College Catalog

September 2019

Main Campus: 684 Newark Avenue, Jersey City, NJ 07306
Phone 201.216.9901

Branch Campus: 251 Washington Avenue, Belleville, NJ 07109
Phone 973.751.9051

www.eicollege.edu
© Eastern International College

Philosophy/Mission Statement **7**

History **8**

Accreditation and Affiliations **10**

Description of the Facilities and Equipment **11**

Admission Information **13**

Non-Discrimination Policy **13**

Admission Requirements **14**

Admissions Requirements for BS in Diagnostic Medical Sonography (DMS-BS) 14

Admission Requirements for CVT-AAS Degree Program 15

Admissions Requirements for MA-AAS Degree Program 16

Admission Requirements for Nursing Program (ADN)-AAS Degree 17

Admissions Requirements for Health Leadership BSHL Completion Program 20

Admission Requirements for Dental Hygiene Program (DH)- AAS Degree ONLY (Jersey City Campus) 21

Admissions Requirements for Dental Hygiene BSDH Completion Program Online 23

Admissions Requirements for Dental Hygiene BSDH ONLY (Jersey City) 24

Transferring Credits To Eastern International College **26**

Transfer Credits by Degree Program **27**

Credits Transfer through College Level Examination Program (CLEP) **29**

Financial Information **32**

Tuition and Fees 32

Cancellations 35

Refund Policy **36**

Return of Title IV Funds Policy 36

Return of State Aid (TAG) Policy 37

Tuition Refund Policy for Cash Students 37

Institutional Scholarship Opportunities **39**

Founder's Scholarship 39

Alumni Bachelor's Degree Scholarship 39

Rules and Regulations **40**

Professional Behavior Policy 40

Probation and Dismissal 40

Program Dismissal Grading Policy 41

Grievance/Complaint Protocol 42

Academic Complaints 42

Student Complaint Procedure **42**

Mediation and Arbitration **43**

Criminal Activity 45

Crime Awareness and Security Act- (CLERY Act) 45

Dress Policy/Uniform Policy 46
Drug and Alcohol Free Policy 46
College Property 46

Attendance and Make-Up Policy 47
Clinical Externship Policies and Procedures (for DMS, CVT & MA students only) 48
Clinical Externship Rules and Regulations 48
Students Called to Military Service Obligation 49
Leave of Absence (LOA) 51
Pregnancy Leave of Absence or Withdrawal 52
Medical Withdrawal 52

Maximum Time Frame to Complete a Degree Program 53

Withdrawal from Degree Program 53
Course Withdrawal 53
Withdrawal from a Nursing Course 53
Withdrawal from the Nursing Program 53
Readmission Policy for Nursing 54
Validation Policy for Nursing 54
Transferring to another EIC Nursing Campus and Admission Deferment 54
Taking Courses in another EIC Nursing Campus 55

Indemnification 55

Disaster 55

Damaged, Lost, or Stolen Items 55

Academic Policies Orientation 55
Definition of Clock Hours 55
Conversion to Semester Credits for Semester Programs 55
Average Class Size 55
Examinations 56

Hours of Operation (Jersey City and Belleville Campuses) 56

Amendments to Programs, Policies, or Procedures 56
Repeating a Course in a Degree Program 56
Repeating a Nursing Course 56
Repeating a Dental Hygiene Course 57

Grading System 58
Grading System for MA-AAS, CVT-AAS and DMS-BS 58
Grading System for Dental Hygiene courses and Health Leadership Major Courses 58
Grading System for Nursing Major Courses 59
CVT Competency Grading Scale 59
General Procedures for Remediation 60
Incomplete Grade 60

Satisfactory Academic Progress (SAP) **61**
Failure to Meet Satisfactory Academic Progress 62
Grades Appeals Process (Applies to all Programs except Nursing) 63

The Appeal Process **63**

Graduation Requirements **64**
Academic Standing (Nursing Program) 65
Academic Standing for Dental Hygiene Program 65

Academic Freedom **66**

Academic Integrity and Plagiarism Policy **66**

Academic Recognition- President's and Dean's List **67**
President's List 67
Dean's List 67

Student Services **68**
Placement and Career Services 68
Library/Learning Resource Center 68
Housing 68
Transportation 68
Maintenance of Records 68
Counseling & Academic Advising 69

Americans with Disabilities Act **69**

Student Records **73**

Family Educational Rights and Privacy Act (FERPA) **73**

Rights And Responsibilities **73**
Student Rights and Responsibilities 73
College Rights and Responsibilities 73
Computer Access & Technology 74
Other Non-Academic Complaints 74

Student Complaint Procedure **74**
Online Students 75
State Regulatory Information 75
Accreditation Information 75

General Education **76**
Student Learning Outcomes 76
Division of the General Education Curriculum 76
Basic Skills Assessment and Developmental Education 81
Required Remediation 82

Programs **83**
Bachelor of Science in Diagnostic Medical Sonography (DMS-BS) 83

Bachelor of Science in Dental Hygiene (Completion Program) Online 90
Bachelor of Science in Health Leadership (Completion Program) Online 95
Bachelor of Science in Dental Hygiene (BSDH) - Offered in Jersey City only 99
Associate of Applied Science in Dental Hygiene (DH- AAS)-Offered in Jersey City only 109
Associate of Applied Science in Cardiovascular Technology (CVT-AAS) 116
Associate of Applied Science in Nursing (ADN-AAS) 122
Associate of Applied Science in Nursing (ADN-AAS) 127
Associate of Applied Science in Medical Assistant (MA-AAS) 132

College Personnel **140**

College Administration and Staff **140**

Faculty **142**

DISCLAIMER

This catalog is published by Eastern International College (EIC) to provide prospective students and other interested individuals with information concerning this institution. It contains, to the extent possible, current information concerning the university calendar, admissions and degree requirements, fees, regulations and course offerings. This catalog is online and in print version. In the event that information in the online catalog differs from the print version of the catalog, the print version shall prevail as the governing document for the current academic year.

Any part of this catalog may be changed or revoked by EIC without notice and may not serve as a binding obligation. EIC may also choose to add or delete course offerings or degree programs at any time. It is intended to be a description of the policies, academic programs, degree requirements, and course offerings in effect for the current academic year. It should not be construed as an irrevocable contract between the student and the college. Failure to read the catalog does not excuse students from the regulations contained within.

Each student is responsible to seek the updated version through regular consultation with Department Chairpersons and advisors. EIC reserves the right to change any of the policies, procedures, or fees described in this catalog and to apply these changes to any or all of its students as it sees fit.

last update September 27, 2019

Philosophy/Mission Statement

Eastern International College is a student-centered and career-oriented institution of higher education dedicated to the professional development of its diverse student body. Through innovative curricula, leading-edge technology, experiential ("hands-on") learning and caring and responsive student services, EIC will provide:

- Challenging health sciences curricula and environments that maximize student success by equipping and engaging students to critically appraise and apply knowledge and skills necessary to succeed in their chosen profession, in the service of others, and in their communities.

- Scholarly faculty and dedicated staff who encourage and support diversity and promote excellence in teaching, learning and service as the college's primary focus.

- Academic programs that foster ethical and critical thinking informed and enriched by nationally recognized general education standards and professionally accredited career competencies to ensure a quality collegiate experience.

- Leadership with innovative and responsive health science programs designed to anticipate and respond to healthcare market needs and provide the foundation for lifelong learning skilled in, and adaptable to new information and technologies.

History

Micro Tech Training Center, now Eastern International College, was established in 1990 to provide customized computer training to students referred by local corporations. Initially, the school, which was located in East Orange, New Jersey, occupied two classrooms and trained 15 students in job-related software applications. Shortly thereafter, the school was approved by the New Jersey Department of Education and expanded its course offerings to include customized training for local companies in conjunction with the Job Training Partnership Act (JTPA). As training programs offered by the school met with success, student enrollment increased and additional classes were added to accommodate the scheduling demands of the working group.

In 1995, after five years of demonstrated ability to train and place individuals in computer-related occupations, the Accrediting Commission of Career Schools and Colleges (ACCSC) granted initial accreditation to Micro Tech Training Center. In 1996, the school began offering financial aid to qualified students. In 1998, the school relocated to the business district of Newark, New Jersey, where PC Networking and PC Applications Specialist Programs were included in computer course offerings.

In 2000, through continuous evaluation, monitoring, and surveying of the school resulted in a second move to a more modern facility, located at 3000 JFK Boulevard, Jersey City, NJ.

Decline in employment opportunities in 2001 caused a paradigm shift in program offerings, and in 2002, the school launched its first healthcare training programs. Initially, the school offered allied health certificate programs in Diagnostic Medical Ultrasound Technology, Massage Therapy, and Medical Assistant. In 2004, the Belleville Branch Campus, located at 251 Washington Avenue, Belleville, New Jersey, opened to offer the new allied health certificate programs to better serve students in the Newark area and suburbs north and west of Newark.

In 2009, Eastern International College began offering an Associate Degree in Applied Science in Diagnostic Medical Sonography (AAS). After much success, the College expanded its program base and began offering Associates Degrees in Applied Science in Nursing (beginning in 2011), Medical Assistant (beginning in 2010), Dental Hygiene (beginning in 2013), and Cardiovascular Technology (beginning in 2014).

In 2013, Eastern International College's Jersey City campus moved to a new building located at 684 Newark Avenue. In 2014, Eastern International College also began offering its first Bachelors Degree in Diagnostic Medical Sonography.

In August 2015, the Dental Hygiene Program received initial programmatic accreditation by the Commission on Dental Accreditation (CODA). In September 2015, the Commission on Accreditation of Allied Health Education (CAAHEP) granted initial accreditation for the Cardiovascular Technology program. In October 2015, the Nursing Program in Belleville was granted full accreditation by the New Jersey Board of Nursing.

In September 2016, our Cohort Student Default (CDR) rate was an incredibly low 1%, meaning only one percent of all EIC students with student loan debt were not able to meet their repayment obligations. In 2017 and 2018, we experienced a further CDR *decline* to 0%! This praiseworthy accomplishment indicates our graduates continue to find work which, in turn, enables them to keep to their student loan repayment schedules and not go into default.

In April 12, 2017, EIC received final approval from ACCSC for the Bachelor of Science Degree Program in Dental Hygiene.

In November 2017, we officially began our long journey to achieve regional accreditation by being granted the status of "Candidate for Accreditation" from the Middle States Commission on Higher Education (MSCHE). In Fall

2017, we strengthened our General Education program by embedding fifteen hours of information literacy instruction per semester in our English 101 course offerings.

In February 2018, our Dental Hygiene Program was officially permitted to grow when the Commission on Dental Accreditation (CODA) adopted a resolution to permit EIC to double Dental Hygiene student enrollment; CODA also reinforced the good standing of our Dental Hygiene Program by sustaining the program's accreditation status of "approval without reporting requirements."

In August 2018, we received full accreditation from the Accreditation Commission for Education in Nursing (ACEN) for our Belleville campus' Associate's Degree in Nursing (ADN) Program and the Commission on Dental on Dental Accreditation (CODA) granted a full approval to offer a three-year Bachelor of Science in Dental Hygiene (BSDH) program.

In Summer 2018, we upgraded our Student Information System, Diamond SIS, and implemented Canvas as our College's Learning Management System (LMS) with a January 2019 go live launch.

In Fall 2018 and Spring 2019, we have been updating and expanding the clinical facilities associated with our Dental Hygiene Program.

In Fall 2018, we received approval from the State and ACCSC to implement the online Bachelor of Science in Dental Hygiene Degree (BSDH) Completion Program. The online BSDH was launched in January 2019.

In January 2019, we received State (OSHE) approval to implement the Bachelor of Science in Health Leadership (BSHL) Degree Completion Program.

Accreditation and Affiliations

Eastern International College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201, phone: 703-247-4212, www.accsc.org.

ACCSC is a national accrediting agency recognized by the United States Department of Education.

Eastern International College is licensed by the New Jersey Office of the Secretary of Higher Education, 20 West State Street, 4th Floor, PO Box 542, Trenton, NJ 08625-0542, phone: 609-292-4310.

The Associates Degree in Nursing program at Eastern International College is approved by the New Jersey Board of Nursing, Division of Consumer Affairs, 124 Halsey Street, 6th Floor, P.O. Box 45010, Newark, New Jersey 07101, phone: 973-504-6430.

The Dental Hygiene program at Eastern International College in Jersey City is accredited by the Commission on Dental Accreditation (CODA), American Dental Association, 211 East Chicago Avenue, Chicago, Illinois 60611, phone: 312-440-4653.

The Cardiovascular Technology Associate Degree Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT). The Commission on Accreditation of Allied Health Education Programs is located at 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, phone: 727-210-2350, www.caahep.org.

The Accreditation Commission for Education in Nursing (ACEN) has granted initial accreditation to the Associate Degree in Nursing program at Eastern International College, Belleville campus. Accreditation Commission for Education in Nursing (ACEN): 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 Phone: (404) 975-5000

Effective November 2017, Eastern International College is a Candidate for Accreditation by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. (267-284-5000) www.msche.org. Candidate for Accreditation is a status of affiliation with a regional accrediting commission which indicates that an institution has achieved initial recognition and is progressing toward, but is not assured of, accreditation. It has provided evidence of sound planning, appears to have the resources to implement the plans, and appears to have the potential for reaching its goals within a reasonable time.

Description of the Facilities and Equipment

EIC Campus Facilities

EIC has two campus locations: Belleville and Jersey City. Each campus location is comprised of one building. The Belleville building, located at 251 Washington Avenue, is a refurbished, three-floor, modern facility and contains the classroom space, equipment, instructional resources and student services required of an accredited institution. The building is approximately 25,000 square feet and houses 9 classrooms and 7 labs/computer rooms. The Jersey City campus, located at 684 Newark Avenue, is comprised of a new, three-floor building that opened in October 2013 and is furnished with the latest technology and resources appropriate for EIC programs. The building is approximately 34,000 square feet and houses 7 classrooms, 5 labs/computer rooms and 30 dental hygiene workstations.

Both campuses offer students and faculty sufficient access to desktop computers, overhead projectors, library and information resources, and plastic models to facilitate hands-on, effective teaching and learning. Laboratories are well equipped to meet training needs, for example:

- the phlebotomy laboratories are equipped with arm models and phlebotomy supplies;
- the patient care laboratories are equipped with hospital beds and other related equipment,
- the dental hygiene laboratory is equipped with X- ray machines and patient clinical areas,
- the ultrasound laboratories are equipped with six (6) ultrasound machines at each campus, one (1) of which is a portable machine, and EKG machines and supplies are available for laboratory activities and tutoring.

The nursing labs are equipped with four (4) simulated hospital patient care settings, and Lucina, a Childbirth Simulator (see description below). Each is complete with an electronic bed, overbed table, bedside stand, a headwall containing a blood pressure system, suction, air/oxygen outlets, and an equipment board containing otoscopes and ophthalmoscopes. The laboratory is equipped for wireless access to the campus network and is a smart classroom with a large screen and ceiling- mounted data projector. The Nursing Department also has two simulation mannequins along with software components to make the mannequins fully functional. The laboratory also serves as a classroom and can accommodate 24 students.

The entire third floor of the Jersey City site is devoted to the Dental Hygiene Program. The 11,300-square foot space houses a dental hygiene clinic, radiology rooms, panorex suite, a student simulator laboratory, classrooms plus faculty office spaces, storage and the dental clinic reception area. The lab currently has ten (10) student dental simulators and one (1) instructor simulator. These simulators provide a realistic learning experience to develop the necessary motor skills and clinical knowledge. Students practice in pairs on the simulator while watching the large screen overhead projection of the instructor performing a dental hygiene procedure.

The Clinical facility is equipped with computers at every station and patient monitors for oral health educational instruction. Digital radiographs can be brought up on the computer screen for treatment planning and patient education while digital patient record keeping will afford a paper-free environment.

Each campus building has a lounge available for student use. Although the lounges offer vending machine options, each campus is in a location that affords students access to a vast array of dining and refreshment opportunities. Each campus can be reached via public transportation, which is important because parking is extremely limited at each of the campuses.

Each of the buildings is appropriately furnished for administrative operations. Faculty and advisors have access to private areas to secure their files and space to meet with students to discuss sensitive matters, especially when discussing issues related to student privacy.

Lucina Childbirth Simulator

Developed by CAE Healthcare, the Lucina Childbirth Simulator is a wireless medical mannequin with validated maternal-fetal physiology. It is used to provide reliable, realistic, hands-on training for childbirth scenarios, from normal deliveries to breech births, shoulder dystocia, and critical emergencies. Lucina can breathe, cry, sweat, blink — even simulate a postpartum hemorrhage. She has measurable vital signs, and the pupils will react if you shine a light on them.

Palpable, soft skin can simulate uterine contractions, as well as leg and hip articulation for practice in childbirth positioning and related birthing maneuvers. The lifelike fetus is delivered through a realistic birthing canal. It provides fetal heart sounds, airway suctioning, a programmable cry upon delivery, predicted 1-minute and 5-minute Apgar scores based on venous and arterial blood gas valves, and an umbilical cord that can be cut and clamped.

Lucina is an excellent learning tool, helping nursing students improve their critical reasoning skills. During a simulated postpartum hemorrhage, for example, Lucina will bleed and present students with the data they need to assess the situation: She will turn pale, her blood pressure will drop and her pulse will rise. After they perform an intervention, they must assess if what they did was successful based on Lucina's response.

Online Campus

EIC students are provided an eicollege.edu email that is hosted by G-Suite. Online students leverage technology to access their courses and provide their online learning experience. Specifically, EIC uses Canvas as the Learning Management Delivery platform, available at eicollege.instructure.com. To facilitate ease of access to Canvas, there is a single sign on integration with G-Suite (email and cloud tools), meaning students use the same password to access both. Canvas is integrated with DiamondD, the student information system, giving accurate class lists from students' schedules and providing back to the student portal their final grades. Within Canvas, students can use TurnItIn, a plagiarism tool when relevant for their assessments. They also have the option to purchase their ebooks within Canvas by leveraging the VitalSource- ebook integration.

Admission Information

Applicants to all programs must follow program-specific criteria listed below. Each applicant will be interviewed and given a tour of the College by his/her assigned admissions representative. Information gathered during this meeting will be presented to the Campus Director for review. If said review results in a positive recommendation, the applicant is encouraged to proceed with the appropriate application process.

Non-Discrimination Policy

Eastern International College is committed to providing equal access to educational and employment opportunities. Eastern International College prohibits discrimination on the basis of race, color, religion, national origin, age, disability, sex, gender, sexual orientation, marital status, genetic information, and military/veteran status in the recruitment and admission of students, recruitment and employment of employees, and in the operation of all of its programs, activities, and services. Sexual harassment is a prohibited form of sexual discrimination under this policy.

The following persons have been designated to coordinate Eastern International College's compliance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and the American with Disabilities Act of 1990 (ADA):

Name	Campus	Address	Telephone
Dr. Julius Wangiwang Ms. Kimberly Morse	Jersey City	684 Newark Avenue	201-216-9901
Dr. Julius Wangiwang	Belleville	251 Washington Avenue	973-751-9051

The following person(s) have been designated to coordinate Eastern International College's compliance with Title IX of the Education Amendments of 1972:

Name	Campus	Address	Telephone
Mr. George Caceres	Jersey City	684 Newark Avenue	973-751-9051
Mr. George Caceres	Belleville	251 Washington Avenue	201-216-9901

The following person(s) have been designated to coordinate Eastern International College's compliance with the Age Discrimination Act of 1975:

Name	Campus	Address	Telephone
Dr. Julius Wangiwang	Jersey City	684 Newark Avenue	201-216-9901
Dr. Julius Wangiwang	Belleville	251 Washington Avenue	973-751-9051

Admission Requirements

Admissions Requirements for BS in Diagnostic Medical Sonography (DMS-BS)

1. Minimum HS Diploma or recognized equivalency certificate (GED)
2. Complete Admissions Process

The following steps must be taken to complete the admissions process for the Bachelor of Science in Diagnostic Medical Sonography (DMS-BS):

1. Admissions Application
   Complete and submit the official admissions application.

2. High School Diploma or GED
   Along with the application, present a copy of the applicant's high school diploma/transcript, or have the applicant's high school send a copy of his/her diploma/transcript directly to Eastern International College. Recipients of a State Equivalency Diploma (GED) must submit a copy of the transcript of their test results with the application. 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, using one of the approved evaluating companies, such as WES, ECE, etc. Official electronic transcripts (e-transcripts) are accepted.

3. Accuplacer Exam
4. All applicants for the Diagnostic Medical Sonography degree program (DMS-BS) are required to take the Next-Generation Accuplacer placement tests in reading, sentence skills, and mathematics which is administered at Eastern International College. Applicants who score lower than 244 in Reading and Writing and 237 in Mathematics must take and pass developmental English courses (Developmental Reading or ENG 099, Developmental Writing or ENG 098) and Elementary Algebra (MAT 099).

The Accuplacer is waived for any of the following reasons:

a) Combined SAT score of 1100 or better (if applicable)

b) Earned Associates degree (or higher) obtained from a nationally or regionally accredited institution with an official transcript of record. A degree earned outside the United States which must be evaluated using one of the approved evaluating companies, such as WES, ECE, etc. for an US degree equivalency. Transcript evaluation is the responsibility of the applicant.

c) Earned credits for college level English and Elementary Algebra (or higher) with a grade of "C" or better (and with an official transcript of record) from a nationally or regionally accredited institution.

d) Earned credits for English Composition and College Math through the College Level Examination Program (CLEP). CLEP score must conform to EIC's transfer policy.

e) An Advanced Placement (AP) score of "3" or better in both College Math and English

Admission Requirements for CVT-AAS Degree Program

1. Minimum HS Diploma or recognized equivalency certificate (GED)
2. Complete Admissions Process

The following steps must be taken to complete the admissions process for the AAS Degree Programs in Cardiovascular Technology.

1. Admissions Application Complete and submit the official admissions application.

2. High School Diploma or GED
   Along with the application, present a copy of the applicant's high school diploma/transcript, or have the applicant's high school send a copy of his/her diploma/transcript directly to Eastern International College.

   Recipients of a State Equivalency Diploma (GED) must submit a copy of the transcript of their test results with the application. 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, using one of the approved evaluating companies, such as WES, ECE, etc. Official electronic transcripts (e-transcripts) are accepted.

3. Accuplacer Exam
   All applicants for the Cardiovascular Technology (CVT-AAS) degree programs are required to take the Accuplacer examination in reading, sentence skills, and mathematics, which is administered at Eastern International College. Applicants who score lower than 244 in Reading and Writing and 237 in Mathematics must take and pass developmental English courses (Developmental Reading or ENG 099, Developmental Writing or ENG 098) and Elementary Algebra (MAT 099).

The Accuplacer is waived for any of the following reasons:

a) Combined SAT score of 1100 or better (if applicable) with a minimum of 500 in each section of the verbal and math tests. Scores are valid for five (5) years from the date of test.

b) Earned Associates degree (or higher) obtained from a nationally or regionally accredited institution with official transcript of records. A degree earned outside the United States must be evaluated using one of the approved evaluating companies, such as WES, ECE, etc. for US degree equivalency. Transcript evaluation is the responsibility of the applicant.

c) Earned credits for college level English and Elementary Algebra (or higher) with a grade of "C" or better (and with official transcript of record) from a nationally or regionally accredited institution.

d) Earned credits for English Composition and College Math through the College Level Examination Program (CLEP). CLEP score must conform to EIC's transfer policy.

e) An Advanced Placement (AP) score of "3" or better in both College Math and English.

Admissions Requirements for MA-AAS Degree Program

1. Minimum HS Diploma or recognized equivalency certificate (GED)
2. Complete Admissions Process

The following steps must be taken to complete the admissions process for the AAS Degree Programs in Medical Assistant.

1. Admissions Application Complete and submit the official admissions application.

2. High School Diploma or GED
   Along with the application, present a copy of the applicant's high school diploma/transcript, or have the applicant's high school send a copy of his/her diploma/transcript directly to Eastern International College.

   Recipients of a State Equivalency Diploma (GED) must submit a copy of the transcript of their test results with the application. 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, using one of the approved evaluating companies, such as WES, ECE, etc. Official electronic transcripts (e-transcripts) are accepted.

3. Accuplacer Exam
   All applicants for the Medical Assistant (MA-AAS) degree programs are required to take the Accuplacer examination in reading, sentence skills, and mathematics, which is administered at Eastern International College. Applicants who score lower than 244 in Reading and Writing and 237 in Mathematics must take and pass developmental English courses (Developmental Reading or ENG 099, Developmental Writing or ENG 098) and Elementary Algebra (MAT 099).

The Accuplacer is waived for any of the following reasons:

a) Combined SAT score of 1100 or better (if applicable) with a minimum of 500 in each section of the verbal and math tests. Scores are valid for five (5) years from the date of test.

b) Earned Associates degree (or higher) obtained from a nationally or regionally accredited institution with official transcript of record. A degree earned outside the United States must be evaluated using one of the approved evaluating companies, such as WES, ECE, etc. for US degree equivalency. Transcript evaluation is the responsibility of the applicant.

c) Earned credits for college level English and Elementary Algebra (or higher) with a grade of "C" or better (and with official transcript of record) from a nationally or regionally accredited institution.

d) Earned credits for English Composition and College Math through the College Level Examination Program (CLEP). CLEP score must conform to EIC's transfer policy.

e) An Advanced Placement (AP) score of "3" or better in both College Math and English.

Admission Requirements for Nursing Program (ADN)-AAS Degree

1. Minimum high school Diploma or recognized equivalency certificate (GED)
2. Take the HESI Exam with a minimum score of 75% (effective for Fall 2018 semester)

The following steps must be taken to complete the admissions process for the AAS Nursing Program:

1. Admissions Application
   Complete and submit the official admissions application.

2. High School Diploma or GED
   Along with the application, present a copy of the applicant's high school diploma/transcript, or have the applicant's high school send a copy of his/her diploma/transcript directly to Eastern International College.

   Recipients of a State Equivalency Diploma (GED) must submit a copy of the transcript of their test results with the application. 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, using one of the approved evaluating companies, such as WES, ECE, etc. Official electronic transcripts (e-transcripts) are accepted.

3. HESI (A2) Test
   Take the entire HESI test in a single session. The HESI Test is used to assess student competencies and readiness for entry into the nursing program. The exam has been shown to help predict the likelihood of student success in nursing programs. Specifically, the exam tests students across several academic domains, as well as results in a personality profile used to help identify each applicant's learning style.
   - Reading Comprehension – Presents reading scenarios in order to measure reading comprehension; tests for skills such as identifying the main idea, finding meaning of words in context, demonstrating passage comprehension, making logical inferences, etc.
   - Vocabulary and General Knowledge – Contains vocabulary that is commonly used in the English language, as well as that which is specific to the healthcare field.
   - Grammar – Contains basic grammar assessment, centering on parts of speech, common grammatical errors, etc.
   - Basic Math Skills - Centers on math skills needed for the healthcare field, including basic addition, subtraction, multiplication, fractions, decimals, ratio and proportion, household measures, general math facts, etc.
   - Anatomy & Physiology – Includes general medical terminology and anatomical structures and systems.
   - Learning Style – Assesses the preferred learning style of the prospective applicant and offers test - taking and study tips suited to that learning style.

Elementary Algebra Requirement for Nursing Students *(Effective Spring 2019)*

A student who scores < 80 in the HESI (A2)-Math will be required to take and pass Elementary Algebra (MAT 099). However, if a student who completed and passed College Algebra or any Calculus course within the last ten years from an accredited college but scored < 80 in the HESI (A2)- Math, then that student will be exempt from taking Elementary Algebra (MAT 099).

The following courses can be accepted for Math transfer credit if the student scores at least 80 in the HESI (A2) - Math College Algebra, Pre-Calculus, Calculus, Differential or Integral Calculus, Differential Equations.

4. Essay
   Submit a personal statement in response to an essay question drafted by the Chair of the Nursing program.

5. Proof of Citizenship/Legal Status
   Submit documentation to show legal status if not a citizen of the United States.

6. Certified background (Castle Branch) that verifies a negative criminal background check.

7. Drug Screen
   Students must undergo drug screening that verifies negative results.

8. Interview
   All applicants selected for admission based on their entire application package will have a personal interview with the Nursing Admissions Committee.

A student who failed a nursing course or was dismissed from another nursing school will NOT be accepted in the Nursing program.

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.

Effective September 9, 2019 (Fall 2019), a student will be dismissed from the Nursing Program with no right to appeal if health and clinical requirement documents/records are not provided and validated as compliant by the nursing program coordinator/representative by the last day of the Nursing student's first semester at EIC. Withdrawal from NUR 101 does not excuse any student from this policy.

The health clearance includes required immunizations, such as the first two injections of the hepatitis B vaccine and an initial two-step PPD test or Quantiferon tests. 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.

The following clinical requirements must be completed:

- Physical examination and health clearance completed by a physician or other qualified Healthcare Provider (Nurse Practitioner or Physician Assistant)
- Immunization records
- Influenza immunization during the flu season - October to March annually
- Fit testing if required by clinical site
- ***Quantitative titers*** (bloodwork) indicating immunity to measles, mumps, rubella, varicella, and hepatitis B. Those who have not had immunization to hepatitis B must start the immunization process

within 1 month of receiving the conditional acceptance letter or sign a declination. Some clinical facilities will not accept students who have not demonstrated immunity to hepatitis B.

- Td or Tdap if more than 10 years
- Documentation of negative 2-step PPD (TB test), or single PPD with documentation of negative PPD within the past 12 months. ***Quantiferon tests will be acceptable unless clinical facility does not accept it.***
- ***For those with positive PPD:*** Documentation of test results and negative chest x-ray, documentation of negative chest x-ray within the past 6 months, documentation that there is no evidence of active tuberculosis infection; if latent tuberculosis infection, documentation of adequate treatment.
- CPR healthcare provider course certification **(*American Heart Association BLS Healthcare Provider ONLY)***
- Proof of health insurance
- Malpractice insurance
- NSNA membership

Please note: Current EIC Nursing students MUST have all required documentation maintained in order to register for classes. If a student is pregnant, the Nursing faculty must be notified immediately and a medical clearance form from the healthcare provider must be submitted. This form will be placed in the student file. The clinical setting might be hazardous to a developing fetus.

Admissions Requirements for Health Leadership BSHL Completion Program

1. High School Diploma or recognized equivalency certificate (GED)
2. Completed an Associate degree in a health-related program or allied health field from an accredited institution recognized by the US Department of Education. Health-related programs include, but are not limited to, the following fields: Cardiovascular Technology, Cardiac Sonography, Diagnostic Medical Sonography, Medical Assistant, Audiology, Athletic Training, Cytotechnology, Sleep Technology, Dental Hygiene, Medical Office Administration, Emergency Medical Science, Nutrition and Dietetics, Health Care Administration/Leadership/Management, Health Information Management, Health Informatics, Medical Technology, Nuclear Medicine Technology,Occupational Therapy Assistant, Physical Therapy Assistant, Radiation Therapy Technology, Radiography, Rehabilitation Counseling, Radiologic Technology, Respiratory Therapy, Speech-Language Pathology, Laboratory Science, Surgical Technology, Medical Records and Health Information Technology, Neuro-Diagnostic Technology, Allied Health Science, Health Sciences, Nursing
3. The completion of a course in oral communication (e.g. Interpersonal Communications, Public Speaking, Fundamentals of Oral Communication, Small Group Communication, Argumentation and Debate, Online Communication and Presence, Effective Communication) or a technical/professional course that emphasizes oral presentation and/or communication (e.g. Business and Professional Communication, Effective Business Presentations, Healthcare Communication Strategies, Medical Communications and Presentations) as shown in the applicant's official transcript of records will be a requirement for admission.

The following steps must be taken to complete the admission process for the Health Leadership BSHL Completion Program:

1. Admissions Application, Complete and submit the official admissions application.

2. High School Diploma or GED
   Along with the application, present a copy of the applicant's high school diploma/transcript, or have the applicant's high school send a copy of his/her diploma/transcript directly to Eastern International College. Recipients of a State Equivalency Diploma (GED) must submit a copy of the transcript of their test results with the application. Applicants whose secondary education was in a country outside of the U.S. must obtain written official evaluation of transcripts showing equivalency from their native country, using one of the approved evaluating companies, such as WES, ECE, etc.

3. Official transcript of records that include proof of graduation from an associate degree program in an allied health or health-related field from an accredited institution recognized by the US Department of Education. Official e-transcripts are accepted.

Admission Requirements for Dental Hygiene Program (DH)- AAS Degree ONLY (Jersey City Campus)

1. Minimum High School Diploma or recognized equivalency certificate (GED)
2. Take the HESI Exam with a minimum score of 70

Grammar – Contains basic grammar assessment, centering on parts of speech, common grammatical errors, etc.
Basic Math Skills – Centers on math skills needed for the healthcare field, including basic addition, subtraction, multiplication, fractions, decimals, ratios, etc.

The following steps must be taken to complete the admissions process for the AAS Dental Hygiene Program:

1. Admissions Application

   Complete and submit the official admissions application.

2. High School Diploma or GED

   Along with the application, present a copy of the applicant's High School diploma/transcript, or have the applicant's high school send a copy of his/her diploma/transcript directly to Eastern International College. Recipients of a State Equivalency Diploma (GED) must submit a copy of the transcript of their test results with the application. 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, using one of the approved evaluating companies, such as WES, ECE, etc. Official electronic transcripts (e-transcripts) are accepted.

3. HESI (A2) Test

   Take the entire HESI test in a single session. The HESI Test is used to assess student competencies and readiness for entry into the Dental Hygiene program. The exam has been shown to help predict the likelihood of student success in the Dental Hygiene program. Specifically, the exam tests students across several academic domains, as well as results in a personality profile used to help identify each applicant's learning style. Below is an outline of the exam:

   - Reading Comprehension – Presents reading scenarios in order to measure reading comprehension; tests for skills meaning of words in context, demonstrating passage comprehension, making logical inferences, etc.
   - Vocabulary and General Knowledge – Contains vocabulary that is commonly used in the English language, as well as that which is specific to the healthcare field.
   - Basic Math Skills - Centers on math skills needed for the healthcare field, including basic addition, subtraction, multiplication, fractions, decimals, ratio and proportion, household measures, general math facts, etc.
   - Anatomy & Physiology – Includes general medical terminology and anatomical structures and systems.
   - Chemistry – Covers the basic concepts of composition, structure and properties of substances and the transformations they undergo.
   - Learning Style – Assesses the preferred learning style of the prospective applicant and offers test-taking and study tips suited to that learning style.

Foreign-credentialed dentists seeing waiver of the HESI exam must have a course-by course transcript evaluation conducted using one of the approved evaluating companies, such as WES, ECE, etc. Transcript evaluation is the responsibility of the applicant. Waiver of the HESI exam for foreign-credentialed dentists is subject to the approval of the Admissions Committee.

4. Essay
   Submit a personal statement in response to an essay question drafted by the Chair of the Dental Hygiene program.

5. Proof of Citizenship/Legal Status
   Submit documentation to show legal status if not a citizen of the United States.

6. Criminal Background Check
   Students must undergo criminal history background checks that verifies a negative background check.

7. Drug Screen
   Students must undergo drug screening that verifies negative results.

8. Interview
   All applicants selected for admission based on their entire application package will have a personal interview with the Dental Hygiene Admissions Committee.

Physical Examination/Immunization

Students admitted to the program must have a physical examination and health clearance done by their Healthcare Provider. **Complete physical examinations are required prior to register for DH 100 and subsequent classes.**

The student will be given a physical examination form to be completed. This form requires:

- Physical examination with complete medical history
- Two-step tuberculosis test (An additional single step tuberculosis test will need to be repeated prior to commencing second year clinical activities.)
- Lab tests
- Current titers for:
- Rubella
- Rubeola
- Varicella
- Updated immunization for tetanus (within ten years)
- Hepatitis B immunization or written declination (signed waiver on file)
- Polio
- Tetanus and Diphtheria

In order to meet the mandatory requirements of our affiliate agencies, all dental hygiene students must annually document proof of medical/health insurance. Insurance may be obtained through the College. An updated Mantoux test will also be required yearly. Malpractice insurance is required to take your licensing boards and is available through the College. Appropriate fees are charged upon registration for dental hygiene courses.

Admissions Requirements for Dental Hygiene BSDH Completion Program Online

1. Graduate from an Associate program in Dental Hygiene Accredited by CODA
2. Proof of passing the Dental Hygiene State Board Exam. Failure to provide a copy of the RDH license by the end of the student's first quarter will result in dismissal from the program
3. High School Diploma or recognized equivalency certificate (GED)

The following steps must be taken to complete the admission process for the Dental Hygiene BSDH Completion Program:

1. Admissions Application, Complete and submit the official admissions application.
2. Official transcript of records that include proof of graduation from a CODA accredited associates degree program in Dental Hygiene from a nationally or regionally accredited institution. Official e-transcripts are accepted
3. Copy of Proof of Passing the State Board Exam or Registered Dental Hygienist License (RDH)
4. Proof of Citizenship/Legal Status Submit documentation to show legal status if not a citizen of the United States.

Admissions Requirements for Dental Hygiene BSDH ONLY (Jersey City)

1. Minimum High School Diploma or recognized equivalency certificate (GED)
2. Take the HESI Exam with a minimum score of 70

Grammar – Contains basic grammar assessment, centering on parts of speech, common grammatical errors, etc. Basic Math Skills – Centers on math skills needed for the healthcare field, including basic addition, subtraction, multiplication, fractions, decimals, ratios, etc.

The following steps must be taken to complete the admissions process for the Dental Hygiene BSDH Program:

1. Admissions Application

Complete and submit the official admissions application.

2. High School Diploma or GED

Along with the application, present a copy of the applicant's High School diploma/transcript, or have the applicant's high school send a copy of his/her diploma/transcript directly to Eastern International College. Recipients of a State Equivalency Diploma (GED) must submit a copy of the transcript of their test results with the application. 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, using one of the approved evaluating companies, such as WES, ECE, etc. Official electronic transcripts (e-transcripts) are accepted.

3. HESI (A2) Test

Take the entire HESI test in a single session. The HESI Test is used to assess student competencies and readiness for entry into the Dental Hygiene program. The exam has been shown to help predict the likelihood of student success in the Dental Hygiene program. Specifically, the exam tests students across several academic domains, as well as results in a personality profile used to help identify each applicant's learning style. Below is an outline of the exam:

- Reading Comprehension–Presents reading scenarios in order to measure reading comprehension; tests for skills meaning of words in context, demonstrating passage comprehension, making logical inferences, etc.
- Vocabulary and General Knowledge–Posits vocabulary that is commonly used in the English language, as well as that which is specific to the healthcare field.
- Basic Math Skills-Centers on math skills needed for the healthcare field, including basic addition, subtraction, multiplication, fractions, decimals, ratio and proportion, household measures, general math facts, etc.
- Anatomy & Physiology–Includes general medical terminology and anatomical structures and systems.
- Chemistry–Covers the basic concepts of composition, structure and properties of substances and the transformations they undergo.
- Learning Style–Assesses the preferred learning style of the prospective applicant and offers test-taking and study tips suited to that learning style.

Foreign-credentialed dentists seeing waiver of the HESI exam must have a course-by course transcript evaluation conducted using one of the approved evaluating companies, such as WES, ECE, etc. Transcript evaluation is the responsibility of the applicant. Waiver of the HESI exam for foreign-credentialed dentists is subject to the approval of the Admissions Committee.

4. Essay
   Submit a personal statement in response to an essay question drafted by the Chair of the Dental Hygiene program.

5. Proof of Citizenship/Legal Status
   Submit documentation to show legal status if not a citizen of the United States.

6. Criminal Background Check
   Students must undergo criminal history background checks that verifies a negative background check.

7. Drug Screen
   Students must undergo drug screening that verifies negative results.

8. Interview
   All applicants selected for admission based on their entire application package will have a personal interview with the Dental Hygiene Admissions Committee.

Students admitted to the program must have a physical examination and health clearance done by their Healthcare Provider. **Complete physical examinations are required prior to register for DH 100 and subsequent classes.**

The student will be given a physical examination form to be completed. This form requires:

- Physical examination with complete medical history
- Two-step tuberculosis test (An additional single step tuberculosis test will need to be repeated prior to commencing second year clinical activities.)
- Lab tests
- Current titers for:
- Rubella
- Rubeola
- Varicella
- Updated immunization for tetanus (within ten years)
- Hepatitis B immunization or written declination (signed waiver on file)
- Polio
- Tetanus and Diphtheria

In order to meet the mandatory requirements of our affiliate agencies, all dental hygiene students must annually document proof of medical/health insurance. Insurance may be obtained through the College. An updated Mantoux test will also be required yearly. Malpractice insurance is required to take your licensing boards and is available through the College. Appropriate fees are charged upon registration for dental hygiene courses.

Transferring Credits To Eastern International College

A student may apply to transfer coursework successfully completed at another accredited college. Upon review of the previous program curriculum, a determination to accept transfer of coursework will be made. Approval to transfer coursework is based upon program type, grade in the course, the length of the course, course description, credit hours, and other factors. Transferring coursework may have an impact on credits in relation to financial aid determination. Specifically, students who have completed coursework at another accredited post-secondary institution with a grade of "C" or better may apply to have those credits evaluated for transfer. This evaluation must conform to the following conditions:

1. Credits can only be awarded on the basis of an official transcript of records. Official electronic transcripts (e-transcripts) are accepted.

2. Science courses (Anatomy and Physiology) must have been taken within the past 10 years from the date of acceptance. Technical courses can be transferred upon the discretion of the Admissions Committee. This 10-year policy does not apply to Nursing and Dental Hygiene programs.

3. Only a course that covers essentially the same content as one taught at Eastern International College can be considered for transfer credit.

4. At a minimum, 26% of the credits required for a degree program must be completed at Eastern International College when credits are being transferred from external institutions.

5. Some specialized subjects may require more than one semester's study. When this is the case, at least the highest course in that series must be taken at Eastern International College.

6. It is the student's responsibility to have the official transcript transmitted to the Registrar at Eastern International College prior to the start of their program in accordance with EIC policy

7. Official transcripts submitted electronically (e-transcripts) must be digitally signed and secured by an Adobe Acrobat Blue Ribbon® digital certificate. Official transcripts must be sent from the originating institution utilizing the Adobe Blue Ribbon® certification. Any alteration or modification will render the transcript invalid.

A student who completed an associate or bachelor's degree at EIC is exempt from the 10-year policy for science courses.

A student who started at EIC but did not complete a degree is subject to the 10-year policy. EIC alumni who are applying for admission to the Nursing or Dental Hygiene programs are still subject to the Nursing and Dental Hygiene admissions and transfer credit policies, including the HESI score requirements and the 5-year limit requirement as noted in the EIC transfer credit policies for these programs.

A degree earned outside the United States must be evaluated using one of the approved evaluating companies, such as WES, ECE, etc. for U.S. degree equivalency.

Transcript evaluation is the responsibility of the applicant. Credit transfer for foreign-earned credit is subject to the approval of the Admissions Committee.

Experiential Learning
Eastern International College does not offer credit for experiential learning.

Transfer Credits by Degree Program

Transfer Credit Policy for Nursing-AAS (*Effective Spring 2019*)

Aside from the policy above, Nursing follows the following guidelines for credit transfer:

a) Nursing accepts a maximum of 21 general education credits. Nursing courses cannot be transferred.

b) Transfer credit for a science course (Anatomy and Physiology I & II and Microbiology) will be accepted if the course was taken not more than five years ago.

c) Transfer credit for Microbiology will be accepted if the grade indicated in the official transcript of record is 80% (B) or higher.

d) Transfer credit for Anatomy and Physiology I & II (A & P) will be accepted only if the student passed the A & P section of the HESI A2- entrance examination with a score of 80 or higher. The A & P grade indicated in the official transcript of records must be 80% (B) or higher to be accepted for transfer credit.

e) Transfer credit for English Composition I and 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. If the student took and passed ENG 101 and ENG 102 (with a grade of "C" or better) from another accredited college but attained a composite score less than 70 in the English Language section of the HESI A2, the student will be required to repeat ENG 102.

f) 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 80 or higher. A student with a score below 80 in Math will be required to repeat College Algebra irrespective of the fact that the student took the class before.

A student who scores < 80 in the HESI (A2)- Math will be required to take and pass Elementary Algebra (MAT 099). A student who completed and passed College Algebra or any Calculus course within the last ten years from an accredited college but scored < 80 in the HESI- Math will be exempt from taking Elementary Algebra (MAT 099). The following courses can be accepted for Math transfer credit if the student scores at least 80 in the HESI (A2)-Math: College Algebra, Pre-Calculus, Calculus, Differential or Integral Calculus, Differential Equations.

Transfer Credit Policy for Dental Hygiene-AAS

Aside from the policy above, Dental Hygiene follows the following guidelines for credit transfer:

a) Dental Hygiene accepts a maximum of 21 general education credits. Dental Hygiene courses cannot be transferred.

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

c) Transfer credit for Anatomy and Physiology I & II (A & P) will be accepted only if the student passed the A & P section of the HESI A2 entrance examination with a score of 80 or higher. A student who scores below 80 in A & P will be required to repeat A & P I & II irrespective of the fact that the student took the class before.

d) Transfer credit for English Composition I 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.

e) 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.

A degree earned outside the United States must be evaluated using one of the approved evaluating companies, such as WES, ECE, etc. for U.S. degree equivalency. Transcript evaluation is the responsibility of the applicant. Credit transfer for foreign-earned credit is subject to the approval of the Admissions Committee.

Transfer Credit Policy for the Bachelor of Science in Dental Hygiene and Bachelor of Health Leadership Completion Programs Quarter Credits (*Effective Fall 2019*)

A total of 90 quarter credits will be awarded to a student with an Associate degree in Dental Hygiene from a CODA accredited institution. Of the 90 credits, 60 quarter credits will be Dental Hygiene courses and 30 quarter credits of General Education in the areas of mathematics, oral and written communication, social science, biology (Anatomy and Physiology, Microbiology, General Biology), and Chemistry.

A total of 90 quarter credits will be awarded to a student with an Associate degree in an allied health or health-related field for the Health Leadership Program. Of the 90 credits, 60 quarter credits will be allied health or health- related major courses and 30 quarter credits of General Education in the areas of mathematics, oral and written communication, social science, biology (Anatomy and Physiology, Microbiology, General Biology), and the physical sciences (chemistry, physics).

The 60 quarter credits for Dental Hygiene will include the following courses based on the Commission on Dental Accreditation (CODA) standards for Dental Hygiene:

- Dental sciences (tooth morphology, pharmacology, head/neck/oral anatomy, oral embryology and histology, oral pathology, radiography, periodontology, pain management, nutritional sciences, and dental materials)
- Courses in the Dental hygiene science content in the following areas: oral health education and preventive counseling, health promotion, patient management, clinical dental hygiene, provision of services for and management of patients with special needs, community dental/oral health, medical and dental emergencies, legal and ethical aspects of dental hygiene practice, infection and hazard control management, and provision of oral health care services to patients with bloodborne infectious diseases.
- Clinical sciences/Dental hygiene clinic

A grade of “C” or better is required for credit transfer. All level 300 and 400 Dental Hygiene courses must be taken in EIC.

Credits Transfer through College Level Examination Program (CLEP)

Students who complete the College Level Examination Program (CLEP) are eligible for credit at Eastern International College. Credits will be given to exam courses meeting all requirements below:

CLEP Test Equivalent	Course	Acceptable Score	Credit Received
College English Composition	ENG 101	50	3
Introductory Psychology	PSY 101	50	3
Human Growth and Development	PSY 102	50	3
College Algebra	MAT 103	50	3
Introductory Sociology	SOC 101	50	3
American History I	HIS 101	50	3
American History II	HIS 201	50	3

Students may only transfer credits from the College Level Examination Program (CLEP) up to the maximum transfer credit limit for their program in accordance with EIC transfer credit policy.

Credits Transfer through Advanced Placement (AP) Examination

A student who finished an Advanced Placement (AP) course in high school and took the AP examination with a score of “3” or better is eligible for credit transfer. AP courses must conform with the transfer credit policy of EIC.

International Students

Eastern International College welcomes international students. Applicants who are not U.S. citizens or permanent residents will be assisted in meeting the requirements of the U.S. Immigration Service. All applicants who wish to receive an I -20 must be able to prove financial support to cover the tuition and local living expenses for each year at Eastern International College. Non-native English speakers must submit a result of the TOEFL paper- administered test with a minimum score of 500, a minimum TOEFL computer-based test score of 200, or 70 on the internet-based test. EIC also accepts a minimum score of 6 in the International English Language Testing System (IELTS). The TOEFL and IELTS must have been taken not more than five years ago at the time of admission. Additionally, a certified translation must be submitted for all documents written in languages other than English. EIC also accepts internal English language placement test, HESI (English score of 70) and Accuplacer (score of 70).

The English proficiency requirement is waived for an applicant who earned a high school diploma or a college degree from an accredited institution in the U.S. It is also waived for students who completed the equivalent of a U.S. high school education or a U.S. equivalent bachelor's degree in one of the recognized English- speaking countries listed below.

Anguilla
Antigua and Barbuda
Australia
Bahamas
Barbados
Belize
Bermuda
British Virgin Islands
Canada (English speaking provinces only)
Cayman Islands
Dominica
Fiji
Grenada
Guyana
Ireland
Jamaica
Liberia
Montserrat
New Zealand
St. Kitts and Nevis
St. Lucia
St. Vincent and the Grenadines
Sierra Leone
South Africa
Trinidad and Tobago
United Kingdom
U.S. Virgin Islands
West Indies
Zimbabwe

Please contact the Admissions Department for additional requirements, including evidence of financial support.

Non-Matriculated Students
Students seeking to participate in specific coursework while not pursuing a degree may do so if admitted to the specific course by satisfying all prerequisites for the course, and by being admitted as a special non-matriculated student.

When non-matriculated students wish to change to matriculated student status, they must satisfy all college admissions requirements. Credit for courses previously passed at Eastern International College may be applied towards matriculation.

Cross Registration Policy and Procedure
A student who attends Eastern International College (EIC) may be permitted to take a course or cross-register at other colleges or universities with the following conditions:

1. The student must have spent at least two consecutive semesters at EIC as a full time student
2. Only General Education courses are considered for cross-registration

3. The student must be currently registered at EIC at the time he/she asks permission to cross-register to another college or university
4. The course that the student intends to cross register is not offered in EIC within the semester that the student applies for cross-registration
5. The student is allowed to cross-register only one course in a semester or summer session.
6. Cross registration must comply with EIC's transfer credit policy (e.g. a total of not more than 21 General Education credits). Special consideration may be considered and decided on by the Academic Committee on a case-to-case basis.
7. The student agrees not to receive financial aid funds, including federal and state student loans, at the guest institution.
8. Students are not able to register for more than a total of 6 credits during their entire academic program under the cross-registration policy.

To apply for permission to cross-register, the student must comply with the following:

1. A meeting with the Dean to discuss the possibility of cross- registration. The CGE assesses if the student is eligible following the conditions above.
2. If the student is eligible for cross-registration, he/she will be advised to submit a letter of request to cross register addressed to the Academic Committee c/o the CGE. The letter must indicate the course, the reason for the cross- registration and the school. The letter should also state that the student acknowledges that any receipt of financial aid funding, including student loans, may negatively impact future aid as anticipated at EIC and that they agree not to utilize these funds at the guest institution.
3. The student fills-out the Cross-Registration Form (CRF) and submits it together with the letter in #2.

If permission is granted, it is the responsibility of the student to process his/her registration for cross- registration. EIC has no articulation with any other college so acceptance of the student for cross-registration is not guaranteed. It is also the responsibility of the student to request for his/her official transcript of records to be sent to EIC after finishing the cross-registered course. The student must confirm that their guest institution will not be seeking financial aid funds and is advised to do so in writing. It is ultimately the student's responsibility to ensure that balances as owed to any institution are paid and that their eligibility for future funding at EIC is not jeopardized.

Financial Information

Tuition and Fees

Eastern International College will arrange tuition payments for students receiving financial aid with applicable agencies.

Registration Fees for Programs	
Medical Assistant– AAS Degree	$ 125.00
Nursing–AAS Degree	$ 125.00
Dental Hygiene–AAS Degree	$ 125.00
Dental Hygiene- BS Degree	$ 125.00
Diagnostic Medical Sonography-BS Degree	$ 125.00
Cardiovascular Technology-AAS Degree	$ 125.00
Dental Hygiene (Completion) Online -BS Degree	$50.00
Health Leadership (Completion) Online - BS degree	$50.00

Tuition and fees are determined by the Board of Directors of the College and are subject to change without notice.

Diagnostic Medical Sonography- BS Degree Program	
Tuition and Fees Per Semester	
Registration Fee	$125.00
Full-time student (12-18 semester credits) Per Term	$7,550.00
Part-time student, per credit (up to 11 and above 18 semester credits)	$620.00
Laboratory Usage and Supplies Fees Per Term	$300.00

Medical Assistant–AAS Degree Program	
Tuition and Fees Per Semester	
Registration Fee	$125.00
Full-time student (12-18 semester credits) Per Term	$4,750.00
Part-time student, per credit (up to 11 and above 18 semester credits)	$390.00
Laboratory Usage and Supplies Fees Per Term	$250.00 **

Nursing–AAS Degree Program	
Tuition and Fees Per Semester	
Registration Fee	$125.00
Full-time student (12-18 semester credits) Per Term	$7,550.00
Part-time student, per credit (up to 11 and above 18 semester credits)	$620.00
Laboratory Usage and Supplies Fees Per Term	$1000.00

Cardiovascular Technology–AAS Degree Program	
Tuition and Fees Per Semester	
Registration Fee	$125.00
Full-time student (12-18 semester credits)	$6,800.00
Part-time student, per credit (up to 11 and above 18 semester credits)	$560.00
Laboratory Usage and Supplies Fees Per Term	$250.00**

BSDH (Completion Program) Degree Program Online	
Tuition and Fees Per Quarter	
Registration Fee	$50.00
Full-time student (12 credits) Per Quarter	$2,400.00
Part-time (per credit)	$200.00
Technology Fee Per Quarter	$50.00

BSHL (Completion Program) Degree Program Online	
Tuition and Fees Per Quarter	
Registration Fee	$50.00
Full-time student (12 credits) Per Quarter	$2,340.00
Part-time (per credit)	$195.00
Technology Fee Per Quarter	$50.00

Dental Hygiene – AAS Degree Program	
Tuition and Fees Per Semester	
Registration Fee	$125.00
Full-time student (12-18 semester credits)	$8,550.00
Part-time student, per credit (up to 11 and above 18 semester credits)	$710.00
Laboratory Usage and Supplies Fees Per Term	$1500.00

Dental Hygiene – BS Program	
Tuition and Fees Per Semester	
Registration Fee	$125.00
Full-time student (12-18 semester credits)	$8,550.00
Part-time student, per credit (up to 11 and above 18 semester credits)	$710.00
Laboratory Usage and Supplies Fees Per Term	$1500.00

****Fee for first semester only; fee for subsequent semesters is $150.00**

A check as paid to the College that is not honored by the bank (returned as unpayable) will be assessed a $30.00 returned check fee. Following the initial returned check, the College will no longer accept payments via this method towards the student's account.

Effective September 2019, there will be a Late Fee charged for payments not received within five (5) business days of the scheduled due date. On the sixth (6) missed business day, a $100.00 Late Fee will be added to the student account as a payment due to the College. This is for cash, credit/debit card, check, and money order payments.

Cancellations

When a student enrolls in a program of study, he/she has reserved a place that cannot be made available to other students. Once the Enrollment Agreement is signed by a College official, it constitutes a contract. A student has the right to cancel the Enrollment Agreement at any time without written notification of withdrawal and/or cancellation. If a student cancels within three (3) business days of executing the Enrollment Agreement, even if instruction has begun, all money paid will be refunded. If a student cancels more than three (3) days after executing the Enrollment Agreement and before the start of classes, the College will retain the registration fee, and refund all other money. For campus-based students only: A student who has not visited the College facility prior to enrollment may withdraw without penalty within three (3) days following either attendance at a regularly scheduled orientation or a tour of the College facilities and inspection of the equipment.

The College reserves the right to cancel the Enrollment Agreement in cases where the prospective student has intentionally misrepresented or provided fraudulent information during the enrollment process. Additionally, if the College does not accept the Enrollment Agreement or cancels the Enrollment Agreement prior to the first day of class attendance, all money will be refunded.

Refund Policy

Eastern International College participates in the United States Department of Education student aid program and is required to comply with the Higher Education Amendments of 2005. The legislation requires the College to offer a refund policy that provides the most beneficial refund to students. A refund is the difference between the amount the student paid to the school (including financial aid) and the amount the College can retain as prescribed by the appropriate refund policy. Refund calculations are made in accordance with the following policies:

- The Return of Title IV Funds Policy , the Return of State Aid (TAG) Policy, and/or the Tuition Refund Policy for Cash Students listed below.
- If the College permanently closes and no longer offers instruction after a student enrolled, the student shall be entitled to a pro-rata refund of tuition.
- If a program is canceled subsequent to a student's enrollment, the College shall opt to:
    - Provide a full refund of money paid; or
    - Provide for the completion of the program
- If there is a delay in starting dates 14 days or less based on under-enrollment or facilities issues, it will not affect the refund policies. However, if the delay is more than 14 days, the student may cancel this Agreement within three (3) days of being notified of the delay and request a refund of all money paid.

Effective February 1, 2006, a student's enrollment will be terminated when

- the student gives notification of his/her intent to withdraw, or
- the student has fourteen (14) consecutive calendar days of absences without establishing an approved leave of absence.

Students who drop individual classes but are otherwise enrolled at the College will not receive a refund or adjustment if they drop the class(es) after the last day of the drop and add period for the specific term, as stated on the academic calendar. However, refunds are available to students who withdraw or are withdrawn from the College prior to the completion of their program based on the Return of Title IV Funds Policy, the Return of State Aid (TAG) Policy, and/or the Tuition Refund Policy for Cash Students described below.

Refunds are based on the total charge incurred by the Student at the time of withdrawal, not the amount the Student has actually paid. Tuition and fees attributable to any term beyond the term of withdrawal will be refunded in full. However, any books, equipment, and/or uniforms that have been issued are usually non refundable. When a Student withdraws from the institution, he/she must complete a student withdrawal form with the College. The College will process and post refunds within forty-five (45) days from the determination date—the date on which the College determines that the student's enrollment should be terminated. The student's withdrawal date—the date on which enrollment is deemed to have ended—will be the same as the determination date in those cases where the student gives notice. When the student does not give notice, the withdrawal date will be the first class day following the student's fourteenth (14th) consecutive calendar day of absence.

Return of Title IV Funds Policy

A return of Title IV funds calculation, as required by federal regulations, will be used to determine how much Title IV aid has been earned by the student, and how much, if any, the College and/or student/parent must return to the Department of Education. Under current federal regulations, the amount of aid earned is calculated on a pro rata basis

through 60% of the term. After the 60% point in the term, a Student has earned 100% of the Title IV funds. Federal regulations require the return to Title IV funds in the following order, if applicable: Unsubsidized loans, Subsidized loans, Plus loans, Pell grants, SEOG, or other Title IV.

Return of State Aid (TAG) Policy

For State Aid recipients for whom a refund is required, the College follows HESAA's regulations regarding calculation of refund in accordance with N.J.A.C. 9A:9-2.12 (Award adjustments, refunds, and collections). The refund to the State represents its "fair share" of the total available refund as determined by the institutional refund policy. To calculate the amount to be refunded to the State, the College multiplies the institutional refund by the following formula: amount of State Aid awarded for the payment period divided by the total amount of financial aid awarded for the period.

If a State Aid recipient changes enrollment status after the end of the institutional refund period has ended, a refund to the State is not required as long as the disbursement date of state funds has been made to the students account prior to the date of the change of status.

Tuition Refund Policy for Cash Students

Any students paying cash that officially withdraw from a course or the College may receive a refund of tuition, according to the refund policy and schedule established by the College. The following schedule shall be used in the calculation of refunds for students who pay cash:

Time of Withdrawal	Percentage of Tuition Refund
Withdrawal during the first week of the semester	100%
Withdrawal during the second week of semester	50%
Withdrawal during the third and fourth week of semester	25%
Withdrawal after the fourth week of the semester	0%

Notice: Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller

Professional Judgment
It is the decision of Eastern International College, as an institution, to elect to refuse processing of professional judgment applications and documents, with the exception of those for Satisfactory Academic Progress appeals *(HEA Sec. 479 (a))*. The College will continue to assist all applicants in securing the maximum funding for which the student is eligible.

Receipt of Funds
All payments as owed to the College must be made in a timely manner by the date assigned; failure to make the necessary payments within the allotted time frame may result in the disallowance of future attendance, denial of

requests for official transcripts, and/or withholding of semester grades. It is ultimately the student's responsibility to ensure that all funds as owed to Eastern International College are paid in full.

Additional Information
This course of instruction follows the outline and procedures specified in the College catalog. Upon completion of the program, the student will receive an Associate of Applied Science Degree or a Bachelor of Science Degree. Should any changes occur in program content, materials schedule, campus location, or expenses to the student, the student will be notified at least thirty (30) days prior to the change. Any delay in starting dates based on under-enrollment or facilities issues will not affect the refund policies.

Returned Check
A check as paid to the College that is not honored by the bank (returned as unpayable) will be assessed a $30.00 returned check fee. Following the initial returned check, the College will no longer accept payments via this method towards the student's account.

Institutional Scholarship Opportunities

Founder's Scholarship

The Founder's Scholarship is open to all existing students of Eastern International College. The scholarship is academically based with the following criteria:

- Students with an earned a Semester Grade Point Average (GPA) of 3.70 and a Cumulative GPA of 3.50 or better will be awarded a scholarship of $250.00 applied to their next semester attended.
- Students with an earned Semester GPA of 3.80 and a Cumulative GPA of 3.50 or better will be awarded a scholarship of $350.00 applied to their next semester attended.
- Students with an earned Semester GPA of 3.90 and a Cumulative GPA of 3.50 or better will be awarded a scholarship of $450.00 applied to their next semester attended.
- Students with an earned Semester GPA of 4.00 and a Cumulative GPA of 3.50 or better will be awarded a scholarship of $550.00 applied to their next semester attended.

Alumni Bachelor's Degree Scholarship

The Alumni Bachelor's Degree Scholarship is open to all AAS and diploma graduates of Eastern International College or Micro Tech Training Center accepted into the BS in Diagnostic Medical Sonography program or the BS Dental Hygiene.

- Student must be enrolled full-time for the initial semester.
- For subsequent semesters of the program, the student must maintain a cumulative GPA of 3.50 or greater
- Amount of the award is $500.00 per semester ($250 for online students)

Specific Details and Definitions

1. Students must be enrolled full time during the earning semester, and awards will be disbursed during the subsequent (awarding) semester. Students must be enrolled in at least one course to receive the funds during the awarding semester.
2. The definition of full time student is a minimum of 12 credits per semester.
3. For the Alumni Scholarship, a cumulative GPA is determined for semesters and courses taken at EIC after enrollment in the bachelors program. No transfer credits or prior credits will be used to calculate a cumulative GPA.
4. Students will receive an initial award letter upon registration. A revised award letter will be issued if a student qualifies for the scholarship. Students will be notified via their College email account.
5. Students are eligible for only one institutional scholarship per semester. Awards will be determined after all final grades are submitted and the semester GPA calculated.
6. Scholarships may impact the student's other grants, scholarships, and loans. The campus financial aid office will review the details on an individual basis.
7. Any documented behavioral probation or suspension disqualifies the student.
8. Failure to meet Satisfactory Academic Progress (SAP) and complete coursework within the allotted time frame will count the student as ineligible.
9. Attempted credits must be completed during the semester. A student who withdraws with a "W" from a class will be considered ineligible.

Summer non-enrollment will not affect the subsequent Fall semester award

Rules and Regulations

It is the student's responsibility to adhere to all rules and regulations set forth by Eastern International College. The College reserves the right to make changes in any area of the College, and all changes are effective thirty (30) days after the announcement, circulation, and/or posting.

Professional Behavior Policy

Students are expected to adhere to standards of conduct, both in the classroom and at clinical externship sites. Netiquette policy applies in online courses.

The College reserves the right to discipline a student, up to and including dismissal from his/her program at any time for behavior that is deemed unethical or unprofessional. Unethical or unprofessional behavior includes, but is not limited to:

1. Noncompliance with the civil law at the local, state or federal levels
2. Smoking on the College premises including no vaping, and no e-cigarettes
3. Eating or drinking in any laboratories, patient care facilities, or classrooms
4. Noncompliance with the dress code/uniform policy
5. Verbal or physical abuse towards peers, faculty, administrative and/or support staff
6. Falsification of documents
7. Major violations contrary to principles of academic honesty (i.e. plagiarism, cheating)
8. Destruction of College or building property
9. Harassing, stalking, threatening, abusing, insulting or humiliating any student, instructor, administrator or member of the support staff
10. Demonstrated demeaning written or oral comments of an ethnic, sexist, or racist nature
11. Unwanted sexual advances or intimidation
12. Carrying or concealing firearms or any unlawful weapon
13. Use or under the influence of alcohol or illegal drugs on the College premises or in any affiliating agency
14. Disruptive classroom behavior and persistent violation of College rules and regulations. (Students are not permitted to use cellular phones, iPods, or any other electronic devices, while in the classroom unless permitted by the instructor for educational purposes).
15. Slander or libel against the College
16. Other actions deemed unethical or unprofessional by the faculty and administration

Any student who has been dismissed for violating any policy, rule, and/or regulation set forth by Eastern International College, may appeal the dismissal and/or be granted permission by the Campus Director.

Probation and Dismissal

Eastern International College reserves the right to dismiss or place on probation a student for any of the following reasons: failure to comply with the professional behavior policy or other school policies and procedures, cheating, failure to pass a course after the second attempt, failure to maintain satisfactory academic progress, failure to pay school fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to student, faculty, staff, or affiliates, or making any false statements in connection with his/her enrollment. Tuition, fees and supplies become due and payable immediately upon a student's dismissal from the school. The college will determine if any Title IV funds need to be returned. Students wishing to appeal a probation or dismissal can make a written request to the

Appeal Committee for review. The Appeal Committee will conduct the review and make the appropriate determination.

Program Dismissal Grading Policy

Course grades will be calculated based on the course grading distribution, inclusive of the work completed up to the point of dismissal and all course requirements. Any course requirement not completed up to the dismissal point, e.g. final exam, will be calculated as a "0" in the overall average. Non-completion of the prescribed course requirements will result in an "F" across all enrolled courses at the time of program dismissal.

Grievance/Complaint Protocol

Academic Complaints

The administration, faculty and staff of Eastern International College maintains an open-door policy for students to voice their concerns or complaints. Any student who has a grievance or complaint should follow the grievance protocol, as outlined below:

Level 1: The student attempts to handle the grievance with the applicable official in a calm, professional manner.

Level 2: If the grievance cannot be settled at this level, the student may request intervention from the Department Chair.

Level 3: The Dean and Vice President for Academic Affairs convene a committee to review the grievance. The student who filed the grievance will be asked to submit all supporting documents and may be asked to appear in person if the committee decides it is necessary. The Vice President for Academic Affairs informs the student of the committee's decision.

Level 4: If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the President if it was not resolved by the academic committee.

Level 5: If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. The Student Complaint Procedure is as follows:

Student Complaint Procedure

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint, as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, 703-247-4212 www.accsc.org

A copy of the ACCSC Complaint Form is available and can be obtained at Eastern International College, and may be obtained by contacting Dr. M. Mustafa, the Vice President for Academic Affairs. In addition, you can find the complaint form online at: www.accsc.org.

Complaints addressed to the ACCSC are meant to address issues with Eastern International College's compliance with ACCSC standards and requirements. ACCSC does not generally investigate complaints relating to disciplinary action, dismissal, or review decisions unless the context reasonably suggests that Eastern International College may not be in compliance with ACCSC standards and requirements.
Any person who has good reason to believe that Eastern International College is not in compliance with the standards set forth by the ACCSC may file a complaint. Those who can file a complaint include, but are not limited to,

students, former students, prospective students, governmental agencies, members of the public, and other accredited schools.

In order to file a complaint, it must be sent to the commission in writing, and include the following:

- The basis of the allegation and all relevant names and dates,
- A brief description of the actions forming the basis of the complaint. Copies of any supporting material and documentation,
- A release from the complainant which authorizes the Commission to forward a copy of the complaint, including the identification of the complainant, to the school.

Mediation and Arbitration

If any dispute should arise with Eastern International College ("College"), the student will attempt to resolve it by using the Grievance/Complaint Protocol outlined in the school catalog. If the dispute is not resolved, the parties agree that any dispute arising out of or relating in any manner to the Student's recruitment, enrollment, attendance, education, financial aid, or career services assistance at the College, or any individual claim, no matter how the Student or the College might describe, plead or style the dispute, including a dispute involving unpaid tuition, a dispute involving statutory rights (e.g., a claim under the New Jersey Consumer Fraud Act), or the Student's relationship with the College, or any affiliates or employees thereof ("Dispute"), both the Student and the College agree that, if they cannot resolve the Dispute through their own negotiations, they shall first make a good faith effort to resolve the Dispute by participating in a confidential mediation process. The mediation shall be conducted by a neutral mediator selected from a list of approved mediators maintained by a court or bar association situated in the same community (the "Local Community") as the campus of the College which the Student is attending and the College shall pay the mediator's fees. If the Dispute is not resolved during the confidential mediation process, it shall then be resolved by confidential, binding arbitration before a single, neutral arbitrator under the Federal Arbitration Act ("FAA") and conducted by the American Arbitration Association ("AAA") under its Commercial Rules, and applicable Supplementary Consumer Rules available at www.adr.org, as specified below:

a. If arbitration occurs, it shall be conducted at a convenient location within the Local Community.
b. The FAA (including all procedural and substantive provisions) and related federal decisional law shall govern this arbitration agreement to the fullest extent possible. However, the internal substantive laws of New Jersey shall govern any Dispute.
c. Neither party shall file an action in any court against the other, however, if a party does, any such action shall be stayed in favor of arbitration. The parties recognize that the breach of this arbitration agreement will cause the other party damage including, but not limited to, attorneys' fees and costs, for which the other party will be liable.
d. The Student shall be responsible for paying a portion of the AAA filing fee at the time the Claim is filed in an amount equal to $200 or the applicable filing fee for a lawsuit in the state court situated within the Local Community, whichever fee is less. The College will be responsible for paying the remaining AAA filing fee, the arbitrator's compensation, and other applicable AAA hearing fees. The parties shall bear their own costs and expenses associated with their attorneys, experts and witnesses, unless the arbitrator determines otherwise. However, the arbitrator's compensation and any fees and expenses incurred in arbitration, including attorney's fees, shall be paid by a party whose claim(s) is determined to be frivolous or filed for the purpose of harassment. The arbitrator has the power to award prevailing party attorney's fees and costs if a successful claim is based on a statute providing such fees to any party.
e. Except as specifically required by law, the fact and all aspects of an arbitration and the underlying Dispute shall remain strictly confidential by the parties, their representatives and counsel, and the AAA.
f. All determinations as to the scope, enforceability, validity and effect of this arbitration agreement shall be made by the arbitrator and not by a court. However, any issue concerning the validity of the below class

action/consolidation waiver must be decided by a court, and an arbitrator does not have authority to consider the validity of the waiver. If for any reason the class action/consolidation waiver is found to be unenforceable, any putative class action may only be heard in court on a non-jury basis and may not be arbitrated.

g. In order to promote the speedy resolution of the Dispute, Student agrees not to combine or consolidate any claims with any other person's claims, such as in a class or mass action, or for the claims of more than one person to be arbitrated or litigated jointly or consolidated with another person's claims.
h. If any part(s) of this arbitration agreement are found to be invalid or unenforceable, then such specific part(s) shall be of no force and effect and shall be severed, but the remainder of the arbitration agreement shall continue in full force and effect.
i. This arbitration agreement will survive the termination of Student's relationship with the School.
j. The arbitrator's award shall be final and binding on both parties, and the award may be filed for enforcement by either the Student or the College in any court having jurisdiction.

Criminal Activity

If you witness an emergency situation or immediate threat to your safety, call 911. After reporting an incident to the police, you should inform the Campus Director (201)273-7208 (Jersey City) and (973) 737-1492 (Belleville). More information on emergency procedures available at: www.eicollege.edu/life-at-eic/policies-and-procedures

Crime Awareness and Security Act- (CLERY Act)

34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A

Every October 1st, the DOE requires that schools make available the "Annual Campus Security report." Schools that have insufficient information regarding Clery Act have received findings that have large monetary repercussions. This reporting requirement includes:

Crime Statistics- 4 General Categories

- Criminal Offenses (34 CFR 668.46 (c)(f)
- Hate Crimes (34 CFR 668.46 (c)(4)
- VAWA (Violence Against Women Act) Offenses (34 CFR 668.46 (c)(6)(A)(i)
- Arrests and Referrals for Disciplinary Action- Institutions current timely warning policies/ procedures

Timely Warning and Emergency Notification (34 CFR 668.46 (e)

- Crimes reported to campus security authorities and local police agencies AND considered by the institution to represent a serious or continuing threat to students and employees.
- No required format, timely warning must be reasonably likely to reach the ENTIRE campus community.
    - **MAY NOT BE ISSUED IN A MANNER OR POSTED IN A LOCATION THAT REQUIRES THE CAMPUS COMMUNITY TO MAKE REQUESTS FOR THEM OR TO SEARCH FOR THEM**

Daily Crime Log

- The purpose of the daily crime log is to record all criminal incidents and alleged criminal incidents that are reported to the campus police or security department.
- Entries include all crimes reported to the campus police or security department for the required geographic locations, not just *Clery Act* crimes.

Creation of Crime Log

- Clearly identifying your log as a Daily Crime Log
- Required Elements
    - The Date the Crime was Reported
    - The Date and Time the Crime Occurred
    - The Nature of the Crime
    - The General Location of the Crime
    - The Disposition of the Complaint, if known
- Maintaining Your Log
    - At entry, an addition to an entry or a change in the disposition of a complaint must be recorded within two (2) business days of the reporting of the information to the campus police or the campus security department.

    - Have more than one person responsible for making entries.
- Making your Log Available
- Log must be accessible on-site. If you have an additional campus with a campus police or security department, a separate log must be available at, or accessible from, that campus as well.
    - Format- log may be either hard copy or electronic.
    - Publicize Availability: Let students and employees know that the log is available, what it contains and where it is.
    - Accessibility- The crime log for the most recent 60-day period must be open to public inspection, free of charge, upon request, during normal business hours. You cannot require a written request.

Dress Policy/Uniform Policy

Eastern International College students must maintain a clean, professional appearance while on campus and while involved with any events affiliated with Eastern International College. The following dress policy must be adhered to at all times:

1. Students must wear the required uniform specific to their program during all classes. All uniforms must be presentable and bear the Eastern International College logo.
2. Students must wear nursing shoes or all white sneakers, no exceptions.
3. Students should avoid extreme and excessive hairstyles, make-up, long nails, jewelry and piercings. Students must adhere to the specific dress code of their program's policies.
4. Tattoos must not be visible.
5. Students must clearly display the Eastern International College I.D. at all times.
6. Unless otherwise noted, a minimum of business- casual attire must be worn when students are engaged in professional activities affiliated with Eastern International College.

Students who are not in compliance with the dress policy will be dismissed from the building for that day.

Drug and Alcohol Free Policy

Eastern International College maintains a drug and alcohol-free environment. The Drug and Alcohol Policy applies to all enrolled students, as well as any individual present on campus. The unlawful possession, use and/or distribution of drugs and alcohol are strictly prohibited. Students who require prescription drugs that may impair their ability to perform should inform Eastern International College and their instructors via documentation from a licensed healthcare professional.

College Property

Under no circumstances should any software belonging to Eastern International College be removed from the premises for any reason. All software purchased by the College must be used within the classroom and the library.

All computers are the property of Eastern International College. Students attending classes are afforded the use of the computers during class and laboratory hours. Any student found reconfiguring any computer belonging to Eastern International College will be subject to immediate disciplinary action.

Internet access is permitted for job searches and class-related activities only. Any student accessing a site that is not within the scope of job searching or course study will be subject to disciplinary action.

Laboratory equipment is "technique"/practice equipment that should not be utilized for diagnostic medical procedures.

Attendance and Make-Up Policy

Students at Eastern International College are expected to attend all classes, labs, and clinical externships. At the beginning of each semester, instructors will provide the students with written guidelines regarding possible grading penalties for failure to attend class. Online class attendance is measured by discussion board participation and submission of assessments within Canvas.

Students should notify their instructors as soon as possible of any anticipated absences. Written documentation that indicates the reason for being absent may be required, and students are responsible for making up work missed during any absences. These guidelines may vary from course to course, but are subject to the following restrictions:

1. Students who miss class because of religious beliefs or practices will be excused from class or examinations on that day. The faculty member is responsible for providing the student with an equivalent opportunity to make up any examination, study, or work requirement that the student may have missed.

2. Students should notify course instructors at least one (1) week before any anticipated absence so that proper arrangements may be made to make up any missed work or examination. All make-up or missed work must be completed within a reasonable time frame, as determined by the faculty member. Make-up exams may not be proctored by the librarians.

3. Any student who misses class due to a verifiable family or individual health emergency, or to attend a required appearance in a court of law, will be excused.

4. Students must communicate directly with the faculty member when they need to miss a class for those specific reasons.

5. Likewise, faculty members who require documentation of those specific student absences will communicate directly with their students.

6. For all absences except those due to religious beliefs or practices, the course instructor has the right to determine whether the number of absences has been excessive, as it relates to the nature of the class that was missed, and the stated attendance policy. Depending on the situation, this can result in the student being removed from or failing the course.

If there are extenuating circumstances that prevent a student from attending classes for an extended time period (e.g., hospitalization and recovery from a serious accident or illness), the student should apply for a leave of absence under the College’s published leave of absence policy.

A student's enrollment will be terminated when the student has fourteen (14) consecutive calendar days of absences (two weeks not in class) without establishing an approved leave of absence under the College's published leave of absence policy. For online students, discussion board participation serves as a proxy for attendance with students being required to make multiple posts per week (see course syllabus for details). As a general rule, any student whose enrollment has been terminated for violating the College's attendance policy will not be allowed to re-apply for readmission to the College.

A student whose enrollment has been terminated for violation of the College's attendance policy may be entitled to a refund, or, alternatively, may be required to return unearned Title IV federal financial aid to the Federal government and pay the remaining tuition due to the College.

If the student borrowed money under a federal student loan, or a private loan, the student is obligated to repay that money in accordance with the terms of the loan. Please refer to the above refund policy and return of Title IV aid policy for further information concerning these obligations.

Clinical Externship Policies and Procedures (for DMS, CVT & MA students only)

Eastern International College will place students in clinical externships upon completion of their prerequisite didactic coursework. In cases where extenuating circumstances (leave of absence, illness, financial hardship, etc.) prevent the student from starting the clinical externship immediately after their didactic coursework, Eastern International College will work with a student and help the student complete the clinical externship as soon as possible. Eastern International College will continue to track students individually as to their start and completion dates for clinical externships.

The Clinical Externship Orientation is required for all students. Prior to starting the clinical externship, all students must participate in the College's comprehensive clinical externship orientation, which includes student/College rights and responsibilities, clinical externship policies and procedures, and attendance policies. This orientation is conducted by the Clinical Coordinator, Clinical Externship Administrator, and Campus Director.

Clinical Externships will be provided to all students in programs requiring clinical externships. Students enrolled in programs that contain an externship component must agree as part of their enrollment agreement that they will accept the externship site offered by the College. Students that refuse the site offered by the College must sign a refusal waiver and be responsible for finding their own externship site.

All students must accurately document their hours worked on a timesheet supplied by Eastern International College. The students are responsible for tallying their hours and getting the hour's sheet signed by Site Manager. They must then submit the completed sheet to the Clinical Coordinator assigned to their program.

All pre-externship paperwork and job rescheduling must be completed by the student prior to their final semester. Any student who fails to complete all of the clinical externship administrative requirements prior to their final semester will not be allowed to enroll until all requirements are fulfilled.

All students must pass the required courses, maintain Satisfactory Academic Progress (SAP) with regard to their academic standing, and submit record of required immunizations before beginning the clinical externship. Some externship sites may require additional requirements that must be met prior to the start of clinical externship.

Clinical Externship Rules and Regulations

1. All students must attend the clinical externship site assigned to them by Eastern International College.
2. Students in programs that contain a clinical externship component must be prepared to attend externships sites whenever and wherever the externship sites are available. Evening students must be prepared for the possibility that clinical externship sites may only be available during daytime working hours.
3. Students are required to adhere to any schedule issued by the clinical externship site manager, and any changes in scheduling must be authorized by the assigned site and Eastern International College. Any student not in compliance with this rule will receive a failing grade (F).
4. Students must be punctual and remain at the facility for the required length of time that was assigned, and tardiness will not be tolerated. However, if students are going to be late, they must contact the clinical externship site manager and Eastern International College's Clinical Coordinator at 201- 216-9901 or 973-751-9051.

5. All students who have in ***excess of (3) absences*** will fail the course for the semester and be required to retake the course next semester in order to graduate. In addition, students who are dropped for excessive absences must find their own clinical externship site.
6. Students must **strictly adhere** to the dress code of the assigned clinical externship site.
7. Students must keep personal habits (e.g. smoking, talking on phone, etc.) to a minimum, and pay very close attention to hygiene and appearance. Cellular phones must remain **off** while on the clinical externship site. However, if students need to utilize their cell phone, they must make a strong effort to do so during breaks and/or lunch, and keep all calls to a minimum.
8. Students are required to complete 100 percent of their clinical externship hours. Otherwise, he/she will not be able to graduate.
9. At all times, students must display a positive attitude and perform to the best of their ability. If any mistakes occur on a student's behalf, the student must address the mistake promptly with the clinical externship site manager.
10. Timesheets and daily logs should be faxed by **the end of the week, and no later than Monday of the following week**. Students must also keep an accurate record of hours and make copies of all time-sheets.
11. If students encounter any issues that could prohibit them from completing their clinical externship, they must contact Eastern International College's Clinical Coordinator immediately.
12. Any student who blatantly and consistently violates the rules set forth by Eastern International College and/or the clinical externship site will immediately be **DISMISSED** from the program.

Externship-Related Injuries

Whenever an illness or injury occurs at a clinical externship site, the student must immediately notify the site supervisor so that appropriate measures are taken. The student shall be provided with emergency medical care at the clinical externship site, whenever necessary. If the facility does not cover necessary expenses, the student shall be responsible for any expenses incurred.

If a student is accidentally injured or exposed to a patient's body fluids, the patient with whom the student has contact may need to be tested to assess risk to the student. This might include testing the patient for hepatitis, HIV, or other infectious diseases. In situations where the externship facility does not cover the cost of these tests, the student is held responsible for the expense.

It is the responsibility of the clinical externship supervisor to notify Eastern International College of the details of the injury/exposure.

Students Called to Military Service Obligation

In compliance with federal and state laws, this policy covers members of the US Armed Forces, including the National Guard and the reserves, who are called to active duty for more than 30 consecutive days.

I. When a student is called to Active Duty during the semester, the student should promptly provide a copy of the military order to the Registrar (or submit an advance notice) and indicate an intent to return. An advance notice is not required if precluded by military necessity (e.g. a mission, operation, exercise, or requirement that is classified; or a pending or ongoing mission, operation, exercise, or requirement that may be compromised or otherwise adversely affected by public knowledge).

The following policy applies:

1. Withdrawal from classes for a military service obligation

a. Returning Student

- If the withdrawal happens within the Add/Drop period, the student completes the official Add/Drop Form and receives a full refund.

- If the withdrawal happens after the Add/Drop period, the student completes the official *Add/Drop Form with a notation of Military Service* and receives a full refund. A grade of "WL" will be assigned to each course and will not affect the student's Satisfactory Academic Progress (SAP) status.

b. New Student

- If a new student is called to military service before the semester officially starts, the student completes the Add/Drop form and receives a full refund. The registration fee is subject to EIC's refund policy.

- If the withdrawal happens within the Add/Drop period, the student completes the official Add/Drop Form and receives a full refund.

- If the withdrawal happens after the Add/Drop period, the student completes the official *Add/Drop Form with a notation of Military Service* and receives a full refund. A grade of "WL" will be assigned to each course and will not affect the student's Satisfactory Academic Progress (SAP) status.

2. Nursing (ADN) students

If the military service is more than one semester, the student is covered by the *Validation Policy* shown below.

A student 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. If the skills are not demonstrated satisfactorily, the student will be dropped from the nursing program, or a student's application for re-admission will be denied. It is the responsibility of the student to contact the Nursing Chair to schedule a test-off time with a 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.

The student may be required to attend a mandatory tutoring and skills lab practice prior to the skills test, and the student may request more time if necessary to prepare for the test.

3. Medical Assistant (MA), Cardiovascular Technology (CVT) and Diagnostic Medical Sonography (DMS) students

a. Externship

A student who is called for military service while doing externship must complete the official *Add/Drop Form with a notation of Military Service*. A grade of "IS- Incomplete due to Military Service" will be assigned to the student and will be allowed to complete the externship hours upon return. The student will be required to undergo a mandatory skill validation and tutoring with a faculty or the Department Chair who will certify that the student is ready to return to externship. The student may not necessarily be assigned to the same site.

The student will still be charged for the externship course per EIC's refund policy but will not be charged again for the same course upon return.

b. A student who is on military service for more than one semester will be required to undergo a mandatory CVT/DMS scanning or MA skill validation and tutoring by a faculty or the Department Chair.

4. Dental Hygiene (DH) students

A student who is on military service for more than one semester will be asked to audit a previously passed clinical course prior to reentry in order to demonstrate a satisfactory level of clinical skills.

II. If the military obligation happens in between semester sessions (e.g. during Christmas break between Fall and Spring semesters) and the student is unable to submit the military order before deployment, the student must send an email promptly to the Registrar and Dean informing them of the military service. The student will be required to submit documents or proof of military service within the period of the student's absence in the College upon return or re-enrollment. The student will be classified as "WL".

III. Re-enrollment after military service obligation

A student who completed military service may return to EIC without penalty for having left due to such service and will be promptly re-admitted with the same academic status. The student may be asked to comply with specific departmental policy (e.g. Validation Policy for Nursing) before registration.

Leave of Absence (LOA)

A student in circumstances that make it impossible for him/her to maintain adequate class attendance must submit a written and signed request for a Leave of Absence (LOA). The LOA may not begin until the College has approved the request. Additionally, the LOA period may not exceed 180 days within any 12- month period.

The College may grant more than one leave of absence in the event that unforeseen circumstances arise, such as medical reasons affecting the student or a member of the student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence does not exceed 180 days within the 12-month period.

If a student fails to return from an approved Leave of Absence, then the College will terminate the student and apply its refund policy.

The LOA must be requested prior to the beginning of the semester start for the designated semester. The LOA cannot be requested during the semester for that same semester. Changes to enrollment status, and failure to return from

Leave of Absence, are reported to NSLDS by the Financial Aid Officer and confirmed by the Registrar on the subsequent Enrollment Roster Report.

In cases of extenuating circumstances for which a student has been granted a Leave of Absence during the course of the semester as per the institutional policy, a Return to Title IV Funds calculation will be completed if the student has not yet completed 60% of the semester. Once the 60% threshold has been met, the student will be permitted to complete their courses in progress upon return to the College with no additional charge.

Pregnancy Leave of Absence or Withdrawal

A student may choose to take a leave of absence or withdrawal for pregnancy or pregnancy-related issues or birth of a child for 180 days within a 12-month period. The student may apply for an extension if there is a medical reason for a longer absence than that initially requested; this extension combined with the initial leave cannot be granted for greater than 180 days in a 12-month period. A student who requests a leave of absence for greater than the permitted days must submit medical documentation for their case. A leave of absence cannot be granted in this situation; however, the student will be permitted to return to the College with no penalty or loss of status.

The College may ask for documentation of medical condition and clearance from a doctor before a student is allowed to resume her studies. A student returning from a leave of absence for pregnancy or pregnancy-related issue is entitled to return to the same academic program with no loss of academic standing, credit, satisfactory academic progress and grade point average as long as the leave of absence is consistent with the policy of the College. Completion of the official *Leave of Absence Form* is necessary.

If a student chooses to withdraw all courses due to pregnancy or pregnancy-related issues, she is entitled to return to the same academic program with no loss of academic standing, credit, satisfactory academic progress and grade point average as long as the withdrawal is consistent with the policy of the College. Completion of the official **Add/Drop Form** is necessary. A grade of ***WL*** will be assigned to each course. This grade will not affect a student's Satisfactory Academic Progress status.

Medical Withdrawal

A student who experiences physical and/or mental health issues that impair his/her ability to function successfully as a student may file a Medical Withdrawal within or after the withdrawal deadline. Documentation of the student's medical issue is necessary to approve a medical withdrawal. Courses that are withdrawn will be noted as "W" and will be included in determining the student's Satisfactory Academic Progress. Completion of the official Withdrawal Form is necessary.

Maximum Time Frame to Complete a Degree Program

For a semester credit hour program, the credit hours attempted cannot exceed 1.5 times the credit hours required to complete the program. There are implications when a student does not complete either a degree within the maximum timeframe (i.e., loss of financial aid and program enrollment termination). The College is not required to terminate the enrollment of a student who is unable to complete the program within the maximum time frame unless the College has determined that the student has failed to meet college policies that would otherwise warrant termination (e.g., academic progress or attendance policies).

Withdrawal from Degree Program

Students who officially withdraw from the program may be eligible for a refund of tuition charges. In order to officially withdraw from the program, students must submit their withdrawal request in writing to the Registrar.

Course Withdrawal

A student who officially withdraws from a course after the drop period will earn a "W" grade. This "W" grade will not be computed into the student's GPA but will be counted towards attempted credits which will directly affect the student's Satisfactory Academic Progress (SAP) for credits completed. A student may withdraw from the same course only once. After the second withdrawal, the student will be terminated from the program and must successfully appeal this decision to the Academic Appeal Committee (AAC) for reinstatement. Any course withdrawal **will not** result in a change in Financial Aid received by the student, and the student will be responsible for the full fee of the course(s). *Please see the school calendar for the add/drop/withdrawal period at the end of the catalog*

Official withdrawal from all registered courses for the semester may affect the student's financial aid status (e.g. student loan grace period, Return to Title IV funds calculation, enrollment-based academic benefits, etc.). *Please consult the Financial Aid officer for questions and/or clarifications.*

Withdrawal from a Nursing Course

A student who officially withdraws from a nursing course after the drop period will receive a "W" grade which will not affect the student's GPA but may directly affect the student's Satisfactory Academic Progress (SAP) for credits completed. Withdrawing from the same course is allowed only once. A student who withdraws from the same course more than once will be dismissed from the program but may appeal for reinstatement.

A student who officially withdraws from all courses and wishes to come back must comply with the *Readmission Policy* for Nursing. A student who withdraws from a course and has been out for more than one semester must comply with the *Validation Policy for Nursing*

Withdrawal from the Nursing Program

A student who is officially withdrawing from the nursing program must notify the Chair of Nursing in writing and completes the official withdrawal form from the Registrar. The student will be advised to complete the EIC exit survey.

A student who withdraws from and desires to return to the program may petition to reenter the program as outlined in the *Readmission Policy for Nursing*.

Readmission Policy for Nursing

A student who wishes to be reinstated into the Nursing program must apply for readmission and comply with the following:

1. The student must have good academic standing in the College.
2. The student must not have been out of the nursing program for more than a year
3. All college obligations (e.g. Library, Financial Aid, etc) must have been settled prior to application for readmission
4. A letter must be written and addressed to the Chair of Nursing asking to be reinstated. The letter must include the following:
    a. updated transcript of all college courses
    b. name, ID number, working phone number, email and mailing addresses
    c. the semester the student wishes to be reinstated
    d. mitigating or extenuating circumstances that resulted in the withdrawal from the program or all the courses
    e. supporting documents
5. Submit the letter at least **six weeks** before the start of the new semester
6. Interview with the Nursing Admissions Committee
7. A student who has been out of the program for more than one semester must comply with the Validation Policy
8. Application for readmission does not guarantee reinstatement into the program
9. Students may only apply for readmission **once** during their career at EIC.

Validation Policy for Nursing

A student re-entering any nursing course after one full semester of absence must pass a comprehensive skills test related to the last nursing course passed, which must be completed **six weeks** before the start of the new semester. The student will be required to demonstrate competency in oral and parenteral medication administration and pass a written medication dosage calculation examination with a grade of 90%. The student will be given the opportunity to practice the required skills prior to skills testing and will then be allowed two (2) chances to pass the required skills to the satisfaction of the nursing faculty. If the skills are not demonstrated satisfactorily, the student will be dismissed from the nursing program, or a student application for readmission will be denied. It is the responsibility of the student to contact the Nursing Chair to schedule a test time with a member of the Nursing faculty. The student must pass both the didactic and clinical portions of the Validation process to be considered for reinstatement.

A comprehensive standardized examination from the last successfully completed nursing course(s) will be used to validate knowledge of the didactic portion of the course. A remediation plan consisting of assigned readings and practice questions from the last successfully completed nursing course(s) will be provided to the student at least two (2) weeks prior to administration of the comprehensive examination.

All validation assessments must be completed prior to the first day of class.

Transferring to another EIC Nursing Campus and Admission Deferment

EIC Nursing students are not allowed to transfer to another EIC Nursing campus. A student who dropped out (officially/unofficially), withdrew from, failed out or dismissed from an EIC Nursing program will be denied admission if same student applies in another EIC Nursing campus. A student who deferred admission and wishes to come back must re-apply through the Admission Office. Acceptance is not guaranteed.

Taking Courses in another EIC Nursing Campus

EIC Nursing students may take General Education courses in another EIC campus but NOT Nursing courses. All Nursing courses must be taken in the student's original EIC campus.

Indemnification

The student releases and holds harmless Eastern International College, its employees, agents, and representatives with regard to all liabilities, damages, and other expenses which may be imposed upon, incurred by, or asserted against him/her by reason of bodily injury or property damage while enrolled in the College.

Disaster

In the event of labor disputes, natural disasters or calamities, Eastern International College reserves the right to suspend training effective for a period not to exceed ninety (90) days, unless a suitable substitute site is needed and unable to be secured by the ninety (90) day deadline.

Damaged, Lost, or Stolen Items

Eastern International College is not responsible for students' personal property. Keeping books and other possessions safe is the student's responsibility.

Academic Policies Orientation

New students are required to attend an orientation prior to the start of classes.

Definition of Clock Hours

A clock hour is a 60-minute hour minus a ten-minute break, or 50 minutes of actual instructional time.

Conversion to Semester Credits for Semester Programs

The following formula will be used when converting semester credits: One semester credit equals 15 hours of class time.

- One semester credit equals 30 hours of supervised laboratory instruction
- One semester credit equals 45 hours of externship/internship or work-related experience.

Average Class Size

The maximum number of students for online courses is 30. The Dental Hygiene program complies with the requirement of the Commission on Dental Accreditation (CODA) for clinical courses with one (1) clinical faculty per six (6) students, and the Nursing program complies with the requirements of the New Jersey Board of Nursing with one (1) clinical faculty per ten (10) students.

Examinations

Midterm and final examinations are required in most courses and are scheduled on specific dates. A student in extraordinary circumstances may be excused from the examinations, provided that the excuse is properly documented. Missed exams must be made up within a scheduled date as determined by the instructor and Dean. Online course assessment are typically asynchronous, needing to be completed within that academic week. Students are advised to check their specific course syllabi.

Hours of Operation (Jersey City and Belleville Campuses)

Monday-Thursday: 8:00am- 10:00pm

Friday: 8:00am- 6:00pm

Saturday: 8:00am- 4:00pm

Amendments to Programs, Policies, or Procedures

Eastern International College reserves the right to determine when courses are offered, the size of students' course loads, and any adjustments in program or course content, which includes policies and procedures. Should any changes occur in the content of a program, a policy, or a procedure; the student will be notified at least thirty (30) days in advance.

Repeating a Course in a Degree Program

A student must repeat any failed course that is required in the completion of the student's degree program. If the course is not passed after the second attempt, the student will be terminated from the program. Should this occur, the student may appeal this decision to the Academic Appeal Committee (AAC). The students' GPA will reflect an average of the previous failing grade and the passing grade received in the course.

This policy applies to all courses (General Education, Cardiovascular Technology, Medical Assistant, and Diagnostic Medical Sonography), except Nursing and Dental Hygiene.

Repeating a Nursing Course

A student who fails NUR 101 will be dismissed from the program. A student who fails a nursing course (NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, NUR 107, NUR 201, NUR 202, NUR 203, NUR 204, NUR 205, NUR 206 and NUR 207) may repeat the course one time only and must do so the next time the course is offered. A failed grade in a repeated course will result in dismissal from the Nursing program. A student who fails two nursing courses will be dismissed from the program but can appeal for reinstatement. Failure of any nursing course after reinstatement will result in dismissal from the program and will not be subject to appeal.

Students who fail two nursing courses and were dismissed from the program but believe they have mitigating or extenuating circumstances should submit a written appeal to the Academic Appeals Committee (AAC) c/o the Nursing Chairperson. Students may only exercise their appeal option once during their career at EIC.

Repeating a Dental Hygiene Course

Students who fail one (1) dental hygiene course during a semester may repeat the course once it is offered again and continue through the curriculum with that cohort. If a student fails two (2) dental hygiene courses during a semester, the student cannot continue in the program. A maximum of one (1) dental hygiene course may be repeated. If for any reason a student completes two or more courses with a grade below 75%, the student will not be permitted to continue in the program, nor can the student re-apply. Any course may only be repeated once, and registration for repeating courses will be based upon availability of space.

Grading System

Eastern International College uses the following grading system:

Grading System for MA-AAS, CVT-AAS and DMS-BS

Grade	Percent Equivalent	Grade Point
A	95-100	4.0
A-	90-94	3.75
B+	85-89	3.50
B	80-84	3.00
C+	75-79	2.50
C	70-74	2.00
D+	65-69	1.50
D	60-64	1.00
F	59 and below	0.00
I	Incomplete	N/A
IF	Incomplete, converted to failing	0.00
WF	Withdrawal Failing	0.00
WL	Withdrawal with Permission	N/A
AU	Audit, No Credit	N/A
W	Withdrawal	N/A
TR	Transfer	N/A

The passing grade for General Education is C or better.

Grading System for Dental Hygiene courses and Health Leadership Major Courses

Grade	Percent Equivalent	Grade Point
A	95-100	4.00
A-	90-94	3.75
B+	85-89	3.50
B	80-84	3.00
C+	75-79	2.50
C	70-74	2.00
D+	65-69	1.50
D	60-64	1.00
F	59 and below	0.00
I	Incomplete	N/A
IF	Incomplete, converted to failing	0.00
W	Withdrawal	N/A
WF	Withdrawal Failing	0.00
WL	Withdrawal with Permission	N/A

AU	Audit, No Credit	N/A
TR	Transfer	N/A

The passing grade for General Education courses is C or better.

Note: For Dental Hygiene a grade less than a "C+" in any major course is considered unsatisfactory, and the course must be repeated. Dental Hygiene students must refer to the Dental Hygiene Program Clinical Manual for policy on failing a course.

Grading System for Nursing Major Courses

GRADE	PERCENT EQUIVALENT	GRADE POINT
A	90-100	4.00
B+	85-89	3.50
B	80-84	3.00
C+	77-79	2.50
C	75-76	2.00
D+	70-74	1.50
D	65-69	1.00
F	Below 65	0.00
I	Incomplete	N/A
IE*	Incomplete Extension	N/A
IF	Incomplete, converted to failing	
AU	Audit, No Credit	N/A
W	Withdrawal	N/A
WF	Withdrawal Failing	0.00
WL	Withdrawal with Permission	N/A
TR	Transfer	N/A

*IE - An Incomplete Extension must be resolved within six (6) weeks. If the Incomplete Extension is not resolved within this time, the IE will be converted to a failing mark.

The passing grade for all nursing courses is "B" (80%) or better.
The passing grade for BIO 101, BIO 102 and MIC 101 is "B" (80%) or better.

Effective prior to Fall 2018, the passing grade for all nursing courses is "C+" (77%) or better.
The passing grade for BIO 101, BIO 102 and MIC 101 is "C" (70%) or better.

CVT Competency Grading Scale

3- Exceeds expectations - the student shows superior performance in a category. The student is performing well above the expected level of achievement.

2- Achieves expectations - the student is making satisfactory progress in a category. A score in this category indicates the student is performing at the expected level of achievement.

1- Does not meet expectations - the student fails to meet all of the expectations in a particular category. The student is performing well below the minimum expected level of achievement.

During clinical externship, if a student receives a grade of one (1) in a *required* skill(s), he/she must successfully remediate the skill(s).

General Procedures for Remediation

1. Upon midterm and final evaluations during clinical externship, if a student receives a grade of one (1) in any *required* skill(s), the preceptor informs the student and clinical coordinator in writing. A copy of the written correspondence is sent to the Dean of Education.

2. The clinical coordinator, in coordination with the preceptor, schedules midterm and final remediation sessions within one week. The student is informed of the remediation schedule in writing.

3. The student must comply with all the remediation hours. If the student does not comply, the student is subject to repeating the course.

4. The preceptor reevaluates the student's skill(s) competency after the student finishes the midterm remediation requirement. If the student fails the skill(s), he/she is subject to another round of remediation sessions. The student continues the remediation until he/she demonstrates the required competencies (with a minimum score of 2) in each skill.

5. If a student fails one or more skills after remediation, the preceptor in coordination with the clinical coordinator, schedules additional training.

6. An additional evaluation is performed to determine whether or not the student has to repeat the course.

7. The clinical coordinator provides comprehensive orientation to the clinical preceptors prior to clinical externship. Orientation includes the clinical externship rules and regulations, attendance policy, professionalism, misconduct, dismissal policy, the use of the evaluation tools and their application to the evaluation of student performance, and remediation procedures.

Incomplete Grade

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 for didactic courses and within ten (10) clinical working days for clinical courses. If the minimum course requirements are still not met, the "I" is converted to "IF". An "I" does not count towards the cumulative Grade Point Average (GPA) until a grade is assigned. A "W" is given when a student officially withdraws from a class. The "W" remains on a student's academic transcript. An extension may be granted to a student who can provide proof or documentation of a medical issue.

For the Nursing Program only, an Incomplete Extension "IE" must be resolved within six (6) weeks. If the Incomplete Extension is not resolved within this timeframe the IE will be converted to a failing mark.

Satisfactory Academic Progress (SAP)

Eastern International College makes every effort to provide our students with ample opportunity to successfully meet the academic requirements for graduation and to ensure that each student is given sufficient preparation to meet all scholastic conditions necessary for making satisfactory academic progress, and to receive financial aid should they qualify.

At the end of each semester, a student's academic record is reviewed to determine whether or not the student has met SAP requirements. Satisfactory Academic Progress comprises a quantitative and qualitative component as required to ensure timely completion; students must also complete the program within the 150% time period of the program length.

The ***qualitative*** component of satisfactory academic progress is measured by cumulative grade point average (GPA) from the beginning of the program enrollment at Eastern International College and will be monitored at the end of each semester. To satisfy the qualitative standard, you must maintain a cumulative GPA as dependent on your semester of study.

SAP Qualitative Requirements Table

EIC Attempted Credits	ADN & DH Programs ONLY	All Other Programs
1-12 credits	2.00 Cumulative GPA	1.50 Cumulative GPA
13+ credits	2.50 Cumulative GPA	2.00 Cumulative GPA

2.00 GPA required for graduation for MA-AAS, CVT-AAS and DMS-BS programs
2.50 GPA required for graduation ADN-AAS, DH, and HL programs

Quantitative satisfactory academic progress is defined as the completion of at least 67% of the cumulative credit hours on which the payment of financial aid was based (pace of completion). Quantitative satisfactory academic progress will be monitored at the end of each term by reviewing students' grade reports.

Completed Credits are all courses for which credit was earned.

Attempted Credits are all courses that were scheduled for credit; these include all courses as cumulatively scheduled regardless of grade received. Courses in which a student earned an F, W, WF, WP, or I are counted towards attempted credits.

Credits transferred to the College from another institution are counted towards the student's program completion and are counted towards both Completed and Attempted credits; these courses are not calculated as part of the qualitative GPA standard.

SAP Quantitative Requirements Formula

Completed Credits (including Transfer Credits)
---------- x 100% = Pace of Completion
Attempted Credits (including W grade)

Maximum Timeframe: Students must complete their program of study within a maximum frame of no more than 150% of the required length of the program credits.

Completed Credits		
DMS-BS	122 semester credits	183 semester credits max
ADN-AAS	70 semester credits	105 semester credits max.
AND-AAS	78 semester credits	117 semester credits max
DH-AAS	78 semester credits	117 semester credits max.
CVT-AAS	66 semester credits	99 semester credits max.
MA-AAS	60 semester credits	90 semester credits max.
DH-BS (Completion Program) Online	180 quarter credits	270 semester credits max.
DH-BS	123 semester credits	185 semester credits max.
HL-BS (Completion Program) Online	180 quarter credits	270 semester credits max.

Failure to Meet Satisfactory Academic Progress

If a student fails to meet any of the requirements to meet Satisfactory Academic Progress, he/she will be in jeopardy of losing current and future financial aid funds as anticipated. Eastern International College elects to review student records for SAP requirements each payment period to allot students every opportunity to maintain standards as necessary for timely program completion. As such, students will be afforded a chance to be placed on a conditional Warning Status prior to loss of funding; students may also appeal for reinstatement of funding.

SAP Warning: Failure to meet SAP requirements will result in SAP Warning Status. During this semester, the student will be eligible for financial aid funding. The student must meet SAP requirements at the end of the Warning semester to retain financial aid funding for subsequent semesters.

SAP Probation: A student who has not satisfied SAP requirements after the Warning semester will be asked to appeal in writing to the Academic Appeals Committee. If the appeal is successful, the student may be eligible for financial aid funding, however he/she must meet SAP requirements at the end of the Probation semester to retain future funding. Failure to meet SAP requirements at the end of the Probation semester cannot be appealed.

SAP Suspension: A student has failed to meet one or more SAP requirements following Financial Aid Warning or Probation. The student unsuccessfully or did not appeal decision (if Warning) and is ineligible for funds. Student must meet SAP criteria for reinstatement.

Following the loss of funds, a student must attend the following semester without Title IV eligibility and meet SAP requirements to be eligible for reinstatement. The student must meet SAP quantitative, qualitative, and maximum timeframe standards as well as all terms as set in the student's Academic Plan. Should a student be placed on SAP Suspension, he/she may appeal this decision to the Academic Appeals Committee (AAC) within ten (10) business days of notification. Conditions for an appeal include mitigating circumstances such as a death in the family, illness, involuntary military leave, or other special circumstances. Should a student appeal his/her status of SAP Suspension to the Academic Appeals Committee and have the appeal approved, conditions regarding academic expectations could be imposed as necessary in order to meet the provisions of the appeal.

Grades Appeals Process (Applies to all Programs except Nursing)

A student in circumstances that lead to failure to maintain Satisfactory Academic Progress (SAP) may make a written request for an appeal to review his/her history. The Academic Appeal Committee (AAC) will conduct the review. Should the appeal be granted, the student has the opportunity to achieve satisfactory academic progress (SAP) within one semester following the granting of the appeal. Any decision resulting from the review is final and cannot be appealed.

Academic Appeals Committee (AAC)
The committee is tasked with considering written appeals for any of the following:

1. College or program dismissals due to poor academic performance
2. Grade Appeal
3. Other Academic Concerns

The committee, which is chaired by the Vice President for Academic Affairs, may consist of the Academic Dean, Chairpersons and/or faculty, and Financial Aid Officer (depending on the nature of appeal).

The 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 made within three (3) business days from the date the 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 seven (7) business days of receipt of the letter. The decision of the AAC is final and not subject to further appeal.

For the Nursing program, please refer to the Nursing Student Handbook. Note: Nursing students may only exercise their appeal option once during their career at EIC.

For the Dental Hygiene program, please refer to the DH Clinic Manual. Note: Dental Hygiene students may only exercise their appeal option once during their career at EIC.

II. The Grade Appeal

An appeal must be made within three (3) business days from the date the 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 (email is acceptable) to the faculty involved to review the grade in question. The faculty must notify the student in writing (email is acceptable) of the decision of the review regardless of the outcome within three (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 (email is acceptable) or 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 (email is acceptable) of the decision within three (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 (email is acceptable) 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 (email is acceptable) within five (5) business days after receipt of the appeal letter. The decision of the AAC is final and not subject to further appeal.

The Academic Appeals Committee reserves the right to amend this time frame if the circumstances warrant a more extensive review.

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 three (3) business 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 made within 5 business 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:

1. Pass each course, including externship, in accordance to each program's guidelines
2. Earn a cumulative GPA of at least C (2.0) for Cardiovascular Technology, Diagnostic Medical Sonography and Medical Assistant students; C+ (2.5) for Dental Hygiene (see DH Clinic Manual for minimum passing grade for Preclinical, Clinical I, II, & III), & C+ (2.5) for Nursing students (see Nursing Student Handbook).
3. Nursing students must meet the Nursing remediation and preparation requirements for NCLEX. Please refer to the Nursing Student Handbook.
4. Fulfill all financial obligations to the College.
5. Complete a student loan exit interview.

Academic Standing (Nursing Program)

To progress through the program, students must earn a grade of B (80%) or better in all nursing courses, including BIO 101, BIO 102 and MIC 101, and must adhere to the following regulations:

1. A student must achieve a passing grade in each prerequisite course in order to progress to the course for which it is a prerequisite.
2. A student will be placed on academic probation when their GPA falls below a 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 B.
3. A student who fails NUR 101 will be dismissed from the program.
4. A student in NUR 102 to NUR 207 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 program.
5. 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 Nursing Chairperson. **Nursing students may only exercise their appeal option once during their career at EIC.**
6. The Academic Appeals Committee makes all final decisions regarding probation, dismissal and reinstatement. The Nursing. Chairperson will provide written notification to students of changes in academic standing.
7. The ADN program must be completed within a maximum of three years from the 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.

Academic Standing for Dental Hygiene Program

To progress through the program, students must earn a grade of C+ (75) or better in all didactic (lectures) dental hygiene courses. The Dental Hygiene clinic manual covers details of minimum grade requirement as a student progresses through the program.

1. A student must achieve a passing grade in each prerequisite course in order to progress to the course for which it is a prerequisite.

2. Students will be required to participate in remediation activities for all courses in which the student received a grade below a C+.

3. 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 Dental Hygiene Chairperson.

Dental Hygiene students may only exercise their appeal option once during their career at EIC.
The Academic Appeals Committee makes all final decisions regarding probation, dismissal and reinstatement. The Dental Hygiene Chairperson will provide written notification to students of changes in academic standing.

Academic Freedom

Eastern International College is committed to the principles of academic freedom. The College acknowledges that this freedom is essential for the growth and maintenance of a strong faculty and for achieving student learning outcomes. A faculty member, while recognizing a special responsibility to the College as a member of the academic community, is free to use creative teaching methods and discuss relevant topics that will enhance student learning, is encouraged to promote freedom of inquiry in peers and students, and is free to do professional research and publish results.

Teaching decisions of faculty members will reflect the objectives and content of the approved course syllabus in particular and the curriculum in general and meet the standards of the College's policies and those of accrediting agencies and other regulatory bodies.

While abiding by and supporting the policies, mission, standards, and procedures of the College, a faculty member is free and encouraged to participate in the discussion and revision of institutional policies and the improvement of the curriculum and instructional practice.

While enjoying academic freedom, a faculty member shares responsibility with the administration for the preservation of this freedom. Students and faculty are expected to adhere to academic integrity, the highest ethical standards, and professional conduct in all processes and practices. A faculty member, therefore, enjoys academic freedom as a shared responsibility not only with colleagues and students, but also with society and its basic mores and morals.

Academic Integrity and Plagiarism Policy

Eastern International College considers academic integrity to be essential to its core values of educating students to be ethical and skilled persons dedicated to success in their careers. By enrolling at EIC, students agree to adhere to high standards of academic integrity. Failure to comply with these standards may result in academic and disciplinary action, up to and including expulsion from Eastern International College. Some examples of academic dishonesty include, but are not limited to:

1. The use of another person's ideas, work, or information without appropriate citations and references.
2. Cutting and pasting text or data from the Internet or other sources without citing the source of the information.
3. Cheating on a test, quiz, or examination.
4. Unauthorized use of notes, calculators, books, phones, tablets, computers, or other electronic devices during an examination or quiz.
5. Submission of an assignment completed by someone else, including commercial essay or term paper companies.
6. Altering or falsifying academic records
7. Submission of the same work for different assignments or for more than one class without advance permission of the instructor.
8. Assisting other students in any breach of academic integrity, including allowing other students to copy answers to any exam or assignment, or providing work to someone else to submit as their own.
9. If a student is uncertain or unclear about an issue of academic integrity, he or she should speak with the faculty member to resolve questions or concerns prior to the submission of the assignment.
10. Students with assessments in Canvas may be required to use TurnItIn as a plagiarism check before submitting their work. Students are advised to refer to their syllabi.

Academic Recognition- President's and Dean's List

A student will appear in the President's or Dean's list if the following criteria are met:

President's List

1. Term GPA of 3.9 or better
2. Must had been enrolled in at least nine (9) credits
3. No disciplinary issue
4. No grade lower than "C"
5. No "W" grade

Dean's List

1. Term GPA of 3.75 or better (but less than 3.9)
2. Must had been enrolled in at least (9) credits
3. No disciplinary issue
4. No grade lower than "C"
5. No "W" grade

Note: Grades in developmental courses (ENG 098, ENG 099, and MAT 099) are included in the computation of the GPA. These courses are counted as three (3) credits each.

Student Services

Placement and Career Services

Eastern International College offers career services to graduating students. Students are required to meet with the Director of Career Services prior to graduation. Interviews and appointments are arranged for the student once graduation requirements are met. Although placement services are available to graduating students, Eastern International College does not guarantee or promise employment. However, Eastern International College makes every effort to assist each graduate in obtaining gainful employment.

Library/Learning Resource Center

The Eastern International College Libraries consist of two distinct physical locations at both the Jersey City and Belleville Campuses of the College. The Library/Learning Resource Centers contain books, periodicals, software and additional publications directly related to training in specialized program areas. The libraries have a combined physical holding of 7,000 books. In addition, the library is also an active member in the National Libraries of Medicine and The Metropolitan New York Library Council (METRO)-a library consortium that allows students and faculty to access materials from over 250 member libraries.

Each library hosts multiple computer stations that provide Internet access and are equipped with Windows and Microsoft Office.

A networked printer/photocopier/scanner is also available for academic usage. The libraries subscribe to Ebook Central, an online library which offers over 120,000 ebooks in subjects ranging from Nursing and Allied Health to History and Computing. The library also holds a subscription to ProQuest, an electronic database where students can find scholarly journals and magazines which specialize in the areas of Nursing and Allied Health. ProQuest currently offers access to over 1,680 full text titles.

Eastern International College offers Information Literacy presentations throughout the semester to promote, foster and develop research skills and encourage and improve critical thinking. One-on-one instruction is also available to all library users upon request. Please see the College's website for the Library's Policies and Procedures.

Housing

Eastern International College is a commuter college and does not offer campus housing.

Transportation

The Eastern International College Campuses are easily accessible by New Jersey Transit buses. The Jersey City campus is accessible by the PATH train. The College does not offer cross-campus transportation.

Maintenance of Records

Eastern International College maintains academic and attendance records for currently enrolled students, graduates, and students who have withdrawn or were terminated by the College, in accordance with statutory requirements.

Counseling & Academic Advising

Counseling at the College is provided by a licensed counselor who is experienced in working with college-aged and adult students. Students are encouraged to visit the college's 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 Department Chairperson, when needed. These Academic Advisors, who are well-versed in program–specific scheduling, grading, and curricula, are motivated to help students achieve their academic goals. In some special circumstances, the Vice-President of Academic Affairs may also advise the students.

Students attending the online program at Eastern International College are advised by the Director of Student Services, Academic Support, and Advising, as well as faculty members and Department Chairpersons. The Director of Student Services, Academic Support, and Advising performs outreach to the students in their orientation module, as well as conducting outreach throughout their regular courses to determine how they are performing and if they have any questions or concerns. This outreach serves to assist online students with transitioning to online learning and developing the skills needed to be successful throughout their coursework. The Director of Student Services, Academic Support, and Advising also works with the faculty and registrar to determine attendance concerns and provide follow-up activities to assist with student completion. Faculty members and Department Chairpersons work to conduct regular academic advising sessions throughout the quarter with the students to help them achieve their academic goals. The Dean and Director of IT and eLearning may also advise the students.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, require Eastern International College to provide appropriate academic and employment accommodations to employees and students with disabilities unless doing so would create an undue hardship, compromise the health and safety of members of the College community, or fundamentally alter the nature of the College's employment or academic mission.

Eastern International is committed to providing reasonable accommodations for qualified individuals with disabilities, including chronic illness in a fair and equitable manner, and in accordance with applicable federal and state law. All personnel who are responsible for the implementation of the College's mission are charged to support this policy.

The Office for Civil Rights (OCR) enforces Section 504 of the *Rehabilitation Act of 1973* (Section 504) and Title II of the *Americans with Disabilities Act* of 1990 (Title II) which prohibit discrimination on the basis of disability. The ADA ensures equal access and opportunity and protects individuals with disabilities from discrimination.
Eastern International College is committed to providing equal access to educational opportunities and prohibits any form of discrimination on the basis of race, color, religion, national origin, age, disability, sex, gender, sexual orientation, marital status, genetic information, and military/veteran status in the recruitment and admission of students and in the operation of all of its programs, activities, and services.

Information in this page were either lifted directly or based on literature from the U.S. Department of Education provided by the Office for Civil Rights (OCR). The link is listed under the Reference section of this page.

The Disability Coordinator

The designated Disability Coordinators (DC) are the College Dean and the Director of Student Services, Academic Support, and Advising. The responsibilities of the DC include the following: makes sure the policies and procedures for academic adjustments or any disability-related requests for accommodations are appropriately followed, answers

questions of students regarding academic adjustments and other disability-related accommodations, receives letters of request for academic adjustments and reviews completeness of required documentations, coordinates with the Disability Committee, communicates with students who request for academic adjustments and provide specific faculty members completed Academic Adjustment Forms for students whose requests for academic adjustments have been approved.

The Disability Coordinator does *not directly provide educational services, tutoring or counseling, or help students plan or manage their time or schedules*. *Students with disabilities are, in general, expected to be responsible for their own academic programs and progress in the same ways that nondisabled students are responsible for them* (U.S. Department of Education, Office of Civil Rights, 2011).

Standardized Entrance Exams, Testing Accommodations and Conditions, and Admission Decisions

Eastern International College (EIC) utilizes standardized exams/placement exams as partial criteria for course selection and/or acceptance into specific degree programs offered in the college (refer to the catalog for specific admission requirements). These exams measure the achievement, knowledge, or aptitude of the student. A student who will need *testing accommodation* will be referred to the Dean of the College, who is also the Disability Coordinator. Testing accommodation and/or change in testing condition *should not fundamentally alter the examination or create undue financial or administrative burdens* (U.S. Department of Education, Office of Civil Rights, 2011) to the College.

The EIC Policy and Procedure for Academic Adjustment applies to any testing accommodation and/or change in testing condition request. The decision on a request is decided by a committee tasked by the College to review and approve disability requests.

Admission decisions are made solely on admission criteria set by the College for each specific degree program. No student will be denied admission due to his/her disability. EIC has set essential technical and/or academic standards for admission to, or participation in, the College and its programs. Some EIC degree programs may require inquiry about a student's ability to meet essential program requirements but such inquiry is not designed to reveal disability status.

Identification and Disclosure of Students with Disabilities

EIC does not have a duty to identify students with disabilities. Students are responsible for notifying designated institutional staff (College Dean/Disability Coordinator) of their disability should they need academic adjustment.

The disclosure of one's disability is voluntary. A student has no obligation to inform the College that he/she has a disability; however, if a student wants EIC to provide an academic adjustment, or wants other disability-related services, the student must identify himself/herself as having a disability.

Request for Academic Adjustment

A student who requests for academic adjustment must follow EIC's *Policy and Procedure for Academic Adjustment*. All requests are done in writing. The same procedure should be followed for all other disability-related accommodation requests. Questions and inquiries may be directed to the College Dean who is also the Disability Coordinator (DC).

Academic Adjustments, Auxiliary Aids and Services

The U.S. Department of Education, Office of Civil Rights (2011) defines academic adjustments, auxiliary aids and services as:

Academic adjustments are defined in the Section 504 regulations as:

Such modifications to the academic requirements are necessary to ensure that such requirements do not discriminate or have the effect of discriminating on the basis of disability against a qualified applicant or student with a disability. Academic requirements that the recipient can demonstrate are essential to the instruction being pursued by such student or to any directly related licensing requirement will not be regarded as discriminatory within the meaning of this section. Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted. Academic adjustments also may include a reduced course load, extended time on tests and the provision of auxiliary aids and services. Auxiliary aids and services are defined in the Section 504 regulations and Title II regulations. They include note-takers, readers, recording devices, sign language interpreters, screen-readers, voice recognition and other adaptive software or hardware for computers, and other devices designed to ensure the participation of students with impaired sensory, manual or speaking skills in an institution's programs and activities. Institutions are not required to provide personal devices and services such as attendants, individually prescribed devices, such as eyeglasses, readers for personal use or study, or other services of a personal nature, such as tutoring. If institutions offer tutoring to the general student population, however, they must ensure that tutoring services also are available to students with disabilities. In some instances, a state VR agency may provide auxiliary aids and services to support an individual's postsecondary education and training once that individual has been determined eligible to receive services under the VR program.

EIC has designated a committee to review and make decisions on all requests for academic adjustments and other disability-related accommodations. An academic adjustment or disability-related accommodation *should not alter or waive essential academic requirements. It should not also fundamentally alter the nature of a service, program or activity or result in undue financial or administrative burdens considering the College's resources as a whole* (U.S. Department of Education, Office of Civil Rights, 2011).

A student who wants to request for academic adjustment should notify in writing the Disability Coordinator (DC) as early as possible to ensure that the College has enough time to review his/her request and provide the appropriate academic adjustment.

If the academic adjustments provided are not meeting the student's needs, it is the responsibility of the student to notify in writing the Disability Coordinator as soon as possible.

EIC does not provide specialized tutors or individual assistants for students.

The Individualized Education Program (IEP)/ 504 Plan

The IEP/ 504 plan, no matter how recent, *is not sufficient documentation to support the existence of a current disability and need for an academic adjustment although an IEP plan may help identify services that have been used by the student in the past (*U.S. Department of Education, Office of Civil Rights, 2011). It is therefore important for a student to understand that an IEP (or 504 Plan) does not suffice as adequate documentation for a request for academic adjustment. Students requesting for academic adjustment must provide the required documentations stipulated in EIC's Policy and Procedure for Academic Adjustment.

Reference: U.S. Department of Education, Office of Civil Rights. (2011). *Students with disabilities preparing for postsecondary education: Know your rights and responsibilities* (rev. ed.). Retrieved from www2.ed.gov/about/offices/list/ocr/transition.html

Policy and Procedure for Academic Adjustment

A student who requests for academic adjustments must comply with this procedure:

1. A request for academic adjustment must be done in writing outlining in detail the adjustment/s being requested. The letter is addressed and submitted to the Dean of the College.

2. The letter must be accompanied with documentation prepared by an appropriate professional, such as a medical doctor, psychologist, or a qualified diagnostician. The required documentation includes the following: diagnosis of current disability and supporting information that include date of diagnosis, how the diagnosis was reached, the credentials of the diagnosing professional, and information on how the disability may affect academic performance and major life activities. The student is responsible for all evaluation and documentation of his/her disability.

3. A committee created by the College reviews the request in light of the essential requirements for the relevant program.

EIC does not waive or lower essential program requirements to accommodate an academic adjustment.

Note: The same policy and procedure is applied for all disability-related requests.

Grievance

Students who have a disability-related grievance are to follow the procedures outlined in the College catalog "Grievance/Complaint Protocol". All grievance communication must be sent to the College Dean and/or Vice President for Academic Affairs.

Student Records

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) requires that Eastern International College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. FERPA rights belong to students who attend postsecondary institutions in person, through correspondence, or through electronic "distance learning". They are:

1. The right to inspect and review the student's education records within 45 days of the date the College receives a request for access.
2. The right to request the amendment of a student's education records that the student believes is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The College reserves the right to make public, without the student's consent, "directory information," in particular, the student's name, address, age, sex, dates of registration, major, and degree. Students who wish not to have directory information released must notify the Registrar's Office in writing each year.

Rights And Responsibilities

Student Rights and Responsibilities

Before applying to Eastern International College, students have the **right** to receive accurate and comprehensive information about the College, including that which is related to admissions, financial aid, student life, academic policies, etc.

Before applying to Eastern International College, students have the responsibility to research various academic institutions and understand said institutions' individual programs, practices, and policies, including those of Eastern International College.

While enrolled in Eastern International College, students have the **right** to freedom from harassment and discrimination, freedom of expression, accurate grading and evaluation, confidentiality with regard to student records, and access to facilities allotted for student use.

While enrolled in Eastern International College, students have the responsibility to treat staff, faculty, and fellow classmates with respect, put forth effort in their program of study, and bring questions and concerns to the attention of the administration.

College Rights and Responsibilities

During the admissions process, Eastern International College has the **right** to offer admission to students who present as having the potential to succeed based on their previous academic history, placement test scores, interview and essay, as well as deny admission to students who do not present as having the potential to succeed in the College.

During the admissions process, Eastern International College has the responsibility to fully educate the student on information about the College, including that which is related to admissions, financial aid, student life, academic policies, etc.

While students are enrolled in Eastern International College, the College has the **right** to set standards of acceptable behavior for all members of the community, dismiss students whose poor academic performance and/or whose presence on campus misaligns with policies set forth in the catalog, as well as add or adjust policies and programs that reflect the College's institutional mission.

While students are enrolled in Eastern International College, the College has the **responsibility** to establish fair policies and relevant programs, hire faculty and staff who are committed to furthering the College's institutional mission, and communicate with students regarding additions or adjustments made to policies and programs.

For more information on FERPA

Computer Access & Technology

For complaints regarding technology and access-related issues, contact the Information Systems: support@eicollege.edu HelpDesk: (201) 273-7208 (Jersey City) and (973) 737-1492 (Belleville).

Other Non-Academic Complaints

The administration, faculty and staff of Eastern International College maintains an open-door policy for students to voice their concerns or complaints. Any student who has a grievance or complaint, should follow the grievance protocol, as outlined below:

Level 1: The student attempts to handle the grievance with the applicable official in a calm, professional manner.

Level 2: If the grievance cannot be settled at this level, the student may request intervention from the Department Chair.

Level 3: The Dean and Vice President for Academic Affairs convene a committee to review the grievance. The student who filed the grievance will be asked to submit all supporting documents and may be asked to appear in person if the committee decides it is necessary. The Vice President for Academic Affairs informs the student of the committee's decision.

Level 4: If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the President if it was not resolved by the academic committee.

Level 5: If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. The Student Complaint Procedure is as follows:

Student Complaint Procedure

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The

complainant(s) will be kept informed as to the status of the complaint, as well as the final resolution by the Commission.

Online Students

Eastern International College is approved to offer online education programs and participate in the State Authorization Reciprocity Agreement ("SARA"). For a current list of SARA member states, see http://nc-sara.org. Students and prospective students residing in California please see the Non-SARA States section below for more information.

Online Students Enrolled in New Jersey Programs

Students must first direct their complaint to Eastern International College for investigation and resolution. If the complaint remains unresolved after all institutional procedures have been exhausted, complaints may be directed to the SARA State Portal Entity. Students have two years of the incident about which the complaint is made to appeal to the SARA State Portal Entity. Complaints regarding grade appeals or conduct are subject to Eastern International College procedures and will not be addressed by the State Portal Entity.

SARA State Portal Entity:
Attn: Director, Office of Licensure
New Jersey Office of the Secretary of Higher Education
20 W. State Street, 4th Floor
P.O. Box 542 Trenton, NJ 08625
(609)-984-3738
Eric.Taylor@oshe.nj.gov

For more information on SARA and OSHA Complaint Instructions

Non-SARA States: California

Due to state regulation of distance education, Eastern International College cannot accept residents of California into its online courses or education programs.

State Regulatory Information

Complaints that have exhausted Eastern International College's procedures and remain unresolved may be directed to the appropriate state agency.

New Jersey: Eastern International College is authorized by the Office of the Secretary of Higher Education ("OSHE"). See the OSHE complaint instructions and complaint form.

Accreditation Information

Eastern International College is accredited by ACCSC, 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201. P: 703.247.4212 F: 703.247.4533

Accreditation was last reaffirmed in February 2015 in Jersey City Campus and June 2016 for Belleville Campus. Complaints that have exhausted the institution's procedures may be directed to ACCSC. See ACCSC's Website.

General Education

The general education component of the degree programs at Eastern International College are those that satisfy written and oral communication, quantitative principles, natural and physical sciences, social and behavioral sciences, humanities and fine arts, information literacy and technology and critical thinking skills that contribute purposely to the development of academic skills and promotion of lifelong learning.

The General Education competency areas: Communication Literacy (Oral and Written), Information Literacy, Technology Literacy, Quantitative Literacy, Critical Thinking, Global Competency, and Scientific Reasoning

Student Learning Outcomes

Communication Literacy: The student will be able to speak and write effectively, convey an evidence-based argument, and positively relate to, communicate with, and influence others

Information Literacy: The student will be able to retrieve information and apply media and communication technology effectively into their projects

Technology Literacy: The student will be able to use appropriate technology to access, manage, integrate, evaluate, create, and communicate information in an ethical and responsible manner to improve learning across subject areas.

Quantitative Literacy: The student will be able to utilize numerical data accurately and effectively to solve real world problems.

Critical Thinking: The student will be able to reflect, analyze, and draw informed conclusions

Global Competency: The student will be able to experience and promote inclusivity and diversity in school, work, and community settings, and demonstrate cultural competency through the appreciation of art and interpersonal mediums of expression.

Scientific Reasoning: The student will be able to demonstrate systematic and logical decision-making that involves empirical observations, investigation of validity of evidence, and developing evidence-based conclusions.

Division of the General Education Curriculum

I. Oral and Written Communication
a. English Composition I
b. English Composition II
c. Interpersonal Communication
d. Research Design and Writing

II. Life Sciences
a. Anatomy and Physiology, I
b. Anatomy and Physiology II
c. Microbiology

III. Physical Sciences
a. Physics
b. Chemistry

IV. Mathematics and Computer Science
a. College Algebra
b. Fundamentals of Statistics
c. Computer Skills
d. Basic Statistics with Microsoft Excel Applications

V. Social Sciences
a. General Psychology
b. Developmental Psychology
c. American History I
d. American History II
e. Sociology
f. Cultural Diversity
g. Global Health
h. Women and Health

VI. Humanities and Fine Arts
a. World Religions
b. Art Appreciation
c. Early American Literature
d. Art and Popular Culture
e. Bioethics

ENG 101 English Composition 3 Semester Credits
This course introduces students to college-level writing and reading skills through critical reading, formal essays and research assignments. Proper sentence, paragraph and essay structure, as well as information and technology literacy, are emphasized throughout the course. *Prerequisites: ENG 098 and ENG 099 or passing of placement exams*

ENG 102 English Composition II 3 Semester Credits
This course gives students practice in the essentials of writing, with an emphasis on persuasive writing and oral presentations. Extensive reading and writing are combined with oral presentations, class work and activities to encourage students to assess and respond from their own perspective to notable people, debates, and events in society. Students will learn to write powerfully and credibly and deliver argumentative speeches for a variety of audiences. *Prerequisite: ENG 101*

SPC 101 Interpersonal Communications 3 Semester Credits
This course is an overview of the process of human communication, with special emphasis on analyzing communication patterns. Students learn skills designed to improve interactions in family, social, and professional settings. The course also addresses effective listening, pacing, attending, making value judgments, summarizing, probing, empathy, handling emotions, perception checking, and conflict management. Hindrances to effective communication are also discussed.

BIO 101 Anatomy and Physiology I 4 Semester Credits
This course explores the structure and function of the human body. It includes the study of cells and tissue, with a focus on the integumentary, skeletal, muscular, nervous, and endocrine systems.

BIO 102 Anatomy and Physiology II 4 Semester Credits
This course is a continuation of Anatomy and Physiology I. Topics include the reproductive system, cardiovascular system, blood, digestive system, urinary system, fluid and electrolyte imbalance, respiratory system and the lymphatic system. *Prerequisite: BIO 101*

MIC 101 Microbiology/ BIO 110 4 Semester Credits
This course focuses on the study of microbiological concepts and techniques central to the health professions. Topics include anatomy and physiology of microbes, microbial classification, principles of microscopy, sterilization, disinfection, immunology, chemotherapy, epidemiology, disease transmission, pathogenicity and virulence in relation to microbes.

PHY 101 Fundamentals of Physics 4 Semester Credits
The courses centers on the fundamental laws of physics. Students become familiar with the basic concepts involving the physics of mechanics, matter, waves, sound, and light. *Prerequisite: MAT 099 or passing the placement exam*

CHE 101 General/Organic/Biochemistry for Allied Health Professionals 3 Semester Credits
This course introduces students to basic concepts in general, organic, and biological chemistry. Topics include atomic structure, chemical quantities and reactions, acids and bases, solutions, organic compounds, nucleic acids, and protein synthesis among others.

MAT 103 College Algebra 3 Semester Credits
This course covers concepts of algebra. Topics include a review of linear equations and inequalities, systems of linear equations, coordinate geometry, and graphing techniques; exponential and polynomial functions and applications; factoring and applications; rational expressions and applications; roots and radicals; and quadratic equations. *Prerequisite: MAT 099 or Placement Exam*

MAT 204 Fundamentals of Statistics 3 Semester Credits
This course introduces students to basic statistical concepts. It focuses on frequency distributions of empirical data, calculations of descriptive statistics, probability distributions, confidence intervals, hypothesis testing, chi square, regression, and correlation. *Prerequisite: MAT 099 or Placement Exam*

COM 101 Computer Skills 3 Semester Credits
This course will provide an introduction to MS Office applications. Students will learn how to produce, format, and edit documents using MS Word, create a basic spreadsheet using MS Excel, create PowerPoint slides and develop presentations.

MAT 300 Basic Statistics and Microsoft Excel Applications 3 Semester Credits
This course introduces students to basic statistics and the applications of Microsoft Excel to statistics. Topics include manipulation of data, single variable graphs and statistics, probability distributions, and inferences, among others. The course also includes discussions on statistical thinking and understanding, and numerical summaries of data.

PSY 101 General Psychology 3 Semester Credits
This course introduces students to the scientific discipline of psychology. It addresses cross cultural issues, historical perspectives, and the importance of psychological well-being, with topics ranging from psychological disorders,

therapeutic approaches, and personality, to the biological basis of behavior, learning and memory, development, consciousness, and the social nature of human beings.

PSY 102 Developmental Psychology 3 Semester Credits
This course centers on the scientific study of psychological changes across the lifespan (birth, infancy, childhood, adolescence, and adulthood). Students will examine the development of motor skills and other psycho-physiological processes; cognitive development involving areas such as problem solving, moral understanding, and conceptual understanding; language acquisition; social, personality, and emotional development; and self-concept and identity formation. Development will be considered from the biological, cognitive, and psychosocial perspectives.

HIS 101 American History I 3 Semester Credits
This course focuses on major events, significant people, and important trends in American history beginning with the pre-Columbus period and ending with Reconstruction. Emphasis is placed on analyzing and interpreting both primary and secondary sources, as well as mastering a broad range of factual information.

HIS 201 American History II 3 Semester Credits
This survey course focuses on major events, significant people, and important trends in American History from 1870 through present day. Course topics will include: Western Settlement, Industrial Growth, the Progressive Era, World Wars I and II, the Roaring Twenties, the Great Depression, the Cold War, the Civil Rights Movement, Vietnam and the War on Terror, among others. Emphasis is placed on analyzing and interpreting both primary and secondary sources, as well as mastering a broad range of factual information. *Prerequisite: HIS 101*, *ENG 101*

SOC 101 Introduction to Sociology 3 Semester Credits
This course focuses on sociology as a way of understanding the world. Sociology is a field of study that considers social, political, and economic phenomena within the context of social structures, social forces, and group relations. Students will be introduced to the field of sociology by way of engaging with several important sociological topics, including socialization, culture, the social construction of knowledge, inequality, race and ethnic relations, poverty, and political sociology.

SOC 301 Cultural Diversity 3 Semester Credits
This course centers on the role of culture in the development of attitudes, values, perceptions, behaviors, and interpersonal relations. Theories of cultural identity development and cross-cultural exchange as they pertain to living and working in a multicultural society are explored. Students also examine cultural constructs in relationship to social inequities and practice developing the knowledge, skills and awareness needed to serve as culturally competent professionals. *Prerequisite: ENG 101*

HEA 304 Global Health 3 Semester Credits
This course introduces students to global health issues and challenges, programs, and policies. Topics and discussions include analysis of current and emerging global health issues and priorities, major global initiatives for health and disease prevention, and current and past global health problems brought about by poverty, international conflicts, health inequity, and other factors. *Prerequisite: English Composition*

REL 302 World Religions 3 Semester Credits
This course introduces students to the world's major religions. Study focuses on the historical development of the world's major religions, as well as on the central beliefs, customs and traditions associated with each religion studied. It is anticipated that throughout this course students will come to respect and learn from the diversity of religion that exists in today's world, whether or not they choose to practice a religion. *Prerequisite: ENG101*

ART 101 Art Appreciation **3 Semester Credits**

This is a course that introduces students to the world of visual arts. It serves to enhance understanding and appreciation for a broad range of imagery, media, artists, movements, and periods in history. It also illustrates the place of art in social and cultural life.

ENG 301 Early American Literature **3 Semester Credits**

This course consists of reading and analyzing selected works of American literature from the Colonial Period through the Civil War. This course focuses on literature utilizing a historical perspective. The objective of the course is to introduce students to various types of American Literature, including, but not limited to Native American Literature, slave narratives, literature of exploration and settlement, women's literature, and literature by other early American poets and writers. *Prerequisite: ENG 101*

ART 302 Art and Popular Culture **3 Semester Credits**

This course introduces students to the visual arts and their importance in everyday life. Topics include formal properties of art, visual elements and medium, technique, interpretation of art, purposes and functions of art, artistic media, and the relationship between art and contemporary popular culture.

PHI 302 Bioethics **3 Semester Credits**

This course examines ethical dilemmas resulting from advances in medical technology, and discusses ways of analyzing these dilemmas in the light of ethical theories. Issues include abortion, euthanasia and the right to die, in-vitro fertilization, genetic screening and engineering, and allocation of scarce medical resources, among others.

Description of Quarter Credit Courses

SOC 301 Cultural Diversity **6 Quarter Credits**

This course centers on the role of culture in the development of attitudes, values, perceptions, behaviors, and interpersonal relations. Theories of cultural identity development and cross-cultural exchange as *they* pertain to living and working in a multicultural society are explored. Students also examine cultural constructs in relationship to social inequities and practice developing the knowledge, skills and awareness needed to serve as culturally competent professionals. It is important for the students to understand various cultural values and behaviors and how these values and behaviors shape an individual's perceptions of other people . In addition, through case studies and situation analysis, students develop analytical skills and approaches that enable them to understand and deal effectively with diversity issues in the workplace, within their respective communities, and in a global context.

ENG 303 Research Design and Writing **6 Quarter Credits**

This course offers students instruction and practice in methods, techniques and process of research writing and dissemination of research information to a variety of audiences. Each student is required to develop a research paper through stages of drafting, editing, revising, and proofreading following conventions of academic writing and the APA style. In addition, students should be able to develop their own research study projects in order for them to incorporate these skills that they acquired through this process of learning and apply them toward their research work and design.

PHI 401 Bioethics **6 Quarter Credits**

This course examines ethical dilemmas resulting from advances in medical technology and discusses ways of analyzing these dilemmas using the case-based approach to ethical topics. Students also review existing literature on

bioethical issues and analyze these issues in the light of ethical theories. These issues include abortion, euthanasia and the right to die, in-vitro fertilization, genetic screening and engineering, allocation of scarce medical resources among others. Students are required to submit a literature review using the APA style.

HEA 402 Global Health **6 Quarter Credits**

This course introduces students to global health issues and challenges, programs, and policies. Topics and discussions include analysis of current and emerging global health issues and priorities, major global initiatives for health and disease prevention, and current and past global health problems brought about by poverty, international conflicts, health inequity, and other factors. Students also learn to articulate various health issues relevant to different health care policies and search various global healthcare issues and controversies at various public health settings.

ART302 Art and Popular Culture **6 Quarter Credits**

This course introduces students to the relationship between art and popular culture. It will discuss how elements of popular culture are assimilated into the fine arts, specifically in digital art, music, television, film, fashion, and social media platforms. Students will analyze the relationship between the art created and the socio-political climate of its time. This course will also cover discussions on the history of popular culture, how popular culture influences people, and how it shapes and reshapes people's concept of social class, ethnicity, sexuality, race and gender.

Basic Skills Assessment and Developmental Education

Basic Skills/Developmental Courses

Basic skills or developmental courses at Eastern International College fall under the General Education Department. Currently there are three developmental courses in reading (ENG 099), writing (ENG 098), and elementary algebra (MAT 099).

Basic Skills Assessment

All incoming/new student applicants for the BS-Diagnostic Medical Sonography, AAS-Cardiovascular Technology and AAS-Medical Assistant (MA) programs at Eastern International College (EIC) go through a basic skills assessment, which requires that new students demonstrate basic skill proficiency in reading, writing, and elementary algebra. This assessment requirement is met through the college-administered ACCUPLACER test. Students whose assessment scores do not meet the minimum set by Eastern International College are required to take remedial classes.

The ACCUPLACER is waived for any of the following reasons:

1. Combined SAT score of 1100 or better for English and Math
2. Earned Associate's degree (or higher) obtained from a nationally or regionally accredited institution with official transcript of records. A degree earned outside the United States must be evaluated by any accredited agency for US degree equivalency. Transcript evaluation is the responsibility of the applicant, not EIC.
3. Earned credits for college level English and Elementary Algebra (or higher) with a grade of "C" or better (and with official transcript of record) from a nationally or regionally accredited institution.
4. Earned credits for English Composition and College Math through the College Level Examination Program (CLEP). The CLEP score must conform to EIC's transfer policy.

5. An Advanced Placement (AP) score of "3" or better in both College Math and English

Required Remediation

Students who do not meet the ACCUPLACER minimum score set by Eastern International College are required to enroll in and successfully complete remedial courses with a grade of "C" or better.

In the remedial reading course, the student learns essential college level reading skills such as vocabulary, reading comprehension, analysis and interpretation of texts. The remedial writing course includes lessons in grammar, punctuation, spelling, vocabulary and sentence structure as they relate to effective composition of a paragraph. The student also learns proofreading skills, generates topics and develops them into multi-paragraph essays using diverse writing modes.

The Elementary Algebra/Developmental Math develops proficiency in topics like pre-algebra skills (fractions and decimals, proportions, and percentages), solving and graphing linear equations and inequalities, and writing linear equations, and solving systems of linear equations.

Developmental courses are three units each, with each course equivalent to 45 contact hours. Students who are required to take developmental courses must pass them before being allowed to take college level courses in English and Math. Failing and repeating developmental courses are covered in EIC's Repeating a Course Policy.

The Academic Adviser helps the student choose appropriate Developmental courses at the time of registration. The student's progress is monitored continuously and academic advising, which is mandatory, by the faculty and Department Chairperson are done throughout the semester. Mid-semester reports from faculty members are required in all developmental courses.

Course Descriptions of Developmental Courses

ENG 098 (Developmental Writing)
This course emphasizes correctness and effectiveness of written expression with particular attention to grammar, punctuation, spelling, sentence structure and vocabulary as they relate to effective composition of the paragraph.

ENG 099 (Developmental Reading)
This course examines various selected readings and provides the student with skills in composing coherent, well-developed responsive writing. Focused writing exercises are designed to enhance vocabulary through analysis and interpretation.

MAT 099 (Elementary Algebra)
This course is an introduction to the basic principles and skills of algebra. Topics include review of pre-algebra concepts, the real number system, linear equations and inequalities, graphs of linear equations and inequalities, and systems of linear equations. ***Required for nursing students scoring <80% on the HESI A2 exam effective Spring 2019)***

Information Literacy
Information literacy (IL) is a skill that involves the ability to *recognize when information is needed and develop the ability to locate, evaluate and use effectively the needed information* (American Library Association [ALA]). IL is embedded in English 101 and is taught weekly by the college librarians. Students are taught research skills to use and develop in their academic career, enhance their professional career and promote lifelong learning.

Programs

Bachelor of Science in Diagnostic Medical Sonography (DMS-BS)

Program Outline: The Diagnostic Medical Sonography Baccalaureate Degree program prepares students to be competent sonography professionals beyond the level of an entry-level sonographer in doctors' offices, medical imaging laboratories and hospitals, and grants successful graduates a four-year college degree. In addition to developing strong skills in diagnostic ultrasound and scanning, students will be educated in research in diagnostic medical sonography.

The Bachelor's Degree in Diagnostic Medical Sonography in both Jersey City and Belleville, NJ are not programmatically accredited by the Commission for Accreditation of Allied Health Education Programs (CAAHEP). Therefore, students are eligible to take part in one of the Registered Diagnostic Medical Sonographer (ARDMS) exams offered by the American Registry of Diagnostic Medical Sonographers (ARDMS) after passing their physics courses, and graduates of the DMS-BS program are eligible to take the second part of the ARDMS exam and earn the ARDMS credential after graduation as currently defined by ARDMS. However, since the requirements for taking and passing the ARDMS examination are not controlled by the College and are subject to change without notice, Eastern International College cannot guarantee that graduates will be eligible to take the ARDMS certification exam, or any other certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

The program has two major components: the theory/didactic/lab component and the clinical externship component. The general education portion of the program includes coursework in written and oral communication, quantitative principles, natural and physical sciences, social sciences, humanities, and the arts, that are designed to develop essential academic skills for enhanced and continued learning. The program has a total of 122 semester credits, with 54 credits in general education and 68 credits in technical and major course work. The curriculum outline is below:

General Education

Course	Course title	Credits
ENG 101	English Composition I	3
ENG 102	English Composition II	3
ENG 301	Early American Literature	3
SPC 101	Interpersonal Communication	3
BIO 101	Anatomy and Physiology I	4
BIO 102	Anatomy and Physiology II	4
COM 101	Computer Skills	3
MAT 103	College Algebra	3
MAT 204	Fundamentals of Statistics	3
PHY 101	Fundamentals of Physics	4
PSY 101	General Psychology	3
SOC 101	Introduction to Sociology	3
SOC 301	Cultural Diversity	3
REL 302	World Religions	3
HIS 101	American History I	3
HIS 201	American History II	3
ART 101	Art Appreciation	3
Total		54

Program Major Courses

Course	Course title	Credits
DMS 101	Cross-Sectional Anatomy	3
DMS 102	Pathology	3
DMS 103	Patient Care and Assessment	2
DMS 104	Medical Law and Ethics	2
DMS 105	Physics and Instrumentation, I	3
DMS 106	Physics and Instrumentation II	3
DMS 200	Abdominal Sonography I	3
DMS 201	Abdominal Sonography II	3
DMS 202	Obstetric and Gynecological Sonography I	3
DMS 203	Obstetric and Gynecological	3
DMS 204	Vascular Sonography	4
DMS 311	Abdominal Sonography III	3
DMS 312	Advanced Vascular Sonography	2
DMS 314	Adult Echocardiography I	3
DMS 315	Adult Echocardiography II	3
DMS 317	Advanced Case Study Critique	3
DMS 318	Advanced Test Registry and Review	3
DMS 319	Capstone Research	3
DMS 400	Clinical Externship	16
	Total Semester Credits:	68

Total Program Credits: 122, Length of Program: 48 Months

ENG 101 English Composition **3 Semester Credits**

This course introduces students to college-level writing and reading skills through critical reading, formal essays and research assignments. Proper sentence, paragraph and essay structure, as well as information and technology literacy, are emphasized throughout the course. *Prerequisites: ENG 098 and ENG 099, or passing the placement exam*

ENG 102 English Composition II **3 Semester Credits**

This course gives students practice in the essentials of writing, with an emphasis on persuasive writing and oral presentations. Extensive reading and writing are combined with oral presentations, class work and activities to encourage students to assess and respond from their own perspective to notable people, debates, and events in society. Students will learn to write powerfully and credibly, and deliver argumentative speeches for a variety of audiences. *Prerequisite: ENG 101*

ENG 301 Early American Literature **3 Semester Credits**

This course consists of reading and analyzing selected works of American literature from the Colonial Period through the Civil War. This course focuses on literature utilizing a historical perspective. The objective of the course is to introduce students to various types of American Literature, including, but not limited to Native American Literature, slave narratives, literature of exploration and settlement, women's literature, and literature by other early American poets and writers. *Prerequisite: ENG 101*

SPC 101 Interpersonal Communications **3 Semester Credits**

This course is an overview of the process of human communication, with special emphasis on analyzing communication patterns. Students learn skills designed to improve interactions in family, social, and professional settings. The course also addresses effective listening, pacing, attending, making value judgments, summarizing,

probing, empathy, handling emotions, perception checking, and conflict management. Hindrances to effective communication are also discussed.

BIO 101 Anatomy and Physiology I **4 Semester Credits**
This course explores the structure and function of the human body. It includes the study of cells and tissue, with a focus on the integumentary, skeletal, muscular, nervous, and endocrine systems.

BIO 102 Anatomy and Physiology II **4 Semester Credits**
This course is a continuation of Anatomy and Physiology I. Topics include the reproductive system, cardiovascular system, blood, digestive system, urinary system, fluid and electrolyte imbalance, respiratory system and the lymphatic system. *Prerequisite: BIO 101*

COM 101 Computer Skills **3 Semester Credits**
This course will provide an introduction to MS Office applications. Students will learn how to produce, format, and edit documents using MS Word, create a basic spreadsheet using MS Excel, create PowerPoint slides and develop presentations.

MAT 103 College Algebra **3 Semester Credits**
This course covers concepts of algebra. Topics include a review of linear equations and inequalities, systems of linear equations, coordinate geometry, and graphing techniques; exponential and polynomial functions and applications; factoring and applications; rational expressions and applications; roots and radicals; and quadratic equations. *Prerequisite: MAT 099 or passing the placement exam*

MAT 204 Fundamentals of Statistics **3 Semester Credits**
This course introduces students to basic statistical concepts. It focuses on frequency distributions of empirical data, calculations of descriptive statistics, probability distributions, confidence intervals, hypothesis testing, chi square, regression, and correlation. *Prerequisite: MAT 099 or passing the placement exam*

PHY 101 Fundamentals of Physics **4 Semester Credits**
The course centers on the fundamental laws of physics. Students become familiar with the basic concepts involving the physics of mechanics, matter, waves, sound, and light. *Prerequisite: MAT 099 or passing the placement exam*

PSY 101 General Psychology **3 Semester Credits**
This course introduces students to the scientific discipline of psychology. It addresses cross cultural issues, historical perspectives, and the importance of psychological well-being, with topics ranging from psychological disorders, therapeutic approaches, and personality, to the biological basis of behavior, learning and memory, development, consciousness, and the social nature of human beings.

SOC 101 Introduction to Sociology **3 Semester Credits**
This course focuses on sociology as a way of understanding the world. Sociology is a field of study that considers social, political, and economic phenomena within the context of social structures, social forces, and group relations. Students will be introduced to the field of sociology by way of engaging with several important sociological topics, including socialization, culture, the social construction of knowledge, inequality, race and ethnic relations, poverty, and political sociology.

SOC 301 Cultural Diversity **3 Semester Credits**
This course centers on the role of culture in the development of attitudes, values, perceptions, behaviors, and interpersonal relations. Theories of cultural identity development and cross-cultural exchange as they pertain to living and working in a multicultural society are explored. Students also examine cultural constructs in relationship

to social inequities and practice developing the knowledge, skills and awareness needed to serve as culturally competent professionals. *Prerequisite: ENG 101*

REL 302 World Religions **3 Semester Credits**
This course introduces students to the world's major religions. Study focuses on the historical development of the world's major religions, as well as on the central beliefs, customs and traditions associated with each religion studied. It is anticipated that throughout this course students will come to respect and learn from the diversity of religion that exists in today's world, whether or not they choose to practice a religion. *Prerequisite: ENG 101*

HIS 101 American History I **3 Semester Credits**
This course focuses on major events, significant people, and important trends in American history beginning with the pre-Columbus period and ending with Reconstruction. Emphasis is placed on analyzing and interpreting both primary and secondary sources, as well as mastering a broad range of factual information.

HIS 201 American History II **3 Semester Credits**
This survey course focuses on major events, significant people, and important trends in American History from 1870 through present day. Course topics will include: Western Settlement, Industrial Growth, the Progressive Era, World Wars I and II, the Roaring Twenties, the Great Depression, the Cold War, the Civil Rights Movement, Vietnam and the War on Terror, among others. Emphasis is placed on analyzing and interpreting both primary and secondary sources, as well as mastering a broad range of factual information. *Prerequisite: HIS 101*

ART 101 Art Appreciation **3 Semester Credits**
This is a course that introduces students to the world of visual arts. It serves to enhance understanding and appreciation for a broad range of imagery, media, artists, movements, and periods in history. It also illustrates the place of art in social and cultural life.

DMS 101 Cross-Sectional Anatomy **3 Semester Credits**
This course teaches students how to conceptualize the major organs and vessels in the thoracic and abdominopelvic cavities of the tomographic sections, with exploration of the transverse (axial) sagittal, coronal, and oblique sections. Sections of the neck and brain are also studied. Emphasis is placed on the anatomic relationships between organs commonly scanned by sonography. *Prerequisites: BIO 101 and BIO 102*

DMS 102 Pathology **3 Semester Credits**
This course centers on the study of abdominal, breast, genitourinary, and cardiovascular pathologies and sonographic patterns. Discussion of pediatric, obstetrical and gynecological pathologies takes place. Comparisons are made between normal patterns and pathology appearances through the study of pathophysiology, differential diagnoses, correlation of lab tests, and etiology of congenital abnormalities. *Prerequisites: BIO 101 and BIO 102*

DMS 103 Patient Assessments and Basic Patient Care **2 Semester Credits**
This course introduces the concepts and techniques of patient assessment and patient care. The student will demonstrate proficiency in proper body mechanics, transfer techniques, medical asepsis, measuring vital signs, medical emergencies, and taking a complete patient medical history. Principle of barrier protection for blood and body fluid exposures, isolation precautions, and discussions on OSHA and HIPAA are also included.

DMS 104 Law and Ethics for Health Care Professionals **2 Semester Credits**
The students will examine law and ethics applicable to the healthcare industry. Emphasis will be placed on understanding and properly employing the patient-healthcare provider relationship, maintaining patients' right to privacy considerations and understanding the parameters of liability and malpractice.

DMS 105 Physics and Instrumentation I **3 Semester Credits**

This course presents the basic concepts and principles of ultrasound physics as a foundation for understanding image interpretation. Students learn by way of lecture, solving sample problems, and scanning in the student lab. Students review material and take practice exams in preparation for the ARDMS registry examination. *Prerequisites: MAT 099 Elementary Algebra or passing the placement exam.*

DMS 106 Physics and Instrumentation II **3 Semester Credits**

This course is a continuation of Physics for Ultrasound I. It reinforces concepts learned and presents more advanced concepts in ultrasound theory and instrumentation, fluid hemodynamics, color-flow Doppler spectral analysis, and 3-and 4-D ultrasound. Emphasis is placed on preparing students for the ARDMS registry examination. *Prerequisites: DMS 105*

DMS 200 Abdominal Sonography I **3 Semester Credits**

This course introduces the student to sonographic imaging of the abdomen, with focus on relational anatomy of the abdominal organs. Emphasis is placed on the normal sonographic appearance of the abdominal organs and vasculature, along with normal clinical and laboratory findings specific to the system. The course includes examination of the liver, gallbladder and biliary system, pancreas, spleen, aorta, inferior vena cava and kidneys. Lecture time is complemented with hands-on work in the lab. Students actively participate in laboratory scanning, initially observing, then progressively assisting and performing scans under direct supervision of a clinical instructor. Case studies and imaging critique are addressed throughout the semester. *Prerequisites: DMS 101 and DMS 102*

DMS 201 Abdominal Sonography II **3 Semester Credits**

This course is the continuation of Abdominal Sonography I, with emphasis on recognizing pathologic changes on ultrasound scans of organs in the upper abdomen. Also presented is sonographic imaging of small parts, including but not limited to thyroid, breast, scrotum, prostate, musculoskeletal, and pediatric ultrasound. Lecture time is complemented with hands-on work in the lab. Students actively participate in laboratory scanning, initially observing, then progressively assisting and performing under direct supervision of a clinical instructor. Case studies and imaging critique are addressed throughout the semester. *Prerequisites: DMS 200*

DMS 202 Obstetric and Gynecological Sonography I **3 Semester Credits**

This course is designed to familiarize students with the normal physiology of the female reproductive system. Study content includes both normal anatomy and congenital anomalies of the uterus, fallopian tubes, and ovaries. Scanning of first trimester pregnancy is covered using transabdominal (TAS) and transvaginal (TVS) scanning techniques. Evaluation of the viability of the fetus and measuring techniques for gestational dating are emphasized. Students actively practice scanning normal gynecology in the student lab and obstetric scanning in the clinical course. Case studies and imaging critique are addressed throughout the semester. *Prerequisites: DMS 101, DMS 102*

DMS 203 Obstetric and Gynecological Sonography II **3 Semester Credits**

This course is a continuation of OB/GYN Sonography I. It covers more advanced topics, focusing on pathologic conditions as determined by gynecologic/obstetric ultrasound scanning, how to recognize abnormal and pathologic sonographic patterns of the uterus and adnexa and how to correlate these with patient history and lab values, normal and abnormal 2nd and 3rd trimester pregnancy including fetal number, position, grade, and location of the placenta. Students learn the components of a complete anatomy scan, including the ultrasound appearance of the head, neck, spine, heart, abdomen, pelvis, and extremities. Accurate assessment of gestational age through fetal biometry techniques is covered. Complications of pregnancy are also addressed, including IUGR, congenital syndromes, fetal disorders, multiple gestations, and placental abnormalities. Lectures are complemented with scanning normal gynecology anatomy in the student lab. *Prerequisites: DMS 202*

DMS 204 Vascular Sonography **4 Semester Credits**

This course provides students with an understanding of the use of duplex ultrasound to investigate the extracranial circulation of the brain and arterial and venous circulation of the upper and lower extremities. Normal and pathological conditions are discussed in correlation with physical and clinical findings. Students actively participate in laboratory scanning in the student lab. Lab sessions include experience and competency testing in vascular sonography. Case studies and imaging critique are addressed throughout the semester. *Prerequisites: DMS 101, DMS 102, DMS 105*

DMS 311- Abdominal Sonography III **3 Semester Credits**

Abdominal Sonography III covers abdominal structures with emphasis on the male genital organs, gastrointestinal tract, breast and musculoskeletal. Knowledge of the diagnosis, history and physical findings as they pertain to the pathophysiology of abdominal organs and systems is presented. Normal and abnormal tissue patterns are included within the discussions. Students are required to demonstrate correct scanning protocols and procedures throughout the course. *Prerequisite: DMS 201.*

DMS 312 Advanced Vascular Sonography **2 Semester Credits**

This course includes vascular scanning and diseases of the cerebrovascular system, assessment of carotid artery stenosis, vascular steal, and occlusion. Students will learn the role vascular scanning plays in the management of extremity arterial disease, and venous thrombosis and insufficiency. Vascular diseases in the upper abdomen will be studied including assessment for portal hypertension, monitoring of the TIPS procedure, and evaluation of native kidney and renal transplants. Duplex Doppler of male and female genitalia will also be covered. Students actively participate in laboratory scanning under direct supervision of a clinical instructor. *Prerequisite: DMS 204*

DMS 314 Adult Echocardiography **3 Semester Credits**

This course provides a foundation for clinical echocardiography of the adult heart. A review of normal anatomy and physiology of the heart is presented. Students learn the elements of a normal echocardiogram, including standard echocardiographic views of heart chambers, valves, and muscles and the surrounding great vessels. They will learn adult cardiac scanning protocols. Students become familiar with various modes of cardiac scanning, including M-Mode, 2D, and Color B-mode Scanning, Color flow Doppler Imaging, Doppler Tissue Imaging and Contrast Echocardiography. *Prerequisite: DMS 101, DMS 102 and DMS 105*

DMS 315 Adult Echocardiography II **3 Semester Credits**

This course focuses on pathologic states of adult cardiac disease. Included is an evaluation of systolic and diastolic left ventricular function, the hemodynamics of blood flow through the heart, and valvular diseases, such as aortic and mitral stenosis. Study of cardiomyopathy includes echo evaluation of coronary artery disease, stress echocardiograms, endocarditis, LV hypertrophy, left and right ventricular outflow tracks and prosthetic valves. Case studies and critique are provided throughout the course. *Prerequisite: DMS 314*

DMS 317 Advanced Case Study Critique **3 Semester Credits**

This course is a comprehensive critical analysis of anatomical variants and normal and pathological sonographic findings and correlating them with clinical histories. Pathology associated with abdominal organs, gynecologic structures, superficial structures, vascular, and pathology seen in obstetrical and echocardiographic examinations will be discussed. Students will review sonographic images to enhance their recognition of variations in normal human anatomy and of pathologic processes seen within the human body during sonographic examinations. *Prerequisites: DMS 201, DMS 203, DMS 204, DMS 314. Corequisite: DMS 315.*

DMS 318 Advanced Test Registry and Review **3 Semester Credits**

This course provides an intensive and comprehensive review of materials taught throughout the Diagnostic Medical Sonography Program. Topics focus on physical principles of sound and sonographic instrumentation, principles of

propagation of ultrasound through tissues, transducers, pulse-echo instruments, image storage and display, Doppler ultrasound, image artifacts and quality management. It also covers a comprehensive review of Diagnostic Medical Sonography applications in the specialties of abdominal/superficial structures and obstetrics/gynecology, and vascular ultrasound and echocardiography in accordance with the published outlines of the ARDMS. *Prerequisites: DMS 201, DMS 203, DMS 204, DMS 314. Corequisite: DMS 315.*

DMS 319 Capstone **3 Semester Credits**

This course provides students the opportunity to demonstrate integrated knowledge and practical competencies through case study research and presentation and demonstration of scanning skills comparable to entry- level sonographers. The course also exposes students to effective job preparation and job searching skills, including effective resume writing and job interviewing skills, formulation of an e-portfolio, certifications, membership in professional organizations, and continuing education after certification. Students in this course are expected to submit a completed research paper on an approved topic following the American Psychological Association (APA) format, an e-portfolio, comprehensive resume, and an oral presentation of the researched topic. *Prerequisites: ENG 101, DMS 201, DMS 203, DMS 204, DMS 314; Taken with DMS 315*

DMS 400 Clinical Externship **16 Semester Credits**

This course provides the student with exposure to abdominal scanning, obstetrics and gynecologic scanning, vascular scanning, and Echocardiography scanning in a clinical setting. The clinical site may be a laboratory in a hospital and/or private office setting. At the start of the semester, the course will meet for a one day classroom orientation session. During the orientation day, students will be instructed on professional behavior expected in a lab, including attendance, and dress code. They will also receive instruction on how to keep an hours log, a case log, and the necessary evaluation forms.

Bachelor of Science in Dental Hygiene (Completion Program) Online

Program Outline: The Bachelor of Science (BS) in the Dental Hygiene Completion Program online provides associate degree registered dental hygienists (RDH) with advanced educational opportunities to successfully fulfill new and broader roles within the profession of Dental Hygiene. The program teaches the student the essential theoretical knowledge and skills to compete beyond the entry-level positions in the field. Graduates of the program can extend the dental hygiene profession's reach to provide quality preventive oral health care in an expanded public health arena while developing and instituting diverse treatment plans for a multicultural population. Career paths in public health management, allied health education, pharmaceutical, research, sales and business affiliations are possibilities to the bachelor degree-trained dental hygienist.

The program has a total of 180 quarter credits with 90 credits transferred in from the associate in dental hygiene degree. The remaining 90 credits consist of 60 credits of upper division Dental Hygiene courses and 30 credits of upper division General Education courses. An additional 30 credits of upper division General Education credits can be transferred in. The program runs in quarters with courses being ten weeks in length.

The BSDH Completion Program Curriculum

Course	**Course title**	**Quarter Credits**
DH 300	Educational Methodology for Dental Hygiene	6
DH 301	Cultural Competency and Dental Hygiene Care for Target Populations	6
DH 302	Grant Writing	6
DH 303	Statistical and Methodological Aspects of Oral Health Research	6
DH 400	Educational Concepts in Dental Hygiene	6
DH401	Leadership Roles for the Dental Hygiene Professional	6
DH 402	Dental Hygiene Care for Culturally Diverse and Special Needs Populations	6
DH 403	Epidemiology of Oral Diseases	6
DH 404	Management of Oral Healthcare Delivery	6
DH 405	Dental Practice Management with Oral Health Promotion	6
Total	**Dental Hygiene Coursework**	**60**

Course Number	Course title	Quarter Credits
ENG 303	Research Design and Writing	6
SOC 301	Cultural Diversity	6
PHI 401	Bioethics	6
HEA 402	Global Health	6
ART 302	Art and Popular Culture	6
Total	**General Education Coursework**	**30**

Total Program Credits (after 90 quarter credits transfer) = 90 quarter credits
Length of Program: 16 months (70 weeks)

Online BSDH Course Descriptions

SOC 301 Cultural Diversity **6 Quarter Credits**

This course centers on the role of culture in the development of attitudes, values, perceptions, behaviors, and interpersonal relations. Theories of cultural identity development and cross-cultural exchange as *they* pertain to living and working in a multicultural society are explored. Students also examine cultural constructs in relationship to social inequities and practice developing the knowledge, skills and awareness needed to serve as culturally competent professionals. It is important for the students to understand various cultural values and behaviors and how these values and behaviors shape an individual's perceptions of other people . In addition, through case studies and situation analysis, students develop analytical skills and approaches that enable them to understand and deal effectively with diversity issues in the workplace, within their respective communities, and in a global context.

ENG 303 Research Design and Writing 6 Quarter Credits

This course offers students instruction and practice in methods, techniques and process of research writing and dissemination of research information to a variety of audiences. Each student is required to develop a research paper through stages of drafting, editing, revising, and proofreading following conventions of academic writing and the APA style. In addition, students should be able to develop their own research study projects in order for them to incorporate these skills that they acquired through this process of learning and apply them toward their research work and design.

PHI 401 Bioethics **6 Quarter Credits**

This course examines ethical dilemmas resulting from advances in medical technology and discusses ways of analyzing these dilemmas using the case-based approach to ethical topics. Students also review existing literature on bioethical issues and analyze these issues in the light of ethical theories. These issues include abortion, euthanasia

and the right to die, in-vitro fertilization, genetic screening and engineering, allocation of scarce medical resources among others. Students are required to submit a literature review using the APA style.

HEA 402 Global Health **6 Quarter Credits**

This course introduces students to global health issues and challenges, programs, and policies. Topics and discussions include analysis of current and emerging global health issues and priorities, major global initiatives for health and disease prevention, and current and past global health problems brought about by poverty, international conflicts, health inequity, and other factors. Students also learn to articulate various health issues relevant to different health care policies and search various global healthcare issues and controversies at various public health settings.

ART302 Art and Popular Culture **6 Quarter Credits**

This course introduces students to the relationship between art and popular culture. It will discuss how elements of popular culture are assimilated into the fine arts, specifically in digital art, music, television, film, fashion, and social media platforms. Students will analyze the relationship between the art created and the socio-political climate of its time. This course will also cover discussions on the history of popular culture, how popular culture influences people, and how it shapes and reshapes people's concept of social class, ethnicity, sexuality, race and gender.

DH 300 Educational Methodology in Dental Hygiene **6 Quarter Credits**

This course explores the art and science of facilitating the learning experience of future registered dental hygienists. Students learn to prepare course lectures with topic objectives and competency alignment, diverse student learning concepts with student-centered activities and outcomes, sensitivity in teaching of different cultural groups, and skills in presentation of material with evaluation of instruction outcomes. In addition, students learn how the skillful use of problem-based learning, case studies, reflective logs are a moral imperative for health care providers to strive to monitor and improve their clinical reasoning. Students also develop simulated course-module through learning various styles of teaching methodologies and incorporating critical thinking skills, and develop a rationale that supports their critical thinking and decisions through using appropriate conceptualizations and methods informed decisions about the best approaches to use in the simulated case situation.

DH 301 Cultural Competency and Dental Hygiene Care for Target Populations **6 Quarter Credits**

This course focuses on learning to adapt and change in emerging practice areas for dental hygienists that provide care to population groups challenged by access to oral health care. The course emphasizes dental hygiene strategies for the delivery of culturally competent care to pediatric, geriatric, medically compromised and special needs patients. Ethical issues are emphasized regarding care for vulnerable client populations groups. Students are exposed to various learning and teaching strategies on how to deliver a high quality of care for culturally competent patients including learn and discuss the various dental treatment modifications and barriers to care for the medically compromised patients and analyze issues associated with the special needs patient and its effects on access to health care services. Student develop case-simulated model through providing an example from their previous practical experiences that can reflect the various dental care treatment modalities associated with the culturally competent/or medically compromised patient and possible ethical principles as they affect populations with cultural diversity/ special needs.

DH 302 Grant Writing **6 Quarter Credits**

This grant writing course focuses on the fundamentals of grant writing and provides instruction on grant types, general grant application requirements, and application elements. The course will focus on key parts of a grant proposal including title page, abstract, statement of need, goals, objectives, procedures, budget, qualifications, evaluation, sustainability, dissemination, sources cited, and appendix. Students will learn to integrate information into a grant proposal that can be utilized in academic research, local government, nonprofit organizations, state and local agencies.

DH 303 Statistical and Methodological Aspects of Oral Health Research **6 Quarter Credits**

This course is an introduction to research methodology. It discusses oral health research, epidemiology and biostatistics. It provides the student interested in research and development, an overview of methodological aspects of: planning, conducting and analyzing research. Student demonstrates comprehension and ability to apply both descriptive inferential statistics, including construction of confidence intervals for point estimates and testify both null and research hypotheses. Students identify appropriate use of diverse statistical models to represent and answer questions about representative real-world problems including qualitative and quantitative data analyses. Through this course, students learn various statistical concepts including probability, dependent and independent variables, simple, linear, logistic regression analyses, various statistical tests for data collection and analyses. Students develop a PowerPoint presentation of a full set of data collection and analysis of previous research works through a literature review of a topic of interest related to dental hygiene care setting.

DH 400 Educational Concepts in Dental Hygiene **6 Quarter Credits**

This course is designed to expand upon educational methodologies for effective instruction in dental hygiene education. Topics include teaching/learning styles, instructional methods/strategies, use of instructional objectives, classroom assessment techniques, literature reviews, case-studies assessments, and evaluation in dental hygiene educational settings. Students can develop a course design process based on their teaching goals and learning objectives and outcomes. Students also able to recognize various teaching theories and models used utilized in dental hygiene education and be able to implement a course module/unit of instruction for a specific dental hygiene curriculum field of working. Student learns how to choose an appropriate cooperation and risk management techniques to encourage real, moral and sensible quality of care and critically evaluate the most up-to-date dental research activities related to the clinical field of dental hygiene care through integrating evidence-based research skills into their clinical practice to help them improve the quality of clinical dental hygiene care services.

DH 401 Leadership Role for the Dental Hygiene Professional **6 Quarter Credits**

This course discusses the 100 plus year evolution of the profession of Dental Hygiene. The course focuses on the principles, concepts and roles of leadership and the characteristics that make up the leadership styles. Management, self-reflection, communication, organizational skills are all components of leadership. The professional association and its leadership are evaluated. Students identify the leadership skills that are necessary in many facets of the dental hygiene profession including patient care, research, education, public health, and federal affairs. Students implement a simulated action plan of any interesting areas, based on the student's interest and build a model of a great leadership features in the field of dental hygiene. This planned

leadership education of a simulated model is required to help the students meet the complex and changing needs of their public and to provide dental hygiene graduates with the leadership skills needed to more effectively advocate for their patient's care.

DH 402 Dental Hygiene Care for Culturally Diverse and Special Needs Populations 6 Quarter Credits

This course focuses on learning to adapt and change in emerging practice areas for dental hygienists that provide care to population groups challenged by access to oral health care. The course emphasizes dental hygiene strategies for the delivery of culturally competent care to pediatric, geriatric, medically compromised and special needs patients. Ethical issues are emphasized regarding care for vulnerable client populations groups. Students learn how to manage a patient with special needs who may require modifications to the traditional treatment plan due to physical limitations, medical complications, developmental problems, and/or cognitive impairments. Students also recognize that patients may present with more than one disability that requires a specific dental treatment plan or use of special equipment or services in order to provide them with a quality of care. Students must understand that health care professionals need to be prepared to accommodate patients with special needs, regards of the type of his or her disability and implement a pre- treatment plan that may need adjustment, based on each patient's needs.

DH403 Epidemiology of Oral Diseases 6 Quarter Credits

This online course covers the understanding of basic epidemiological principles and methods that can help private practice and public health dental hygienists. It will highlight the importance of understanding the risks for future oral disease. Students will look at the impact of society and cultural health views on the status of oral public health. Students learn scientific basis for procedures and programs to promote oral and also to prevent oral diseases. Students recognize the importance of various preventive measures used in dentistry including water fluoridation, pit and fissure sealants, diet, nutrition, oral hygiene, chemotherapies, and various oral cancer screening programs. Students must recognize the scientific basis for the currently acceptable preventive procedures used in dental hygiene fields. Students implement a PowerPoint presentation that includes a case study selected through literature reviews and be able to evaluate and determine the evidence regarding interrelationships between oral and other systemic health diseases.

DH 404 Management of Oral Healthcare Delivery 6 Quarter Credits

This course is designed to assist the dental hygienist in understanding current and relevant issues impacting community-based dental hygiene practice. Dental practice economics and practice management with a strong emphasis on community partnerships in clinical settings are the course main focuses. Current and emerging advanced practice issues including entrepreneurship, non-profit corporations, fundamentals of tax laws, overhead costs, benefit packages, billing and negotiation with third party payers and agencies are examined.

405 Dental Practice Management with Oral Health Promotion 6 Quarter Credits

This course will enable students to understand the latest skills in dental hygiene skills, professional practice, and oral health promotion, and practice management, nutrition with oral health promotion, in addition to business accounting, dental practice marketing and research capabilities. This course will allow dental hygiene students to further challenge their knowledge and skills they acquired throughout the program, whilst also providing them with an opportunity to develop as professionals with the latest skills in dental hygiene practice, patient care management, communication and nutrition with oral health promotion.

Bachelor of Science in Health Leadership (Completion Program) Online

Program Outline: The Bachelor of Science in Health Leadership Completion Program is designed for allied health professionals who have completed Associate Degrees in any allied health field or health-related programs. It is intended for those who desire career advancement in healthcare related jobs and wish to assume positions of leadership. The HL program teaches students theoretical knowledge and skills to compete beyond entry-level positions in the field. Students complete 30 quarter credits of upper division General Education courses and 60 quarter credits of major courses.

General Education Coursework

COURSE NUMBER	COURSE NAME	Quarter CREDIT
SOC 301	Cultural Diversity	6
ENG 303	Research Design and Writing	6
HEA 402	Global Health	6
PHI 401	Bioethics	6
ART 302	Art and Pop Culture	6

Program Major Courses

COURSE NUMBER	COURSE NAME	Quarter CREDIT
HCL 300	Introduction to Healthcare Management	6
HCL 301	Quality Management and Patient Safety	6
HCL 302	Organizational Theory and Leadership	6
HCL 303	Regulatory, Legal, and Ethical Issues in Healthcare	6
HCL 400	Research Methods in Healthcare Management	6
HCL 401	Finance and Budgeting in Healthcare	6
HCL 402	Leadership	6
HCL 403	Health Policy	6
HCL 404	Management of Human Resources and Health Prof.	6
HCL 405	Health Informatics	6

Total Program Credits (after 90 quarter credits transfer) = 90 quarter credits
Length of Program: 16 months (70 weeks)

SOC 301 Cultural Diversity **6 Quarter Credits**

This course centers on the role of culture in the development of attitudes, values, perceptions, behaviors, and interpersonal relations. Theories of cultural identity development and cross-cultural exchange as *they* pertain to living and working in a multicultural society are explored. Students also examine cultural constructs in relationship to social inequities and practice developing the knowledge, skills and awareness needed to serve as culturally competent professionals. It is important for the students to understand various cultural values and behaviors and how these values and behaviors shape an individual's perceptions of other people . In addition, through case studies and situation analysis, students develop analytical skills and approaches that enable them to understand and deal effectively with diversity issues in the workplace, within their respective communities, and in a global context.

ENG 303 Research Design and Writing 6 Quarter Credits

This course offers students instruction and practice in methods, techniques and process of research writing and dissemination of research information to a variety of audiences. Each student is required to develop a research paper through stages of drafting, editing, revising, and proofreading following conventions of academic writing and the APA style. In addition, students should be able to develop their own research study projects in order for them to incorporate these skills that they acquired through this process of learning and apply them toward their research work and design.

PHI 401 Bioethics 6 Quarter Credits

This course examines ethical dilemmas resulting from advances in medical technology and discusses ways of analyzing these dilemmas using the case-based approach to ethical topics. Students also review existing literature on bioethical issues and analyze these issues in the light of ethical theories. These issues include abortion, euthanasia and the right to die, in-vitro fertilization, genetic screening and engineering, allocation of scarce medical resources among others. Students are required to submit a literature review using the APA style.

HEA 402 Global Health 6 Quarter Credits

This course introduces students to global health issues and challenges, programs, and policies. Topics and discussions include analysis of current and emerging global health issues and priorities, major global initiatives for health and disease prevention, and current and past global health problems brought about by poverty, international conflicts, health inequity, and other factors. Students also learn to articulate various health issues relevant to different health care policies and search various global healthcare issues and controversies at various public health settings.

ART302 Art and Popular Culture 6 Quarter Credits

This course introduces students to the relationship between art and popular culture. It will discuss how elements of popular culture are assimilated into the fine arts, specifically in digital art, music, television, film, fashion, and social media platforms. Students will analyze the relationship between the art created and the socio-political climate of its time. This course will also cover discussions on the history of popular culture, how popular culture influences people, and how it shapes and reshapes people's concept of social class, ethnicity, sexuality, race and gender.

HCL 300 Introduction to Healthcare Management 6 Quarter Credits

This course introduces the field of healthcare management through a systematic analysis of major areas of concern to the healthcare manager related to the global healthcare system. Topics explored include a historical overview, theoretical foundations, and history and major characteristics of development. Also covered is covered the planning process and how planning is used in healthcare administration, the organizing process and job design, supporting and implementing decisions, building the quality of clinical service, and managing human resources. Addresses the application of managerial concepts and practices to healthcare organizations exploring healthcare provider types, cost, access and quality of care, and the future of health services delivery.

HCL 301 Quality Management and Patient Safety 6 Quarter Credits

This course examines quality management methodologies used to analyze safe and effective healthcare operations. A primary focus of regulatory, consumer, and clinical leaders/groups is on the quality management across the healthcare system. This course includes content designed to provide foundational knowledge and skills for healthcare leaders and managers in a variety of settings. Quality management, improvement, and patient safety are major forces shaping the daily activities of healthcare leaders. The use of analytical tools and methods are featured, in conjunction

with information related to accreditation, regulation, quality awards/designations and resources that can be used to advance the quality agenda in organizational settings. Emphasis will be placed on using statistical analysis techniques to increase healthcare efficiencies and improve health outcomes.

HCL 302 Organizational Theory and Leadership 6 Quarter Credits
The purpose of this course is to introduce students to the organizational dynamics of healthcare systems to understand and function successfully within practice environments. Course content is based on social science theories, business practices, and psychological tenets. Management principles are outlined and issues related to organizational behavior in the healthcare industry are discussed. These include change and resistance to change, motivation and morale, and power and politics, among others. An exploration of leadership theory within the context of the organizational environment allows the student to integrate key principles of organizational dynamics and leadership effectiveness.

HCL 303 Regulatory, Legal, and Ethical Issues in Healthcare 6 Quarter Credits
The purpose of this course is to expose the student to the regulatory, legal, and ethical issues faced by managers in contemporary healthcare environments and in the delivery of healthcare services. Topics include an introduction to healthcare regulation and compliance, law, ethics, ethical decision-making, contracts, medical records and informed consent, privacy law and HIPAA, and risk management. The course encourages students to critically analyze and address legal and ethical issues in healthcare delivery and management in accordance with regulatory requirements

HCL 400 Research Methods in Healthcare Management 6 Quarter Credits
This course is an overview of the role and scope of research as it relates to the support of managerial decision-making. Research methods are introduced with emphasis placed on analyzing key elements of research reports as a basis for determining the appropriateness of the research results for evidence-based healthcare practice. A variety of research designs are discussed to enable healthcare leaders to operationalize research in healthcare settings. Topics covered include research design, ethics, sampling strategies, and literature review skills as well simple data analysis methods including linear and logistic regression methods.

HCL 401 Finance and Budgeting in Healthcare 6 Quarter Credits
This course introduces key aspects of financial management for today's healthcare organizations, addressing diverse factors that impact the provision of medical services in a dynamic and competitive environment. Covering basic economics and accounting principles, the course will equip students with the tools necessary to communicate effectively with the finance professionals in healthcare organizations and to understand financial decisions made in the organization. A primary focus is on the conceptual framework of basic accounting techniques such as the preparation of financial reports, annual and capital budgeting, cost accounting and analysis of financial statements.

HCL 402 Leadership 6 Quarter Credits
This course presents the importance of leadership in conjunction with various leadership traits, styles, and qualities. Enhances the importance of having a vision, the motivation to lead, social motives in the workplace, levels of morality and values, and the significance of empowerment for effective leadership. Topics include situational leadership, organizational climate, moral dilemmas, personal integrity, servant leadership, participative management, human relations, high-performance teams, diversity, cultural and interpersonal differences, workplace stress, performance management, and organizational change.

HCL 403 Health Policy 6 Quarter Credits
This course is designed to provide an in-depth analysis of the government institutions and processes that affect health policy. Health policies are a critical component of the management of healthcare services as they relate to the accessibility, cost and quality of health care; preparedness for disasters; the safety of food, water, environment and medications; the right to make individual decisions about personal health and well-being. The course will provide a

framework for understanding and analyzing a range of health policy issues. The course introduces the U.S. policy-making and legal system and considers essential issues in health policy and law, including health insurance, health economics, individual rights in healthcare, and healthcare access and quality.

HCL 404 Management of Human Resources and Health Professionals 6 Quarter Credits

Many healthcare organizations are among the largest employers in their communities and the demand for workers is projected to outpace supply on a national scale. The field of human resources is impacted by shifting demographics, modern technologies, and the growing complexity of accreditation demands and state/federal regulations. The goal of healthcare human resource management is to leverage human capital resources to provide efficient and effective value to patients and stakeholders centered on cost, access, and quality of care. This course explores the management of human resources in healthcare organizations with a focus is on the concepts of recruitment, training and development, compensation, motivation, performance, and talent management.

HCL 405 Health Informatics 6 Quarter Credits

The course provides fundamental knowledge of concepts of health informatics and how technology is used in the delivery of healthcare to achieve a safer, higher quality, and more cost-effective health delivery system. Students will develop understanding related to the design, configuration, use, and maintenance of informatics interventions that improve healthcare delivery. The strategic role of information systems is examined, as well as the characteristics of computer systems, software applications, programming languages, and relational databases. care is delivered. Also covered is the US healthcare delivery system's unique structural, economic and policy issues and the strategic role for health informatics.

Bachelor of Science in Dental Hygiene (BSDH) - Offered in Jersey City only

Program Outline: The dental hygienist is a member of the oral health team who provides treatment to prevent oral health diseases. Clinical skills include performing oral health assessments, examining head, neck and oral regions for disease, exposing and processing dental radiographs, other diagnostic assessments, debridement (removing) of deposits from the tooth structures, applying sealants and fluoride to prevent decay, providing nutritional counseling for maintenance of the oral cavity, fabricate athletic mouth guards, and other patient services allowed by the State Board of Dentistry. Dental hygienists are oral health educators within the community and plan oral health promotion strategies to better inform and serve their patients. The curriculum covers a three-year program culminating in a BS degree. The BSDH program teaches the student the essential theoretical and hands-on knowledge to compete for entry-level positions in the field.

In addition, the program provides a framework for developing the necessary skills to expand career opportunities in education, health promotion, public health, management and research. The program is built on academic excellence and clinical expertise with a vision toward the development of a professional leader, change agent, educator and/or public health manager in Dental Hygiene.

The BSDH program is comprised of 45 semester credits of General Education and 78 semester credits of Technical courses.

Program Curriculum

General Education Courses

Course Number	Course Title	Semester Credits
BIO 101	Anatomy and Physiology I	4
BIO 102	Anatomy and Physiology II	4
BIO 110	Microbiology	4
CHE 101	General/Organic/ Biochemistry For Allied Health Professionals	3
ENG 101	English Composition	3
PSY 101	General Psychology	3
SOC 101	Introduction to Sociology	3
SPC 101	Interpersonal Communications	3
MAT 103	College Algebra	3
MAT 300	Basic Statistics and Microsoft Excel Applications	3
ENG 302	Research Design & Writing	3
PHI 302	Bioethics	3

REL 302	World Religions	3
HEA 304	Global Health	3
	Total	45

Program Major Courses

Course Number	Course Title	Semester Credits
DH 100	Dental Hygiene Preclinical Sciences	3
DH101	Dental Hygiene Clinical Sciences I	4
DH 102	Dental Radiology	3
DH 103	Dental and Oral Anatomy & Physiology	2
DH 104	General and Oral Pathology	3
DH 105	Oral Embryology and Histology	2
DH 106	Medical Emergencies in the Dental Office, Basic Life Support “C” AHA	1
DH 200	Dental Hygiene Clinical Sciences II	4
DH 201	Dental Hygiene Clinical Sciences III	4
DH 202	Pharmacology	2
DH 203	Periodontics I	2
DH 204	Periodontics II	2
DH 205	Law and Ethics for the Dental Hygienists: Ethics, Jurisprudence and Practice Management	2
DH 206	Foundations of Nutritional Science	3
DH 207	National Board and Case Review	2
DH 208	Community Dentistry & Health Study	3
DH 209	Dental Material & Lab	2
DH 210	Prevention and Control or Oral Disease	2
DH 211	Local Anesthesia & Pain Control	2

DH 300	Educational Methodology for Dental Hygiene	3
DH 301	Cultural Competency & Dental Hygiene Care for Target Populations	3
DH 302	Educational Concepts in Dental Hygiene	3
DH 303	Statistical & Methodological Aspects to Oral Health Research	3
DH 400	Dental Practice Management with Oral Health Promotion	3
DH 401	Epidemiology of Oral Diseases	3
DH 402	Dental Hygiene Care for Culturally Diverse and Special Needs	3
DH 403	Leadership Roles for the Dental Hygiene Professional	3
DH 404	Internship Dental Hygiene Program/Teaching	3
	Total	78

Total Program Credits: 123, Total length of program: 36 months

Course Descriptions Abbreviations:
BIO–Biological Science
PSY–Psychology SOC–Sociology
DH–Dental Hygiene
ENG–English
CHE–Chemistry
SPC–Speech
MAT–Math

ENG 101 English Composition **3 Semester Credits**
This course introduces students to college-level writing and reading skills through critical reading, formal essays and research assignments. Proper sentence, paragraph and essay structure, as well as information and technology literacy, are emphasized throughout the course. *Prerequisites: ENG 098 and ENG 099 or passing of placement exams*

SPC 101 Interpersonal Communications **3 Semester Credits**
This course is an overview of the process of human communication, with special emphasis on analyzing communication patterns. Students learn skills designed to improve interactions in family, social, and professional settings. The course also addresses effective listening, pacing, attending, making value judgments, summarizing, probing, empathy, handling emotions, perception checking, and conflict management. Hindrances to effective communication are also discussed.

BIO 101 Anatomy and Physiology I **4 Semester Credits**

This course explores the structure and function of the human body. It includes the study of cells and tissue, with a focus on the integumentary, skeletal, muscular, nervous, and endocrine systems.

BIO 102 Anatomy and Physiology II **4 Semester Credits**

This course is a continuation of Anatomy and Physiology I. Topics include the reproductive system, cardiovascular system, blood, digestive system, urinary system, fluid and electrolyte imbalance, respiratory system and the lymphatic system. *Prerequisite: BIO 101*

MAT 103 College Algebra **3 Semester Credits**

This course covers concepts of algebra. Topics include a review of linear equations and inequalities, systems of linear equations, coordinate geometry, and graphing techniques; exponential and polynomial functions and applications; factoring and applications; rational expressions and applications; roots and radicals; and quadratic equations. *Prerequisite: MAT 099 or passing of placement exams.*

PSY 101 General Psychology **3 Semester Credits**

This course introduces students to the scientific discipline of psychology. It addresses cross cultural issues, historical perspectives, and the importance of psychological well-being, with topics ranging from psychological disorders, therapeutic approaches, and personality, to the biological basis of behavior, learning and memory, development, consciousness, and the social nature of human beings.

SOC 101 Introduction to Sociology **3 Semester Credits**

This course focuses on sociology as a way of understanding the world. Sociology is a field of study that considers social, political, and economic phenomena within the context of social structures, social forces, and group relations. Students will be introduced to the field of sociology by way of engaging with several important sociological topics, including socialization, culture, the social construction of knowledge, inequality, race and ethnic relations, poverty, and political sociology.

BIO 110 Microbiology **4 Semester Credits**

This course focuses on the study of microbiological concepts and techniques central to the health professions. Topics include anatomy and physiology of microbes, microbial classification, principles of microscopy, sterilization, disinfection, immunology, chemotherapy, epidemiology, disease transmission, pathogenicity and virulence in relation to microbes. Laboratory skills, such as isolating, culturing, evaluation, and identification of microorganisms, are learned.

CHE 101 General/Organic/Biochemistry for Allied Health Professionals **3 Semester Credits**

This course introduces students to basic concepts in general, organic, and biological chemistry. Topics include atomic structure, chemical quantities and reactions, acids and bases, solutions, organic compounds, nucleic acids, and protein synthesis among others.

ENG 302 Research Design and Writing **3 Semester Credits**

This course offers students instruction and practice in methods, techniques and process of research writing and dissemination of research information to a variety of audiences. Each student is required to develop a research paper through stages of drafting, editing, revising, and proofreading following conventions of academic writing and the APA style.

MAT 300 Basic Statistics and Microsoft Excel Applications **3 Semester Credits**

This course introduces students to basic statistics and the applications of Microsoft Excel to statistics. Topics include manipulation of data, single variable graphs and statistics, probability distributions, and inferences, among others. The course also includes discussions on statistical thinking and understanding, and numerical summaries of data.

REL 302 World Religions **3 Semester Credits**

This course introduces students to the world's major religions. Study focuses on the historical development of the world's major religions, as well as on the central beliefs, customs and traditions associated with each religion studied. It is anticipated that throughout this course students will come to respect and learn from the diversity of religion that exists in today's world, whether or not they choose to practice a religion.

PHI 302 Bioethics **3 Semester Credits**

This course examines ethical dilemmas resulting from advances in medical technology, and discusses ways of analyzing these dilemmas in the light of ethical theories. Issues include abortion, euthanasia and the right to die, in-vitro fertilization, genetic screening and engineering, and allocation of scarce medical resources, among others.

HEA 304 Global Health **3 Semester Credits**

This course introduces students to global health issues and challenges, programs, and policies. Topics and discussions include analysis of current and emerging global health issues and priorities, major global initiatives for health and disease prevention, and current and past global health problems brought about by poverty, international conflicts, health inequity, and other factors.

DH 100 Dental Hygiene Preclinical Sciences **3 Semester Credits**

This course shall serve as the foundation for dental hygiene practice. Clinical dental hygiene protocols and techniques will be the primary focus. These protocols will include but not be limited to: infection control, patient management, medical emergency management, data assessment, medical and dental histories, intraoral and extra oral exams, dental charting, data interpretation and treatment planning, instrumentation and homecare therapies. This course will prepare students to provide therapeutic, educational, and preventive services for patients in the Clinical Experience during the following semester. The importance of professional development including legal, ethical, and personal responsibilities will be discussed. *Corequisites: DH 103, DH 105, and DH 106*

DH 101 Dental Hygiene Clinical Sciences I **4 Semester Credits**

This course shall serve as a continuation of the foundation necessary for dental hygiene practice. The focus will be on preventive therapies and patient management techniques as well as providing the student with an increased knowledge of clinical dental hygiene protocols. Students will provide dental hygiene care including medical history, vital signs, intraoral and extra oral examinations, dental charting data interpretation, treatment planning, instrumentation, homecare therapies, and polishing for a variety of patients. Soft tissue management and periodontal maintenance will also be introduced.
Prerequisites: DH 100, DH 103, DH 105, and DH 106. Corequisites: DH 102, DH 104, DH 110

DH 102 Dental Radiology **3 Semester Credits**

This course provides a basic theoretical foundation leading to implementation and application of dental radiographic techniques with special emphasis on radiation safety, exposure techniques, processing, and the interpretation of landmarks and individualizing patient assessment needs. The laboratory component will provide experience in

exposing, patient management, and critiquing of quality and interpretation of radiographs. *Prerequisites: DH 100, DH 103, DH 105, DH 106. Corequisites: DH 101 and DH 104*

DH 103 Dental and Oral Anatomy & Physiology **2 Semester Credits**

This course is designed to study the anatomy and physiology of the teeth and oral structures. Topics will include identification of primary, mixed and permanent dentition, eruption patterns, classification of occlusion and the detailed anatomy of the head and neck. Osteology, muscles, nerve innervation, and blood supply are studied. Cases are correlated to the clinical experience. *Corequisites: DH 100, DH 105, and DH 106*

DH 104 General and Oral Pathology **3 Semester Credits**

This course will help the dental hygiene student facilitate the identification and treatment of oral diseases. The study will focus on understanding the disease process, recognizing deviations from normal, and identifying oral manifestations of local and systemic slide presentations. Presented in the course are current theories on the etiology and pathogenesis, significance of genetics, environment, immune responses, and new therapeutic approaches in the treatment of disease. Case studies are presented to help students distinguish between scientific discovery and its technological application. *Prerequisites: DH 100, DH 103, DH 105, and DH 106. Co-requisites: DH 101 and DH 102*

DH 105 Oral Embryology and Histology **2 Semester Credits**

This course will serve as an introductory study of the developing features of the head and face. Specific emphasis will be placed on those structures relating to the oral cavity. In addition, detailed attention will focus on the histologic aspects of the dental tissues in regard to their location, composition, development, structure, function, and clinical importance. This will provide essential fundamental knowledge for the clinical practice of dental hygiene. *Corequisites: DH 100, DH 103, and DH 106*

DH 106 Medical Emergencies in the Dental Office, Basic Life Support "C" AHA **1 Semester Credit**

This course will serve to instruct students in the management of medical emergencies that may occur in the dental office. It will explain how to anticipate potential emergencies and what resources must be on hand to deal effectively with these situations. Emergency situations, such as syncope, respiratory distress, seizures, cardiac arrest, a n d stroke, are addressed. The course also will have a segment of training for a basic life support CPR certification. *Corequisites: DH 100, DH 103, and DH 105*

DH 200 Dental Hygiene Clinical Sciences II **4 Semester Credits**

This course of study continues to expand the student's clinical development and knowledge of current theories. CLII is designed to integrate cognitive knowledge with practical applications of dental hygiene therapies. The primary focus of this course is to prepare the dental hygiene student for the appropriate protocols and techniques for successful periodontal therapies including advanced instrumentation, anxiety/pain control, periodontal and implant maintenance. The development of dental hygiene care plans for medically, physically, and sensory challenged patient is discussed.
Prerequisites: DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, DH 106, DH 202, DH 209, DH 210, and DH211. Corequisites: DH 203, DH 206

DH 201 Dental Hygiene Clinical Sciences III **4 Semester Credits**

The primary focus of this course is to prepare the student to make the transition from school to the clinical setting in

a dental office. Through lecture, class participation, and hands-on experiences, the student will be exposed to a variety of career opportunities. Ethics, jurisprudence, State Practice Acts/Licensure will be integrated throughout the course and will be a co-content approach for the Ethics and Law 2-credit course given this semester. Emphasis will also be placed on health care delivery systems, dental hygiene practice management, the job search, resume writing, and the interview process as well as professional networking. The clinical component of the course will focus on building speed with efficiency at the dental hygiene chair, incorporating advanced clinical therapies, alternative therapies/medicines-all in preparation for the move from 'student-hood' to professional colleague. *Prerequisites: DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, DH 106, DH 200, DH 202, DH 203, DH 206, DH 209, DH 210, and DH 211. Corequisites: DH 204, DH205, DH 207, and DH 208*

DH 202 Pharmacology **1 Semester Credit**

This course presents pharmacology as the study of drugs and how they affect biological systems. Throughout the course of their everyday practice, dental hygienists must frequently draw upon their knowledge of Pharmacology for tasks ranging from the routing, such as obtaining a complete patient medical history and appointment planning, to the extreme, such as handling a medical emergency in the office. In addition to a base of knowledge of pharmacology and the drugs used in the current therapy of disease states, the dental hygienist must also have a solid foundation in the terminology and vocabulary that is associated with pharmacology. This course examines medications routinely prescribed for medical and dental conditions and the role of the dental hygienist in patient assessment and treatment planning. Systemic medications, complementary medicine, anesthesia, and oral pharmacotherapy will be included. Local anesthetic agents will be emphasized. *Prerequisites: DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, and DH 106. Corequisites: DH 209, DH 210 and DH 211*

DH 203 Periodontics I **2 Semester Credits**

This course of study focuses on the basic concepts of the etiology, disease development and current theories of cure and/or control. Anatomy with emphasis on the gingival and periodontal structure is stressed. Disease pathogens causing the compromise of health in the periodontium and oral environment, epidemiology, biological factors, assessment protocols and evaluation of current philosophies in periodontal disease are reviewed. *Prerequisites: DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, DH 106, DH 202, DH 203, DH 209, DH 210, and DH 211. Corequisites: DH 200 and DH 206*

DH 204 Periodontics II **2 Semester Credits**

This course is a continuation of Periodontology I. The student will apply the foundation knowledge gained in semester five's Periodontology I. Dental and dental hygiene treatments for the periodontally involved patient are reviewed with a formal presentation of a case developed by each student. Assessment, dental hygiene diagnosis, treatment plan, implementation evaluation of the periodontally challenged patient will be the concentration of this course. The philosophy of co-therapy between the professional and the patient is assessed and evaluated. Current home therapies are considered and reviewed. Dental hygiene therapy and its role with the periodontics specialist are evaluated. Surgical intervention, surgical reconstruction of the periodontium, implant insertion and maintenance with emphasis on the hygienist's role are explained. Alternative and holistic therapy, such as stress reduction, and behavioral habits, such as smoking cessation, for the patient are considered. *Prerequisites: DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, DH106, DH 200, DH 202, DH 203, DH 206, DH 209, DH 210, and DH 211. Corequisites: DH 201, DH 205, DH 207 and DH 208*

DH 205 Law and Ethics for the Dental Hygienists: Ethics, Jurisprudence and Practice Management

2 Semester Credits

This course introduces students to the legal and ethical implications of working in medical facilities and the obligations of practitioners and office personnel to follow ethical standards and codes of conduct. Topics include: professionalism, the relationship between physicians/dentists/allied health providers and patients, professional liability, medical ethics, legality of health record as a legal document, and the Health Insurance Portability & Accountability Act (HIPAA). *Prerequisites: DH100, DH 101, DH 102, DH 103, DH 104, DH 105, DH 106, DH 200, DH 202, DH 203, DH 206, DH209, DH 210, DH 211 Corequisites: DH 201, DH 204, DH 207, DH 208*

DH 206 Foundations of Nutritional Science **3 Semester Credits**

This course is an introduction to general nutrition with an emphasis on the principles relating to human health. The course provides students with an understanding of the basics of the science of nutrition at various stages of the life cycle. Food sources of energy, nutrients and their consequences to health will be explored. Terminology and scientific resources pertinent to the Nutrition field will be introduced. *Prerequisites: DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, DH 106, DH 200, DH 202, DH 206, DH 209, DH210, and DH 211. Corequisites: DH 200 and DH 203*

DH 207 National Boards and Case Review **2 Semester Credits**

This course will assist the graduating dental hygiene student in preparing for the National Written Board and State Licensing Boards. Study preparation and test construction are considered. Practiced stress control and test anxiety skills are addressed. Simulated MOCK written boards are given with review and comments. Case studies of patients are reviewed with emphasis on simulated Board cases. The cases will include all assessments, radiographs, patient records and other digitized reproductions for analysis. Short subject review, such as Pathology, Instrumentation, General Sciences, and Pharmacology, among others will be presented by individual student groups. *Prerequisites: DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, DH 106,DH 200, DH 202, DH 203, DH 206, DH 209, DH 210, and DH 211. Corequisites: DH 201, DH 204, DH 205, and DH 208*

DH 208 Community Dentistry & Health Study **3 Semester Credits**

Dental health education and public health are introduced and evaluated in this 3 credit course. Emphasis is placed on the role of the hygienist in promoting dental health in the private office and community, educational methods, biostatistics, and epidemiology. The course is intended to provide the student with information necessary to enable her/him to understand the foundations upon which community dentistry and dental health education are built. Questions such as what is health, can it be measured, and if so, how and what are the variables influencing health, can these be manipulated, are addressed. Who pays for health and what are the different avenues for delivering this healthcare will be evaluated. Community dental hygiene and oral health is every hygienist's concern. *Prerequisites: DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, DH 106, DH 200, DH 202, DH 203, DH 206, DH 209, DH 210, and DH 211. Corequisites: DH 201, DH204, DH 205, and DH 207*

DH 209 Dental Material & Lab **2 Semester Credits**

Dental Materials is a comprehensive study of the science, technology, and application of dental materials. Various dental materials and their specific uses, along with related fundamental and specialty clinical dental hygiene skills, are presented through didactic laboratory and clinical components. *Prerequisites: DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, and DH 106. Corequisites: DH 202, DH 210, and DH 211.*

DH 210 Prevention and Control or Oral Disease **2 Semester Credits**

Dental hygiene philosophy of care is based on the concept of prevention in all aspects of oral care. Behavioral habits such as smoking, bruxism, infantile swallowing, high sugar intake and dietary concerns, are discussed with emphasis on their cure and/or control. Consumer fluoride produces are evaluated along with a myriad of home care items. Patient assessments for childhood dental trauma including abuse are reviewed. *Prerequisites: DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, and DH 106. Corequisites: DH 202, DH 209, and DH 211*

DH 211 Local Anesthesia & Pain Control **2 Semester Credits**

This course is designed to introduce the student to the principles of local anesthesia and pain control in dentistry and dental hygiene. It will introduce both the didactic and clinical aspects of one of the most important areas of dentistry at the time in which the students are preparing to enter their clinical training. *Prerequisites: DH 100, DH101, DH 102, DH 103, DH 104, DH 105, and DH 106 Corequisites: DH 202,*
DH 209, and DH 210

DH 300 Educational Methodology in Dental Hygiene **3 Semester Credits**

This course explores the art and science of facilitating the learning experience of future registered dental hygienists. Students learn to prepare course lectures with topic objectives and competency alignment, diverse student learning concepts with student-centered activities and outcomes, sensitivity in teaching of different cultural groups, and skills in presentation of material with evaluation of instruction outcomes.

DH 301 Cultural Competency and Dental Hygiene Care for Target Populations **3 Semester Credits**

This course focuses on learning to adapt and change in emerging practice areas for dental hygienists that provide care to population groups challenged by access to oral health care. The course emphasizes dental hygiene strategies for the delivery of culturally competent care to pediatric, geriatric, medically compromised and special needs patients. Ethical issues are emphasized regarding care for vulnerable client populations groups.

DH 302 Educational Concepts in Dental Hygiene **3 Semester Credits**

This course is designed to expand upon educational methodologies for effective instruction in dental hygiene education. Topics include teaching/learning styles, instructional methods/strategies, use of instructional objectives, classroom assessment techniques, and evaluation in dental hygiene educational settings

DH 303 Statistical and Methodological Aspects of Oral Health Research **3 Semester Credits**

This course is an introduction to research methodology. It discusses oral health research, epidemiology and biostatistics. Provides the student interested in research and development, an overview of methodological aspects of: planning, conducting and analyzing research.

DH 304 Grant Writing **3 Semester Credits**

This grant writing course focuses on the fundamentals of grant writing and provides instruction on grant types, general grant application requirements, and application elements. The course will focus on key parts of a grant proposal including title page, abstract, statement of need, goals, objectives, procedures, budget, qualifications, evaluation, sustainability, dissemination, sources cited, and appendix. Students will learn to integrate information into a grant proposal that can be utilized in academic research, local government, nonprofit organizations, state and local agencies.

DH 400 Dental Practice Management with Oral Health Promotion **3 Semester Credits**

This course will enable students to understand the latest skills in dental hygiene, professional practice, oral health promotion, practice management, nutrition with oral health promotion, in addition to business accounting, dental practice marketing and research capabilities.

DH 401 Epidemiology of Oral Diseases **3 Semester Credits**

This online course covers the understanding of basic epidemiological principles and methods that can help private practice and public health dental hygienists. It will highlight the importance of understanding the risks for future oral disease. Students will look at the impact of society and cultural health views on the status of oral public health.

DH 402 Dental Hygiene Care for Culturally Diverse and Special Needs Populations **3 Semester Credits**

This course focuses on learning to adapt and change in emerging practice areas for dental hygienists that provide care to population groups challenged by access to oral health care. The course emphasizes dental hygiene strategies for the delivery of culturally competent care to pediatric, geriatric, medically compromised and special needs patients. Ethical issues are emphasized regarding care for vulnerable client populations groups

DH 403 Leadership Role for the Dental Hygiene Professional **3 Semester Credits**

This course discusses the 100 plus year evolution of the profession of Dental Hygiene. The course focuses on the principles, concepts and roles of leadership and the characteristics that make up the leadership styles. Management, self-reflection, communication, and organizational skills are all components of leadership. The professional association and its leadership are evaluated.

DH 404 Internship Dental Hygiene Program **3 Semester Credits**

This clinical component course highlights clinical teaching in the dental hygiene field. Students will work with faculty members and assess the needs of dental hygiene students. Topics will include: learning styles, theories, instructional and syllabus design, and teacher/student outcomes assessment.

Associate of Applied Science in Dental Hygiene (DH- AAS)-Offered in Jersey City only

Program Outline: The dental hygienist is a member of the oral health team who provides treatment to prevent oral health diseases. Clinical skills include performing oral health assessments, examining head, neck and oral regions for disease, exposing and processing dental radiographs, other diagnostic assessments, debridement (removing) of deposits from the tooth structures, applying sealants and fluoride to prevent decay, providing nutritional counseling for maintenance of the oral cavity, fabricate athletic mouth guards, and other patient services allowed by the State Board of Dentistry. Dental hygienists are oral health educators within the community and plan oral health promotion strategies to better inform and serve their patients. The curriculum covers a two-year program culminating in an AAS degree. The DH program teaches the student the essential theoretical and hands-on knowledge to compete for entry-level positions in the field.

The Associates Degree in Dental Hygiene in Jersey City, NJ has accreditation from the American Dental Association (ADA) and Commission on Dental Accreditation (CODA). In New Jersey, dental hygienists are required to be licensed by the NJ State Board of Registration and Examination in Dentistry (the Board) in order to practice. Graduates are eligible to apply to the Board for licensure to become NJ registered dental hygienists by taking the requisite examinations. However, since State licensure requirements are not controlled by the College and are subject to change without notice, Eastern International College cannot guarantee that graduates will be eligible for licensure in New Jersey, at all or at any specific time, regardless of their eligibility status upon enrollment.

The program has a total of 78 semester credits, with 30 credits in general education and 48 credits in the program's major courses. Each semester will build on the student's knowledge of the art and science of dental hygiene, therefore all courses in each semester must be successfully completed before the student can move onto the next semester.

The curriculum outline is below:
General Education Courses

Course Number	Course Title	Semester Credits
BIO 101	Anatomy and Physiology I	4
BIO 102	Anatomy and Physiology II	4
BIO 110	Microbiology	4
CHE 101	General/Organic/ Biochemistry For Allied Health Professionals	3
ENG 101	English Composition	3
PSY 101	General Psychology	3
SOC 101	Introduction to Sociology	3
SPC 101	Interpersonal Communication	3
MAT 103	College Algebra	3
Total		30

Program Major Courses

Course Number	Course Title	Semester Credits
DH 100	Dental Hygiene Preclinical Sciences	3
DH 101	Dental Hygiene Clinical Sciences I	4
DH 102	Dental Radiology	3
DH 103	Dental and Oral Anatomy & Physiology	2
DH 104	General and Oral Pathology	3
DH 105	Oral Embryology and Histology	2
DH 106	Medical Emergencies in the Dental Office, Basic Life Support "C" AHA	1
DH 200	Dental Hygiene Clinical Sciences II	4
DH 201	Dental Hygiene Clinical Sciences III	4
DH 202	Pharmacology	2
DH 203	Periodontics I	2
DH 204	Periodontics II	2
DH 205	Law and Ethics for the Dental Hygienists: Ethics, Jurisprudence and Practice Management	2
DH 206	Foundations of Nutritional Science	3
DH 207	National Board and Case Review	2
DH 208	Community Dentistry & Health Study	3
DH 209	Dental Material & Lab	2
DH 210	Prevention and Control or Oral Disease	2
DH 211	Local Anesthesia & Pain Control	2
Total		48

Total Program Credits: 78
Length of Program: 24 Months

Dental Hygiene Program Requirements for General Education Course Progression
It is required that Dental Hygiene students follow the Course Progression as outlined in the Dental Clinic Manual for General Education courses throughout the Dental Hygiene program, unless otherwise approved by the Academic Committee. This ensures that proper knowledge is obtained prior to taking specific Dental Hygiene courses.

ENG 101 English Composition **3 Semester Credits**
This course introduces students to college-level writing and reading skills through critical reading, formal essays and research assignments. Proper sentence, paragraph and essay structure, as well as information and technology literacy, are emphasized throughout the course. *Prerequisites: ENG 098 and ENG 099 or passing of placement exams*

SPC 101 Interpersonal Communications **3 Semester Credits**
This course is an overview of the process of human communication, with special emphasis on analyzing communication patterns. Students learn skills designed to improve interactions in family, social, and professional settings. The course also addresses effective listening, pacing, attending, making value judgments, summarizing, probing, empathy, handling emotions, perception checking, and conflict management. Hindrances to effective communication are also discussed.

BIO 101 Anatomy and Physiology I **4 Semester Credits**
This course explores the structure and function of the human body. It includes the study of cells and tissue, with a focus on the integumentary, skeletal, muscular, nervous, and endocrine systems.

BIO 102 Anatomy and Physiology II **4 Semester Credits**
This course is a continuation of Anatomy and Physiology I. Topics include the reproductive system, cardiovascular system, blood, digestive system, urinary system, fluid and electrolyte imbalance, respiratory system and the lymphatic system. *Prerequisite: BIO 101*

MAT 103 College Algebra **3 Semester Credits**
This course covers concepts of algebra. Topics include a review of linear equations and inequalities, systems of linear equations, coordinate geometry, and graphing techniques; exponential and polynomial functions and applications; factoring and applications; rational expressions and applications; roots and radicals; and quadratic equations. *Prerequisite: MAT 099 or passing of placement exams*

PSY 101 General Psychology **3 Semester Credits**
This course introduces students to the scientific discipline of psychology. It addresses cross cultural issues, historical perspectives, and the importance of psychological well-being, with topics ranging from psychological disorders, therapeutic approaches, and personality, to the biological basis of behavior, learning and memory, development, consciousness, and the social nature of human beings.

SOC 101 Introduction to Sociology **3 Semester Credits**
This course focuses on sociology as a way of understanding the world. Sociology is a field of study that considers social, political, and economic phenomena within the context of social structures, social forces, and group relations. Students will be introduced to the field of sociology by way of engaging with several important sociological topics, including socialization, culture, the social construction of knowledge, inequality, race and ethnic relations, poverty, and political sociology.

BIO 110 Microbiology **4 Semester Credits**
This course focuses on the study of microbiological concepts and techniques central to the health professions. Topics include anatomy and physiology of microbes, microbial classification, principles of microscopy, sterilization, disinfection, immunology, chemotherapy, epidemiology, disease transmission, pathogenicity and virulence in relation to microbes. Laboratory skills, such as isolating, culturing, evaluation, and identification of microorganisms, are learned.

CHE 101 General/Organic/Biochemistry for Allied Health Professionals **3 Semester Credits**
This course introduces students to basic concepts in general, organic, and biological chemistry. Topics include atomic structure, chemical quantities and reactions, acids and bases, solutions, organic compounds, nucleic acids, and protein synthesis among others.

DH 100 Dental Hygiene Preclinical Sciences **3 Semester Credits**
This course shall serve as the foundation for dental hygiene practice. Clinical dental hygiene protocols and techniques will be the primary focus. These protocols will include but not be limited to: infection control, patient management, medical emergency management, data assessment, medical and dental histories, intraoral and extra oral exams, dental charting, data interpretation and treatment planning, instrumentation and homecare therapies. This course will prepare students to provide therapeutic, educational, and preventive services for patients in the Clinical Experience during the following semester. The importance of professional development including legal, ethical, and personal responsibilities will be discussed. *Corequisites: DH 103, DH 105, and DH 106*

DH 101 Dental Hygiene Clinical Sciences I **4 Semester Credits**

This course shall serve as a continuation of the foundation necessary for dental hygiene practice. The focus will be on preventive therapies and patient management techniques as well as providing the student with an increased knowledge of clinical dental hygiene protocols. Students will provide dental hygiene care including medical history, vital signs, intraoral and extra oral examinations, dental charting data interpretation, treatment planning, instrumentation, homecare therapies, and polishing for a variety of patients. Soft tissue management and periodontal maintenance will also be introduced. *Prerequisites: DH 100, DH 103, DH 105, and DH 106. Corequisites: DH 102, DH 104, DH 110*

DH 102 Dental Radiology **3 Semester Credits**

This course provides a basic theoretical foundation leading to implementation and application of dental radiographic techniques with special emphasis on radiation safety, exposure techniques, processing, and the interpretation of landmarks and individualizing patient assessment needs. The laboratory component will provide experience in exposing, patient management, and critiquing of quality and interpretation of radiographs. *Prerequisites: DH 100, DH 103, DH 105, DH 106. Corequisites: DH 101 and DH 104*

DH 103 Dental and Oral Anatomy & Physiology **2 Semester Credits**

This course is designed to study the anatomy and physiology of the teeth and oral structures. Topics will include identification of primary, mixed and permanent dentition, eruption patterns, classification of occlusion, and the detailed anatomy of the head and neck. Osteology, muscles, nerve innervation, and blood supply are studied. Cases are correlated to the clinical experience. *Corequisites: DH 100, DH 105, and DH 106*

DH 104 General and Oral Pathology **3 Semester Credits**

This course will help the dental hygiene student facilitate the identification and treatment of oral diseases. The study will focus on understanding the disease process, recognizing deviations from normal, and identifying oral manifestations of local and systemic slide presentations. Presented in the course are current theories on etiology and pathogenesis, significance of genetics, environment, immune responses, and new therapeutic approaches in the treatment of disease. Case studies are presented on CD- ROM to help students distinguish between scientific discovery and its technological application. *Prerequisites: DH 100, DH 103, DH 105, and DH 106. Co-requisites: DH 101 and DH 102*

DH 105 Oral Embryology and Histology **2 Semester Credits**

This course will serve as an introductory study of the developing features of the head and face. Specific emphasis will be placed on those structures relating to the oral cavity. In addition, detailed attention will focus on the histologic aspects of the dental tissues in regard to their location, composition, development, structure, function, and clinical importance. This will provide essential fundamental knowledge for the clinical practice of dental hygiene. *Corequisites: DH 100, DH 103, and DH 106*

DH 106 Medical Emergencies in the Dental Office, Basic Life Support "C" AHA **1 Semester Credit**

This course will serve to instruct students in the management of medical emergencies that may occur in the dental office. It will explain how to anticipate potential emergencies and what resources must be on hand to deal effectively with these situations. Emergency situations, such as syncope, respiratory distress, seizures, cardiac arrest, and stroke, are addressed. The course also will have a segment of training for basic life support CPR certification. *Corequisites: DH 100, DH 103, and DH 105*

DH 200 Dental Hygiene Clinical Sciences II **4 Semester Credits**

This course of study continues to expand the student's clinical development and knowledge of current theories. CLII is designed to integrate cognitive knowledge with practical applications of dental hygiene therapies. The primary focus of this course is to prepare the dental hygiene student for the appropriate protocols and techniques for

successful periodontal therapies including advanced instrumentation, anxiety/pain control, periodontal and implant maintenance. The development of dental hygiene care plans for medically, physically, and sensory challenged patient is discussed. *Prerequisites: DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, DH 106, DH 202, DH 209, DH 210, and DH211. Corequisites: DH 203, DH 206*

DH 201 Dental Hygiene Clinical Sciences III **4 Semester Credits**

The primary focus of this course is to prepare the student to make the transition from school to the clinical setting in a dental office. Through lecture, class participation, and hands-on experiences, the student will be exposed to a variety of career opportunities. Ethics, jurisprudence, State Practice Acts/Licensure will be integrated throughout the course and will be a co-content approach for the Ethics and Law 2-credit course given this semester. Emphasis will be also be placed on health care delivery systems, dental hygiene practice management, the job search, resume writing, and the interview process as well as professional networking. The clinical component of the course will focus on building speed with efficiency at the dental hygiene chair, incorporating advanced clinical therapies, alternative therapies/medicines-all in preparation for the move from 'student-hood' to professional colleague. *Prerequisites: DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, DH 106, DH 200, DH 202, DH 203, DH 206, DH 209, DH 210, and DH 211. Corequisites: DH 204, DH205, DH 207, and DH 208*

DH 202 Pharmacology **1 Semester Credit**

This course presents pharmacology as the study of drugs and how they affect biological systems. Throughout the course of their everyday practice, dental hygienists must frequently draw upon their knowledge of Pharmacology for tasks ranging from the routing, such as obtaining a complete patient medical history and appointment planning, to the extreme, such as handling a medical emergency in the office. In addition to a base of knowledge of pharmacology and the drugs used in the current therapy of disease states, the dental hygienist must also have a solid foundation in the terminology and vocabulary that is associated with pharmacology. This course examines medications routinely prescribed for medical and dental conditions and the role of the dental hygienist in patient assessment and treatment planning. Systemic medications, complementary medicine, anesthesia, and oral pharmacotherapy will be included. Local anesthetic agents will be emphasized. *Prerequisites: DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, and DH 106. Corequisites: DH 209, DH 210 and DH 211*

DH 203 Periodontics I **2 Semester Credits**

This course of study focuses on the basic concepts of the etiology, disease development and current theories of cure and/or control. Anatomy with emphasis on the gingival and periodontal structure is stressed. Disease pathogens causing the compromise of health in the periodontium and oral environment, epidemiology, biological factors, assessment protocols and evaluation of current philosophies in periodontal disease are reviewed. *Prerequisites: DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, DH 106, DH 202, DH 203, DH 209, DH 210, and DH 211. Corequisites: DH 200 and DH 206*

DH 204 Periodontics II **2 Semester Credits**

This course is a continuation of Periodontology I. The student will apply the foundation knowledge gained in semester five's Periodontology I. Dental and dental hygiene treatments for the periodontally involved patient are reviewed with a formal presentation of a case developed by each student. Assessment, dental hygiene diagnosis, treatment plan, implementation evaluation of the periodontally challenged patient will be the concentration of this course. The philosophy of co-therapy between the professional and the patient is assessed and evaluated. Current home therapies are considered and reviewed. Dental hygiene therapy and its role with the periodontics specialist are evaluated. Surgical intervention, surgical reconstruction of the periodontium, implant insertion and maintenance with emphasis on the hygienist's role are explained. Alternative and holistic therapy, such as stress reduction, and behavioral habits, such as smoking cessation, for the patient are considered. *Prerequisites: DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, DH106, DH 200, DH 202, DH 203, DH 206, DH 209, DH 210, and DH 211. Corequisites: DH 201, DH 205, DH 207 and DH 208*

DH 205 Law and Ethics for the Dental Hygienists: Ethics, Jurisprudence and Practice Management
2 Semester Credits

This course introduces students to the legal and ethical implications of working in medical facilities and the obligations of practitioners and office personnel to follow ethical standards and codes of conduct. Topics include: professionalism, the relationship between physicians/dentists/allied health providers and patients, professional liability, medical ethics, legality of health record as a legal document, and the Health Insurance Portability & Accountability Act (HIPAA). *Prerequisites: DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, DH 106, DH 200, DH 202, DH 203, DH 206, DH209, DH 210, DH 211 Corequisites: DH 201, DH 204, DH 207, DH 208*

DH 206 Foundations of Nutritional Science **3 Semester Credits**

This course is an introduction to general nutrition with an emphasis on the principles relating to human health. The course provides students with an understanding of the basics of the science of nutrition at various stages of the life cycle. Food sources of energy, nutrients and their consequences to health will be explored. Terminology and scientific resources pertinent to the Nutrition field will be introduced. *Prerequisites: DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, DH 106, DH 200, DH 202, DH 206, DH 209, DH 210, and DH 211. Corequisites: DH 200 and DH 203*

DH 207 National Boards and Case Review **2 Semester Credits**

This course will assist the graduating dental hygiene student in preparing for the National Written Board and State Licensing Boards. Study preparation and test construction are considered. Practiced stress control and test anxiety skills are addressed. Simulated MOCK written boards are given with review and comments. Case studies of patients are reviewed with emphasis on simulated Board cases. The cases will include all assessments, radiographs, patient records and other digitized reproductions for analysis. Short subject review, such as Pathology, Instrumentation, General Sciences, and Pharmacology, among others will be presented by individual student groups. *Prerequisites: DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, DH 106,DH 200, DH 202, DH 203, DH 206, DH 209, DH 210, and DH 211. Corequisites: DH 201, DH 204, DH 205, and DH 208*

DH 208 Community Dentistry & Health Study **3 Semester Credits**

Dental health education and public health are introduced and evaluated in this 3 credit course. Emphasis is placed on the role of the hygienist in promoting dental health in the private office and community, educational methods, biostatistics, and epidemiology. The course is intended to provide the student with information necessary to enable her/him to understand the foundations upon which community dentistry and dental health education are built. Questions such as what is health, can it be measured, and if so, how and what are the variables influencing health, can these be manipulated, are addressed. Who pays for health and what are the different avenues for delivering this healthcare will be evaluated. Community dental hygiene and oral health is every hygienist's concern. *Prerequisites: DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, DH 106, DH 200, DH 202, DH 203, DH 206, DH 209, DH 210, and DH 211. Corequisites: DH 201, DH204, DH 205, and DH 207*

DH 209 Dental Material & Lab **2 Semester Credits**

Dental Materials is a comprehensive study of the science, technology, and application of dental materials. Various dental materials and their specific uses, along with related fundamental and specialty clinical dental hygiene skills, are presented through didactic laboratory and clinical components. *Prerequisites: DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, and DH 106. Corequisites: DH 202, DH 210, and DH 211*

DH 210 Prevention and Control or Oral Disease **2 Semester Credits**

Dental hygiene philosophy of care is based on the concept of prevention in all aspects of oral care. Behavioral habits such as smoking, bruxism, infantile swallowing, high sugar intake and dietary concerns, are discussed with emphasis on their cure and/or control. Consumer fluoride produces are evaluated along with a myriad of home care items.

Patient assessments for childhood dental trauma including abuse are reviewed. *Prerequisites: DH 100, DH 101, DH 102, DH 103, DH 104, DH 105, and DH 106. Corequisites: DH 202, DH 209, and DH 211*

DH 211 Local Anesthesia & Pain Control **2 Semester Credits**

This course is designed to introduce the student to the principles of local anesthesia and pain control in dentistry and dental hygiene. It will introduce both the didactic and clinical aspects of one of the most important areas of dentistry at the time in which the students are preparing to enter their clinical training. *Prerequisites: DH 100, DH101, DH 102, DH 103, DH 104, DH 105, and DH 106 Corequisites: DH 202, DH 209, and DH 210*

Associate of Applied Science in Cardiovascular Technology (CVT-AAS)

Program Outline: The Cardiovascular Technology Program (CVT) at Eastern International College prepares the student to perform non-invasive diagnostic examinations of the heart and/or blood vessels at the request or direction of a physician in Adult Echocardiography. The CVT program teaches the student the essential theoretical and hands-on knowledge to compete for entry-level positions in the field.

The Associate Degree in Cardiovascular Technology programs at Eastern International College in Belleville and Jersey City are programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Programmatic accreditation is not required for employment in many cases, but its existence is a further indication that the program meets the standards of the profession, so it could enhance employment opportunities for graduates. The programmatic accreditation can allow graduates to sit for some credentialing exams immediately upon graduation.

The program has a total of 66 semester credits, with 20 credits in general education and 46 credits in major course work. The curriculum outline is below:

General Education Courses

Course Number	Course Title	Semester Credits
BIO 101	Anatomy & Physiology I	4
BIO 102	Anatomy & Physiology II	4
ENG 101	English Composition	3
PSY 101	General Psychology	3
SPC 101	Interpersonal Communication	3
MAT 204	Fundamentals of Statistics	3
Total		20

Program Major Courses

Course Number	Course Title	Semester Credits
CVT 101	Introduction to Cardiovascular Technology	2
CVT 104	Patient Assessment and Basic Patient Care	2
CVT 105	Pharmacology	2
CVT 106	Physics and Instrumentation I	3
CVT 107	Physics and Instrumentation II	3
CVT 200	EKG and Interpretation	4
CVT 202	Pathophysiology	3
CVT 203	Vascular	4
CVT 204	Echocardiography I	4
CVT 205	Echocardiography II	4
CVT 206	Test and Registry	1
CVT 210	Cardiovascular Technology	14
Total		46

Total Program Credits: 66
Length of Program: 24 Months

ENG 101 English Composition **3 Semester Credits**
This course introduces students to college-level writing and reading skills through critical reading, formal essays and research assignments. Proper sentence, paragraph and essay structure, as well as information and technology literacy, are emphasized throughout the course. *Prerequisites: ENG 098 and ENG 099 or passing of placement exams*

SPC 101 Interpersonal Communications **3 Semester Credits**
This course is an overview of the process of human communication, with special emphasis on analyzing communication patterns. Students learn skills designed to improve interactions in family, social, and professional settings. The course also addresses effective listening, pacing, attending, making value judgments, summarizing, probing, empathy, handling emotions, perception checking, and conflict management. Hindrances to effective communication are also discussed.

BIO 101 Anatomy and Physiology I **4 Semester Credits**
This course explores the structure and function of the human body. It includes the study of cells and tissue, with a focus on the integumentary, skeletal, muscular, nervous, and endocrine systems.

BIO 102 Anatomy and Physiology II **4 Semester Credits**
This course is a continuation of Anatomy and Physiology I. Topics include the reproductive system, cardiovascular system, blood, digestive system, urinary system, fluid and electrolyte imbalance, respiratory system and the lymphatic system. *Prerequisite: BIO 101*

MAT 204 Fundamentals of Statistics **3 Semester Credits**
This course introduces students to basic statistical concepts. It focuses on frequency distributions of empirical data, calculations of descriptive statistics, probability distributions, confidence intervals, hypothesis testing, chi square, regression, and correlation. *Prerequisite: MAT 099 or passing of placement exams*

PSY 101 General Psychology **3 Semester Credits**
This course introduces students to the scientific discipline of psychology. It addresses cross cultural issues, historical perspectives, and the importance of psychological well-being, with topics ranging from psychological disorders, therapeutic approaches, and personality, to the biological basis of behavior, learning and memory, development, consciousness, and the social nature of human beings.

CVT 101 Introduction to Cardiovascular Technology **2 Semester Credits**
This course provides students with an understanding of the basic concepts of the Cardiovascular Technology profession. Topics include discussions on invasive and non-invasive cardiology, basic cardiovascular terminology, cardiovascular patient assessment and diagnostic tools, and non-invasive cardiovascular procedures. The course also includes discussions on medical.

CVT 104 Patient Assessments and Basic Patient Care **2 Semester Credits**
This course introduces the concepts and techniques of patient assessment and patient care. The student will demonstrate proficiency in proper body mechanics, transfer techniques, medical asepsis, measuring vital signs, medical emergencies, and taking a complete patient medical history. Principle of barrier protection for blood and body fluid exposures, isolation precautions, and discussions on OSHA and HIPAA are also included.

CVT 105 Pharmacology **2 Semester Credits**
This course is an introduction to the principles of pharmacology. Topics include general classification of drugs, types of administration of drugs, adverse effects and drug interactions, and dosage computation. Emphasis is given on cardiovascular pharmacology.

CVT 106 Physics and Instrumentation I **3 Semester Credits**

This course presents the basic concepts and principles of ultrasound physics as a foundation for understanding image interpretation. Students learn by way of lecture, solving sample problems, and scanning in the student lab. Students review material and take practice exams in preparation for the ARDMS registry examination. *Prerequisite: MAT 099 or pass the placement exam*

CVT 107 Physics and Instrumentation II **3 Semester Credits**

This course is a continuation of Physics for Ultrasound I. It reinforces concepts learned and presents more advanced concepts in ultrasound theory and instrumentation, fluid hemodynamics, color-flow Doppler spectral analysis, and 3 and 4-D ultrasound, and safety and bioeffects. Emphasis is placed on preparing students for the ARDMS registry examination. *Prerequisite: CVT 106*

CVT 200 EKG and Interpretation **4 Semester Credits**

This course covers twelve-lead EKG analysis including bundle branch blocks, hypertrophic, infarction patterns, and pediatric EKG interpretation and stress test procedures. The laboratory component of this course focuses on equipment set-up, patient preparation, performance of 12-lead EKGs, preparation and performance of stress testing, and analysis of both normal and abnormal twelve-lead EKG recordings. *Prerequisites: BIO 101. Co-requisite: BIO 102*

CVT 202 Pathophysiology **3 Semester Credits**

This course discusses the aspects of cardiovascular pathophysiology. It includes an in-depth discussion of various cardiac diseases and treatment options. Precedence will be on understanding the etiology and pathogenesis of a given disorder. The function and regulation of the heart and blood vessels, cellular structure and function, electrical activity and cardiovascular integration and adaptation are also discussed. *Prerequisite: BIO 101. Can be taken with BIO 102*

CVT 203 Vascular **3 Semester Credits**

This course provides an understanding of the use of duplex ultrasound to investigate the extra-cranial circulation of the brain, and arterial and venous circulation of the upper and lower extremities. Normal and pathological conditions are discussed in correlation with physical and clinical findings. Student actively participates in laboratory scanning in the student lab. Lab sessions include experience and competency testing in vascular sonography. Case studies and imaging critique are addressed throughout the class. *Prerequisites: CVT 106, BIO 101, Must be taken with CVT 107 and BIO 102 if taken in Semester 2*

CVT 204 Echocardiography I **4 Semester Credits**

This course is designed to introduce Cardiovascular Technology students to the foundations of Echocardiography, and provides discussions on cardiac ultrasound and its use in the evaluation of normal cardiac anatomy and physiology. Students learn and practice echocardiographic scanning protocols. Basic machine mechanics, basic physics as related to ultrasound, two dimensional, M-mode, Doppler, and Color Doppler techniques are covered. *Prerequisites: CVT 106, BIO 101. Co-requisites BIO 102 and CVT 107.*

CVT 205 Echocardiography II **4 Semester Credits**

This course focuses on advanced pathophysiology, including stress echo, transesophageal, ischemic and congenital heart diseases. The student learns to determine the presence of cardiac diseases and pathology as seen during an echocardiographic exam. A review of various medical and surgical treatments used in the care of patients with cardiac disease is included. Basic machine mechanics and physics as related to each Echo examination are also covered. The laboratory component of this course focuses on laboratory experiences covering advanced echocardiography studies with Doppler interpretation. *Prerequisite: CVT 204 and CVT 107*

CVT 206 Test and Registry **1 Semester Credit**

This course provides a comprehensive review of echocardiography and vascular sonography in accordance with the outline published by ARDMS, CCI and taught through out the Cardiovascular Technology Program. Topics focus on cardiovascular anatomy, physiology, pathological changes and their correlation with Echocardiography and Vascular Sonography. It also covers a comprehensive review of Physical Principals, Hemodynamics, Doppler ultrasound, image artifacts and quality management related to echocardiography and vascular sonography. Main goal is to prepare the students for taking the RDCS (AE) and RCS examination by the American Registry of Diagnostic Medical Sonography (ARDMS) and the Cardiovascular Credentialing International (CCI). *Prerequisite: All CVT courses except CVT 210*

CVT 210 Cardiovascular Technology Externship **14 Semester Credits**

This course provides clinical experiences which allow the student to perform a noninvasive adult echocardiography exam under the direct supervision of a qualified technologist and/or physician. The clinical site may be a laboratory in a hospital, imaging facility, and/or private office setting. At the start of the semester, the course will meet for a one day classroom orientation session. During the orientation day, students will be instructed on professional behavior expected in a lab, including attendance, and dress code. At the end of the clinical rotation, students prepare and present a case encountered during clinical rotation to current. *Prerequisite : All CVT courses except CVT 206, Passing the ARDMS- SPI examination*

Mandatory Sonography Principles and Instrumentation (SPI) Review Course

Effective Fall 2019

Sonography Principles and Instrumentation (SPI) Review Course Description

This non-credit course provides a comprehensive review of Sonography Principles and Instrumentation (SPI) in accordance with the outlines published by the American Registry of Diagnostic Medical Sonographers (ARDMS) and taught in the Ultrasound Physics courses. Topics include Production of Sound Waves, Interaction of Sound with Matter, Doppler Techniques, Hemodynamics, Transducer Structure and Function, Pulsed and Continuous Wave Techniques, Information Processing Storage and Display, 2D and Doppler Artifacts, QA and QC and Bioeffects. Students will be guided on how to navigate the ARDMS website for the SPI application and identification of the documents needed for registration. Completion of this course includes official registration for the SPI examination. Prerequisites: A grade of "C" or better in CVT 106/DMS 105 and CVT 107/DMS 106

Procedure and Policy for the Sonography Principles and Instrumentation (SPI) Review

The SPI review is a non-credit mandatory free course for all DMS and CVT students in preparation for the SPI examination of the American Registry of Diagnostic Medical Sonographers (ARDMS). The review lasts for eight (8) weeks consisting of three (3) contact hours/week for a total of 24 contact hours for 8 weeks.

1. The SPI review course must be taken immediately following the semester when DMS 106/CVT 107 has been completed. A student who files for a LOA immediately after completing and passing CVT 107/DMS 106 must take it upon returning.
2. A student must formally register for the SPI review course within the registration period. The registration form for the SPI must be completed.
3. A student must register for the SPI examination within the eight weeks course. A student who fails to register for the SPI exam on or before the end of the course will be required to attend another 8-weeks session immediately following the semester.
4. To successfully finish the course, a student must have completed at least 21 of the 24 contact hours. Tutoring hours outside the course are not included in the 24 hours. Any absence in excess of three (3) contact hours regardless of the reason will result in dropping the student and the student must register for the course again the following semester and any completed hours will be forfeited.
5. A student must take the SPI exam 2 to 3 weeks after completing the review course
6. A student who attempts and fails the SPI will be required to repeat the review course. The attendance policy in #4 applies.
7. A student is encouraged to take or complete additional review courses outside EIC but will not take the place of the review course.
8. Passing the SPI is a prerequisite for externship for the CVT-AAS program.

Cardiovascular Technology (CVT) Validation Policy
Effective Fall 2019

A student re-entering the program after one full semester of absence for any reason after completing Echocardiography I (CVT 204) or Echocardiography II (CVT 205) must pass a comprehensive skills test related to CVT 204 or CVT 205 before being allowed to register back into the program. The skills test dates will be arranged by the Department Chair. A mandatory tutoring before the skills test is required.

A student who completes Echocardiography II (CVT 205) but for any reason was unable to start externship rotation immediately following completion of the course must pass a comprehensive skills test related to CVT 205 before being allowed to register for Externship (CVT 210). The skills test dates will be arranged by the Department Chair. A mandatory tutoring before the skills test is required. This policy is applied to the Vascular (CVT 203) course as well.

A student with unsatisfactory scanning skill will be required to audit for free the CVT course recommended by the Chair and attend mandatory tutoring.

Skills Validation for Externship
Effective Fall 2019

All students who register for Externship (CVT 210) must attend a mandatory scanning competency test for Echocardiography and Vascular before being sent out to externship sites. The Department Chair will schedule the scanning competency check. A student who does not demonstrate the minimum competency for Echocardiography and Vascular will be required to attend a mandatory tutoring until competency is deemed satisfactory by the Department Chair.

Associate of Applied Science in Nursing (ADN-AAS)

Effective Fall 2018

Program Outline: The Nursing Associate Degree program prepares students to work as entry-level nurses in doctors' offices, acute care and rehabilitation settings, long term care facilities, ambulatory and community centers, medical centers and hospitals, among others. The applied science portion of the program has two major components: the theory/didactic/lab component and the clinical externship component. The general education portion of the program includes coursework in Anatomy and Physiology, English, math, developmental psychology, microbiology, and nutrition. Emphasis in this portion of the program is placed on enhancing students' academic and interpersonal skills.

The Associate Degree in Nursing (ADN) program in Belleville, NJ and Jersey City, NJ are approved by the New Jersey Board of Nursing. The ADN program in the Belleville campus is programmatically accredited by the Accreditation Commission for Education in Nursing (ACEN). Since the ADN programs are approved by the New Jersey Board of Nursing, graduates are eligible to apply for state licensure and sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). However, since state licensure requirements are not controlled by the College and are subject to change without notice, Eastern International College cannot guarantee that graduates will be eligible for licensure in New Jersey, at all or at any specific time, regardless of their eligibility status upon enrollment.

The program has a total of 70 semester credits, with 24 credits in general education and 46 credits in program major course work. The curriculum outline is shown below.

General Education Courses

Course Number	Course Title	Semester Credits
BIO 101	Anatomy & Physiology I	4
BIO 102	Anatomy & Physiology II	4
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MAT 103	College Algebra	3
PSY 102	Developmental Psychology	3
MIC 101	Microbiology	4
Total		24

Program Major Courses

Course Number	Course Title	Semester Credits
NUR 101	Introduction to Nursing	3
NUR 102	Fundamentals of Nursing	6
NUR 103	Health Assessment	2
NUR 104	Pharmacology I	3
NUR 105	Pharmacology II	2
NUR 201	Adult Health I	6
NUR 202	Adult Health II	6
NUR 203	Psychiatric-Mental Health Nursing	3

NUR 204	Obstetrical Nursing	3
NUR 205	Pediatric Nursing	3
NUR 206	Concept Synthesis Capstone	3
NUR 207	Senior Clinical Practicum	6
Total		46

Total Program Credits: 70

Length of Program: 24 Months

ENG 101 English Composition **3 Semester Credits**
This course introduces students to college-level writing and reading skills through critical reading, formal essays and research assignments. Proper sentence, paragraph and essay structure, as well as information and technology literacy, are emphasized throughout the course.

ENG 102 English Composition II **3 Semester Credits**
This course gives students practice in the essentials of writing, with an emphasis on persuasive writing and oral presentations. Extensive reading and writing are combined with oral presentations, class work and activities to encourage students to assess and respond from their own perspective to notable people, debates, and events in society. Students will learn to write powerfully and credibly and deliver argumentative speeches for a variety of audiences. *Prerequisite: ENG 101*

BIO 101 Anatomy and Physiology I **4 Semester Credits**
This course explores the structure and function of the human body. It includes the study of cells and tissue, with a focus on the integumentary, skeletal, muscular, nervous, and endocrine systems.

BIO 102 Anatomy and Physiology II **4 Semester Credits**
This course is a continuation of Anatomy and Physiology I. Topics include the reproductive system, cardiovascular system, blood, digestive system, urinary system, fluid and electrolyte imbalance, respiratory system and the lymphatic system. *Prerequisite: BIO 101*

MAT 103 College Algebra **3 Semester Credits**
This course covers concepts of algebra. Topics include a review of linear equations and inequalities, systems of linear equations, coordinate geometry, and graphing techniques; exponential and polynomial functions and applications; factoring and applications; rational expressions and applications; roots and radicals; and quadratic equations. *Prerequisite: MAT 099 or HESI score in Math*

MIC 101 Microbiology **4 Semester Credits**
This course focuses on the study of microbiological concepts and techniques central to the health professions. Topics include anatomy and physiology of microbes, microbial classification, principles of microscopy, sterilization, disinfection, immunology, chemotherapy, epidemiology, disease transmission, pathogenicity and virulence in relation to microbes.

PSY 102 Developmental Psychology **3 Semester Credits**
This course centers on the scientific study of psychological changes across the lifespan (birth, infancy, childhood, adolescence, and adulthood). Students will examine the development of motor skills and other psycho-physiological processes; cognitive development involving areas such as problem solving, moral understanding, and conceptual understanding; language acquisition; social, personality, and emotional development; and self-concept and identity formation. Development will be considered from the biological, cognitive, and psychosocial perspectives.

NUR 101 Introduction to Nursing **3 Semester Credits**

This course provides a historical overview of how nursing developed and how it has transformed into contemporary roles in an ever-changing health care delivery system. Students are introduced to basic concepts of the nursing profession, the role of provider of care and the basic physiologic and higher-level needs of man. This course is designed to provide a foundation for all subsequent nursing courses. There is specific emphasis on the non-clinical aspects of nursing.

NUR 102 Fundamentals of Nursing **6 Semester Credits**

This course will focus on the concepts, skills, and attitudes fundamental to professional nursing practice within a framework of clinical decision-making. The course provides opportunities to develop the competencies necessary to assist individuals in meeting their health care needs, with emphasis on safe, legal, and ethical issues pertaining to the nursing process. The course will emphasize critical thinking, the establishment of a culturally-sensitive therapeutic nurse-patient relationship, the development of the student's beginning comprehension of the patient's physiologic and psychological responses to health and illness, and an understanding of the patient's Self-Care Deficits at various points on the health-illness continuum. At the conclusion of this course, students will demonstrate competency in performing basic nursing skills for individuals with common health alterations. *Prerequisite: NUR 101 and all General Education courses except MIC 101 Co-requisites: NUR 103*

NUR 103 Health Assessment **2 Semester Credits**

This course focuses on the development of interviewing skills and physical examination skills to provide the learner with a systematic method for collecting data using the nursing process. Students will learn the psychomotor skills necessary to complete physical, psychosocial, and spiritual assessments. The learner will apply these skills to collect a comprehensive database, demonstrate a complete physical examination, and create a plan of care. This course will begin with a discussion of optimal self-care behaviors through Self-Care Agency, then focus on deviations from those behaviors with assessment results for the healthy individual used as a reference point. The importance of assessment of cultural aspects of health will be emphasized. Students will have lab experiences in the Nursing Learning Laboratory where health assessment skills can be practiced. Students will utilize critical thinking skills in identifying health alterations, formulating nursing diagnoses, and documenting findings appropriate to the practice of nursing. *Prerequisite: NUR 101 and all General Education courses except MIC 101 Co-requisites: NUR 102*

NUR 104 Pharmacology I **3 Semester Credits**

This course is designed to provide students with a basic foundation in clinical pharmacology on which to build. Key concepts in clinical decision making and medication safety are discussed. The course emphasizes pharmacological concepts, drug-body interactions, and nursing care measures to ensure safe and efficacious medication administration and patient education. *Prerequisite: NUR 101*

NUR 105 Pharmacology II **2 Semester Credits**

This course builds on the previous course, Pharmacology I, and provides more advanced concepts in clinical pharmacology to further develop a foundation for clinical decision-making and medication safety. Emphasis is placed on advanced medication therapy, medication administration in patients with multiple morbidities, specialty medications, and medication administration across the lifespan and with special patient populations. *Prerequisite: NUR 104*

NUR 201 Adult Health I **6 Semester Credits**

Using the foundation of Self-Care Deficit Theory and the nursing process, the course focus is on the chronic problems of adult patients associated with common, non-emergent disorders. The acute aspects of these diseases are also discussed. Selected general medical-surgical settings will be used for clinical practice in the management of patients in which students will learn nursing interventions appropriate to their care. Students will have an opportunity to demonstrate effective interpersonal communication skills with patients, families, and members of the healthcare

team. Pharmacology principles and rationale are expected during supervised medication administration. Individualization of patient care is developed through the formation and implementation of patient-centered care plans. The student is expected to function progressively as a contributing member of the nursing team while caring for assigned clients with needs of varying complexity in the acute care setting. Nutrition, pharmacology, communication, and cultural concepts are integrated with the nursing process and Self-Care Deficit Theory to form the foundation of comprehensive care planning. *Prerequisite: NUR 102, NUR 103, NUR104, and all General Education courses*

NUR 202 Adult Health II **6 Semester Credits**

This course is the second of a two-course sequence in which the focus is on acute problems with associated emergent disorders and their effect on the adult patient. Chronic, long-term impact associated with these disorders is also addressed. The use of effective interpersonal communication skills with patients, their families, and members of the health care team is expected. Pharmacology principles and rationale continue to be applied during supervised medication administration. Students will develop and implement patient-centered care plans. The student is expected to function progressively as a contributing member of the nursing team while caring for assigned clients with needs of moderate complexity in the acute setting. Clinical assignments will be made that will provide an opportunity for students to enhance critical thinking and priority setting skills. Nutrition, pharmacology, communication, and cultural concepts are integrated with the nursing process and Self-Care Deficit Theory to form the foundation of comprehensive care planning. *Prerequisite: NUR 201, NUR 203, NUR 105 and all General Education courses*

NUR 203 Psychiatric-Mental Health Nursing **3 Semester Credits**

This course is designed to familiarize students with fundamental concepts in nursing care of patients with selected psychiatric-mental health disorders. There is emphasis on nursing process and foundations of evidence-based clinical decision in providing developmentally appropriate, culturally sensitive care in a variety of health care delivery settings. Concepts from Self Care Deficit Theory will be examined for relevance to the care of psychiatric patients. *Prerequisite: All Nursing courses except NUR 206/207 Co-requisite:NUR 206, NUR 207*

NUR 204 Obstetrical Nursing **3 Semester Credits**

This course is designed to familiarize students with the normal physiologic processes for nursing care and actions in the care of the childbearing woman, the newborn, and the family. There is specific emphasis on scientific bases for maternal child nursing, nursing process in nursing care, communication in providing safe and effective care with interprofessional collaboration, integration of evidence-based practice, education of the childbearing family, critical thinking, and the impact of cultural diversity related to childbearing families. *Prerequisite or Co-requisite: NUR 202; Co-requisite: NUR 205*

NUR 205 Pediatric Nursing **3 Semester Credits**

This course emphasizes the major concepts of acute and chronic care for the pediatric patient in diverse and ever-changing health care delivery setting. There is an emphasis on communication with patients, families, peers, and other members of the inter-professional health care delivery team in a variety of health care delivery settings in the care of pediatric patients with selected acute and chronic health care conditions focusing on developmental milestones. *Prerequisite or Co-requisite: NUR 204*

NUR 206 Concept Synthesis Capstone **3 Semester Credits**

The theoretical component of this course will reinforce and complement prior knowledge developed throughout the nursing curriculum. Students will utilize the nursing process and critical thinking skills to review previously acquired nursing concepts. Students will participate in an NCLEX review that will assist them in preparing them for the NCLEX-RN licensure exam. The course focuses on a review of content using a variety of methods with an emphasis on the case study approach. Emphasis is placed on test-taking skills, computer-assisted simulations and practice tests, development of a prescriptive plan for remediation, and review of selective content specific to professional nursing

practice. The HESI Exit Exam will be administered to allow students to assess their areas of strength and weakness as they prepare for the NCLEX-RN exam. Results will permit students to develop a remediation plan specific to their needs. *Prerequisite: All NUR courses except NUR 107; Co-requisite: NUR 203, 207.*

NUR 207 Senior Clinical Practicum **6 Semester Credits**

This course is designed to provide senior nursing students with an opportunity to apply nursing concepts across the curriculum in a culminating practicum, supervised by the clinical instructor, in a designated clinical setting. The overarching goal is to provide students an opportunity to critically think and apply nursing concepts as they transition from the student nurse role to nursing practice. The course provides a foundation for the novice nurse entering practice and there is specific emphasis on the leadership role as it pertains to safe delegation of nursing care and managing multiple patients within a health care system utilizing health care informatics and technology to shape and inform decision making. There is opportunity to examine and assess nursing competency and skills needed to function and communicate as a practicing nurse in a safe, effective, and cost-efficient manner with guidance and oversight by a nurse. *Prerequisite: All NUR courses except NUR 107, NUR 203; Co-requisite: NUR 203, 206.*

Associate of Applied Science in Nursing (ADN-AAS)

Effective Prior to Fall 2018

Program Description: The Nursing Associate Degree program prepares students to work as entry-level nurses in doctors' offices, acute care and rehabilitation settings, long term care facilities, ambulatory and community centers, medical centers and hospitals, among others. The applied science portion of the program has two major components: the theory/didactic/lab component and the clinical externship component. The general education portion of the program includes coursework in Anatomy and Physiology, English, math, developmental psychology, microbiology, and nutrition. Emphasis in this portion of the program is placed on enhancing students' academic and interpersonal skills.

The Associate Degree in Nursing (ADN) program in Belleville, NJ and Jersey City, NJ is approved by the New Jersey Board of Nursing. The ADN program in the Belleville campus was granted programmatic accreditation by the Accreditation Commission for Education in Nursing (ACEN). The ADN program in Jersey City campus is not programmatically accredited.Since the ADN program is approved by the New Jersey Board of Nursing, graduates are eligible to apply for state licensure and sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). However, since state licensure requirements are not controlled by the College and are subject to change without notice, Eastern International College cannot guarantee that graduates will be eligible for licensure in New Jersey, at all or at any specific time, regardless of their eligibility status upon enrollment.

The program has a total of 78 semester credits, with 27 credits in general education and 51 credits in vocational/program major course work. The curriculum outline is shown below:

General Education Courses

Course Semester	Course Title	Number Credits
BIO 101	Anatomy & Physiology I	4
BIO 102	Anatomy & Physiology II	4
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MAT 103	College Algebra	3
PSY 102	Developmental Psychology	3
MIC 101	Microbiology	4
NUT 101	Nutrition	3
TOTAL		27

Program Major Courses:

Course Semester	Course Title	Number Credits
NUR 101	Introduction to Nursing	3
NUR 102	Fundamentals of Nursing	6
NUR 103	Health Assessment	2
NUR 104	Pharmacology I	3
NUR 105	Pharmacology II	2
NUR 106	Concepts in Gerontology	2
NUR 107	Nursing Theory and Evidence-Based Practice	3

NUR 201	Adult Health I	6
NUR 202	Adult Health II	6
NUR 203	Psychiatric-Mental Health	3
NUR 204	Obstetrical Nursing	3
NUR 205	Pediatric Nursing	3
NUR 206	Concept Synthesis Capstone	3
NUR 207	Senior Clinical Practicum	6
TOTAL		51

Total Credits: 78 Length of Program
Length of Program: 24 Months

Abbreviations
BIO–Biological Science
ENG–English
MAT–Mathematics
MIC–Microbiology
NUT–Nutrition
PSY-Psychology
NUR–Nursing

ENG 101 English Composition I **3 Semester Credits**
This course introduces students to college-level writing and reading skills through critical reading, formal essays and research assignments. Proper sentence, paragraph and essay structure, as well as information and technology literacy, are emphasized throughout the course.

ENG 102 English Composition II **3 Semester Credits**
This course gives students practice in the essentials of writing, with an emphasis on persuasive writing and oral presentations. Extensive reading and writing are combined with oral presentations, class work and activities to encourage students to assess and respond from their own perspective to notable people, debates, and events in society. Students will learn to write powerfully and credibly, and deliver argumentative speeches for a variety of audiences. *Prerequisite: ENG 101*

BIO 101 Anatomy and Physiology I **4 Semester Credits**
This course explores the structure and function of the human body. It includes the study of cells and tissue, with a focus on the integumentary, skeletal, muscular, nervous, and endocrine systems.

BIO 102 Anatomy and Physiology II **4 Semester Credits**
This course is a continuation of Anatomy and Physiology I. Topics include the reproductive system, cardiovascular system, blood, digestive system, urinary system, fluid and electrolyte imbalance, respiratory system and the lymphatic system. *Prerequisite: BIO 101*

MAT 103 College Algebra **3 Semester Credits**

This course covers concepts of algebra. Topics include a review of linear equations and inequalities, systems of linear equations, coordinate geometry, and graphing techniques; exponential and polynomial functions and applications; factoring applications; rational expressions and applications; roots and radicals; and quadratic equations. *Prerequisite: MAT 099 or passing of placement exams*
MIC 101 Microbiology **3 Semester Credits**

This course focuses on the study of microbiological concepts and techniques central to the health professions. Topics include anatomy and physiology of microbes, microbial classification, principles of microscopy, sterilization, disinfection, immunology, chemotherapy, epidemiology, disease transmission, pathogenicity and virulence in relation to microbes.

NUT 101 Nutrition **3 Semester Credits**

This course is an introduction to general nutrition with an emphasis on the principles relating to human health. The course provides students with an understanding of the basics of the science of nutrition at various stages of the life cycle. Food sources of energy, nutrients and their consequences to health will be explored. Terminology and scientific resources pertinent to the nutrition field will be introduced.

PSY 102 Developmental Psychology **3 Semester Credits**

This course centers on the scientific study of psychological changes across the lifespan (birth, infancy, childhood, adolescence, and adulthood). Students will examine the development of motor skills and other psycho-physiological processes; cognitive development involving areas such as problem solving, moral understanding, and conceptual understanding; language acquisition; social, personality, and emotional development; and self-concept and identity formation. Development will be considered from the biological, cognitive, and psychosocial perspectives.

NUR 101 Introduction to Nursing **3 Semester Credits**

This course provides a historical overview of how nursing developed and how it has transformed into contemporary roles in an ever changing health care delivery system. Students are introduced to basic concepts of the nursing profession, the role of provider of care and the basic physiologic and higher level needs of man. This course is designed to provide a foundation for all subsequent nursing courses. There is specific emphasis on the non-clinical aspects of nursing. *Prerequisite: Completion of 12 credits of General Education coursework including BIO 101 or BIO 102.*

NUR 102 Fundamentals of Nursing **6 Semester Credits**

This course will focus on the concepts, skills, and attitudes fundamental to professional nursing practice within a framework of clinical decision-making. The course provides opportunities to develop the competencies necessary to assist individuals in meeting their healthcare needs, with an emphasis on safe, legal, and ethical issues pertaining to the nursing process. The course will emphasize critical thinking, the establishment of a culturally-sensitive therapeutic nurse-patient relationship, the development of the student's beginning comprehension of the patient's physiologic and psychological responses to health and illness, and an understanding of the patient's Self-Care Deficits at various points on the health-illness continuum. At the conclusion of this course, students will demonstrate competency in performing basic nursing skills for individuals with common health alterations. *Prerequisite: NUR 101 and all General Education courses except MIC 101. Corequisites: NUR 103*

NUR 103 Health Assessment **2 Semester Credits**

This course focuses on the development of interviewing skills and physical examination skills to provide the learner with a systematic method for collecting data using the nursing process. Students will learn the psychomotor skills necessary to complete physical, psychosocial, and spiritual assessments. The learner will apply these skills to collect a comprehensive database, demonstrate a complete physical examination, and create a plan of care. This course will begin with a discussion of optimal self-care behaviors through Self-Care Agency, then focus on deviations from those behaviors with assessment results for the healthy individual used as a reference point. The importance of assessment of cultural aspects of health will be emphasized. Students will have lab experiences in the Nursing Learning Laboratory where health assessment skills can be practiced. Students will utilize critical thinking skills in identifying health alterations, formulating nursing diagnoses, and documenting findings appropriate to the practice of nursing. *Prerequisite: NUR 101 and all General Education courses except MIC 101 Corequisites: NUR 102*

NUR 104 Pharmacology I **3 Semester Credits**

This course is designed to provide students with a basic foundation in clinical pharmacology on which to build. Key concepts in clinical decision making and medication safety are discussed. The course emphasizes pharmacological concepts, drug-body interactions, and nursing care measures to ensure safe and efficacious medication administration and patient education. *Prerequisite: NUR 101*

NUR 105 Pharmacology II **2 Semester Credits**

This course builds on the previous course, Pharmacology I, and provides more advanced concepts in clinical pharmacology to further develop a foundation for clinical decision-making and medication safety. Emphasis is placed on advanced medication therapy, medication administration in patients with multiple morbidities, specialty medications, and medication administration across the lifespan and with special patient populations. *Prerequisite: NUR 104*

NUR 106 Concepts in Gerontology **2 Semester Credits**

The focus of this course is to assist students in knowledge and application of key concepts of gerontology. There is specific emphasis on normal again processes as well as integration of holistic concepts, evidence-based practice, and challenges in the care of an aging population. Relevance of Self Care Deficit Theory concepts to the aging process will be emphasized. *Prerequisites: NUR 102 and NUR 103*

NUR 107 Nursing Theory and Evidence-Based Practice **3 Semester Credits**

This course emphasizes research and evidence-based competencies necessary to critically critique nursing research studies. Learning assessments focus on best practice in research utilization informing nursing practice decisions, based on the evidence, and incorporating research findings into professional nursing practice. Application and utilization of technology in the research process is explored. *Prerequisite: NUR 101 and ENG 102*

NUR 201 Adult Health I **6 Semester Credits**

Using the foundation of Self-Care Deficit Theory and the nursing process, the course focus is on the chronic problems of adult patients associated with common, non-emergent disorders. The acute aspects of these diseases are also discussed. Selected general medical-surgical settings will be used for clinical practice in the management of patients in which students will learn nursing interventions appropriate to their care. Students will have an opportunity to demonstrate effective interpersonal communication skills with patients, families, and members of the healthcare team. Pharmacology principles and rationale are expected during supervised medication administration. Individualization of patient care is developed through the formation and implementation of patient-centered care plans. The student is expected to function progressively as a contributing member of the nursing team while caring for assigned clients with needs of varying complexity in the acute care setting. Nutrition, pharmacology, communication, and cultural concepts are integrated with the nursing process and Self-Care Deficit Theory to form the foundation of comprehensive care planning. *Prerequisite: NUR 102, NUR 103, NUR 104, and all General Education courses*

NUR 202 Adult Health II **6 Semester Credits**

This course is the second of a two-course sequence in which the focus is on acute problems with associated emergent disorders and their effect on the adult patient. Chronic, long-term impact associated with these disorders is also addressed. The use of effective interpersonal communication skills with patients, their families, and members of the health care team is expected. Pharmacology principles and rationale continue to be applied during supervised medication administration. Students will develop and implement patient-centered care plans. The student is expected to function progressively as a contributing member of the nursing team while caring for assigned clients with needs of moderate complexity in the acute setting. Clinical assignments will be made that will provide an opportunity for students to enhance critical thinking and priority setting skills. Nutrition, pharmacology, communication, and

cultural concepts are integrated with the nursing process and Self-Care Deficit Theory to form the foundation of comprehensive care planning. *Prerequisite: NUR 201, NUR 203, NUR 105 and all General Education courses*

NUR 203 Psychiatric-Mental Health Nursing **3 Semester Credits**

This course is designed to familiarize students with fundamental concepts in nursing care of patients with selected psychiatric-mental health disorders. There is emphasis on nursing process and foundations of evidence-based clinical decisions in providing developmentally appropriate, culturally sensitive care in a variety of health care delivery settings. Concepts from Self Care Deficit Theory will be examined for relevance to the care of psychiatric patients. *Prerequisite or Corequisite: NUR 201*

NUR 204 Obstetrical Nursing **3 Semester Credits**

This course is designed to familiarize students with the normal physiologic processes for nursing care and actions in the care of the childbearing woman, the newborn, and the family. There is specific emphasis on scientific bases for maternal child nursing, nursing process in nursing care, communication in providing safe and effective care with interprofessional collaboration, integration of evidence-based practice, education of the childbearing family, critical thinking, and the impact of cultural diversity related to childbearing families. *Prerequisite or Corequisite: NUR 202; Corequisite: NUR 205*

NUR 205 Pediatric Nursing **3 Semester Credits**

This course emphasizes the major concepts of acute and chronic care for the pediatric patient in the diverse and ever changing health care delivery setting. There is an emphasis on communication with patients, families, peers, and other members of the inter-professional health care delivery team in a variety of health care delivery settings in the care of pediatric patients with selected acute and chronic health care conditions focusing on developmental milestones. *Prerequisite or Corequisite: NUR 204*

NUR 206 Concept Synthesis Capstone **3 Semester Credits**

The theoretical component of this course will reinforce and complement prior knowledge developed throughout the nursing curriculum. Students will utilize the nursing process and critical thinking skills to review previously acquired nursing concepts. Students will participate in an NCLEX review that will assist them in preparing them for the NCLEX-RN licensure exam. The course focuses on a review of content using a variety of methods with an emphasis on the case study approach. Emphasis is placed on test-taking skills, computer-assisted simulations and practice tests, development of a prescriptive plan for remediation, and review of selective content specific to professional nursing practice. The HESI Exit Exam will be administered to allow students to assess their areas of strength and weakness as they prepare for the NCLEX-RN exam. Results will permit students to develop a remediation plan specific to their needs. *Prerequisite: All NUR courses except NUR 107. Corequisite: NUR 207.*

Associate of Applied Science in Medical Assistant (MA-AAS)

Program Outline: The Medical Assistant Associate Degree Program prepares students to work as entry-level medical assistants in doctors' offices, medical imaging laboratories, and hospitals. The program provides students with thorough and practical training in medical and laboratory procedures, as well as general medical knowledge and training in the area of medical office procedures. The general education portion of the program includes coursework in reading, writing, basic math, basic science, psychology, and speech. Emphasis in this portion of the program is placed on enhancing students' academic and interpersonal skills.

The Medical Assistant Associate Degree program at Eastern International College in Belleville and Jersey City are not programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES) or the Commission on Accreditation for Allied Health Education Programs (CAAHEP). Programmatic accreditation is not required for employment in many cases, but its existence is a further indication that the program meets the standards of the profession, so it could enhance employment opportunities for graduates. The existence of programmatic accreditation can also allow graduates to sit for some credentialing exams upon graduation.

Since the Associate Degree in Medical Assistant is not programmatically accredited, graduates are not eligible to take the Certified Medical Assistant (CMA) examinations offered by the American Association of Medical Assistants (AAMA). However, graduates should be eligible to take the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT), the National Certified Medical Assistant (NCMA) certification exam offered by the National Center for Competency Testing (NCCT), and certification examinations offered by National Health-Career Association (NHA) upon graduation. Requirements for taking and passing certification examinations are not controlled by the College and are subject to change without notice. Therefore, Eastern International College cannot guarantee that graduates will be eligible to take these certification exams, or any other certification exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

The program has a total of 60 semester credits with 20 credits in general education and 40 credits in the program's major courses.

General Education Courses

Course Number	Course Title	Semester Credits
BIO 101	Anatomy and Physiology I	4
BIO 102	Anatomy and Physiology II	4
MAT 103	College Algebra	3
ENG 101	English Composition	3
PSY 101	General Psychology	3
SPC 101	Interpersonal Communications	3
TOTAL		20

Program Major Courses

Course Number	Course Title	Semester Credits
MAP 101	Medical Terminology	3

MAP 102	Medical Communications	3
MAP 103	Law and Ethics for Medical Professionals	3
MAP 105	Fundamentals of Computer Technology	2
MAP 200	Laboratory Techniques	4
MAP 202	Microbiology for Medical Professionals	3
MAP 203	Clinical Office Procedures	3
MAP 204	Electrocardiography with Interpretation	3
MAP 205	Pharmacology for Allied Health Professionals	3
MAP 206	Advanced Clinical Procedures	4
MAP 207	Electronic Medical Record Management	3
MAP 210	Medical Assistant Externship	6
TOTAL		40

Total Program Credits: 60
Length of Program: 24 Months

ENG 101 English Composition **3 Semester Credits**
This course introduces students to college-level writing and reading skills through critical reading, formal essays and research assignments. Proper sentence, paragraph and essay structure, as well as information and technology literacy, are emphasized throughout the course. *Prerequisites: ENG 098 and ENG 099 or passing of placement exams*

SPC 101 Interpersonal Communications **3 Semester Credits**
This course is an overview of the process of human communication, with special emphasis on analyzing communication patterns. Students learn skills designed to improve interactions in family, social, and professional settings. The course also addresses effective listening, pacing, attending, making value judgments, summarizing, probing, empathy, handling emotions, perception checking, and conflict management. Hindrances to effective communication are also discussed.

BIO 101 Anatomy and Physiology I **4 Semester Credits**
This course explores the structure and function of the human body. It includes the study of cells and tissue, with a focus on the integumentary, skeletal, muscular, nervous, and endocrine systems.

BIO 102 Anatomy and Physiology II **4 Semester Credits**
This course is a continuation of Anatomy and Physiology I. Topics include the reproductive system, cardiovascular system, blood, digestive system, urinary system, fluid and electrolyte imbalance, respiratory system and the lymphatic system.
Prerequisite: BIO 101

MAT 103 College Algebra **3 Semester Credits**
This course covers concepts of algebra. Topics include a review of linear equations and inequalities, systems of linear equations, coordinate geometry, and graphing techniques; exponential and polynomial functions and applications; factoring and applications; rational expressions and applications; roots and radicals; and quadratic equations.
Prerequisite: MAT099 or passing of placement exams

PSY 101 General Psychology **3 Semester Credits**
This course introduces students to the scientific discipline of psychology. It addresses cross cultural issues, historical perspectives, and the importance of psychological well-being, with topics ranging from psychological disorders, therapeutic approaches, and personality, to the biological basis of behavior, learning and memory, development, consciousness, and the social nature of human beings.

MAP 101 Medical Terminology **3 Semester Credits**
This course is designed to provide in-depth knowledge and understanding of medical language used by healthcare professionals, including roots, prefixes, suffixes and word meanings. A systematic approach to the language of diseases, treatments and diagnostic procedures is presented. Common medical abbreviations used in the clinical setting are emphasized.

MAP 102 Medical Communications **3 Semester Credits**
Students will learn how to communicate effectively in the medical setting while taking medical histories discussing procedures and working with the next-of-kin. The proper way of communicating with the elderly, handicapped, pediatric and even disgruntled patients are examined. Communication skills utilized while working with members of the health care team are also discussed.

MAP 103 Law and Ethics for Medical Professional **3 Semester Credits**
This course introduces students to the legal and ethical implications of working in medical facilities and the obligations of practitioners and office personnel to follow ethical standards and codes of conduct. Emphasis is placed on professionalism, the relationships between physicians and patients, professional liability, medical ethics, and the Health Insurance Portability & Accountability Act (HIPAA). The legality of the health record as a legal document is also discussed.

MAP 105 Fundamentals of Computer Technology **2 Semester Credits**
This course will provide an introduction to MS Office applications. Students will learn how to produce, format, and edit documents using MS Word, create a basic spreadsheet using MS Excel, create PowerPoint slides and develop presentations.

MAP 200 Laboratory Techniques **4 Semester Credits**
This introduces students to aspects of the clinical laboratory sciences, such as laboratory organization, basic laboratory use, blood collection (phlebotomy), CBC (HCT, MCV, MCH, MCHC, HGB), safety, quality control, quality assurance and specimen collection. OSHA and CLIA regulations are stressed and applied to student's performing basic laboratory skills in blood collection (phlebotomy) and microbiology. *Prerequisites: BIO 102*

MAP 202 Microbiology for Medical Professionals **3 Semester Credits**
This course provides students with knowledge of pathogenic microorganisms. Students are introduced to the biological foundations of viruses and bacteria that are required for their viability. The strategies that microbial pathogens employ to successfully infect humans and because disease are described. Laboratory procedures include gram-staining sensitivity testing and use of microscope. *Prerequisites: BIO 102*

MAP 203 Clinical Office Procedures **3 Semester Credits**
This course introduces students to the basic skills that are performed by the medical assistant. Emphasis is placed on patient-centered assessment, examination, discussions of intervention and treatment as directed by a physician, and patient preparation and positioning for physical examination. The course also includes vital signs, patient transfers, OSHA regulations, and charting. Anthropometric measurement and differentiation of signs and symptoms are also discussed. *Prerequisites: BIO 101*

MAP 204 Electrocardiography with Interpretation **3 Semester Credits**
The course covers anatomy and physiology of the cardiovascular system, cardiovascular diseases, electrophysiology, 12-Lead ECG and interpretation, ECG rhythms, conduction problems and pacemaker recognition. Students learn to set up an ECG machine, prepare patients for testing, and conduct the ECG. Emphasis will also be placed on the relationship of the ECG in interpretation and disease states. *Prerequisites: BIO 102*

MAP 205 Pharmacology for Allied Health Professionals **3 Semester Credits**
This course is a basic introduction to the principles of pharmacology. Topics include classes of drugs and body systems, antiviral and antibiotic agents, drug nomenclature, drug routes, drug interactions and contraindications, and various types of injections. Basic dosage computations, system of measurements, and unit conversions are included. *Prerequisites: BIO 102*

MAP 206 Advanced Clinical Procedures **4 Semester Credits**
This course prepares students with advanced clinical skills required in a laboratory. These skills include pulmonary function testing; local application of heat and cold; parenteral administration; phlebotomy; gynecological examination positioning; emergency medical procedures related to heart attack, stroke, shock, bleeding, wounds and wound care, burns, seizures, pulmonary and gastrointestinal problems; preparing a patient for minor office surgery; and assisting for pediatric examinations and immunizations. Discussions and lab activities are coupled with simulations. *Prerequisites: MAP 200 and MAP 203*

MAP 207 Electronic Medical Records Management **3 Semester Credits**
This course introduces students to the basics of electronic medical records management practices using Medisoft through a hands-on approach. It includes an introduction to medical informatics, use of Medisoft in the medical office, entering patient and case information, transaction entry and claim management, electronic media claims, designing and printing reports, DRG, CPT, ICD-9-CM Codes, ICD-10, claims, HIPAA Security Rule, HIPAA Transaction and Code Sets Rule, and establishing a new practice database.

MAP 210 Medical Assistant Externship **6 Semester Credits**
This externship course provides students with exposure to a healthcare setting that reflects material covered in phlebotomy, ECG, patient care techniques, vital signs, and billing and coding, among others. The clinical site includes a laboratory in a hospital and/or private office setting. The course will commence with a one-day classroom orientation session. During the orientation, students will be instructed on professional behavior expected in a lab, including attendance and dress code. They will also receive instructions on how to keep an hour's log and the necessary evaluation forms.

Elective Courses
Students are permitted to take elective courses in any program of their choice, as long as the prerequisites are satisfied and upon approval of the Department Chairperson and Dean. Students may not receive Title IV funding for elective credits as based on their program outline and are advised to speak with the Financial Aid Office.

Academic Calendar 2019-2020 (Semester) is as follows

Fall 2019	
September 2, 2019	Labor Day
September 3, 2019	Faculty Orientation
September 4, 2019	Orientation I (Jersey City)
September 5, 2019	Orientation II (Belleville)
September 2-8, 2019	Online Orientation
September 9, 2019	First Day of Classes
September 20, 2019	Last Day to Add/Drop
November 15, 2019	Last Day to Withdraw from classes
November 28-29, 2019	Thanksgiving–College Closed
December 20, 2019	Last Day of the Semester

Spring 2020	
January 7, 2020	Faculty Orientation
January 8, 2020	Orientation I (Jersey City)
January 9, 2020	Orientation II (Belleville)
January 13, 2020	First Day of Classes
January 20, 2020	MLK Jr. Day- College Closed
January 24, 2020	Last day to Add/Drop
February 17, 2020	President's Day – College Closed
March 13, 2020	Last day to withdraw from classes
April 24, 2020	Last day of Semester

Summer 2020	
April 28, 2020	Faculty Orientation
April 29, 2020	Orientation I (Jersey City)
April 30, 2020	Orientation II (Belleville)
May 4, 2020	First day of classes
May 15, 2020	Last day to add/drop
May 25, 2020	Memorial Day- College Closed
July 3-4, 2020	Independence Day- College Closed
July 6, 2020	Last day to withdraw from classes
August 14, 2020	Last day of Semester

Fall 2020	
September 1, 2020	Faculty Orientation
September 2, 2020	Orientation I (Jersey City)
September 3, 2020	Orientation II (Belleville)
August 31- September 4, 2020	Online Orientation
September 7, 2020	Labor Day
September 8, 2020	First Day of Classes
September 21, 2020	Last Day to Add/Drop
November 16, 2020	Last Day to Withdraw from classes
November 26-27, 2020	Thanksgiving–College Closed
December 23, 2020	Last Day of the Semester

COLLEGE HOLIDAYS 2019- 2020 (Campus will be closed)	
May 27, 2019	Memorial Day
July 4, 2019	Independence Day
September 2, 2019	Labor Day
November 28-29, 2019	Thanksgiving Break
December 23, 2019- January 1, 2020	Winter Break
January 1, 2020	New Year’s Day
January 20, 2020	Martin Luther King Jr. Day
February 17, 2020	President's Day
May 25, 2020	Memorial Day
July 4, 2020	Independence Day

The Academic Calendar for Online programs 2019-2020 **(Quarter)** is as follows:

First Quarter	
Online Orientation	September 2-8, 2019
Classes Start	September 9, 2019
Add/Drop	September 20, 2019
Withdrawal	September 27, 2019
Classes End	November 15, 2019

Second Quarter	
Classes Start	November 25, 2019
Add/Drop	December 2, 2019
Withdrawal	December 6, 2019
Classes End	February 14, 2020
Winter break is scheduled from December 23, 2019 through January 5, 2020.	

Third Quarter	
Start	March 9, 2020
Add/Drop	March 13, 2020
Withdrawal	March 20, 2020
End	May 15, 2020

Fourth Quarter	
Start	June 1, 2020
Add/Drop	June 5, 2020

Withdrawal	June 12, 2020
End	August 10, 2020

Fifth Quarter	
Start	August 24, 2020
Add/Drop	August 28, 2020
Withdrawal	September 4, 2020
End	November 2, 2020

Sixth Quarter	
Start	November 16, 2020
Add/Drop	November 20, 2020
Withdrawal	November 30, 2020
End	February 5, 2021
Winter break is scheduled from December 21, 2020 through January 3, 2021.	

Seventh Quarter	
Start	February 22, 2021
Add/Drop	February 26, 2021
Withdrawal	March 5, 2021
End	April 29, 2021

College Personnel

Board of Directors
Philip Balis, M.B.A.
Donald Grunewald, D.B.A.
Bashir Mohsen, Ed.D., CEO
Mustafa A. Mustafa, Ph.D., VPAA
Lt. Col. Robert Tilli, Jr.
Deborah Vilegi-Payne, Ph.D.
Paula Bloom, MHA, MPH

Executive Administration
Bashir Mohsen, Ed.D., CEO, Founder, and Accreditation Liaison Officer
Mustafa A. Mustafa, Ph.D., Vice President for Academic Affairs/ Campus Director, Belleville

Senior Administration
Julius Wangiwang, Ed. D., Dean of Education
Madeline Gervase, DNP, FNP, CNL, CCRN, APN, PhD-Ed(c)., Dean of Nursing
Agnieszka Drupka, B.S., Acting Campus Director, Jersey City

College Administration and Staff

Chief EEO Officer & Legal Liaison
George Caceres, J.D.

Information Technology Services
Brynn Deprey, Ph.D., Director of Information Technology and eLearning
Marcus Jean, B.B.A., Information Technology Officer
Yentang Yin, B.S., Information Technology Officer

Career Services and Student Life
Jennifer M. Gonzalez, Ed.S, Director of Career Services and Student Life

Registrar/Bursar/Human Resources
Helen Balasz, B.A., Human Resources Administrator, Jersey City
Tina Hamilton, M.S., Registrar/Bursar, Jersey City
Sabrina Salahuddin-Shown, B.A, Registrar/Bursar Assistant, Jersey City
Michael Chu, B. A., Registrar/Bursar Assistant, Jersey City
Karen Lopez, B.S., Registrar/Bursar, Belleville
Rachelle Lydzustre, B.S., Registrar Assistant, Belleville

Library
Stephen Bloshuk, M.L.I.S., Library Director, Jersey City
Sheila Rock, B.A., Library Assistant, Jersey City
Stephen Bloshuk, M.L.I.S., Library Director, Belleville

Student Services, Academic Support, and Advising
Kimberly Morse, PhD (c), Director of Student Services, Academic Support, and Advising

Maria Billings, Ed.S., Counselor

Financial Aid
Iren Brodskiy, Financial Aid Director
Christine Gutierrez, Financial Aid Officer, Jersey City
Crystal Manuel, Financial Aid Officer, Jersey City
Ashley Kende, Financial Aid Officer, Belleville
Yolanda LaMonica, Financial Aid Officer, Belleville

Admissions
Douglas Young, B.A., Assistant Director of Admissions, Belleville
Madeline Fermin, B.A, Admissions Representative, Belleville
Rebecca Sanders, B.A., Admissions Representative, Jersey City
Nevine Soliman, A.A., Admission Representative, Jersey City

Default Management
Evelyn Lopez, A.A.S., Default Manager, Jersey City
Isabel Montes, B.A., Default Associate, Belleville

Evening Coordinators
Roxann D'Alessio, B.A., Evening Coordinator, Belleville
Shahida Qureshi, MD, Evening Coordinator, Jersey City

Marketing
Stephanie Bassanini, B.A., Social Media/Marketing

Accounting
Yajaira Pichardo, B.S., Accountant

Reception
Kenya Culbreth, Belleville
Mary Kurzyna, Belleville
Brenda Heinzmann, Jersey City
Rebecca Jean, Jersey City

Support Staff
Aminat Puebla, Dental Hygiene Administrative Assistant, Jersey City
Chafiaa Nadour, Dental Hygiene Administrative Assistant, Jersey City
Cyrin Sibayan, Nursing Administrative Assistant, Jersey City
Kannikar Tanthien, Nursing Administrative Assistant, Belleville

Faculty

General Education Department

Maria Billings, Psychology***
Ed.S., Seton Hall University
M.A., Seton Hall University
B.S., New York University

Altisha Byrd, Sociology/Cultural Diversity**
M.S.W., Rutgers University
M.P.A., Fairleigh Dickinson University
B.A. Fairleigh Dickinson University

Bilal Manzoor, Computer Skills***
M.S. University of Central Punjab
B.C., Punjab College of Commerce

Hong Kim, Mathematics ***
M.Ed., Rutgers University
B.A., Rutgers University

Frances Lombardi-Grahl, English***
M.A., Drew University
B.A., William Paterson University

Bernardo Mucha, Anatomy and Physiology*
M.D., Universidad Nacional Mayor de San Marcos

Scott Methven, Psychology **
M.A., Fairleigh Dickinson University
B.A., Montclair State University

Abdurrahman Pllana, Mathematics**
M.A. New Jersey City University
B.A., Rutgers University

Michele Prezioso, English***
M.A.T., William Paterson University
B.A., William Paterson University

Teuta Pula, Art Appreciation***
M.F.A., University of Prishtina
B.F.A., University of Prishtina

Gerswin Reynolds, Sociology/Cultural Diversity***
M.A.L.S., Ramapo College
B.A., Ramapo College

Wesley Ross, English***
M.A., Rutgers University
B.A., California State University-San Marcos

Argenis Santana, American History***
M.A., Seton Hall University
B.A., Saint Peter's University

Nagy Shoukralla, Mathematics ***
M.A., New Jersey City University
B.S., Suez Canal University

Russ Wills, Art
M.F.A., Academy of Art University
B.F.A, The College of New Jersey

Haytham Zghaib, Anatomy and Physiology ***
M.D., University of Damascus

Diagnostic Medical Sonography Department

Maryna Knize, Department Chairperson/Clinical Coordinator***
B.S, Colorado Technical University
RDMS (AB, OB/GYN)

Pooja Bhandari **
B.A.M.S., Baba Farid University
RDMS (AB, OB/GYN*),*RVT

Essam Gamea **
M.B.Ch.B. (M.D.), Cairo University
RDMS (AB), RVT

Juanito Malana ***
M.D., University of Santo Tomas
RDMS (AB, OB/GYN), RDCS-AE

Lamiaa Nokhal***
M.B.Ch.B. (MD), Mansoura University
RDMS (AB, OB/GYN), RDCS-AE, RVT

Shahida Qureshi ***
M.D., Punjab Medical College
RDMS (AB, OB/GYN), RVT, RDCS-AE

Mona Yassin ***
M.B.Ch.B. (M.D.), Cairo University
M.S., Cairo University
RDMS (AB, BR), RDCS (AE), RVT, RVPI

Wagih M. Youssef ***
M.B.Ch.B. (M.D.), Ain Shams University Medical School
RDCS (AE)

Cardiovascular Technology Department

Shahida Qureshi, Department Chairperson/Clinical Coordinator, Cardiovascular Technology***
M.D., Punjabi Medical College
RDMS (AB/OB/GYN), RDCS (AE), RVT

Mona Yassin ***
M.B.Ch.B. (M.D.), Cairo University
M.S., Cairo University
RDMS (AB, BR), RDCS (AE), RVT. RVPI

Wagih M. Youssef ***
M.B.Ch.B. (M.D.), Ain Shams University Medical School
RDCS (AE)

Haytham Zghaib ***
M.D., University of Damascus
RDMS (OB/GYN), RDCS-AE, RVT

Nursing Department

Madeline Gervase, DNP, FNP, CNL, CCRN, APN, PhD-Ed(c) - Dean of Nursing
DNP., Frontier Nursing University
MSN - FNP, Wagner College
BSN - College of Staten Island - CUNY

Wanda Broach-Butts, DNP. RN*, CFN Chairperson (Belleville)
M.S.H.A., St. Joseph's University
B.S.N., Hahnemann University
B.A., Rider University
A.A.S.N., Mercer County College

Rosemarie Rosales, RN*, CCRN, CPHQ Chairperson (Jersey City)
D.N.P., Felician University
M.P.A., Kean University
B.S.N., Univ of Sto. Tomas

Marla Aneson, RN**
M.S.N., Ramapo College of New Jersey
B.S.N., Rutgers University

Jacqueline Burgess, RN**
M.S.N., Grand Canyon University
B.S.N., Jersey City University

Eileen Deacon, RN**
M.S.N., William Paterson University
B.S.N., College of St. Elizabeth

Irene DeCelie, MSN, RN*
M.S.N., Wagner College
B.S.N., Trenton State College

Lisa Dickerson, RN**
M.S.N., College of St. Elizabeth
B.S.N., College of St. Elizabeth

Reginald Dimailig, RN***
B.S.N., Pamantasan ng Lungsod ng Maynila
M.S.N., University of Lasalette

Uva Drake-Ivey, RN, FNP**
A.P.N., Rutgers University
M.S.N., Rutgers University
B.S.N., Rutgers University

Virginia Ejifor, RN*
Ph.D., Capella University
M.S.N., Kean University

Maria Elena Holguin, RN, CCRN*
M.S.N., Grand Canyon University
B.S.N., MMSU

Lorna Kelly, RN, CCRN**
M.S.N., Kean University
B.S. in Accounting, Kean University
Diploma in Nursing, Muhlenberg Hospital School of Nursing

Bibi Mangar, MBA,RN, CSN*
M.S.N., University of Phoenix
B.S.N, NJCU

Gwendolyn McDowell, RN, CCE**
M.S.N., Walden University
B.S.N., Long Island University

Beatrice Mebude, RN-BC*
M.S.N., Kean University
B.S.N., Kean University

Clemaine Mitchell, RN, APRN, FNP-BC
D.N.P., Chamberlain College of Nursing
M.S.N., Rutgers University

B.S.N., University of Tennessee

Sherod Nicholas, RN**
MSN, Fairleigh Dickinson University
BSN, St. Peter's University

Regina O'Donnell, RN, CCRN*
B.S.N., St Jude College
M.S.N., University of Phoenix

Dorothy Rolling, RN**
M.S.N., University of Phoenix
B.S.N., Long Island University

Sam Samour, RN, CNE***
M.S.N., University of South Carolina
B.S.N., University of Jerusalem

Suji Thomas, RN***
M.S.N. and M.B.A., University of Phoenix
B.S.N., New Jersey City University

Donette Walker, RN***
D.N.P., Felician University
M.S.N., Kean University
B.S.N., Kean University

Medical Assistant Department

Louis Frimet* Department Chairperson/Clinical Coordinator, Medical Assistant* (Jersey City)
M.B.A., M.H.A., Baruch College CUNY

Shpend Pula, Department Chairperson/Medical Assistant *** (Belleville)
M.P.H., Hunter College, CUNY
M.D., University of Prishtina Medical School

Galicano C. Munar***
L.L.B., Baguio Colleges Foundation
A.B., St. Louis University (Philippines)

Dental Hygiene Department

Alaa Mohsen, DHED, Department Chairperson*
Doctor of Health Education and Promotion (DHED), Arizona School of Health Sciences (ATSU University)
M.S., New York University
M.P.H., University of Medicine and Dentistry of New Jersey
Orofacial Pain Fellowship, University of Medicine and Dentistry of New Jersey
B.D.S., University of Baghdad
U. S. Active Licensed Dentist

Yraida Aponte-Lipski, RDH*
B.S., New Jersey City University
A.A.S., Hostos Community College

Kim Attanasi, RDH*
Ph.D., Walden University
M.S., University of Maryland
B.S., College of Staten Island, New York

Su-Yan Barrow, RDH*
Ph.D., Walden University
M.P.H., Hunter College- CUNY
M.A., New York University

Alyssa DePiro, RDH*
B.S., University of Bridgeport
A.A.S., Rutgers University

Ariel Greenblatt, DMD*
D.M.D., University of Medicine and Dentistry
M.P.H., Columbia University
B.A., Rutgers University

Daniel Leff, DDS*
University of Buffalo, School of Dental Medicine

Mannie Levi, DDS*
D.D.S., Columbia University
B.A., Queens College

Diane Dieterman, RDH*
M.S., Old Dominion University
B.S., Old Dominion University

Lisa Duddy RDH*
D.H.Sc., Nova Southeastern University
M.H.Sc., Nova Southeastern University
B.S., Montclair State University

Lynn Safar, RDH*
B.S., Fairleigh Dickinson University
A.A.S., Temple University

Goli Kacharian, RDH*
M.S., University of Bridgeport
B.S., Pennsylvania College Technology

Heather Lambrozo-Emildor, RDH*
B.S., University of Bridgeport
A.A.S., Rutgers University

Hilda Mallol-Noel, RDH*
B.S.A.S.,Thomas Edison College
A.A.S., Middlesex County College

Jennifer Morelli, RDH*
B.S.H.S., University of Medicine and Dentistry of New Jersey
A.A.S., New York University - College of Dentistry

Mary Lou Nicoletti, RDH*
B.S., Montclair State University
A.A.S., Dental Hygiene in Dental Hygiene, Bergen Community College

Tiffany Puccia Janajreh, RDH*
M.S., University of Bridgeport
B.S., Massachusetts College of Pharmacy and Health Sciences

Maria Rodriguez, DMD*
D.M.D, University of Medicine and Dentistry of New Jersey
M.S.D.H., Columbia University
B.S.D.H., Fairleigh Dickinson University

Dianne Romer, RDH*
B.S., University of Medicine and Dentistry of New Jersey
A.A.S, Middlesex County College

Juliana Scaturro, RDH*
D.D.S., University Campus of Serra dos Orgaos- UNIFESO (Brazil)
A.A.S., Eastern International College

Al-Isha Tisdale-Jones, RDH*
B.S., Rutgers University
A.A.S., University of Medicine and Dentistry of New Jersey

Staci Violante, RDH, MS
M.S., University of Bridgeport
B.S., University of Bridgeport

Thomas Viola, RPh*
B.S. St. John's University

Khrystyna Vyprynyuk, RDH*
B.S., New York City College of Technology
A.A.S., New York City College of Technology