



Eastern  
International  
College

**Student Handbook  
of  
Associate Degree in Nursing**

**August 2021**

[www.eiccollege.edu](http://www.eiccollege.edu)

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Dear Nursing Student:

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

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

Congratulations and best wishes for your success in the Nursing Program.

Sincerely,

Lisa Dickerson DNP, MSN, RN-BC  
Acting Dean of Nursing



# Eastern International College

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

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

## **Mission**

The Nursing Program at Eastern International College is a student-centered and career-oriented healthcare Program dedicated to the development of its diverse student body. Through innovative curricula, experiential (“Hands-on”) learning, and a caring and responsive faculty and staff, the Nursing Program will provide:

1. Challenging nursing curricula and environments that maximize student success by equipping and engaging students to critically appraise and apply knowledge and skills necessary to succeed in the nursing profession, in the service of others, and in their communities.
2. Scholarly faculty and a dedicated staff who encourage and support diversity and promote excellence in teaching, learning, and service as the Program’s primary focus.
3. Both in and out of the classroom, a rigorous curriculum that fosters ethical and critical thinking informed and enriched by nationally recognized general education standards and professionally accredited career competencies to ensure a quality collegiate experience.
4. Personalized faculty-student relationships that engage in innovative, evidence-based nursing curriculum designed to anticipate and respond to the needs of a diverse population and provide the foundation for lifelong learning and professional growth.

## **Vision**

The Nursing Program of Eastern International College will graduate nurses with an Associate of Applied Science who will be successful on the NCLEX-RN examination on the first attempt. Nursing graduates of Eastern International College will obtain employment in their areas of expertise and interest and will successfully demonstrate in their workplace sound clinical and ethical decision-making, critical thinking, cultural competence, and will pursue lifelong learning as professional nurses.

## **Program Philosophy**

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

Registered nurses perform assessments, provide patient care according to the professional nursing Code of Ethics, and revise the plan of care as needed based on assessment and ongoing

evaluation of self-care needs. Nurses are client advocates who collaborate and communicate with clients, families, and other members of the health care team. Registered nurses manage and are accountable for the care of their own clients and, at times, that of licensed practical nurses and unlicensed assistive personnel. The registered nurse must function within the legal and ethical scope of nursing practice as defined by the New Jersey State Board of Nursing.

Nursing education is based on a Program of theoretical knowledge that is integrated with clinical practice. The curriculum design progresses from basic to complex and allows students to synthesize knowledge and psychomotor skills. Orem's Self-Care Deficit Theory is threaded throughout all nursing courses as the theoretical basis for nursing interventions. Nurses will play an increasingly important role in the evolving U.S. healthcare system. The Associate Degree Nursing Program is designed to prepare graduates to provide care in hospitals, outpatient clinics, health care provider offices, extended and long-term care facilities, and in client homes. Registered nurses must function within defined scope and standards, demonstrating safe, competent and legal/ethical practice.

### ***Persons***

The Nursing Program recognizes humans as sentient beings with ever-changing needs influenced by biological, spiritual, psychosocial, and cultural variables in constant interaction with a changing environment. The Program believes in the holistic nature of persons as they move along a developmental continuum throughout the lifespan. People seek to meet their own needs, especially as these relate to health status and self-care.

### ***Environment***

The Nursing Program views the environment as integral to understanding the determinants that influence individuals and groups. Determinants of health that influence human beings in their ever-changing environment can include bio- psychosocial, cultural, political, legal, and economic factors. The relationship of human beings and the environment is a reciprocal one. People and groups both influence and are influenced by their environment. This continuous mutual interaction between environment and person is especially evident as it is related to health status.

### ***Health***

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

## ***Nursing***

Nursing is both an art and a science that is applied to assist individuals to meet their health care needs. Nursing must conform to the ever-changing needs of the world, society, and people. Scientific knowledge, evidence-based research, and an understanding of health and wellness guides nurses as they assist health care recipients to identify and meet health care needs. Nursing decisions are based on the development of clinical judgment derived from scientific knowledge and nursing process-based clinical practice. Nursing activities are directed toward helping persons of all ages maximize their potential for health. Nursing care provides only that degree of care which the person is unable to provide for oneself. The scope of nursing extends to meeting the health care needs of persons as individuals, families, and communities.

## ***Nursing Education***

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

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

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

Grounded in the nursing process and Orem's Self-Care Deficit Theory, education in the Associate Degree Program moves from basic to complex and focuses on the application of acquired knowledge. Learning is most likely to occur when the student is the center of the teaching/learning process and student motivation is supported by clear expectations. Students will be provided group experiences with learning activities in the classroom, laboratory, and clinical settings. A mentoring Program will increase opportunities for student success. Critical thinking is encouraged through the use of observation and classification and moves to application and analysis. Students learn in different ways and varied teaching methods are

required to address the varied needs and preferred styles of all learners. Socialization into the profession is an ongoing part of the educational process.

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

## **The Teaching/Learning Process**

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

### **The Nursing Program believes that the goals of the teaching-learning process are to:**

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

### **The Nursing Program believes that in a facilitative academic environment:**

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

### **The Nursing Program believes that the role of faculty is to:**

- Assist the learner to apply principles and strategies of organized and innovative thinking.



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

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

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

## **Organizing Framework**

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

The basic premise of Self-Care Theory is that adults learn and act in ways that direct their survival, quality of life, and well-being. According to Self-Care Deficit theory, nursing care is required when the individual is unable to perform self-care as the result of physical and/or psychosocial limitations. Under these circumstances, the nurse must perform for the client those self-care activities that the individual is unable to perform. The nursing process forms the basis of care that assists individuals to meet their self-care requisites and build their self-care or dependent-care capabilities (McEwen & Wills, 2007).

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

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

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

## **Goals and Student Learning Outcomes: General Education**

**Goal 1-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.

### **Student Learning Outcomes**

1. The student will be able to demonstrate a thorough understanding of context, audience, and purpose that is responsive to the assigned task(s) and focuses on all elements of the work.
2. The student will be able to use appropriate, relevant, and compelling content to illustrate mastery of the subject, convey the writer's understanding, and shape the whole work.
3. The student will be able to demonstrate detailed attention to and successful execution of a wide range of conventions particular to a specific discipline and/or writing task(s), including organization, content, presentation, formatting, and stylistic choices.
4. The student will be able to demonstrate skillful use of high quality, credible, relevant sources to develop ideas that are appropriate for the discipline and genre of the writing.
5. The student will be able to use appropriate language that skillfully communicates meaning to readers with clarity and fluency and is virtually error-free.
6. The student will be able to demonstrate organizational presentation skills that are clear, consistently observable, and cohesive.
7. The student will be able to demonstrate creative and memorable language choices that are appropriate to a specific audience.
8. The student will be able to demonstrate and deliver compelling presentations that appear polished and confident.
9. The student will be able to make appropriate reference to information and analysis that significantly supports the presentation or establishes the presenter's credibility/authority on the topic.
10. The student will be able to demonstrate a central message that is compelling: Precisely stated, appropriately repeated, memorable, and strongly supported.

**Goal 2-Information Literacy:** The student will be able to retrieve information and apply media and communication technologies effectively into their projects.

### **Student Learning Outcomes**

1. The student is able to define the scope of the research question or thesis, determine key concepts and types of information (sources) selected directly related to concepts or to answer a research question.
2. The student is able to access information using effective, well-designed search strategies and most appropriate information sources.

3. The student will be able to cite a variety of information sources appropriate to the scope and discipline of the research question in American Psychological Association (APA) format.
4. The student will be able to communicate, organize, and synthesize information from sources to fully achieve a specific purpose, with clarity and depth.
5. The student is able to demonstrate a full understanding of the ethical and legal restrictions on the use of published, confidential, and/or proprietary information.

**Goal 3-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 in order to improve learning across subject areas.

#### **Student Learning Outcomes**

1. The student will be able to analyze intended and unintended impacts of technology use.
2. The student will be able to evaluate, select, and integrate technologies into the school, home, and/or community.
3. The student will be able to evaluate and select technology methods that will best accommodate collaboration in research, communication, and presentations.
4. The student will be able to integrate security as well as ethical and legal standards when using technology.

**Goal 4- Quantitative Literacy:** The student will be able to utilize numerical data accurately and effectively to solve real world problems.

#### **Student Learning Outcomes**

1. The student will be able to provide accurate explanations of information presented in mathematical forms and make appropriate inferences based on that information.
2. The student will be able to convert relevant information into an insightful mathematical portrayal in a way that contributes to a further or deeper understanding.
3. The student will be able to perform calculations successfully to solve mathematical problems.
4. The student will be able to use the quantitative analysis of data as the basis for competent judgments, drawing reasonable and appropriately qualified conclusions from this work.
5. The student will be able to describe assumptions and provide a rationale for why each assumption is appropriate and show awareness that confidence in final conclusions is limited by the accuracy of the assumptions.
6. The student will be able to use quantitative information in connection with the argument or purpose of the work and present information in an effective format.

**Goal 5- Critical Thinking:** The student will be able to reflect, analyze, and draw informed conclusions.

## **Student Learning Outcomes**

1. The student will be able to identify an issue/problem that can be considered critically and described comprehensively, delivering all relevant information necessary for full understanding.
2. The student will be able to interpret/evaluate information that is taken from a source or sources to develop a comprehensive analysis or synthesis.
3. The student will be able to analyze one's own and the assumptions of others, and carefully evaluate the relevance of contexts when presenting a position.
4. The student will be able to synthesize specific positions (perspective, thesis/hypothesis), taking into account the complexities of an issue and the limits of personal points of view.
5. The student will be able to draw conclusions and outcomes (consequences and implications) that are logical and reflect informed evaluation and the ability to place evidence and perspectives.

**Goal 6- 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.

## **Student Learning Outcomes**

1. The student will be able to address significant issues in the natural and human world based on articulating personal identity in a multicultural context.
2. The student will be able to demonstrate an understanding of multiple worldviews, experiences, and power structures in their coursework.
3. The student will be able to address ethical, social, and environmental challenges in multicultural settings.
4. The student will be able to address complex multicultural problems using interdisciplinary perspectives independently or with others in their coursework.

**Goal 7- 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.

## **Student learning Outcomes**

1. The student will correctly identify a scientific argument and/or phenomenon based on empirical evidence.
2. The student will be able to analyze the validity of existing data based on source and method of inquiry.
3. The student will be able to synthesize empirical evidence to support an argument and/or phenomenon.
4. The student will be able to evaluate interconnectedness of parts based on their existing relationships.

5. The student will be able to draw an inference based on scientific evidence.

## **Nursing Program Goals**

The Associate Degree Program goals are to:

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

## **Nursing Program Outcomes**

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

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

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

## **Admission, Health and Clinical Requirements, Progression and Dismissal Policies**

### **Admissions**

Eastern International College Nursing Program will enroll learners seeking a career in nursing. Graduates of the Program will be awarded an associate degree in Applied Science (AAS) and will be eligible to take the NCLEX-RN examination for licensure.

Course requirements leading to the degree were developed using the New Jersey Board of Nursing required elements as a template and the Program has been tailored to meet the EIC mission and philosophy.

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

1. Complete and submit the official admissions application. **A student who failed out of another Nursing Program will NOT be accepted into the EIC Nursing Program.**
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. Electronic transcripts (e-transcripts) are accepted. 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 United States 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. Entrance Examination : Health Education Systems Incorporated A2 (HESI) The Elsevier HESI Admission Assessment Examination (A2) for registered nursing education programs will be used to assess student competencies in the areas measured by the test as these will allow an evaluation of student readiness for entry into the nursing Program and the likelihood of student success throughout the Program. The entire exam must be taken in a single session; a 70% composite score is the minimum requirement for admission. Higher percent scores will be given preference in the admissions process
4. Proof of Citizenship/Legal Status: Applicants must provide an official U.S. birth certificate with seal, green card, or naturalization paperwork. Applicants must be able to work or

study legally in the United States.

5. Certified background (Castle Branch) verifies a negative criminal background check and negative drug screen. All prospective students must pass a criminal background check and drug screen with no adverse result as a condition for admission. Students must remain in good standing. It is the student's responsibility to notify the school if their criminal background status changes. Additional documentation may be required. Accepted applicants will need to meet with their admission advisors to complete this process.
6. COVID-19 Vaccination Policy effective September 1, 2021: Eastern International College students are required to be vaccinated against the COVID-19 virus and this is a condition of enrollment. All students must receive a COVID-19 vaccination or possess an approved exception (medical or religious). Requests will be reviewed on an individual basis and must be approved by the College to satisfy compliance with this policy.

**Applicants are accepted into the Program based on entrance results, references, interview results, and application responses. Applicants will be notified of conditional and official acceptance or denial of admission by letter. Meeting the minimum criteria for admission does not guarantee admission to the Program.**

## **Clinical and 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 rotations without limitation to the Program of Nursing designee. Students are eligible for advising and registration after Certified Background verifies negative drug screen and a negative criminal background check.

**Effective May 30, 2020 (Fall Semester 2020), a student will be dismissed from the Nursing Program with no right to appeal if any health and clinical requirement document/record has not been validated by the Coordinator for Nursing Clinical Compliance on or before the last day of the semester during the Nursing student's first semester in EIC. Students are also expected to upload all clinical compliance documentation in CastleBranch for further validation. Withdrawal from NUR 101 does not excuse any student from this policy.**

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 a 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

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. 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.

**EIC Nursing students MUST have all required documentation maintained and made current in order to register for classes and participate in clinicals.**

## **Progression**

Advisement is an integral part of the education process and will be available throughout the student's course of study. Each student will be assigned a faculty advisor prior to beginning the Program and will continue to work with the same faculty member until completion of the Program. This process will facilitate student progression through the Program by allowing the student the opportunity to discuss any academic issues as well as individual personal

needs. During the advisement period prior to and during registration, students must meet with a faculty member to discuss curriculum requirements and to have registration materials signed.

## **Dismissal from the Program**

Students who are accepted and started the Nursing Program in the Fall of 2018 and succeeding semesters thereafter will be covered by this policy:

1. Students who receive grades of less than B (80%) in two nursing courses will be dismissed from the Program but may appeal the dismissal. Failure of the same nursing course twice results in dismissal from the Program and is not subject to appeal.
2. Students who fail three (3) nursing courses, except NUR 206, will be dismissed from the Program and will not be eligible to appeal the dismissal.
3. Students who fail a BIO course (BIO 101, BIO 102, MIC 101) twice will be dismissed from the Program and will not be eligible for appeal.
4. Students who fail a BIO (BIO 101, BIO 102, and MIC 101) and any nursing course will be dismissed from the Program. Failure of three (3) courses (Nursing and General Education) at any semester will result in dismissal from the Program and not eligible for appeal.
5. Students who fail three (3) General Education Science courses will be dismissed from the Program and not eligible for appeal.
6. Students who fail to demonstrate ethical or professional behavior may be subject to dismissal.
7. Academic dishonesty or violations of policy are grounds for dismissal from the Program.
8. Students who fail to complete the Program in the maximum allotted time of 36 months will be dismissed from the Program. A student with extenuating circumstances (e.g. pregnancy) may appeal this dismissal.

In addition, refer to *Academic Standing* and *Academic Standards* of this handbook. Students will be informed in writing by the Dean of the Nursing Program of the reason(s) for dismissal.

***Students who were accepted and registered prior to Fall 2018 should refer to the Summer 2018 College Catalog for the Dismissal Policy.***

## **Unsafe Practice**

Nursing faculty has an academic, legal, and ethical responsibility to prepare graduates who are competent and to protect the public and health care community from unsafe nursing practice. Within this context, students can be disciplined or dismissed from the Program for behavior

which threatens or has the potential to threaten the safety of a client, a family member, or substitute familial person, another student, a faculty member, or other health care provider. A student who has been deemed unsatisfactory in providing safe care in the clinical area may not be permitted readmission into the Program. The decision not to allow readmission will be made by the Dean of the Nursing Program in collaboration with the clinical instructor and course faculty, based on the severity of the unsafe situation in which the student was involved.

Students are expected to maintain respect for client privacy and confidentiality, consistent with the Health Insurance Portability and Accountability Act (HIPAA) and other requirements and may be similarly disciplined for failure to adhere to these standards. Students must respect the client's right to privacy by protecting confidential information unless obligated to disclose in a court of law under proper authorization or legal compulsion. Students may be dismissed from the nursing Program for failing to comply with these requirements.

### **Student Awareness**

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

### **Grading Criteria**

The passing grade for any nursing course will be 80% (B). The final grade may consist of quizzes, exams, medication exams, clinical, lab, comprehensive final, and any additional coursework as outlined in the respective syllabus. Additionally, NUR 102, NUR 105, NUR 202, NUR 203, NUR 204, NUR 205 nursing courses will have a mid-curricular specialty exam. Please review grading criteria and the NUR 206 and NUR 207 Exit Exam Policy

### **Grading Scale**

Courses in the Program are either completely didactic and take place only in the classroom or combine classroom didactic content with appropriate laboratory and clinical experiences. Students are expected to attend all classes, clinical experiences, and practice laboratories. Courses will be graded based on their format as described below.

**Didactic/Virtual Component of Nursing Courses:** The following grading scale will be used in evaluating the theory/classroom components of all nursing courses. The method of grade assignment will be determined by the course faculty and will be reflected in course syllabi.

**GRADE SCALE: Effective Fall 2018\***

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

\*A grade less than “B” in any nursing course is considered unsatisfactory and the course must be repeated.

**Clinical/Virtual Component of Nursing Course:** The following grading scale will be used in evaluating Clinical/Virtual Component of the nursing courses.

**GRADE SCALE: Satisfactory = Passing; Unsatisfactory = Failing**

Courses may have both a didactic and clinical component and students must pass *both*. Students will receive a numerical and letter grade for the didactic component of combined courses and a Pass/Fail grade on the clinical component of such courses. The minimum passing grade for *all* nursing courses is 80% (B) for students entering the Nursing Program beginning with the fall 2018 semester. *For students enrolled prior to the Fall 2018 semester, the minimum passing grade is 77% (C+)*

Clinical instructors are responsible for identifying students at risk for clinical failure. Students will receive a clinical warning following any episode of unsatisfactory clinical practice. The circumstances will be documented by the clinical faculty member on a clinical warning form and will include strategies for remediation and improvement. Students may be referred for mandatory skills remediation at the discretion of the clinical instructor. At the end of the course, the faculty member will evaluate whether the student’s overall clinical performance has been satisfactory and determine the student’s eligibility for removal of the clinical warning. Failure to remediate satisfactorily for a clinical warning will result in a clinical grade of

unsatisfactory and failure of the course. The failure will be recorded on the student's permanent record as an F regardless of the classroom grade achieved. If a student receives an unsatisfactory grade in the clinical component of a course, the student will receive an F for the clinical component and will fail the entire course. If a student fails the theoretical or didactic part of the course, the student will similarly fail the entire course.

## **Medication Calculation Testing**

At the beginning of each nursing course with a clinical component, students will be required to take a medication calculation exam. Students in NUR 102 will take a medication calculation exam during the lab course in Week 3. Students in subsequent nursing courses will test medication calculation in Week 1. **A grade of 100% is required to pass.** Students who do not pass on the first attempt will be allowed **one opportunity only to retest**. A maximum of two attempts will be provided to students to achieve the minimum score within three weeks of the initial test. Failure on both attempts will result in immediate remediation and students may be subject to failure of the course. The student may opt to withdraw from the course, if desired, after failure of the second attempt.

## **Mid-Curricular HESI Examination:**

Students will be required to take a Mid-Curricular HESI Examination at the completion of the Pharmacology I and Health Assessment I. This Examination will assess student competency to move progress forward. Students who do not achieve the minimum competency will be assigned a Remediation Plan that will be mandatory for continuing in the Program.

## **HESI SPECIAL EXAMINATIONS FOR NUR 102, NUR 105, NUR 202, NUR 203, NUR 204, NUR 205**

The purpose of the HESI Special Examinations is to provide students with the opportunity to identify and address their gaps in learning and application as they progress through the Program. This approach facilitates identification of those students who are “at risk” of failing coursework and promotes early intervention to improve academic performance.

The Program will utilize course resources including practice and proctored assessments, adaptive quizzing, case studies, and reviews and tutorials, in all nursing courses. These resources will help students prepare for the HESI Special Examinations.

**A score of 875 is the minimally acceptable level for passing HESI exams. No exceptions will be made.**

<b>Course</b>	<b>HESI Assessments Planned: All associated with course grade</b>
NUR 102	Fundamentals of Nursing
NUR 105	Pharmacology II
NUR 202	Medical-Surgical Nursing
NUR 203	Mental Health Nursing
NUR 204	Maternal/Newborn Nursing
NUR 205	Nursing Care of Children

- HESI Special Examinations are scheduled during week 14.
- Students are required to take the exam at the scheduled time. If a student misses the HESI, the student is subject to failing the course.

## **Incomplete Grades**

An Incomplete (I) is issued to students not meeting the minimum course requirements and competencies at the time of final grading. Incompletes are given at the discretion of the faculty member teaching the class. Any work outstanding must be completed and 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 Incomplete (I) will convert to a final failing grade of IF. An Incomplete (I) does not count towards the cumulative Grade Point Average (GPA) until a grade is assigned. A Withdrawal (W) is given when a student officially withdraws from a class. The Withdrawal (W) remains on a student's academic transcript. At the discretion of the faculty member and the Program leadership, an extension to the incomplete time 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 (IE) is not resolved within this timeframe it will be converted to a failing mark.

## **Academic Standing**

Students who are accepted and started the Nursing Program in the Fall of 2018 and succeeding semesters thereafter will be covered by the following academic standards and policy:

To progress through the Program, students must adhere to the following regulations:

- A grade of "B" or 80% is necessary to pass a nursing course
- A student must achieve a passing grade in each prerequisite course in order to progress to the course for which it is a prerequisite.

- A student will be placed on academic probation when the cumulative GPA falls below 2.50 in any given term. The student will be required to participate in remediation activities for all courses in which the student received a grade below a B (80%).
- A student who fails a nursing course (NUR 102, NUR 103, NUR 104, NUR 105, NUR 201, NUR 202, NUR 203, NUR 204, NUR 205, 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 nursing course will result in dismissal from the Program and will not be eligible for appeal. A student who fails two (2) different Nursing courses in any semester during matriculation will be dismissed from the Program but may appeal for reinstatement.
- A student who fails three (3) or more Nursing courses in any given semester will be dismissed from the Program and will not be eligible to appeal for reinstatement.
- A student who fails two (2) or more Nursing courses except 206 in any given semester and has failed a previous Nursing course will be dismissed from the Program. The dismissal will NOT be subject to appeal.
- Any student who meets the criteria and believes that he/she was dismissed according to Eastern International College policies but has mitigating circumstances should submit a written appeal to the Academic Appeal Committee c/o the Dean of Nursing. Students are allowed to exercise their appeal option once during their career at Eastern International College.
- The Academic Appeals Committee makes all final decisions regarding probation, dismissal and reinstatement. The Nursing Dean will provide written notification to students of changes in academic standing.
- The ADN Program must be completed within a maximum of two and a half years (36 months) from the date of initial admission to graduation. A student may be dismissed from the Program but may appeal for extension with extenuating circumstances (e.g. pregnancy). A committee will make the decision.

## **Policy for the Successful Completion of NUR 206 and NUR 207**

### **HESI Exit Examination – Remediation and Preparation Requirements**

The HESI Exit Examination will be administered in NUR 206 and NUR 207 respectively. Final assessments are given to help students identify areas of weakness or “knowledge gaps,” and to permit students the opportunity for remediation to maximize the student’s probability of passing the NCLEX-RN on the first attempt.

Remediation Plans and/or test preparation is **required** for **all** students regardless of whether they pass the HESI RN Exit and or CAT-Exit Exams.

**Failure to achieve the benchmark score of 875 for HESI Exit and a 16.00 on the CAT Exit demonstrates a knowledge gap that requires remediation. Students who do not score on or above 875 or 16.00 will receive a Remediation Plan that must be completed. All students will initiate remediation immediately after the proctored exam, regardless of the score.**

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

<b>Remediation Students who did not achieve the Benchmark score of the RN Exit (NUR 207) and CAT Exit (NUR 206)</b>	<b>Explanation of Test Preparation Requirement for NCLEX This is a Pass / Fail requirement towards the overall course grade as outlined in the syllabus.</b>
<ol style="list-style-type: none"> <li>1. Receive the Remediation Plan from the faculty.</li> <li>2. Schedule an appointment with the course instructor to create a personalized remediation plan.</li> <li>3. Remediation activity must start immediately and must be completed within 2 weeks from the HESI test date</li> <li>4. The remediation plan must include, at a minimum:               <ol style="list-style-type: none"> <li>a. at least twelve (12) hours of weekly remediation activities from the online HESI NCLEX-RN Review, Adaptive Testing, and RN case studies specific to the student's knowledge gaps.</li> <li>b. Review of content knowledge gaps as indicated on the Kaplan RN Exit exam analysis report and completion of note cards. CAT Exit does not provide remediation reports.</li> </ol> </li> <li>5. Verification of completion of all Remediation Plan requirements must be submitted to the course instructor.</li> </ol>	<ol style="list-style-type: none"> <li>1. Schedule an appointment with the course instructor to create a personalized preparation plan.</li> <li>2. Test preparation activity should start after the passing of the CAT Exam and must be completed within 6 weeks of the last date of the semester.</li> <li>3. Verification of completion of all test preparation requirements must be submitted to the course instructor</li> <li>4. Students must complete all test preparation requirements within six (6) weeks of the last semester date for NUR 206. An (IE) will be assigned until converted either by satisfactory grade or failure of completion.</li> </ol>

## Graduation Requirements

The requirements for graduation are:

- Pass every course, including labs and clinical, in accordance with Program guidelines
- Earn a cumulative GPA of 2.50
- Nursing students must meet the Nursing remediation and preparation requirements for NCLEX including HESI Examination.



- All financial obligations to Eastern International College must be fulfilled
- Complete the Clearance Form from the Registrar's Office

## **PASS: Promoting Activities for Student Success**

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

As part of Student Success initiatives, full-time faculty will provide remediation in their nursing specialty areas to students having difficulty in those areas. Students may choose to avail themselves of the opportunity for remediation or they may be referred by their academic advisor or course instructor. Open lab hours will be provided during the day to supplement evening open lab hours. Open lab hours will be conducted by the Skills/Simulation Lab Coordinator, in collaboration with course faculty. Every student will be assigned to a faculty Advisor to provide academic advising and mentoring. The early intervention plan requires faculty to identify at-risk students and they are required to meet with the didactic faculty if they scored below 80% on any nursing examination for an individualized remediation plan. In addition, one-hour tutorial time is added to each individual course to provide further remediation and assistance.

## **Satisfactory Academic Policy (SAP) Policy**

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.

A student's academic record is reviewed to determine whether or not the student has met SAP requirements at the end of each semester. 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**

<b>EIC Attempted Credits</b>	<b>ADN &amp; DH Programs ONLY</b>	<b>All Other Programs</b>
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 ASN-AAS, DH, HL, BSN and RN-BSN 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 a Fail (F), Withdrawal (W), Withdrawal Failing (WF), Withdrawal with Permission (WP), Withdrawal for military service and pregnancy-related issues (WL) or an Incomplete (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 Withdrawal [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.

<b>Completed Credits</b>		
DMS-BS	122 semester credits	183 semester credits max
BSN	120 semester credits	180 semester credits max
ADN-AAS	70 semester credits	105 semester credits max.
ADN-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 quarter credits max.
DH-BS (Pre-Licensure)	123 semester credits	185 semester credits max.
HL-BS (Completion Program) Online	180 quarter credits	270 quarter credits max.
Nursing-BS (RN to BSN) Online	180 quarter credits	270 quarter credits max.

### **Failure to Meet Satisfactory Academic Progress**

If a student fails to meet any of the requirements to meet Satisfactory Academic Progress, they 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, they 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 who has failed to meet one or more SAP requirements following Financial Aid Warning or Probation will receive SAP Suspension. The student either unsuccessfully or did not appeal the decision (if Warning) and is ineligible for funds. Students 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, they 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 their 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.

## **Penalties for Violations for Academic Integrity in the Nursing Program**

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

### ***Level I***

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

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

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

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

### ***Level II***

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

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

Possible penalties: A failing grade on the assignment and/or in the course.

A failing grade on the assignment and/or in the course may be given at the discretion of the faculty member. Violations at this level will be reported to the Nursing Program Chairperson. A notation of plagiarism shall be placed in the student's record following this offense and the student will not be allowed to expunge the grade of F from their GPA should the course be retaken.

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

### ***Level III***

Level III penalties apply to offenses that are even more serious in nature and involve pervasive dishonesty on a significant portion of course work, such as a major paper, mid- term, final

exam or other examination.

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

Possible Penalties: A failing grade on the assignment and/or in the course at the discretion of the Faculty. Violations at this level will be reported to the Dean of Nursing and the Dean of Academic Affairs. A notation of plagiarism shall be placed in the student's record following this offense and the student will not be allowed to expunge the grade of F from his/her GPA should the course be retaken.

In the event the faculty member determines that the violation is sufficiently severe, a recommendation may be made to the Nursing Dean and Dean of Academic Affairs that the student be placed on probation, suspension, or expulsion for one or more semesters with a notation of "disciplinary suspension" indicated on the student's record, or that the student be permanently dismissed from the College in case of repeat offenses. The Dean of Academic Affairs, in consultation with the Nursing Program Dean and faculty member, will be responsible for deciding the additional penalty.

## **The Appeal Process**

### **1. College or Program Dismissal Due To Poor Academic Performance**

Any student who believes that they were 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 Dean of 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 completed 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. 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. Dental Hygiene students may only exercise their appeal option once during their career at EIC.

### **2. 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 their work, the following process must be followed:

#### 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.

#### Level Two: Program Chairperson or Program Dean

A student who is not satisfied with the decision rendered by the faculty member may write a request (email is acceptable) for further review to the Program Chairperson or Program Dean. All supporting documents must be included in the letter. The Program 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.

#### Level Three: Academic Appeals Committee

A student who is not satisfied with the decision rendered by the Program Chairperson or Program Dean may write a request (email is acceptable) for further review to the Academic Appeals Committee (AAC) c/o the Dean of 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 Academic Appeals Committee reserves the right to amend this time frame if the circumstances warrant a more extensive review.

The Committee's role is to determine whether the final grade was 'fair' in consideration of the syllabi defined course grading criteria and the student's academic performance. If the Grade Appeal Committee upholds the failing final grade, the Committee may not grant the student the opportunity to re-register for a failed course. The decision of the AAC is final and not subject to further appeal.

### **Other Academic Appeals**

Any academic appeals, other than the ones mentioned above, must be discussed with the Program Dean. The Nursing Dean determines if the appeal would need to be coursed through the Program's Academic Appeals Committee (AAC) or not. If the appeal has to go through the AAC, the Dean advises the student to write a formal letter of appeal to the Academic Appeals Committee. The appeal must be done 7 working days after the student and Dean consultation.

The letter must include the following:

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

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

## **Nursing Program Learning Resource Center**

The Nursing Learning Resource Center is the area on each campus, generally located in the classroom area of the Laboratory, that provides access for students to academic remediation, both mandated and voluntary. The Center comprises:

- Nursing Skills Laboratory and Video Reference Collection.
- Opportunities for student practice and development of their clinical nursing skills and/or review course manikins, practice models, and hospital equipment and supplies for the effective simulation of client care interventions.
- Access to Clinical Skills Videos as part of their classroom learning resources. The videos reflect a broad range of nursing clinical specialty areas and contain information and demonstrations of essential psychomotor nursing assessment and intervention skills.
- Remediation Plan implementation between faculty and students.
- Skills lab instructors available during Open Lab sessions (Day and/or Evening) for individual or group tutoring and review of nursing skills.
- Students may receive Remediation Plans that identify student difficulty in clinical courses or who have received a Clinical Warning and will be referred by the course faculty member, clinical instructor, or academic advisor.

## **Library Services**

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

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

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

## **Financial Aid Services**

The Office of Financial Aid Services advises students about financial options from the time of their acceptance to Eastern International College and continues this guidance throughout the student's enrollment. Eastern International College participates in Title IV Programs and is

required to comply with the Higher Education Amendments of 2005. All financial aid Programs are monitored by the Director of Financial Aid Services to ensure their compliance with State and Federal regulations.

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

## **Student Health Services**

Should a student become ill or injured while on campus in the classroom or nursing laboratory, a referral will be made to the student's private health care practitioner and will be provided any assistance necessary to contact and be seen by that practitioner. If the student requires more urgent or complex attention, emergency services will be contacted, and the student will be taken to the nearest Emergency Program. If a student becomes ill or injured in the clinical setting, assistance will be provided in order to contact the student's personal health care practitioner. If the student requires more urgent or complex attention, arrangements will be made to take the student to the closest Emergency Program.

## **Placement and Career Planning Services**

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

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

## **Counseling Services and Student Life**

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



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

Eastern International College has a Student Council that shares governance. Members of the Council are invited to attend curriculum and faculty meetings, as well as being invited to attend Program Advisory Council meetings.

### **Transfer Credit Policy (Applicable only to students who took the TEAS)**

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

1. The ADN Program accepts a maximum of 21 general education credits. Nursing courses will not be accepted for transfer credit.
2. Transfer credit for a science course (Anatomy and Physiology I & II and Microbiology) will be accepted if the course was completed within the last five years.
3. Transfer credit for Microbiology and Anatomy and Physiology I and II will be accepted if the grade in the official transcript of records is B or better
4. Transfer credit for Anatomy and Physiology I & II (A & P) will be accepted only if the student passed the Science section of the Test of Essential Academic Skills (TEAS) entrance examination with a score of 65% or higher.
5. Transfer credit for English Composition I and II will be accepted if the student passed the English and Language Usage section of the TEAS entrance examination with a score of 60% or higher. A student with a score lower than 60% will be required to repeat English Composition even if the student took the class before. If the student took and passed both ENG 101 and ENG 102 (with a grade of “C” or better) from another accredited college but attained a composite score less than 60% in the English Language Usage section, the student will be required to repeat ENG 102.
6. Transfer credit for Mathematics (College Algebra) will be accepted if the student passed the Math section of the TEAS entrance examination with a score of 65% or higher. A student with a score below 65% in Math will be required to repeat College Algebra even if the student took the class before.

Elementary Algebra Requirement: A student who scores less than 65% in the Math section of the TEAS 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 (with a grade of “C” or better) but scored less than 65% in the TEAS will be

exempt from taking Elementary Algebra (MAT 099). The following courses can be accepted for Math transfer credit: College Algebra, Statistics, Pre-Calculus, Calculus, Differential or Integral Calculus, Differential Equations, Linear Algebra, College Math, Trigonometry

### **Transfer Credit Policy (Applicable only to students who took the HESI-A2)**

Transfer credits will be awarded for general education courses completed from an accredited higher institution of learning approved by the US Program of Education. Credits can only be awarded on the basis of an official transcript of records. Official electronic transcripts (e-transcripts) are accepted. It is the student's responsibility to have the official transcript transmitted or mailed directly to the Registrar at Eastern International College, prior to the start of their Program in accordance with EIC policy.

1. Nursing accepts a maximum of 21 general education credits. Nursing courses cannot be transferred.
2. Transfer credit for a science course (Anatomy and Physiology I & II and Microbiology) will be accepted if the course was taken less than five years ago.
3. Transfer credit for Microbiology and Anatomy and Physiology I and II will be accepted if the grade in the official transcript of records is "B" or higher.
4. 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.
5. 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 even if 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.
6. 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 even if the student took the class before. A student who scores less than 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 college level math course within the last ten years from an accredited college (with a grade of "C" or better) but scored less than 80% in the HESI- Math will be exempt from taking Elementary Algebra (MAT 099). The following courses can be

accepted for Math transfer credit (with a grade of “C” or better): College Algebra, Statistics, Pre-Calculus, Calculus, Differential or Integral Calculus, Differential Equations, College Math, Trigonometry, Linear Algebra

Graduates of foreign schools who are seeking transfer credit acceptance must have a course-by-course transcript evaluation done by accredited evaluators. A list of accredited evaluators can be found on the National Association of Credential Evaluation Services (NACES) website at [www.naces.org](http://www.naces.org). The evaluation is done for a fee which the student needs to pay directly to the evaluation agency of their choice. It is also the responsibility of the student, NOT the college, to fulfill/send requirements needed by the evaluating agency.

## **Petition to Review Transfer Credit**

A student can petition in writing for a review of accepted transfer credits within the Add/Drop period only during the student’s first semester in the Program. The letter must be sent to the Registrar ([registrar@eicollege.edu](mailto:registrar@eicollege.edu)) and General Education Chairperson ([gen-ed@eicollege.edu](mailto:gen-ed@eicollege.edu)). Any petition letter sent after the Add/Drop period will not be entertained. The Add/Drop period is published in the College Catalog.

## **Associate of Applied Science in Nursing (ADN) Curriculum List and Sequence of Courses (70 Credits)**

### **GENERAL EDUCATION REQUIREMENTS 24 Credits**

#### **Oral and Written Communication 6 Credits**

ENG 101	English Composition I	3
ENG 102	English Composition II	3

#### **Social/Behavioral Science 3 Credits**

PSY 102	Developmental Psychology	3
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#### **Natural/Life Sciences 12 Credits**

BIO 101	Anatomy and Physiology I	4
BIO 102	Anatomy and Physiology II	4
MIC 101	Microbiology	4

#### **Mathematics 3 Credits**

MAT 103	College Algebra	3
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### **MAJOR COURSE REQUIREMENTS 46 Credits**

NUR 101	Introduction to Nursing	3
NUR 102	Nursing Fundamentals	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	Mental Health	3
NUR 204	Maternal- Child Health	3
NUR 205	Pediatric Health	3
NUR 206	Nursing Synthesis Capstone	3
NUR 207	Senior Clinical Practicum- Leadership in Complex Patient Care	6

**Total Degree Course Credits                      70**

The minimum passing grade for all nursing courses is “B” (80).

## SEMESTER SEQUENCE OF COURSES (without MAT 099)

<b>First Semester</b>	<b>16 Credits</b>	
ENG 101	3	
MAT 103	3	
BIO 101	4	
PSY 102	3	
NUR 101	3	
<b>Second Semester</b>	<b>18 Credits</b>	
ENG 102	3	
BIO 102	4	
NUR 104	3	
NUR 102	6	
NUR 103	2	
<b>Third Semester</b>	<b>12 Credits</b>	
MIC 101		4
NUR 201	6	
NUR 105	2	
<b>Fourth Semester</b>	<b>12 Credits</b>	
NUR 202	6	
NUR 204	3	
NUR 205	3	
<b>Fifth Semester</b>	<b>12 Credits</b>	
NUR 206	3	
NUR 207	6	
NUR 203	3	

## SEQUENCE OF COURSES (With MAT 099)

<b>First Semester</b>	<b>16 Credits</b>	
ENG 101	3	
MAT 099	3	
BIO 101	4	
PSY 102	3	
NUR 101	3	
<b>SECOND SEMESTER</b>	<b>18 Credits</b>	
MAT 103	3	
BIO 102	4	
NUR 104	3	
NUR 102	6	
NUR 103	2	
<b>THIRD SEMESTER</b>	<b>15 Credits</b>	
MIC 101	4	
NUR 201	6	
NUR 105	2	
ENG 102	3	
<b><u>SEMESTERS 4 AND 5 ARE SAME AS ABOVE</u></b>		

**All General Education courses must have been completed by the third semester.**

## Associate of Applied Science in Nursing (ADN) 78 Credits Old Curriculum List

### GENERAL EDUCATION REQUIREMENTS (27 Credits)

#### Oral and Written Communication 6 Credits

ENG 101 College Composition I	
3	
ENG 102 College Composition II	3

#### Social/Behavioral Science 3 Credits

PSY 102 Developmental Psychology	3
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#### Natural/Life Sciences 15 Credits

BIO 101 Anatomy & Physiology I	4
BIO 102 Anatomy & Physiology II	4
MIC 101 Microbiology	4
NUT 101 Nutrition	3

#### Mathematics 3 Credits

MAT 103 College Algebra	3
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#### MAJOR COURSE REQUIREMENTS 51 Credits

NUR 101 Intro to Nursing	3
NUR 102 Nursing Fundamentals	6
NUR 103 Health Assessment	2
NUR 104 Pharmacology I	3
NUR 105 Pharmacology II	2
NUR 106 Gerontology	2
NUR 107 Nursing Research	3
NUR 201 Adult Health I	6
NUR 202 Adult Health II	6
NUR 203 Mental Health	3
NUR 204 Maternal-Child Health	3
NUR 205 Pediatric Health	3
NUR 206 Nursing Synthesis Capstone	3
NUR 207 Senior Clinical Practicum	6
Total Credits Required for AAS Degree:	78

### SEQUENCE OF COURSES\*

#### First Semester Status 13 Credits

ENG 101 College Composition I	3
MAT 103 College Algebra	3
BIO 101 Anatomy & Physiology I	4
NUT 101 Nutrition	3

#### Second Semester Status 13 Credits

ENG 102 College Composition II	3
BIO 102 Anatomy & Physiology II	4
PSY 102 Developmental Psychology	3
NUR 101 Introduction to Nursing	3

#### Third Semester Status 15 Credits

MIC 101 Microbiology	4
NUR 102 Nursing Fundamentals	6
NUR 103 Health Assessment	2
NUR 104 Pharmacology I	3

#### Fourth Semester Status 13 Credits

NUR 201 Adult Health I	6
NUR 203 Mental Health	3
NUR 106 Gerontology	2
NUR 105 Pharmacology II	2

#### Fifth Semester Status 12 Credits

NUR 202 Adult Health II	6
NUR 204 Maternal-Child Health	3
NUR 205 Pediatric Health	3

#### Sixth Semester Status 12 Credits

NUR 206 Nursing Synthesis Capstone	3
NUR 207 Senior Clinical Practicum	6
NUR 107 Nursing Research	3

## **CPR CERTIFICATION**

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

## **HEALTH CLEARANCE**

**Health Clearance** which includes physical examination, immunization records, quantitative titers, PPD, and proof of health insurance is required. Health clearance from a licensed independent health care practitioner is required for participation in clinical rotation. The health clearance form can be obtained from the nursing Program. Drug screen, 2 – Step PPD or Quantiferon testing unless the Clinical site will not accept it, and immunizations/titers are required for all students prior to clinical rotation. Individuals with positive PPD or who received BCG at birth require a CXR within 3 months of the start date of the Program. TB questionnaires must be submitted annually. For all health clearance requirements, see the medical clearance form/checklist. Effective Spring 2019, a student who has not completed and downloaded all clinical and health requirements in Castle Branch within the student's first semester in the Nursing Program will automatically be dismissed and will have no eligibility to appeal. No student can attend a clinical rotation without completion.

## **MALPRACTICE INSURANCE**

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

You can obtain coverage by visiting

<http://www.nso.com/professional-liability-insurance/student-coverage.jsp>. A copy of your malpractice insurance must be on file prior to the nursing fundamentals course. The Medical Specialty Code is 80964 "Registered Nurse".

## **STUDENT NURSES ORGANIZATION (SNO) NATIONAL STUDENT NURSES ASSOCIATION (NSNA)**

Membership in NSNA is optional but encouraged for all students in the nursing major. NSNA is the largest independent student organization in the country and the only national organization for students in nursing. Details and membership applications are available on the

NJNS website: <https://www.njnsinc.org>.

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

## **NURSING PROGRAM ATTENDANCE POLICIES**

Nursing education prepares students to develop professional and clinical competence and to assume professional accountability. Nursing practice is licensed, and nurses must adhere to the professional standards established by the American Nurses Association and other professional organizations. Therefore, attendance and professional behavior is expected in all classroom, laboratory, and clinical settings. Attendance and prompt arrival correspond to professionalism and professional accountability. Students are expected to attend every class and clinical experience and to arrive on time.

### **Attendance is essential for student learning and for Federal Financial Aid eligibility.**

Students are expected to be prepared for all classroom, laboratory, or clinical settings prior to scheduled sessions and to be respectful of peers and faculty in these settings.

Attendance will be taken by the course instructor in all courses. Students who fraudulently sign/share attendance for another student demonstrate academic misconduct. Such students will be subject to sanctions up to and including dismissal from the Program.

Attendance is taken in every class and records maintained to comply with institutional requirements.

### **Tardiness**

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

- A tardiness of 30 minutes or more **will be considered an absence and student will receive a written attendance warning**
- First offense: **Meeting with the instructor with verbal attendance warning**
- Second offense: **Meeting with the instructor with written attendance warning**
- Third and each additional offense: **Student will be marked absent for the class and receive a written attendance warning**



## **Absenteeism in Didactic Classes, Laboratory Classes, Remediation**

Attendance at all lectures, lab and remediation is required. Students are expected to provide documentation to support the reason for any absence.

### **Clinical Attendance Policy**

Missed clinical times are missed opportunities to meet course objectives. The total number of hours required for the clinical component of a course are outlined by the Board of Nursing and must be completed.

Attendance and punctuality at all clinical experiences are required: Any clinical day for which a student is absent must be made up within two weeks in a clinical setting or in the clinical laboratory. Failure to do so results in course failure. Please call the Nursing office to schedule your makeup. Once your makeup is scheduled it is a committed clinical session. Tardiness or absenteeism of the scheduled makeup is subject to the same policy and may result in course failure. Students are expected to notify faculty of any absences from clinical rotation as early as possible. Students are also expected to provide documentation to support the reason for any absence, but the documentation does not constitute an excused absence.

**First Absence: Students must meet with faculty and will receive a verbal warning. Make up of hours is required within two weeks of appointment.**

**Two or more Clinical Absences: Students must meet with faculty, will receive a written warning and will be subject to the automatic failure of the clinical portion of course. Documentation for absence must be submitted.**

**The submission of documentation citing a reason for an absence DOES NOT constitute an excused absence.**

Should a student become ill during a clinical session, the student must go to the facility Emergency Program for assessment. The student may refuse treatment at the point of care, but documentation must be received that the student was medically evaluated.

## **Faculty Academic Evaluation of Students**

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

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

Quizzes, assessments, and examinations are administered in all nursing courses. The Nursing Program leadership requires all faculty to review unit examinations within two weeks after results are published. The number of tests is determined by the faculty team. The course outline relates specific objectives, learning activities for the course, and required competency outcomes. Theory and clinical laboratory evaluations are based on the stated objectives.

Clinical laboratory objectives are stated on the Clinical Evaluation form which is given to each student on the first clinical day. The form has an area for self-evaluation; students are encouraged to evaluate their own performance. There is a Periodic Clinical Evaluation given at the end of each clinical rotation. At this time, students and instructors review strengths and weaknesses of the student's academic and practical performance. If the student's performance is unsatisfactory, the instructor will indicate this on the Periodic Clinical Evaluation. Faculty and student signatures are required. The Periodic and Final Clinical Evaluations remain in the student's files.

Any student who receives a "warning form" must demonstrate compliance with recommendations made by the Faculty who issued the form. The student must return the warning form signed by the appropriate faculty or tutor **within one week of its issue in order to continue in the Program.** Students who receive an unsatisfactory Periodic Clinical Evaluation will receive a mid- semester failing grade report. In order to return to clinical placement, verification of a completed Remediation Plan with faculty is necessary. Failure in either area of a nursing course, theory or clinical practice, will result in failure of the entire nursing course.

## Academic Standards

Students who are accepted and started the Nursing Program in the Fall of 2018 and succeeding semesters thereafter will be covered by the following academic standards and policy:

1. A minimum grade of "B" (80) must be achieved in all nursing courses. Achievement of a grade below "B" requires the student to repeat the course.
2. A nursing course grade consists of a combination of didactic, clinical, and laboratory work. Clinical work is graded with a rubric; students must achieve a level "2" on the rubric at the end of semester clinical evaluation to pass the clinical portion of the course. Laboratory work is graded as SATISFACTORY OR UNSATISFACTORY. A satisfactory grade must be achieved in order to pass the course. If the clinical grade is unsatisfactory, an "F" will be recorded as the course grade.
3. A cumulative GPA of 2.50 is necessary to progress into the Nursing Program. A student whose cumulative GPA is less than 2.50 will be on academic probation.
4. A student who fails NUR 101 will be allowed to repeat the course. Mandatory academic remediation will be assigned. Students will be required to acknowledge compliance with remediation and understand that failure of NUR 101 twice will result

in automatic dismissal from the Program with no chance of appeal.

### **Withdrawal from the Nursing Program**

1. The student who is withdrawing from the nursing Program notifies the Registrar in writing and completes the official withdrawal form from the Registrar. The student will be advised to complete the Eastern International College exit counseling.
2. A student who officially withdraws from and desires to return to the Program may petition to re-enter the Program as outlined in the *Readmission Policy*. Re-admission into the Nursing Program is neither automatic nor guaranteed.

### **Withdrawal from a Nursing Course**

1. A student who officially withdraws from a nursing course **after the drop period** will earn a grade of **W**. This **W** grade will not be computed into the student's GPA but will be counted toward attempted credits, which may affect the student's Satisfactory Academic Progress. **A student may withdraw from a specific course one time only.** The second withdrawal in the same course will result in dismissal from the Program and a successful appeal of this decision to the Academic Appeals Committee (AAC) is necessary for reinstatement. **A student may only withdraw from a course once during attendance in the Program.** Students are advised to not utilize the withdrawal process as a way to avoid failure, but rather students will be required to remediate course objectives.
2. A student who officially withdraws from all courses and wishes to return must comply with the **Readmission Policy**. A student who withdraws from a course and has been out for more than one (1) semester must comply with the **Validation Policy**.

### **Withdrawal from a General Education Course**

A student who officially withdraws from a course within the withdrawal period will earn a grade of *W*.

### **Repeating a Nursing Course**

A student who fails NUR 101 will be allowed to repeat the course but must attend mandatory remediations. Failure of NUR 101 twice will result in automatic dismissal from the Program with no chance of appeal.

A student who fails any other 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, NUR 207) may repeat the course one (1) time only and must do so the next time the course is offered, depending upon seat availability.

A failing grade in a repeated Nursing course will result in dismissal from the Nursing Program, and the student may not appeal the dismissal. Any student who fails two (2) Nursing courses will be dismissed from the Nursing Program but may appeal for reinstatement.

**Students who fail two (2) Nursing courses and are dismissed from the Program. but believe that mitigating or extenuating circumstances exist, should submit a written appeal to the Academic Appeals Committee c/o Chair, Nursing Program.**

**Students may only exercise the appeal option once during their time attending Eastern International College.**

**Failure of any Nursing course after reinstatement will result in dismissal from the Program and will not be subject to appeal.**

**Failure of more than two (2) nursing courses except NUR 206 in a semester will result in dismissal from the nursing Program and will not be subject to appeal.**

## **Readmission Policy**

A student who wishes to be reinstated into the Nursing Program must apply for re-admission and comply with the following:

1. The student must have good academic standing at the College.
2. Write a letter to the Dean 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, and mailing address
  - c) Semester in which the student wishes to be reinstated
  - d) Mitigating or extenuating circumstances that resulted in the withdrawal from the Program or all courses
  - e) Supporting documents
  - f) Any resolution of the problem (s) that previously resulted in the need to withdraw from or failure to achieve a satisfactory grade in the last nursing or nursing curriculum support course must also be included.
3. Submit the letter at least four (4) weeks prior to the start of the next semester.
4. Interview with the Nursing Admissions Committee
5. A student who has been out of the Program for more than one (1) consecutive semesters must comply with the *Validation Policy*.
6. Application for re-admission does not guarantee reinstatement into the Nursing Program.

7. A student may apply for re-admission only once during their time at eastern International College

## **Validation Policy**

A student re-entering any nursing course after one full semester of absence must pass a comprehensive skills test-off related to the last nursing course completed. 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 100%. 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 re-admission will be denied. *It is the responsibility of the student to contact the Nursing Dean to schedule test-off 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***

**Failure or withdrawal from a nursing course terminates active status in the nursing Program. An application for re-admission is required.**

## **Student Academic Responsibilities in Didactic Courses**

Students must:

1. Be responsible for all the syllabus requirements, complete all assignments, and follow faculty instruction.
2. Participate in all classes, participate in discussion; ask questions when unsure about major concepts.
3. Attend Remediation as required.
4. Request clarification of any information presented in reading materials, learning labs, or lectures.
5. Perform on written and oral examinations and written materials at a minimum of B (80%) to maintain acceptable standing in the course. All computerized answer sheets and test booklets must be turned in at the completion of the exam and/ concept review. Failure to return the papers to the instructor prior to leaving the classroom will result in

- the student receiving a grade of zero (0) on the exam.
6. Demonstrate honesty and integrity including not altering or falsifying documents or cheating on examinations/quizzes or any other assignments given by the instructor, whether case studies, computer-based assignments, etc.
  7. Accept responsibility and be accountable for one's own conduct not limited to, but including, the following:
  8. Cell Phones are to be turned OFF or turned to vibrate during class time. It is NOT appropriate behavior to answer the phone during class.
  9. All caps/hats are to be removed IN THE CLASSROOM, unless required for religious reasons.
  10. No children are to be brought to class or left unattended in the Nursing Program or any other area of the College while the adult is attending class or participating in campus lab/skills lab.
  11. Only students who are officially registered for classes may be permitted in didactic and lab class spaces
  12. Turn off cell phones and other devices, and place them with the faculty member or proctor during examinations, quizzes and other forms of evaluation.

### **Student Responsibilities in Nursing Skills Laboratory Courses**

1. Please adhere to the following while in the Nursing Skills Laboratory:
  - No eating food, gum chewing, or drinking beverages.
  - Children are not permitted in the Nursing Skills laboratory.
2. After each laboratory session, each "client unit" should be left with all items of furniture and articles in their respective places. All supplies utilized for practice must be returned to the appropriate location.

### **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.

### **Student Code of Conduct and Professional Behavior Policy**

A core value of the Eastern International College education is to provide students with opportunities to transform their lives through quality education. This value defines and guides the growth and development of the institution. Many students are the first in their families to earn a college degree, while others are attempting to complete a degree for career advancement. The College faculty and staff requires that students adapt to this new learning environment. For others, it requires balancing academic responsibilities while working or having family responsibilities.

Enforcement of the Student Code of Conduct and Professional Behavior Policy and student compliance are a fundamental part of the total educational process. Each student is obligated to become familiar with the College's rules, regulations and policies, and will be held accountable for conduct in conforming to them. Students are expected to adhere to standards of conduct, both in the classroom and at clinical externship sites. The following is a list of violations:

- Noncompliance with netiquette policy that applies to emails, all online correspondence, and online courses
- Noncompliance with the civil law at the local, state or federal levels
- Smoking on the College premises including vaping, and e-cigarettes
- Eating or drinking in any laboratories, patient care facilities, or classrooms
- Noncompliance with the dress code/uniform policy, including clinical uniforms
- Verbal or physical abuse towards peers, faculty, administrative and/or support staff
- Furnishing false, incomplete, altered, or misleading information in College-related documents, including entrance applications or Program-related documentation
- Major violations contrary to principles of academic honesty (i.e. plagiarism, cheating)
- Unauthorized use of electronic gadgets (e.g. mobile phone/cellphone, unauthorized laptop or any computer gadget) during examinations
- Destruction of College or building property
- Harassing, stalking, threatening, abusing, insulting or humiliating any student, instructor, administrator or member of the support staff
- Demonstrated demeaning written or oral comments of an ethnic, sexist, or racist nature
- Unwanted sexual advances or intimidation
- Carrying or concealing firearms or any unlawful weapon
- Use or under the influence of alcohol or illegal drugs on the College premises or in any affiliating agency
- 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. Students may be asked to surrender electronic devices during examinations or other testing times.
- Slander or libel against the College
- Refusal to wear the personal protective equipment (PPE) in the lab or designated place where PPE is required
- Refusal to comply with EIC's COVID-19 protocol for safety and protection (social distancing, face cover, temperature check, PPE, etc.)
- Other actions deemed unethical or unprofessional by the faculty and administration

EIC reserves the right to impose discipline upon students for conduct committed while enrolled and occurring off-campus that: 1. has a relationship to the College; 2. constitutes a violation of law (whether or not the charged conduct is related to the College); 3. affects a member of the community's ability to fulfill his or her responsibilities; and/or 4. poses a risk of harm to a member of the College Community.

A student who is dismissed for violating any policy, rule, or regulation set forth by Eastern International College, may appeal to the Dean of Academic Affairs and/or the Campus Director through a review process to be granted permission to return to campus and classes.

## **Suspension, Probation and Dismissal**

The College reserves the right to discipline a student, including suspension, probation, or dismissal from their Program classes and campus at any time for behavior that is deemed by the Academic Coordinating Committee as unethical, an interruption to instructional activities, or is verbally or physically uncivil. Depending on the breach of the Code of Conduct, students may be subject to a formal administration panel hearing. Unethical or unprofessional behavior includes, but is not limited to:

Eastern International College reserves the right to institute suspension, probation, or dismissal of 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, defiant, or interruptive behavior that impacts academic or operational delivery
- Posing a danger to students, faculty, staff, or affiliates
- Making any false statements in connection with their 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 requirements 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.

## **Nursing Program Remediation Policy**

The Nursing Program's didactic, laboratory, and clinical course curriculum requires each to comply with a compulsory Remediation Policy that seeks to assist students with additional academic support **outside** the standard course curriculum. Remediation is assigned by the faculty member who is facilitating the course or the academic advisor in cases when a student is underperforming at the level of competency expected to satisfy the learning objectives of the course. Remediation gives the student the opportunity to develop and demonstrate required knowledge, skill competency, and attitude through self-directed learning and purposeful interactions with Program faculty. Remediation must take place within the semester of the course in which the student is underperforming. At the time the faculty member requires a remediation activity for a failed examination, students must receive remediation within one week of the failure. If the student is required to receive clinical demonstration remediation, the student must complete the assigned remediation within two weeks.



Remediation is defined as a way of addressing unsatisfactory performance in the overall course (final letter grade of “F”) and is an opportunity for students to demonstrate improvement and satisfactory performance in course content without having to repeat the course. Remediation as a registered student in the Nursing Program is a privilege given to students with regular course attendance and participation, and is predicated upon active and complete cooperation with any warnings or interventions. As such, students are required to attend remediation at the time assigned by the faculty member during the operational hours of the Nursing Program. Academic remediation is not intended to allow students to progress in the curriculum with substandard knowledge of required course material, nor is it intended to provide students a path forward in the curriculum for which they are not adequately prepared. It is not a means to permit students to enroll in courses for which they have not demonstrated competency in prerequisite material. This policy is intended to advance communication about student progress among the student, faculty, and staff, and is intended to promote transparency and clarify procedures for when student performance is substandard. Students are expected to comply with the Nursing Program Remediation Policy requirements.

### **Student Referral from the Clinical Area to the Nursing Skills Laboratory**

A student nurse who needs further faculty assistance in the performance of nursing skills to safe competency level may be directed by the clinical instructor to withdraw from the clinical area and report to the nursing skills laboratory. The instructor must document the specific deficiency or deficiencies, and submit it to the didactic instructor, Nursing Skills Laboratory instructor, and Nursing Program Chair. Documentation will be placed in the student file. Faculty assistance or supervision will be available to the student.

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

### **Clinicals and Criminal Background Checks**

Clinical agencies mandate criminal history background checks for all individuals participating in client care. All students must undergo criminal history background checks upon admission. **Adverse reports from a criminal background check, regardless of severity, will disqualify students from admission.**

The student will need to visit [www.castlebranch.com](http://www.castlebranch.com) and follow the instructions. The EIC package code is EB19. The student will need to follow instructions for uploading completed criminal background checks, drug screening, and immunization records.

**If a student who is already enrolled in the Program has an adverse result from the criminal history information, the student will be mandated to withdraw from the Nursing Program due to inability to meet clinical objectives.**

## Clinical and Laboratory Uniform Regulations

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

## Didactic Classes and Uniform Regulations

1. Students must be in complete uniform when on campus. Nursing students must wear

- teal scrubs.
2. Footwear must be solid white, professional type leather, rubber soled shoes with good support. White stockings must be worn with skirts; white socks must be worn with pants.
  3. In case of inclement weather, the student must bring the required footwear to the College to be changed into for classes. NO boots, moccasins, or shoes of any color other than white are permitted.
  4. Outerwear must be solid black or white, no hoodies
  5. A solid black or white shirt may be worn under the scrub top for comfort. No patterns, stripes, etc.
  6. No headwear may be worn indoors, unless for religious reasons. Headwear required for religious reasons must be black or white only, with no additional ornamentation.
  7. Uniforms must be clean and in good condition at all times. Uniform skirt length is at or below the knee, whichever looks best on the individual. Pant length must be to the top of the shoe.
  8. Fingernails must be short (no longer than the tip of the finger) and neatly filed. Only clear nail polish may be worn. Artificial fingernails/wraps are not permitted
  9. Hair must be neatly arranged so that it does not fall on the face or hang over the shoulders. No elaborate hair fasteners or hair bands are allowed.
  10. Wear only plain band rings, small post earrings, and a functioning watch with a second hand. No visible tattoos or body piercing, including on the face, is permitted.
  11. Light makeup is permissible. The student is responsible for appropriate personal hygiene.
  12. Scrubs are to be worn to class only. The Eastern International College may not be worn by the student in any agency in which the student is employed.
  13. Failure to comply with the dress code will result in the student being excluded from class, and the student will be subject to the disciplinary policy of the College.

## **Student Conduct at Clinical Agency Sites**

### **Each student is expected to:**

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

- between student and health agency personnel are continually open.
5. Apply safety measures whenever functioning in a clinical setting.
  6. If you are ill or have an emergency, call the assigned clinical unit one hour prior to the start of clinical and leave a message for the instructor. In addition, contact the faculty via e-mail or telephone.

The College instructor is directly responsible for the student in the clinical agency. If any special circumstances arise which are not an expected part of your clinical assignment, discuss it with your instructor. For example, if a client requests that a student witness a signature, or to bring an amount of money to the Accounting Office-DISCUSS THIS WITH THE CLINICAL INSTRUCTOR FIRST.

It is a privilege for Eastern International College to have permission for students to have permission for clinical experiences at varied healthcare agencies. Students are expected to conduct themselves in a manner that enhances the image of Eastern International College. Misconduct in a clinical setting is grounds for dismissal from the Program.

## **Body Substance Exposure Protocol**

Health care providers are at risk for body fluids that may carry blood-borne pathogens. Conversely, the provider may be a host for pathogens that may be transmitted to clients and others. Pathogens at risk for transmission in healthcare environments include the tuberculosis bacillus; staphylococcus; hepatitis B, C, D; and the human immunodeficiency virus (HIV), as well as others. All health care agencies have specific policies and it is the student's responsibility to be informed of such policy for each clinical site attended.

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

#### **Exposure Prevention:**

Handwashing: Performed for at least 15 seconds with soap, running water, and friction any time the hands are visibly soiled and between most client contacts even when gloves are worn.

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

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

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

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

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

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

### **Exposure Guidelines:**

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

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

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

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

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

their individual status will be reviewed.

**What does the Health Insurance Portability and Accountability Act (HIPAA) privacy rule do?**

- HIPAA provides national standards to protect individuals' medical records and other personal health information.
- HIPAA gives people more control over their health information.
- HIPAA establishes appropriate safeguards.
- HIPAA holds violators accountable with civil and criminal penalties that can be imposed if they violate one's privacy rights.

**PRIVACY regulations were written to protect every person's health information in any form:**

- Written
- Oral
- Electronic

**SECURITY regulations were written to ensure integrity and protect health information from:**

- Alteration
- Destruction
- Loss
- Disclosure to unauthorized persons

**HIPAA Terms**

**Protected Health Information (PHI)** applies to individually identifiable health information transmitted or maintained that relates to:

- Past, present, or future health conditions
- Health care provided
- Payment for health care

**Protected Health Information (PHI) is any health information by which an individual can be identified. There are currently 18 elements of PHI.**

1. Names
2. All Geographies
3. All Dates
4. Telephone Numbers
5. Fax Numbers
6. E-mail Addresses
7. Social Security Numbers
8. Medical Record Numbers
9. Health Plan Numbers
10. Account Numbers
11. Certificate/License Numbers
12. Vehicle IDs and Serial Numbers

13. Device Identifiers
14. URLs
15. Internet Protocol Address Numbers
16. Biometric Identifiers
17. Photographic Images
18. Any other unique numbers or code

### **More HIPAA Terms**

**USE** is sharing PHI *within* the healthcare facility.

**DISCLOSURE** is the release of PHI *outside* the healthcare facility.

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

### **Notice of Privacy Practices (NPP)**

The healthcare facility must provide clients with a notice that describes privacy practices and includes:

- How they use and disclose PHI
- Patients' rights
- Their responsibilities under HIPAA

### **Minimum Necessary**

- HIPAA requires healthcare facilities to use or disclose the least amount of information necessary to accomplish their job functions.
- Healthcare facilities may designate job classifications for electronic client folder access.

### **"Need-to-Know" Rule**

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

### **Business Associates**

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

## Security and Privacy of Client Information

### Enforcement

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

### HIPAA Resources and Websites

- DHHS Administrative Simplification <http://aspe.hhs.gov/admsimp>
- Office of Civil Rights Privacy (OCR) <http://www.hhs.gov/crihipaa>
- Workgroup for Electronic Data Interchange (WEDI) <http://www.wedi.org>
- Arkansas State Board of Nursing [www.arsbn.org](http://www.arsbn.org)
- American Association of Colleges of Nursing [www.aacn.nche.edu](http://www.aacn.nche.edu)

**"Confidentiality is everyone's job, not everyone's business."**

Source: HIPAA- The Health Insurance Portability & Accountability Act of 1996

## Social Media

Students must not take photos or videos of clients on personal devices including cell phones, or other electronic devices. Students must not post, share, or otherwise disseminate information that may lead to the identification of the client related to clinical experiences. (Adapted from National Council of State Boards of Nursing (NCSBN), "A Nurse's guide to the use of Social Media" 2/2012)

A student's online presence reflects the College and Program of Nursing. Be aware that actions captured via images, posts, or comments can reflect that of Eastern International College. In a professional role as a healthcare provider, students are not to mention any information related to clinical experiences or agencies, client care, or the personal health information (PHI) of any individual, on any internet social media site (Facebook, Twitter, emails, Whatsapp, etc). Removal of an individual's name does not constitute proper deidentification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, type of treatment, or clinical agency may still allow the reader to recognize the identity of specific individuals. Future employers often review these network sites when considering potential candidates for employment. Information can "live" beyond its removal from the original website and continue to circulate. Therefore, students should think very carefully before posting any information on the website or any other social networking site.



Inappropriate behaviors related to confidentiality of a client and/or other information is of a very serious nature **and will result in Program dismissal.**

**Cyber-bullying** is the use of cell phones or other devices to send or post text or images intended to hurt or embarrass another person. Cyber-bullying may include, ***but is not limited to***, unwanted or unsolicited emails to others, threats, sexual remarks, pejorative labels (i.e. hate speech), making victims the subject of ridicule in forums, and posting false statements as fact aimed at humiliation. Cyber-bullies may be direct or take indirect form, ***including, but not limited to***, assuming false identity or using another person's identity to disclose the victim's personal data (e.g. real name and address) at websites or forums for the purpose of publishing material that defames or ridicules the victim. Cyberbullies may send threatening and harassing emails and instant messages to the victims, while others may post rumors or gossip and instigate others to dislike the victim.

The penalty for cyber-bullying can be found in the Eastern International College Catalog.

## School Closings

When severe weather warrants closing of the College, emails and notifications will be sent to the EIC College app users. Announcements will also be posted to eiccollege.edu website and on the College's social media that include Facebook, Instagram and Twitter.

The Nursing Program Clinical Laboratory instructors will formulate calling chains which will be initiated as early as possible on a clinical day to let students know whether clinicals will be postponed.

**All didactic, lab and clinical hours MUST be made-up immediately following a weather closure.**

## State Board of Nursing Eligibility Requirements

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

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

1. Graduate must be at least eighteen years old
2. Is of good moral character, is not a habitual user of drugs and has never been convicted or has not pleaded nolo contendere, non vult contendere or non vult to an indictment, information or complaint alleging a violation of any Federal or State law relating to

narcotic drugs.

3. Holds a diploma from an accredited four-year high school or the equivalent thereof as determined by the New Jersey State Program of Education
4. Has completed a course of professional nursing study in an accredited school of professional nursing as defined by the board and holds a diploma therefrom.

**45:1-21 Grounds for refusal to admit to examination, refusal to issue or to suspend or revoke any certificate, registration or license**

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

- a) Has obtained a certificate, registration, license or authorization to sit for an examination, as the case may be, through fraud, deception, or misrepresentation;
- b) Has engaged in the use or employment of dishonesty, fraud, deception, misrepresentation, false promise or false pretense;
- c) Has engaged in gross negligence, gross malpractice or gross incompetence;
- d) Has engaged in repeated acts of negligence, malpractice or incompetence;
- e) Has engaged in professional or occupational misconduct as may be determined by the board;
- f) Has been convicted of any crime involving moral turpitude or any crime relating adversely to the activity regulated by the board. For the purpose of this subsection a plea of guilty, non vult, nolo contendere or any other such disposition of alleged criminal activity shall be deemed a conviction;
- g) Has had the authority to engage in an activity regulated by the board revoked or suspended by any other state, agency or authority for reasons consistent with this section;
- h) Has violated or failed to comply with the provisions of any act or regulation administered by the board;
- i) Is incapable, for medical or any other good cause, of discharging the functions of a licensee in a manner consistent with the public's health, safety and welfare;
- j) Has repeatedly failed to submit completed applications, or parts of, or documentation submitted in conjunction with such applications, required to be filed with the Program of Environmental Protection;
- k) Has violated any provision of P.L. 1983, c.320 (C.17:33A-1 et seq.) or any insurance fraud prevention law or act of another jurisdiction.

(Regulation 45:1-21, Board of Nursing website:

[www.njconsumeraffairs.gov/medical/nursing.html](http://www.njconsumeraffairs.gov/medical/nursing.html)).

## **Accrediting Agencies**

Eastern International College Nursing Program was granted full accreditation by:

### **New Jersey Board of Nursing**

124 Halsey Street, 6<sup>th</sup> Floor, Newark, New Jersey 07102

Tel: (973) 504-6430

Web address: [www.state.nj.us/lps/ca/home.htm](http://www.state.nj.us/lps/ca/home.htm)

Eastern International College Nursing Program is accredited by:

### **Accrediting Commission for Education in Nursing (ACEN)**

3390 Peachtree Road, NE (Suite 1400) Atlanta GA 30326

Tel: (404) 975-5000

Web address: [www.acenursing.org](http://www.acenursing.org)

## **Filing a Complaint Against an ACEN Accredited School**

The process and requirements for filing a complaint is contained in the ACEN Accreditation Manual- Section II Policies. The links are provided below.

<https://www.acenursing.org/acen-accreditation-manual-policy-20/>

<https://www.acenursing.org/acen-accreditation-manual/>

**Students seeking clarification of best nursing education practice are welcome to contact:**

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

## **Appendices**

## **Clinical Performance Warning**

Student: \_\_\_\_\_  
\_\_\_\_\_

Course: \_\_\_\_\_

Instructor: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

### **Problem Assessment**

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

### **Comments**

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### **Interventions**

The student will:

- ☐ Review course number \_\_\_\_\_ clinical guidelines for completion of written assignments
- ☐ Complete and submit all written requirements as per clinical guidelines
- ☐ Seek instructor guidelines/guidance for completion of clinical requirements
- ☐ Review student handbook for familiarization with school/Program policies
- ☐ Notify instructor of subsequent lateness/absence in accordance with policy
- ☐ Come prepared for clinical experience
- ☐ Demonstrate appropriate communication patterns/technique
- ☐ Follow up as indicated by the referral: (signature of designating person

Tutoring \_\_\_\_\_ Other: \_\_\_\_\_

\*Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructors signature \_\_\_\_\_ Date: \_\_\_\_\_

### **Evaluation**

☐ Goal achieved    ☐ Goal not achieved    Action: \_\_\_\_\_

\*Student \_\_\_\_\_ Date: \_\_\_\_\_ Instructor \_\_\_\_\_ Date: \_\_\_\_\_

\* denotes that a student has read and received a copy of this document and not necessarily constitutes agreement

**EASTERN INTERNATIONAL COLLEGE**  
**Program OF NURSING**

**Release of Information Consent Form**

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

Name: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

**EASTERN INTERNATIONAL COLLEGE PROGRAM OF NURSING  
STUDENT CONFIDENTIALITY AGREEMENT**

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

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

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

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

Signed: \_\_\_\_\_ ID#: \_\_\_\_\_ Date: \_\_\_\_\_

Print: Name: First Name          Middle Initial          Last Name

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

**E**

**ASTERN INTERNATIONAL COLLEGE PROGRAM OF NURSING  
MENTAL AND PHYSICAL ABILITIES STATEMENT**

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

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

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

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



**EASTERN INTERNATIONAL COLLEGE PROGRAM OF NURSING**  
**Update of Health Status**

This is to certify that I, \_\_\_\_\_, a nursing student at Eastern International College, have recently had a change in my health status or medication since completing my original health conditions form.

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

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

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

Student Signature

Date

**EASTERN INTERNATIONAL COLLEGE PROGRAM OF NURSING**  
**Drug/Alcohol Testing Consent Form**

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

**Please print:**

Name: \_\_\_\_\_  
                    (LAST)                                    (FIRST)                                    (MIDDLE)

Address: \_\_\_\_\_  
                    \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

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

(SIGNATURE)

(DATE)

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

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

**EASTERN INTERNATIONAL COLLEGE PROGRAM OF NURSING**  
**Makeup Examination Policy**

**EXAMINATIONS**

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

All examinations must be taken on the day and at the time scheduled. A student who misses an exam must make up the exam within (3) three days following the original exam date.

Failure to do so will result in earning a zero for the exam. The instructor retains the right to administer a different test and weigh the test at a five-point deficit. When a student is late for an examination, he/she will be permitted to take the exam but will not be given additional time.

**HESI Specialty Exams may only be taken on the scheduled date. Students who miss the scheduled HESI Exam may fail the course.**

Student Name: (printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EASTERN INTERNATIONAL COLLEGE PROGRAM OF NURSING**  
**Insurance Policy**

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

**Please print:**

Name: \_\_\_\_\_  
                    (LAST)                                    (FIRST)                                    (MIDDLE)

I hereby declare that I have read the Program of Nursing personal health insurance statement and fully understand the policy of the EIC Nursing Program in regard to health care insurance.

**Eastern International College Program of Nursing**  
**STUDENT ACCIDENT FORM**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Date of Occurrence \_\_\_\_\_ Time: \_\_\_\_\_

Place of Occurrence: \_\_\_\_\_

Type of Accident: \_\_\_\_\_

Specific Activity Engaged In: \_\_\_\_\_

Summary of Accident: \_\_\_\_\_

Witnesses: (Name, Address, Phone Number) \_\_\_\_\_

Health Care Provider:

Action Taken:

**Eastern International College Program of Nursing  
Academic Integrity Policy Affecting Plagiarism and Cheating  
REPORT OF INCIDENT**

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

Student's Name: \_\_\_\_\_

Last

First

Middle

Student's Address: \_\_\_\_\_

Course Name/Number: \_\_\_\_\_ Day and Hour of Class: \_\_\_\_\_

Semester: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ Place of Incident: \_\_\_\_\_

Detailed Description of Incident (attach additional pages if necessary): \_\_\_\_\_  
\_\_\_\_\_

Names of any witnesses (attach statements from witnesses): \_\_\_\_\_

Name

Address

Name

Address

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

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor's Printed Name and Signature

\_\_\_\_\_  
Date

***NOTE: All supporting documentation must accompany the submission of this form.***

## **Eastern International College Program of Nursing**

### **Notification of Unsatisfactory Lab/Classroom Grade**

INSTRUCTIONS: This report is to be completed by the instructor when a student is given a grade of unsatisfactory laboratory or classroom performance. A copy of this report is to be included in the student's file. An example of unsatisfactory classroom performance includes, but is not limited to, sleeping in the classroom, failure to complete assignments on time, etc. An example of unsatisfactory laboratory performance includes but is not limited to, medication errors, lack of preparedness for laboratory experience, dress code violations, etc. A student who accumulates a total of three unsatisfactory laboratory/ classroom performance grades while in the nursing Program will appear before faculty and may be dismissed from the Program.

1. Student:

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2. Instructor:

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3. Date:

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4. Description of Incident

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5. Action by Instructor

6. Action by Student

7. Remarks

**Instructor's Signature**

**Date of Signature**

**Student's Signature**

**Date of Signature**



**Eastern International College  
Program of Nursing**

**Notification of Inappropriate or Unacceptable Student Conduct**

Student's Name \_\_\_\_\_ Date of Incident \_\_\_\_\_

Location of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_

Check: Inappropriate Conduct Unacceptable Conduct

**Objective Details of Incident**

Any witnesses of the incident: \_\_\_\_\_

Circumstances surrounding the incident: \_\_\_\_\_

Behavior exhibited by the student: \_\_\_\_\_

Response of instructor; actions taken: \_\_\_\_\_

**Interpretation of the Incident**

Student Comments: \_\_\_\_\_

Instructor Comments: \_\_\_\_\_

**Significance of the Incident to the Student**

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

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

Signatures  
Student \_\_\_\_\_

Date

Instructor \_\_\_\_\_

Course Coordinator \_\_\_\_\_

Dean of Nursing

## Eastern International College Nursing Program Exit Survey

**Name:** \_\_\_\_\_  
Last First Middle

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Semester/Year of Exit:** \_\_\_\_\_

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

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

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

\_\_\_\_\_ Financial obligations or limited finances

\_\_\_\_\_ Work hours and work schedule

\_\_\_\_\_ Family obligations and responsibilities

\_\_\_\_\_ Poor study skills

\_\_\_\_\_ Poor test taking skills

\_\_\_\_\_ Difficulty in understanding theory or clinical concepts

\_\_\_\_\_ Problems with medical terminology or language

\_\_\_\_\_ Illness or poor health

\_\_\_\_\_ Other (explain):

**3. Please check all support services you used:**

\_\_\_\_\_ Conferences with faculty

\_\_\_\_\_ Tutoring

\_\_\_\_\_ Computer assisted instruction

\_\_\_\_\_ Independent study groups

\_\_\_\_\_ Services related to a documented disability, what other services would have been helpful?

\_\_\_\_\_ Other (explain):

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

\_\_\_\_\_ Within one year

\_\_\_\_\_ Within two years

\_\_\_\_\_ Never

\_\_\_\_\_ Transfer: \_\_\_\_\_ (specify)

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

\_\_\_\_\_ Student signature below verifies receipt of information.

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

**Student Signature:** \_\_\_\_\_

**Additional Comments:**

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**EASTERN INTERNATIONAL COLLEGE**  
**NURSING STUDENT HANDBOOK**  
**2019**

I HAVE RECEIVED AND READ THE PROGRAM OF NURSING HANDBOOK AND HAVE HAD THE CONTENTS FULLY EXPLAINED BY A MEMBER OF THE NURSING FACULTY.

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

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

NAME: (PRINT) \_\_\_\_\_

STUDENT ID NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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