading materials, learning labs, or lectures.
3. Perform on written and oral examinations and written materials at a minimum of 77% to maintain acceptable standing in the course. All computerized answer sheets and test booklets must be turned in at the completion of the exam and/ or concept review. Failure to
return the papers to the instructor prior to leaving the classroom will result in the student receiving a "0" grade on the exam.

4. Attend local and/or regional conferences and lectures as required. When appropriate and available to enhance learning, students will be asked to attend such programs as part of the class assignment and for their professional growth. Students may be asked to pay a minimal registration fee for some of these educational opportunities.

5. Demonstrate honesty and integrity including not altering or falsifying documents or cheating on examinations/quizzes or other teacher-made assignments.

6. Accept responsibility and be accountable for his or her own conduct not limited to, but including the following:
   a. Cell Phones are to be turned OFF or turned to vibrate during class time. It is NOT appropriate behavior to answer the phone during class. Appropriate breaks are given during lecture time to return phone calls without interrupting fellow students and faculty.
   b. All caps/hats are to be removed IN THE CLASSROOM.
   c. No children are to be brought to class or left unattended in the Nursing Building while the adult is attending class or participating in campus lab/skills lab. ONLY THOSE WHO HAVE PAID FOR THE COURSE WILL BE ALLOWED IN THE CLASSROOM.
   d. Maintaining appropriate respect and boundaries for faculty, staff, and fellow students.

REQUIREMENTS FOR ASSIGNMENTS
The student will:

1. Exhibit a clear understanding of the guidelines for written work using APA FORMAT. The library has the APA Manual available. You may also go to www.apastyle.org or OWL ENGLISH PURDUE for a general overview www.owl.english.purdue.edu.

2. Demonstrate organizational ability.

3. Express ideas with clarity. Spell correctly, punctuate properly, and write legibly and neatly.

4. Exhibit scholarship by depth and breadth of content and extent of bibliography.

5. Show originality and creative thinking.

6. Demonstrate critical thinking, relate and correlate knowledge gained from resource materials.

7. Complete projects on schedule.

RULES AND REGULATIONS FOR LABORATORY EXPERIENCE
COLLEGE SKILLS LABORATORY

1. Please adhere to the following while in the Nursing Skills Laboratory:
   • No eating food, gum chewing, or drinking beverages.
   • No children may be brought in to accompany relatives (students) while regularly scheduled or by-appointment use of the nursing skills laboratory is in session.

2. After each laboratory session, each “patient unit” should be left with all items of
furniture and articles in their respective places. All supplies utilized for practice must be returned to the appropriate location.

THE STUDENT IS RESPONSIBLE FOR:
1. Studying the concepts, principles, anatomy, physiology and technique necessary for each skill.
2. Stating the objectives for each skill.
3. Completing the laboratory guide objectives related to the skill, prior to the laboratory presentation.
4. Preparing for a return demonstration following the instructor’s presentation.
5. Evaluating own and peer performance.
6. Seeking tutorial assistance, if needed, to develop competency in the skill.
7. Use sign in/out book for attendance.

THE INSTRUCTOR WILL BE RESPONSIBLE FOR:
1. Briefly discussing the skills, principles and concepts.
2. Demonstrating the specific skill.
3. Clarifying questions presented.
4. Providing assistance necessary for the development of competence in performance of the skills.
5. Plan test-off of specific skills.

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

A student nurse who is in need of further faculty assistance in the performance of nursing skills to safe competency level may be directed by the clinical instructor to withdraw from the clinical area and report to the nursing skills laboratory. Faculty assistance or supervision will be available to the student.

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

CLINICAL LABORATORY / UNIFORM REGULATIONS
1. Each student must have:
   - An EIC student uniform that must be purchased from the uniform vendor. The uniform consists of a jacket, shirt, slacks or skirt, shoes and appropriate hose.
   - One functioning wrist watch with a second hand.
   - An EIC emblem placed in the center, one inch below shoulder seam of the left sleeve.
   - One (1) stethoscope with bell and diaphragm.
   - An EIC student name tag (worn on the left lapel).
2. In addition to the above items:
   - Bandage scissors, a black and blue ball-point pen are required equipment.
     (A packet to hold your pens will protect your uniform.)
3. Uniforms must be clean and in good condition at all times. Uniform skirt length is at or below the knee, whichever looks best on the individual. Pant length must be to the top of the shoe. Uniform shirts which have faded must be re-purchased through the Uniform vendor.
4. Shoes must be white professional type leather, rubber sole shoe, with good support. Shoelace and shoes must be clean. White stockings must be worn with skirts; white socks are to be worn with slacks.
5. Have fingernails short and neatly filed. Polish may be worn, only in natural or in very light shades. The length of the fingernail should not exceed the finger tip. Artificial nail is not allowed.
6. Have hair neatly arranged so that it does not fall on the face or hang over the shoulders. No elaborate hair fasteners or hair bands are allowed.
7. Wear only plain band rings, small post earrings, and functioning watch with a second hand. No visible tattoos or body piercing is allowed.
8. **Light make-up** is permissible. The student is responsible for appropriate personal hygiene.
9. Uniforms are to be worn for clinical course work only. Uniforms are not to be worn at any other time. The EIC uniform may not be worn by the student in any agency in which the student is employed. Scrubs are to be worn to class only.
10. Failure to comply with uniform standards will cause the student to be excluded from the clinical area.
11. Appropriate business clothing is required for certain clinical experiences. The specific guidelines will be discussed by the clinical instructor.

**GUIDELINES FOR CLINICAL AGENCY BEHAVIOR**

**Each student is expected to:**

1. **Arrive in the clinical area in full school uniform ten (10) minutes before designated time so that:**
   a. Personal items are secured e.g., handbag, books, coats.
   b. Patient’s chart may be read quickly before an actual report is given.
   c. Student is fully prepared to participate in pre-conference at the start of the clinical day.
2. Communicate with faculty member and/or with team leader or head nurse about patient behaviors on an ongoing basis and before leaving the clinical area.
3. Continually use resources available at the clinical agency, charts, text, and/or other health workers, in order to enhance understandings about client’s present or past circumstances.
4. Investigate specific nursing protocols, policies and procedures used within a particular agency so that “rules are not broken” and/or communication patterns
between student and health agency personnel are continually open.

5. Apply safety measures whenever functioning in a clinical setting.

6. If you are ill or have an emergency, call the assigned clinical unit one hour prior to start of clinical and leave a message for the instructor. In addition, contact the faculty via e-mail or telephone directly.

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

The use of a clinical agency is a privilege. Please conduct yourself in a manner which enhances the image of Eastern International College. Misconduct in a clinical setting is grounds for dismissal from the program.

Body Substance Exposure Protocol
Health care providers are at risk for body fluids that may carry blood-borne pathogens. Conversely, the provider may be a host for pathogens that may be transmitted to patients and others. Pathogens at risk for transmission in health care environments include the tuberculosis bacilli; staphylococcus; hepatitis B, C, D; and the human immunodeficiency virus, as well as others. All health care agencies have specific policies and it is the student’s responsibility to be informed of such policy for each clinical site you attend.

The following measures are to be followed in the clinical area:

**Exposure Prevention:**

**Hand washing:** Performed for at least 10 seconds with soap, running water, and friction any time the hands are visibly soiled and between most patient contacts even when gloves are worn.

**Gloves:** Gloves are used when contact with mucous membranes, non-intact skin, or moist body substances is likely to occur. Gloves can be "leaky," and while they provide substantial protection, their use does not decrease the importance of hand washing after each patient contact. Body fluids that require protection include: blood, semen, vaginal secretions, stool, urine, cerebrospinal fluid, synovial fluid, peritoneal fluid, pericardial fluid, amniotic fluid (and vernix), any body fluid that contains visible blood. Gloves must be worn when giving injections and performing intravenous punctures.

**Masks and/or Eye Protection:** Worn when the eyes, nose, or mouth may be splashed with body substances, or when working with large open lesions.

**Needle/syringe and other sharp instruments:** Used needles are not to be removed from disposable syringes, recapped or purposely bent or broken or otherwise manipulated by hand. All sharp instruments are disposed of in a rigid, puncture resistant container located preferably near the site of use.

**Trash and Linen:** Used patient linens are to be securely bagged in leak proof containers and
cleaned or disposed of according to institutional policy.

**Private Rooms:** Desirable for clients who have airborne communicable diseases, or who may frequently soil the environment with body substance.

**Ambu Bags:** Shall be used in administering CPR to clients/patients, if available. In the event of unavailability, other protective airway mechanisms/devices should be used.

## Exposure Guidelines:

The **Occupational Safety and Health Administration (OSHA)** implemented federal legislation in 1991 to reduce risks to health care workers from blood-borne pathogen exposure. All health care facilities are required to have a policy that complies with the Department of Labor guidelines. There is a protocol for reporting any needle stick or cut that must be followed in the clinical facility. Students will be required to follow the institutional protocol.

**Definition of Exposure:** Parenteral or mucosal contact with blood, serum, or plasma. Examples include: accidental needle sticks after patient contact, contamination of fresh cutaneous scratches or abrasions, prolonged or extensive contact with blood, mouth pipetting accidents, and accidental splashes to the eyes, nose, or mouth.

**Common Protocol:** The student or health care provider is offered a series of post exposure testing for blood-borne pathogens (HIV). Most commonly, testing is offered at the time of the occurrence, or within 24 hours, at six weeks 12 weeks, six months, and 12 months post-occurrence. The institution will offer counseling regarding the signs and symptoms of AIDS, as well as instructions to prevent transmission. If the source can be identified, there is a confidential recording of the HIV status of the source, the type and time of the occurrence, and the follow-up results of testing kept at the institution where the incident occurred.

Each health care facility has its own protocol, but all must comply with the OSHA guidelines, with modifications as implemented.

EIC’s Nursing faculty will interact with the facility to obtain information and may require the student to be evaluated within 24 hours of the incident. The student will complete an Accident Form as soon as possible to be filed at the Nursing department. The student’s tetanus immune status will be evaluated, even when the sharp injury was not following patient contact. While most nursing students will have had hepatitis B prophylaxis, their individual status will be reviewed.

## What does the HIPAA privacy rule do?

- HIPAA provides national standards to protect individuals’ medical records and other personal health information.
- HIPAA gives patients more control over their health information.
- HIPAA establishes appropriate safeguards.
- HIPAA holds violators accountable with civil and criminal penalties that can be imposed if they violate patients' privacy rights.
PRIVACY regulations were written to protect every patient's health information in any form:
  - Written
  - Oral
  - Electronic

SECURITY regulations were written to ensure integrity and protect health information from:
  - Alteration
  - Destruction
  - Loss
  - Disclosure to unauthorized persons

HIPPA Terms
Protected Health Information (PHI) applies to individually identifiable health information transmitted or maintained that relates to:
  - Past, present, or future health conditions
  - Health care provided
  - Payment for health care

Protected Health Information (PHI) is any health information by which an individual patient could be identified. There are currently 18 elements of PHI.
1. Names
2. All Geographies
3. All Dates
4. Telephone Numbers
5. Fax Numbers
6. E-mail Addresses
7. Social Security Numbers
8. Medical Record Numbers
9. Health Plan Numbers
10. Account Numbers
11. Certificate/License Numbers
12. Vehicle IDs and Serial Numbers
13. Device Identifiers
14. URLs
15. Internet Protocol Address Numbers
16. Biometric Identifiers
17. Photographic Images
18. Any other unique numbers or code

More HIPAA Terms
USE is sharing of PHI within the hospital.

DISCLOSURE is the release of PHI outside the hospital.
AUTHORIZATION is required for the use and disclosure of health information for reasons other than treatment, payment, and health care operations, or when required by law.

Notice of Privacy Practices (NPP)
The hospital must provide patients with a notice that describes privacy practices and includes:
- How they use and disclose PHI
- Patients' rights
- Their responsibilities under HIPAA

Minimum Necessary
- HIPAA requires hospitals to use or disclose the least amount of information necessary to accomplish their job functions.
- Hospitals may designate job classifications for electronic patient folder access.

"Need-to-Know" Rule
- Before looking at a patient's PHI, ask yourself this question, "Do I need to know this to do my job?"
- Even doctors and nurses don't have the right to look at every patient's medical record.
- If you need to see patient information to perform your job, you are allowed to do so.

Business Associates
- Business Associates (BA) are companies or individuals that provide services to hospitals or who perform, or assist with, a function of the hospital. Nursing schools qualify as "Business Associates" under HIPAA regulations.
- The hospital may disclose PHI to BA without patient authorization if satisfactory assurances are obtained through written contract that the BA will appropriately safeguard the information, referred to as a Business Associate Agreement.

THE FOCUS FOR NURSING PROGRAMS IS SECURITY AND PRIVACY OF PATIENT INFORMATION

Enforcement
- Patients cannot sue for violations.
- Civil Money Penalties - $100 per violation with a $25,000 annual cap on violations of any one single requirement. This is enforced by the Office of Civil Rights.
- Criminal Penalties - $50,000 to $25,000 in fines and up to 10 years in prison enforced by the Department of Justice.

HIPAA Resources and Web Sites
- DHHS Administrative Simplification http://aspe.hhs.gov/admnsimp
- Office of Civil Rights Privacy (OCR) http://www.hhs.gov/crihipaa
- Workgroup for Electronic Data Interchange (WEDI) http://www.wedi.org
- Arkansas State Board of Nursing www.arsbn.org
- American Association of Colleges of Nursing www.aacn.nche.edu

"Confidentiality is everyone's job, not everyone's business."
Source: HIPAA- The Health Insurance Portability & Accountability Act of 1996
Social Media

Students must not share post or otherwise disseminate any information or images about a patient gained during their clinical experience. Students must not take photos or videos of patients on personal devices including cell phones, or other electronic devices. Students must not identify patients by name or post or publish information that may lead to the identification of the patient (Adapted from National Council of State Boards of Nursing (NCSBN), “A Nurse’s guide to the use of Social Media” 2/2012)

SCHOOL CLOSINGS

When severe weather warrants closing of the college announcements will be made on the radio stations listed in the college catalogue. You can also receive text message and email notifications by enrolling in E2campus. In addition, Nursing Department Clinical Laboratory instructors will formulate calling chains which will be initiated as early as possible on a clinical day.

STATE BOARD OF NURSING ELIGIBILITY REQUIREMENTS

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

A graduate applying for licensure must submit to the Board of Nursing evidence in such form as the board may prescribe that the applicant:

1. Has attained his or her eighteenth birthday

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

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

4. Has completed a course of professional nursing study in an accredited school of professional nursing as defined by the board and holds a diploma there from.

45:1-21 Grounds for refusal to admit to examination, refusal to issue or to suspend or revoke any certificate, registration or license
A board may refuse to admit a person to an examination or may refuse to issue or may suspend or revoke any certificate, registration or license issued by the board upon proof that the applicant or holder of such certificate, registration or license:

- a) Has obtained a certificate, registration, license or authorization to sit for an examination, as the case may be, through fraud, deception, or misrepresentation;

- b) Has engaged in the use or employment of dishonesty, fraud, deception, misrepresentation, false promise or false pretense;

- c) Has engaged in gross negligence, gross malpractice or gross incompetence;

- d) Has engaged in repeated acts of negligence, malpractice or incompetence;

- e) Has engaged in professional or occupational misconduct as may be determined by the board;

- f) Has been convicted of any crime involving moral turpitude or any crime relating adversely to the activity regulated by the board. For the purpose of this subsection a plea of guilty, non vult, nolo contendere or any other such disposition of alleged criminal activity shall be deemed a conviction;

- g) Has had his authority to engage in the activity regulated by the board revoked or suspended by any other state, agency or authority for reasons consistent with this section;

- h) Has violated or failed to comply with the provisions of any act or regulation administered by the board;

- i) Is incapable, for medical or any other good cause, of discharging the functions of a licensee in a manner consistent with the public's health, safety and welfare;

- j) Has violated any provision of P.L. 1983, c.320 (C.17:33A-1 et seq.) or any insurance fraud prevention law or act of another jurisdiction.

(Regulation 45:1-21, Board of Nursing website: www.njconsumeraffairs.gov/medical/nursing.html).
ACCREDITING AGENCIES

Eastern International College Nursing Program was granted full accreditation by:

**New Jersey Board of Nursing**
124 Halsey Street, 6th Floor,
Newark, New Jersey 07102
Tel: (973) 504-6430
Web address: [www.state.nj.us/lps/ca/home.htm](http://www.state.nj.us/lps/ca/home.htm)

Eastern International College Nursing Program is submitting their candidacy application in July 2016:

**Accrediting Commission of Education in Nursing (ACEN)**
3343 Peachtree Road, NE (Suite 850)
Atlanta GA 30326
Tel: (404) 975-5000
Web address: [www.acenursing.org](http://www.acenursing.org)
APPENDICES
EASTERN INTERNATIONAL COLLEGE DEPARTMENT OF NURSING
CLINICAL PERFORMANCE REFERRAL/ WARNING

Student Name: ________________________________ Date: ________________

Instructor: ________________________________ Course: ________________

PROBLEM ASSESSMENT
(S) (I) (S) (I)
( ) ( ) Absence/ lateness without notification ( ) ( ) Excessive absence
( ) ( ) Written requirements late/ missing ( ) ( ) Non-therapeutic communication skills
( ) ( ) Lack of adequate preparation for clinical assignment (e.g. medication administration)
( ) ( ) Previous learning (theoretical/ clinical) not applied in the clinical setting
( ) ( ) Other: _________________________________________________________________

GOALS
(I) ________________________________________________________________

(S) ________________________________________________________________

(S) (I) The student will:

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

Nursing Skills lab
_________________________Computer Lab
_________________________Tutoring
_________________________Other

*Student signature: ____________________________ Instructor signature: ____________________________
Date: ____________________________

EVALUATION

(I) _______ Goal achieved _______ Goal not achieved Action: _______
(S) _______ Goal achieved _______ Goal not achieved Action: _______

*Student ____________________________ Date: ____________________________
Instructor ____________________________ Date: ____________________________

*denotes that student has read & received a copy of this document and does not necessarily constitute agreement
EASTERN INTERNATIONAL COLLEGE
DEPARTMENT OF NURSING

Release of Information Consent Form

I authorize the release of documentation of a current TB skin test (or chest x-ray), Hepatitis vaccination, CPR, CBC, and MMR immunizations to the clinical facility being used for my clinical rotation.

Name: __________________________________________

Date: __________________________________________
EASTERN INTERNATIONAL COLLEGE DEPARTMENT OF NURSING
STUDENT CONFIDENTIALITY AGREEMENT

GENERAL CONFIDENTIALITY AGREEMENT – I, the undersigned, reviewed and understand the following statements:

- All patient, employee, student, and proprietary information are considered confidential and should not be used for purposes other than its intended use.
- I have an ethical and legal obligation to protect confidential information used or obtained in the course of delivering healthcare or performing other duties and I understand that all policies on confidentiality apply equally to data stored both in the computer and on paper records.
- Authorization to disclose information is made only by managers and only on a need-to-know basis as part of healthcare delivery, education, or research.
- Media contacts concerning any patient, employee, student, or research project must be referred to the office of the appropriate dean, Vice-President of Administration and General Counsel, or department chair.
- Education administrators are responsible for communicating EIC’s confidentiality policy to their students.
- Unauthorized use of, or access to, confidential information may result in discipline up to and including termination of employment and/or dismissal from an academic program.
- Violation of confidentiality may also create civil and criminal liability.

COMPUTER ACCESS CONFIDENTIALITY AGREEMENT - Persons with Computer Access

I, the undersigned, acknowledge that in the course of my study at EIC or during clinical lab/practicum, I will be privileged to information confidential to EIC or to an individual patient, employee, or student. I acknowledge receipt of my sign-on code to the facility and understand the following:

- My application systems (any patient record, student record, or financial record systems) sign-on and password code(s) are equivalent to my signature.
- I will be responsible for any use or misuse of my network or application system sign-on code(s).
- I will not attempt to access information on the EIC or clinical facility's network except to meet learning needs to my job/position.
- I, the undersigned, further understand and agree that the consequences of a violation of the above statements may result in disciplinary action up to and including termination, dismissal from an academic program, loss of privileges, or termination of the relationship.

Signed: ___________________________ ID#: ___________________________ Date: ___________________________

Print Name: ___________________________ ___________________________ ___________________________
First Name     Middle Initial     Last Name

THIS AGREEMENT IS TO BE SIGNED AT THE BEGINNING OF EACH SEMESTER AND TURNED IN TO THE COURSE COORDINATOR AS REQUIRED.
EASTERN INTERNATIONAL COLLEGE DEPARTMENT OF NURSING

MENTAL AND PHYSICAL ABILITIES STATEMENT

Students enrolled in the Department of Nursing must possess those intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and to achieve the level of competence required for safe professional practice. The student must have the mental and physical abilities necessary to perform at each level within the nursing curriculum. Certain technical abilities and expectations are expected of all students admitted to the nursing program. In the event a student is unable to fulfill these technical standards, the student will not be allowed to continue in the nursing program. The student must:

1. Be able to work in a standing position and walk frequently in campus/clinical lab settings.
2. Have physical abilities sufficient for movement from room to room and in small spaces.
3. Be able to lift and transfer clients up to six inches or more from a stooped position, then push/pull weight up to three feet (e.g., bed to stretcher; wheelchair).
4. Be able to lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
5. Have gross and fine motor abilities sufficient for providing safe, effective nursing care.
6. Be able to apply up to 10 pounds of pressure to bleeding sites or in performing CPR.
7. Have auditory ability sufficient for monitoring and assessing health needs; respond and react immediately to auditory instruction, request, and/or monitor equipment; perform auditory auscultation without auditory impediment.
8. Perform up to twelve hours in a clinical laboratory setting.
9. Have visual ability sufficient for observation and assessment necessary in nursing care. Perform close and distance visual activities involving objects, people, and paperwork, as well as discriminate depth and color perception.
10. Have tactile ability sufficient for physical assessment; discriminate between sharp/dull and hot/cold.
11. Perform mathematical calculations for medication administration and be able to reason, analyze, and synthesize information.
12. Have interpersonal abilities sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds; and communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, and word usage.
13. Have critical thinking ability sufficient for clinical judgment; make quick decisions under stressful situations; and respond and act immediately to emergency situations.

My signature below reflects my understanding of the required performance of these mental and physical expectations during the nursing program.

____________________________________  ________________
Student Signature                      Date
This is to certify that I, ________________________________, a nursing student at Eastern International College, have recently had a change in my health status or medication since completing my original health conditions form.

I have been informed by my physician of the risks that may be involved to me under my new treatment/medication, and hereby release the faculty of the Nursing Department and the University from any ill effects, which may result from performing the required functions in order to meet the objectives of the course.

I understand that the faculty may require me to show documented evidence of my new prescriptions and that I may be required to submit a letter from my physician stating that I am physically able to participate in my clinical assignment and am able to perform while under the influence of my new medication.

New physical conditions, limitations and/or disorders including medications currently prescribed and in use:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Student Signature ________________________________

Date ________________________________
EASTERN INTERNATIONAL COLLEGE DEPARTMENT OF NURSING

Drug/Alcohol Testing Consent Form

The Eastern International College Department of Nursing is hereby granted permission to test for drugs/alcohol during my enrollment in the nursing program at Eastern International College. I agree to cooperate by providing a specimen for testing and I understand that should the test prove positive, I would be subject to dismissal from the nursing program. Failure to submit to testing will result in dismissal from the nursing program.

Please print:
Name: ____________________________
   (LAST) (FIRST) (MIDDLE)
Address: ____________________________
   ____________________________
Social Security Number: ____________________________
Student ID Number: ____________________________

I hereby declare that I have read the Drug/Alcohol Testing Consent Statement above and fully understand the policy of the EIC Nursing Department in regard to substance abuse and testing.

(SIGNATURE) (DATE)
Behaviors Warranting Drug or Alcohol Screening Request by Faculty (not a conclusive list):

- Deteriorating job performance.
- Decreased responsibility; withdrawal from activities.
- Dismisses details; forgetfulness in routine duties; cuts corners.
- Decline in quality and quantity of documentation.
- Ineffective use of work time.
- Irritable, unpredictable mood swings.
- Social isolation.
- Inability to get along; receive complaints about performance from patients, nurses, families and/or fellow students.
- Challenges departmental policies and procedures repeatedly.
- Solicitous of patients, families, supervisors, and clinical site staff.
- Rationalizes negative feedback.
- Defensive beyond expectation when questioned about errors/poor patient care.
- Decline in grooming and care of clothing.
- Weight gain or loss.
- Skin changes in tone and integrity around face and arms.
- Slight, noticeable hand tremors.
- Sluggish pupillary size change and/or bloodshot eyes.
- Increase in pain medications administered during the student’s clinical time.
- Patients complain that pain medication is ineffective when previously relieved by the same medication.
- Preoccupied with medications/narcotics.
- Frequent checks of narcotic supply.
- Frequently asks physicians on unit for prescriptions.
- Frequently visits the emergency room for prescriptions during clinical rotation.
- Frequently visits the emergency room for problems and/or injuries occurring during the clinical day.
- Waits for other personnel to leave and enters narcotic area alone and unsupervised.
- “Disappears” unexpectedly or without notifying supervisor, team leader, or nursing faculty.
- Takes a break or visits the restroom immediately after visiting medication room or assessing narcotics.
- Excessive tardiness at first of shift or after breaks.
- Volunteers to give narcotics to patients not assigned to the student’s care.
EASTERN INTERNATIONAL COLLEGE DEPARTMENT OF NURSING

Makeup Examination Policy

EXAMINATIONS

All Nursing Department examinations are delivered in a timed, computerized format, designed to prepare students for the NCLEX licensure examination.

All examinations must be taken on the day and at the time scheduled. A student who misses an exam must makeup the exam within (3) three days following the original exam date. Failure to do so will result in earning a zero for the exam. The instructor retains the right to administer a different test and weight the test at a five point deficit. When a student is late for an examination, he/she will be permitted to take the exam but will not be given additional time.

Student Name: (printed): ____________________________________________

Student Signature: ___________________________  Date: _________________
Insurance Policy

Eastern International College and the Department of Nursing strongly recommend the student purchase and maintain personal health insurance. The clinical agencies agree to provide first aid for clinical lab related accidents and illnesses, such as blood and body fluid exposures, to students. The charges for any medical services shall be billed to the student or their insurance carrier. The College and clinical agency assumes no responsibility, financial or otherwise, beyond the initial first aid provided immediately after the injury, and any services or other liability shall not be borne by the College or clinical agency, but shall be the responsibility of the individual student regardless of whether these services are covered by the student’s insurance.

Please print:

Name: ____________________________ ____________________________ ____________________________

(LAST) (FIRST) (MIDDLE)

I hereby declare that I have read the Department of Nursing personal health insurance statement and fully understand the policy of the EIC Nursing Department in regard to health care insurance.
Eastern International College Department of Nursing
STUDENT ACCIDENT FORM

Date: ________________________________________________

Name: ________________________________________________

Date of Occurrence: ___________________________ Time: ________________

Place of Occurrence: ________________________________

Type of Accident: ________________________________

Specific Activity Engaged In: ________________________________

Summary of Accident: __________________________________

________________________________

Witnesses: (Name, Address, Phone Number)________________________________

________________________________

Health Care Provider: ______________________________________

Action Taken: __________________________________________

________________________________

________________________________
Eastern International College  Department of Nursing

Academic Integrity Policy Affecting Plagiarism and Cheating

REPORT OF INCIDENT

A faculty member is to use this form to report an incident of plagiarism or cheating in his/her classroom or in other graded material submitted by a student when the student is assigned a failing grade on submitted material and/or in the course and the offense is serious enough to be recorded, with documentation, in the Office of the Vice President for Academic Affairs. Students who have two academic integrity offenses filed with the Office of the Vice President for Academic Affairs will be recommended for disciplinary suspension or dismissal.

Student’s Name: ____________________________________________________________

Last                               First                            Middle

Student’s Address: __________________________________________________________

Course Name/Number: ___________________________ Day and Hour of Class: ___________________________

Semester: ___________________________

Date of Incident: ___________ Time of Incident: ______________ Place of Incident: _______________

Detailed Description of Incident (attach additional pages, if necessary): ________________________________________________________________

_______________________________________________________

Names of any witnesses (attach statements from witnesses):

_________________________   _________________________

Name      Address

_________________________   _________________________

Name Address

_________________________   _________________________

Name Address

To the student: I understand the seriousness of this incident and that I am in jeopardy of being suspended, dismissed, or expelled from EIC should further incidences of academic dishonesty occur.

_________________________   _________________________

Student Name       Date

_________________________   _________________________

Instructor’s Printed Name and Signature    Date

NOTE: All supporting documentation must accompany the submission of this form.
INSTRUCTIONS: This report is to be completed by the instructor when a student is given a grade of unsatisfactory laboratory or classroom performance. A copy of this report is to be included in the student’s file. An example of unsatisfactory classroom performance includes, but is not limited to, sleeping in classroom, failure to complete assignments on time, etc. An example of unsatisfactory laboratory performance includes but is not limited to, medication errors, lack of preparedness for laboratory experience, dress code violations, etc.

A student who accumulates a total of three unsatisfactory laboratory/classroom performance grades while in the nursing program will appear before faculty and may be dismissed from the program.

1. Student: ____________________________________________
2. Instructor: __________________________________________
3. Date: ________________________________________________

4. Description of Incident ____________________________________________

5. Action by Instructor ____________________________________________

6. Action by Student ____________________________________________

7. Remarks ________________________________________________

Instructor’s Signature __________________________ Date of Signature ____________

Student’s Signature __________________________ Date of Signature ____________
Eastern International College
Department of Nursing

Notification of Inappropriate or Unacceptable Student Conduct

Student’s Name ___________________________ Date of Incident ____________

Location of Incident ___________________________ Time of Incident ____________

Check: Inappropriate Conduct Unacceptable Conduct

Objective Details of Incident

Any witnesses of the incident: ________________________________

Circumstances surrounding the incident: ________________________________

Behavior exhibited by the student: ________________________________

Response of instructor; actions taken: ________________________________

Interpretation of the Incident

Student Comments: ________________________________

Instructor Comments: ________________________________

Significance of the Incident to the Student

______ I am aware of the Nursing Department's policy regarding inappropriate and unacceptable conduct as stated in the Nursing Student Handbook.

______ I understand the serious nature of this incident and that I am in jeopardy of being dismissed from the Nursing Program and the College.

Signatures

Student ___________________________ Date ____________

Instructor ___________________________ ____________

Course Coordinator ___________________________ ____________

Department Chair ___________________________ ____________
Eastern International College Nursing Program
Exit Survey

Name: ________________________________________________________________________________________________

Last                   First                   Middle

Address: ________________________________________________________________________________________________

Phone #: ___________________________ Semester/Year of Exit: ___________________________

1. Reasons for exit (rank all that apply, 1,2,3 etc):

   ____________________ Failed nursing course
   ____________________ Failed required co-requisite or pre-requisite course
   ____________________ Withdraw failing
   ____________________ Withdraw passing
   ____________________ Personal reasons
   ____________________ Financial issues
   ____________________ Nursing is not for me: (other career choice)
   ____________________ Other (explain):

2. If you were unsuccessful in the program, what do you believe the primary reason for this
   is/was? Put an “A” next to the primary reason and the letter “B” next to the secondary
   reason, the letter “C” if there was a third etc. for all reasons that apply.

   ____________________ Financial obligations or limited finances
   ____________________ Work hours and work schedule
   ____________________ Family obligations and responsibilities
   ____________________ Poor study skills
   ____________________ Poor test taking skills
   ____________________ Difficulty in understanding theory or clinical concepts
   ____________________ Problems with medical terminology or language
   ____________________ Illness or poor health
   ____________________ Other (explain):

3. Please check all support services you used:

   ____________________ Conferences with faculty
   ____________________ Tutoring
   ____________________ Computer assisted instruction
   ____________________ Independent study groups
   ____________________ Services related to a documented disability, what other services would
   have been helpful?
   ____________________ Other (explain):

4. Do you plan to apply for re-entry?

   ____________________ Within one year
   ____________________ Within two years
   ____________________ Never
Transfer: ____________________________ (specify)

Re-admission Policy: location, deadlines, procedures, and other relative information provided to student.

Student signature below verifies receipt of information.

Not eligible for re-admission – Student signature below verifies acknowledgement of status.

Student Signature: ____________________________

Additional Comments:
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
I HAVE RECEIVED AND READ THE DEPARTMENT OF NURSING HANDBOOK AND HAVE HAD THE CONTENTS FULLY EXPLAINED BY A MEMBER OF THE NURSING FACULTY.

I UNDERSTAND THE CONTENTS OF THIS DOCUMENT AND AGREE TO COMPLY WITH ALL REGULATIONS, POLICIES AND PROCEDURES CONTAINED WITHIN IT.

MY SIGNATURE BELOW CONFIRMS THAT I AM RESPONSIBLE FOR FOLLOWING THE POLICIES AND PROCEDURES DESCRIBED HEREIN.

NAME: (PRINT) __________________________________________

STUDENT ID NUMBER: __________________________________

DATE: ________________________________________________

SIGNATURE: __________________________________________

Note: a copy of this handbook has been placed on reserve in the Library