

B R O O K D A L E C O M M U N I T Y C O L L E G E

Nursing Student Handbook

SPRING 2026



**Dear Student:**

This handbook has been prepared to help you become familiar with the Brookdale Community College (Brookdale) Nursing Program specific curriculum, policies, and procedures and the expectations for student behavior. Initially written by the Nursing faculty, the handbook is updated periodically. The nursing educational environment has unique characteristics and requirements because you will be interacting with patients and health care services. Therefore, these policies and procedures are in addition to those detailed in the Brookdale Catalog (<http://catalog.Brookdalecc.edu/>) and the Brookdale Student Handbook (<https://www.brookdalecc.edu/avp-student-affairs/handbook/>). In the event there appears to be a conflict between information in this handbook and the Brookdale Catalog or Brookdale Student Handbook, the more restrictive policy will be enforced.

Each semester, a copy of the handbook is posted on the course learning management system (CANVAS). It is your responsibility to know its content to ensure ongoing compliance*. If you lose the hard copy provided to you at orientation, you can download additional copies from CANVAS. At the beginning of each semester, you will be quizzed on content in this handbook and will sign specific Statements of Understanding. If you have questions regarding the information in the handbook, please contact your course faculty members or me.

To be a nurse is to know your work will be self-satisfying and of vital service to others. We are committed to helping you achieve your professional goals. We extend our very best wishes for your success in the Nursing Program.

Sincerely,

Jayne Edman, Ed.D., RN

Dean, School of Health Sciences

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Helen Heinmets, MSN, RN

Assistant Dean, School of Health Sciences

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*Brookdale Community College reserves the right to modify this Nursing Student Handbook at any time. Notification of amendments, modifications, or changes will be sent to your Brookdale email.

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ACCREDITATION and STATE APPROVAL

The Associate degree nursing program at Brookdale Community College, located in Lincroft, NJ is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Brookdale Community College Associate degree program is continuing accreditation.

View the public information disclosed by the ACEN regarding this program at:

[Search ACEN Programs – Accreditation Commission for Education in Nursing \(acenursing.org\)](https://acenursing.org)

The Associate degree nursing program at Brookdale Community College, located in Lincroft, NJ is approved by the:

New Jersey Board of Nursing
124 Halsey Street, 6th Floor Newark, NJ 07102
(973) 504-6430

Nursing Outcomes and Assessment

Graduate classes that achieve an 80% job placement rate (based on the responses to the departmental Graduate Survey sent nine months after graduation or personal contact with the alumni)

Graduation Date	# Graduates	# Graduate Responses	Employment Rate	Response Rate
24FA/25SP	In progress			
23FA/24SP	141	85	100.00%	60.00%
22FA/23SP	110	40	100.00%	49.50%
21FA/22SP	118	45	100.00%	33.90%

Graduate classes that achieve a 50% completion rate after four semesters

Graduate classes that achieve a 60% completion rate after six semesters

Entering Cohort	# New Students entering Program	# Students Completing After 4 semesters	4 semester Completion Rate	# Students Completing 6 semesters	% Completing 6 semesters
22FA/23SP	146	73	50.68%	In progress	In progress
21FA/22SP	143	78	46.70%	124	74%
20FA/21SP	142	72	50.70%	102	71.80%
19FA/20SP	143	83	58%	94	65.73%

Graduate classes of students entering AP Challenge that achieve a 50% completion rate after 4 semesters (including AP Challenge)

Graduate classes of students entering AP Challenge that achieve a 60% completion rate after 6 semesters (including AP Challenge)

Entering Cohort	# New AP Students entering Program	# Students Completing After 4 semesters	4 semester Completion Rate	# Students Completing 6 semesters	% Completing 6 semesters
summer 25	19	In progress			
summer 24	24	In progress			
summer 23	25	12	48.00%	15	60%
summer 22	26	13	56.50%	20	76.90%
summer 21	17	11	64.70%	15	88.24%

Graduate classes that achieve an NCLEX-RN pass rate of 80% for all first-time test-takers during the same 12-month period (January - December)

Testing Cohort	# Students Testing	# Students Passed	Brookdale Pass Rate	National Pass Rate	Column1
2024	131	129	98.40%	91.60%	
2023	111	101	90.90%	88.56%	
2022	113	88	77.80%	79.90%	

NEW JERSEY STATE BOARD OF NURSING REQUIREMENTS

Qualification of Applicants

New Jersey State Board of Nursing statute 45:11-23 et. seq., and Regulations (N.J.S.A. 13:37) govern the legal practice of nursing in the state. The NJ Nurse Practice Act as it relates to the roles of the Registered Nurse is included as Appendix A.

Graduation from the Brookdale Community College Nursing Program does not guarantee eligibility to meet licensing requirements. An applicant for a license to practice professional nursing shall submit to the board evidence in such form as the board may prescribe that the applicant:

1. Has attained his or her eighteenth birthday.
2. Is of good moral character, is not a habitual user of drugs, and has never been convicted or has not pleaded nolo vult contendere or non vult to an indictment, information or complaint alleging a violation of any Federal or State law relating to narcotic drugs.
3. Holds a diploma from an accredited four-year high school or the equivalent thereof as determined by the New Jersey State Department of Education.
4. Has completed a course of professional nursing study in an accredited school of professional nursing as defined by the board and holds a diploma therefrom.

Grounds for refusal to admit to examination, refusal to issue or to suspend or revoke any certificate, registration or license.

(Nursing Practice Act State of New Jersey (P.L. 1947, c. 262, as amended 45: 1-21)

The NJ Board of Nursing 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:

1. Has obtained a certificate, registration, license or authorization to sit for an examination, as the case may be, through fraud, deception or misrepresentation.
2. Has engaged in the use or employment of dishonesty, fraud, deception, misrepresentation, false promise or false pretense.
3. Has engaged in gross negligence, gross malpractice or gross incompetence.
4. Has engaged in repeated acts of negligence, malpractice or incompetence.
5. Has engaged in professional or occupational misconduct as may be determined by the Board.
6. 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 such disposition or alleged criminal activity shall be deemed a conviction.
7. Has had his authority to engage in the activity regulated by the Board revoked or suspended by any other state, agency, or authority for reasons consistent with this section.
8. Has violated or failed to comply with the provisions of any act or regulation administered by the Board.
9. Is incapable, for medical or any other good cause, of discharging the function of a licensee in a manner consistent with the public's health, safety and welfare.

EDUCATION POLICIES

Brookdale Community College (Brookdale) Nursing Program is congruent with the College-wide policies for non-discrimination, reporting information about discrimination/sexual harassment, safety, and security, and in the providing of accessibility services and accommodations. Any differences in FERPA or the maintenance of student files policies are justified by the purpose of the Nursing Program.

Nondiscrimination Policy

Brookdale Community College is an Equal Opportunity institution. No person, in whatever relationship with the College, shall be subjected to discrimination or harassment on the basis of race, creed, color, nationality, national origin, ancestry, age, sex, marital status, civil union status, domestic partner status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, disability, or other protected categories or activity (i.e., opposition to prohibited discrimination or participation in the complaint process). Sexual harassment is a form of unlawful gender discrimination and, likewise, will not be tolerated.

Information About Reporting Discrimination/Sexual Harassment

Brookdale Community College prohibits sexual assault, dating violence, stalking and sexual harassment, and does not discriminate on the basis of sex in educational programs and activities. If you feel that you have been the victim of or witness to acts of sexual harassment, domestic violence, dating violence, sexual assault, and/or stalking, there are resources available both on and off campus. You can contact the College's designated Title IX Coordinator for student matters, Christopher Jeune on the Lincroft Campus in MAC 106 about any incident. You can also email cjeune@brookdalecc.edu or call 732-224-2096. Visit [Stay Safe – The Campus SaVE Act - Brookdale Community College \(brookdalecc.edu\)](#) for additional information.

Bullying and Harassment

Pursuant to the NJ Anti-Bullying Bill of Rights Act (P.L.2010, c.122) all schools, including Brookdale Community College, must notify students about the procedures to follow if you feel that you are the victim of bullying or harassment. Brookdale uses our Code of Conduct to investigate and adjudicate matters of bullying and harassment. If you feel that you have been the victim of such behavior, please fill out an Incident Report at <https://www.brookdalecc.edu/conduct>, or contact Student Conduct & Compliance at 732-224-2253 or emccarron@brookdalecc.edu. You can also contact the Brookdale Police Department at 732-224-2222.

Suicide, Depression and Mental Health

If you or someone you know is having thoughts or feelings about suicide, please contact Monmouth County's 24/7/365 Psychiatric Emergency Screening Services at 732-923-6999, National Suicide Prevention Lifeline 800-273-8255, call or text **888-222-2228** or visit the website <https://www.2ndfloor.org/>. National Suicide Prevention Lifeline 800-273-8255,988 is a direct connection to compassionate, accessible care and support for anyone experiencing mental health-related distress or call 911.

Students who need to make an appointment with a faculty counselor can do so by calling 732-224-1822 (non-emergency line) during business hours. Faculty counselors are licensed mental health professionals who can assist students and refer them to other mental health resources.

Diversity Statement:

Brookdale Community College fosters an environment of inclusion and belonging. We promote a safe and open culture, encourage dialogue respecting diverse perspectives informed by credible sources, and uphold the virtues of civil discourse. We celebrate all identities with the understanding that ultimately, diversity, equity, and inclusion cultivate belonging and make us a stronger Brookdale community.

Safety and Security

As is required by the Higher Education Authority Act, Brookdale annually publishes a Safety and Security Report which is available for review on the Police Department web site at <https://www.brookdalecc.edu/human-resources/police/>. The website provides information including campus alerts, crime statistics or how to report an incident.

Accessibility Services/Accommodations

Students needing information about accommodations are encouraged to contact Ernest Oversen, the Director of Accessibility Services at 732 224-2729 or email eoversen@Brookdalecc.edu. Students with Disability Alert Forms are responsible for giving them to the instructor. They are responsible for discussing the accommodations they are entitled to if the provision of the accommodation(s) does not jeopardize the integrity of the course. They are responsible for requesting accommodations in a timely manner. Students must remind their professors a week before each examination to allow them and/or Accessibility Services Office to plan for testing accommodations. Students with disabilities must maintain the same responsibility for their education as other students. These responsibilities include maintaining the academic integrity of courses and following the Student Conduct Code.

Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA provides for the confidentiality of student records. Brookdale reserves the right to release, or not release, Directory Information at the discretion of appropriate officials. Directory Information may include a student's name, address, telephone number, the field of study, participation in activities, weight, and height of athletic team members, dates of attendance, degrees, awards, most recent educational institution attended, e-mail address, class schedule, class roster, and photographs. As a member of the

Brookdale community (student, parent, faculty, and staff), FERPA will also designate the types of information that can be accessed, and how the information can be obtained. The Nursing Department does share information with clinical affiliates in compliance with rules, policies, and protocols of the clinical affiliate and that apply to its employees.

Student Files

The Nursing Department maintains a file of each active student, separate from the College record. The student departmental file contains information related to the admission requirements, letters to the student, clinical evaluations, and notes on program progression. Records of inactive students will be archived and retained for five years.

FINANCIAL RESPONSIBILITY

1. Brookdale assumes no responsibility for the personal financial arrangements of the student.
2. Financial aid and counseling are available at the College. Refer to the Financial Aid Information in the College catalog and the Brookdale Student Handbook.
3. Information about nursing scholarships is available through the Brookdale Foundation at [Brookdale Foundation - Brookdale Community College \(brookdaleecc.edu\)](http://brookdaleecc.edu). For questions, contact Margaret Agha, Confidential Assistant to the Vice President of Advancement at magha@brookdaleecc.edu
4. Tuition is set annually by the Brookdale Board of Trustees and is approved by the Monmouth County Board of School Estimate. Effective fall 2017, there are specific course fees for the Nursing Program in addition to the tuition, and general fees. Tuition and fees for the current academic year are available at the Brookdale website at <https://www.Brookdaleecc.edu/admissions/tuition-fees/>.
5. In addition to the above noted fees, students entering the Nursing Program should anticipate approximately \$2000.00 in expenses for items such as, but not limited to: criminal background checks, health screenings, nurse aide course, malpractice insurance, testing fees, uniforms, nurse kits, stethoscope, and watch with second hand required to participate in clinical assignments. Textbooks and required software are approximately \$2000.00 more throughout the program.

PROFESSIONAL RISKS

Interactions with patients in the health care system have inherent risks to both the patient and the caregiver, including but not limited to, exposure to infectious diseases. The program requires handling of and/or contact with human bodily fluids and tissues. The student may be exposed to diseases carried by bacteria and microorganisms. The program provides information regarding known risks for various diseases and the training to appropriately address those risks.

All students are expected to provide care to all patients assigned to them in any setting. It is the responsibility of the student to implement appropriate precautions in the care of all assigned patients. Neither Brookdale nor the Nursing Program is liable for health care costs associated with students' illness or injury resulting from clinical participation.

SCHOOL CLOSING – INCLEMENT WEATHER/EMERGENCY

1. Students are strongly encouraged to subscribe to the RAVE alert system which provides text messages related to Brookdale's closing. Students should update their mobile phone number and mobile carrier by clicking on the Self Service/ WebAdvisor icon from the "MyBrookdale" link on the home page.
2. Information is also available on Brookdale Public Radio WBJB-FM 90.5 or WJLK 1310-AM/90.3FM and on the College website.
3. When severe weather or other conditions warrant delayed openings or closings of the College, nursing classes, clinical experiences, and lab experiences are also canceled.
4. In cases of delayed openings, nursing classes that have more than 2 hours left after the designated opening time will meet. This applies to both lecture and clinical.
5. If conditions deteriorate while in the clinical area, early dismissal is at the discretion of the clinical instructor.
6. Official school closures will not count as a clinical absence. However, faculty may create alternative assignments to assure students meet the clinical outcomes for the assigned day and/or grant extensions on skill due dates.
7. For questions about whether the College lab is open, phone 732 224-2493.
8. Students must always use his/her judgment regarding the safety of travel during inclement weather.
9. Closing of a specific campus location is limited to that site and does not apply to clinical.

CURRICULUM

General Description

This Program prepares the student for entry-level nursing positions in hospitals or comparable facilities. Clinical learning experiences are integrated into each semester. Upon completion of the program, students are eligible to sit for the National Council Licensing Exam for Registered Nursing (NCLEX). Successful completion of this examination results in licensure as a Registered Nurse (RN).

Length of Program

The Nursing Program is designed as a 5-semester program with the first term of courses being identified as “pre-clinical” and containing general education courses that are pre-requisites for the first clinical nursing course. The total number of credits required for the program is 64. Many students complete most or all of the program’s general education requirements before the first clinical nursing course. The first clinical course is offered both in fall and spring semesters.

Mission

The mission of the Brookdale Nursing Program is to prepare an entry-level practitioner who will provide patient-centered care to diverse individuals and groups within an evolving complex healthcare environment. The program seeks to assist in meeting the needs of the community by offering an affordable quality program that provides students with an innovative curriculum that promotes academic progression and lifelong learning. Graduates are prepared to pass the National Council Licensing Examination-RN (NCLEX-RN).

Philosophy

Nursing is a scholarly and practice-based profession that combines art and science to diagnose and treat human responses to actual or potential health problems in individuals, families, and groups. Faculty believe that the art is caring, an inherent element of nursing, based on a humanistic value system, sensitivity on one’s self and others, promotion of communication, teamwork, collaboration, advocacy, and the provision for individualized patient-centered care. As a scientific discipline, nursing knowledge is built upon a formal general education body of knowledge, incorporating an understanding of the relationships among nurses, the patients, and environments within the context of health, nursing concepts, and knowledge derived from other disciplines.

The nurse will provide holistic care that recognizes an individual’s preferences, values, and needs, and respects the patient or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe and effective care. Nurses continually evaluate the quality and effectiveness of nursing practice and seek to optimize outcomes of patient care. Nurses implement their varying roles with integrity, responsibility, legal/ethical accountability, and an evolving commitment to quality patient care.

Health is a dynamic state of a human's wellbeing characterized by a physical, mental, and social potential, which satisfies the demands of a life commensurate with age, culture, and personal responsibility. Health can vary on a wellness-illness continuum throughout the life span.

Faculty believe the environment is dynamic and contextual throughout the lifespan, and it influences human behavior. The nurse demonstrates an awareness of the healthcare system environment as a collaborating member of the interdisciplinary team to achieve the highest standards for safety and quality care.

Faculty believe learning is a contextual lifelong process that fosters sensitivity to the unique and diverse nature of individuals, acquisition of skills to access information, self-reflective thinking, and changes in values, attitudes, and behaviors. Through the use of critical thinking, students integrate the steps of the nursing process as a foundation for clinical decision making and evidence-based practice. Students learn to think like a nurse through clinical reasoning in which they demonstrate professional and practice competencies in response to dynamic patient needs. Through clinical reasoning, students promote optimal outcomes that are most appropriate to the patient or situation, while being mindful of resource utilization.

A concept-based curriculum provides the structure for knowledge acquisition, student-centered sustainable learning, reflection, and an enduring understanding of the roles of nursing and patient-centered care. Program Outcomes and Student Learning Outcomes focus students on the application of concepts and the achievement of performance competencies required for practice. Students will demonstrate associate degree knowledge, skills and attitude competencies in Patient-Centered Care; Leadership; Communication; Professionalism; Safety; Teamwork and Collaboration; Evidence-Based Practice; Informatics and Technology; Systems-Based Practice; and Quality Improvement.

The teacher/learner relationship is based on the recognition of the intrinsic value of each person and mutual respect. This relationship promotes a collaborative learning environment which can be enhanced through the use of technology. Faculty creates an interactive learning environment through instructional approaches that encourage a spirit of inquiry and reflective learning. Faculty use assessment tools that target higher-order thinking and evaluate achievement of outcomes.

Learners are recognized as autonomous individuals who make independent decisions about their needs. As role models of clinical reasoning and nursing competence, faculty shapes an educational environment, which empowers students to become independent learners, to accept responsibility for lifelong learning, and to develop professional behaviors. As expert learners, faculty facilitates educational opportunities that meet individual student needs and professional standards. Students should be challenged by and satisfied with the Nursing Program.

Associate degree graduates care for patients in a variety of settings within several collaborative relationships. Using communication, teamwork, and collaboration, nurses interact with patients, families, and health care providers in a manner that promotes effective interactions. Associate degree graduates demonstrate leadership at the bedside through the coordination and management of care for the individual, as well as for groups of patients.

The nursing graduate is a future-oriented lifelong learner prepared for entry into professional practice and academic progression. Graduates function within a legal-ethical framework that provides direction for practice.

Suggested Degree Sequence

The following sequence is an example of how this degree can be completed. This sequence is based on satisfaction of all Foundational Studies requirements and prerequisites and presumes a Fall Term start date. An individual's program may vary depending on transfer institution, career objectives, or individual needs. See an academic advisor for other options and to monitor your progress.

Semester 1

- [BIOL111 - Anatomy and Physiology I](#) Credits: 4
- [ENGL121 - English Composition: The Writing Process](#) Credits: 3
- [PSYC106 - Introduction to Psychology II](#) Credits: 3
- HESC 107 – Exploring Healthcare Careers Credits: 2
- HESC 105 - Medical Terminology Credits: 3 or
- HESC 115 – Nutrition and Health Credits: 3 or
- HESC 165 – Pathophysiology Credits: 3 or
- PBHL 105 – Introduction to Public Health: 3

Total credits: 15

Semester 2

- [BIOL112 - Anatomy and Physiology II](#) Credits: 4
- NURS 111 – Professional Roles I Credits: 1
- NURS 125 – Pharmacology for Nurses Credits: 2
- NURS 171 – Nursing Concepts I Credits: 6

Total credits: 13

Semester 3

- [PSYC208 - Life Span Development](#) Credits: 3
- NURS 165 – Issues in Nursing Credits: 2
- NURS 112 – Professional Roles II Credits: 1
- NURS 172 – Nursing Concepts II Credits: 6

Total credits: 12

Semester 4

- BIOL213 – Microbiology Credits 4
- NURS 211 – Professional Roles III Credits: 1
- NURS 271 – Nursing Concepts III Credits: 7

Total credits: 12

Semester 5

- [ENGL 122 - English Composition: Writing and Research](#) Credits: 3
- NURS 213 - Professional Roles IV Credits: 3
- NURS 273 – Nursing Concepts IV Credits: 6

Note: Faculty recommend that ENGL 122 be taken in the summer session. For a full-time credit load, this semester students can take courses required for the BSN degree.

Total credits: 12

Program Outcomes

1. Graduate classes that achieve an 80% job placement rate within a year of graduation.
2. Graduate classes that achieve a 60% completion rate within three years.
3. Graduate classes that achieve a licensure pass rate of 80% for all first-time test takers.

End-of-Program Student Learning Outcomes

Brookdale Community College provides a program that prepares graduates who will function effectively with patients, families, and interdisciplinary teams, fostering mutual respect and shared decision making to enhance patient satisfaction and health outcomes.

The graduate will:

1. Use clinical reasoning to provide holistic patient-centered care to diverse patient populations across the lifespan.
2. Assume accountability for own behavior and nursing practice based upon legal and ethical principles, regulatory guidelines, and professional standards.
3. Manage patient care through effective communication, interdisciplinary collaboration and information technology to support decision making within systems-based practice.
4. Participate in initiatives to minimize the risk of harm and optimize the quality and safety of patient care through individual performance and system effectiveness.
5. Use the best current evidence coupled with clinical expertise and consideration of patients' preferences, experience, and values to make practice decisions.

Bachelor's Degrees through Brookdale

Nursing has articulation agreements with New Jersey City University, Rutgers University, Thomas Edison University, Rider University, and Southern New Hampshire University. Information about these programs and their specific requirements is available in the Transfer Resource Office (MAC 107) or online at

<https://www.brookdalecc.edu/transfer-resources/>

Advanced Placement in Nursing

In keeping with the New Jersey Articulation Model, students with current NJ LPN licenses have the opportunity to earn credit for three required courses (eleven credits) of the AAS degree in Nursing in an accelerated manner. See the Advanced Placement Admission Packet for more information.

Transfer to Brookdale

Students who wish to transfer into the nursing curriculum from other colleges must meet the criteria for admission into the nursing curriculum.

1. Students who complete required Science, English, Psychology, or Health Science course at another college, are responsible for insuring Brookdale receives transcript evidence and that the corresponding Brookdale course is entered onto the transcript. Official transcripts from other colleges must be sent to the Brookdale Registrar for evaluation. Only earned grades of C or higher are eligible for transfer. There is no time limit on the transferability of general education courses.
2. Nursing courses completed at another college are evaluated by the nursing faculty on an individual basis for currency, credit hours, course content, clinical hours, and grades. Transfer students will need to have their lab skills evaluated. See the Admission Packet for more information.

COMPLIANCE REQUIREMENTS

DISA Healthcare Technology (formerly CastleBranch)

1. Brookdale is contracted with DISA Healthcare Technology, an external vendor, to provide background screening and compliance tracking services. The compliance documents the student submits to DISA Healthcare Technology to be eligible for clinical placement are the annual health clearance form, immunization form, immunization titers, proof of CPR training, and documentation of malpractice insurance. DISA Healthcare Technology is compliant with the Family Education Rights and Privacy Act (FERPA).
2. It is the students' responsibility to remain in compliance with all clinical requirements throughout the year. DISA Healthcare Technology will send email alerts to students as requirements approach their due dates. It is the students' responsibility to attend to these emails immediately, so records do not become non-compliant.
3. The student pays the cost of the background screening, drug screening, and the compliance tracking directly to DISA Healthcare Technology.

Criminal History Background Check

1. Clinical agencies mandate criminal history background checks for all individuals engaged in patient care, and all students must undergo criminal history background checks.
2. These checks are conducted by the external vendor and the information is sent to the College and to clinical agencies. Agency personnel will evaluate the information they receive and, in their sole discretion, make the final determination as to each student's ability to continue to engage in patient care in their agency.
3. If a student is denied clinical placement by any clinical agency due to criminal history information, that student will be dismissed from the program. As a result, the student will not be able to complete the requirements of the program.
4. The Criminal History Background package includes:
 - a. Statewide Criminal check (NJ *and* any additional address associated with the name outside of the state of NJ)
 - b. Statewide Police Criminal History
 - c. Nationwide Sexual Offender Index
 - d. Nationwide Healthcare Fraud and Abuse Scan
 - e. Social Security Alert
 - f. Residency History
5. If a student is convicted of a crime of any type after beginning the program, the student must notify the office within one business day of the conviction and may not attend any clinical. This information will be shared with the clinical agencies. Agency personnel will evaluate the information they receive and, in their sole discretion, make the final determination as to each student's ability to continue to engage in patient care in their agency. If a student is denied clinical placement by any clinical agency, that student will be dismissed from the program. As a result, the student will not be able to complete the requirements of the program.

6. Brookdale retains the right to require a repeat Criminal History Background package for any student who has been out of the program for one year or more.

Drug Screen

1. Clinical agencies may require evidence of a negative drug screening before the start of the clinical experience. Dilute negative results do not meet the requirement for a negative drug screen result. You will be notified if the agency requires this and given the information to obtain drug screening before starting clinical.
2. These screenings are conducted by the external vendor, and the information is sent to the College and the clinical agency. Agency personnel will evaluate the information they receive and, in their sole discretion, make the final determination as to each student's ability to engage in patient care in their agency.
3. If a student is denied clinical placement by any clinical agency due to drug screening test results, the student will be dismissed from the program. As a result, the student will not be able to complete the requirements of the program.
4. Regardless of the legalization of marijuana by the New Jersey state government, marijuana remains illegal under federal laws which Brookdale must comply with, and as such, its possession, use and/or sale is prohibited at all Brookdale locations.

Annual Health Clearance Documentation

a. Annual Health Clearance Form

The annual health clearance form affirms the student can meet the demands of the program without compromising the patient or themselves. It requires a physical exam by a licensed health care provider (physician/nurse practitioner/physician assistant) of the students' choice. It attests the student is in good health and can participate in clinical practice without restrictions. The Brookdale form must be completed before the first clinical rotation and updated annually. No other forms will be accepted. See List of Technical Standards for requirements for unrestricted patient care (Appendix G).

b. Tuberculosis Screening

Tuberculosis screening must be updated annually and noted on the Annual Health Clearance Form. An initial 2-step negative tuberculin skin test (TST) is required. Repeat annual testing can be one-step. For positive TST, submit a copy of a chest X-Ray report or a negative IGRA blood test. Chest X-Rays are valid through the program; however, a risk assessment must be completed along with the annual health clearance. IGRA blood tests such as QuantiFERON Gold are acceptable instead of TST.

c. Influenza Vaccination

Influenza (Flu) vaccination must be updated annually for the current flu season by October 15. The seasonal flu vaccine is usually available on or about August 1 for the upcoming flu season. Students will not be able to attend clinical if they have not submitted flu vaccination documentation by the due date. Failure to have the

immunization may have implications for clinical attendance. Clinical agencies have the right to refuse placement to persons waiving flu vaccination.

Immunization Documentation

1. The purpose of the vaccination requirements is to protect the student as well as the patients with whom students will be working from vaccine-preventable and other infectious diseases.
2. Immunizations are reviewed once, at the beginning of the program (except Flu vaccine which is received seasonally).
3. The student must submit documented proof of completion of immunization series OR positive titers for each measles, mumps, and rubella. Evidence of immunity to Hepatitis B is by a positive titer.
4. Students who have not completed the Hepatitis B vaccine series before the start of the semester must sign a Hepatitis B vaccine waiver.
5. The student must submit documentation of immunization with Tetanus, Diphtheria, and Pertussis (Tdap) Vaccine within the past ten years.
6. Documentation must be provided on the Brookdale Immunization Documentation form. No other form will be accepted.
7. Verbal history of the disease is NOT acceptable.
8. Before the first clinical rotation, immunizations must be recorded as “complete” by August 15th if submitting for the fall semester and December 11th for the spring semester.

COVID-19

COVID-19 vaccination is required for all students in the Nursing, Respiratory Care, and Radiological Technology programs. Proof of COVID-19 vaccination and vaccine booster must be uploaded to CastleBranch. Hospitals have standards for vaccination exemption and testing that are more stringent than College-wide processes; therefore, any pre-approved exemptions from the vaccine requirement must follow the College and the clinical site-specific procedures for showing proof of testing.

Malpractice Insurance

All students enrolled in a clinical nursing course are required to carry malpractice insurance with a minimum coverage of \$1 million for each occurrence, \$6 million aggregate. The Certificate of Insurance must be uploaded to CastleBranch.com by August 15/January 10. This insurance may be obtained from the carrier of the students' choice. The insurance policy must provide coverage for the dates of the entire semester. Students who do not provide proof of coverage are not permitted to attend clinical. Absences from clinical place the student at risk for course failure and are only made-up according to program policies.

Cardiopulmonary Resuscitation Certification (CPR)

Students are required to maintain current CPR certification. Proof of CPR certification must be uploaded to CastleBranch.com by August 15/January 10. Certification must be current for the entire semester. CPR training must be face-to-face; No online certifications will be accepted.

- Approved certifications are:
 - American Heart Association BLS Provider

- American Red Cross Professional Rescuer
- American Safety & Health Institute Professional Level CPR/AED

Students who do not provide current proof of CPR training are not permitted to attend clinical. Clinical absences place students at risk for course failure and are only made-up according to program policies.

FIT Testing

All students must maintain current Respiratory Fit Testing & Training throughout their program to participate in hospital clinical practice. Students may not participate in clinical practice unless this information is on file.

- Fit Test scheduling will occur close to the beginning of the Fall or Spring semester.
- Communication from the Health Sciences office will be sent to students' Brookdale email account (not CANVAS).
- Students are required to upload FIT Test Card/documentation to CastleBranch.com on the day the Fit Test is completed.

Photograph

A passport-sized photograph must be uploaded to CastleBranch.com by August 15/January 10 to participate in clinical.

Annual Compliance Training

Annual Compliance Training meeting local, state, and federal requirements are provided through Learning Harbor, an online compliance training and tracking company. Student access to content is paid for through student fees. All students are required to complete both the agency-specific and the universal orientation modules on Learning Harbor annually, starting with admission to the program and/or while enrolled in NURS 171 and NURS 271. If a student changes to a new clinical facility in mid-year, the student must complete the module specific to that facility and give a printed copy of the certificate of completion to their clinical faculty. A list of Universal Orientation Modules is located in Appendix B.

Health Insurance

All students are required to carry personal health insurance. All students are financially responsible for medical treatment if illness, injury, clinical exposure, or questions of fitness for duty occur while enrolled in the Nursing Program.

Student Contact Information

Students must maintain current contact information with Brookdale Department of Nursing. If changes occur to personal contact information such as name, address, telephone number, or alternative email address, students must notify the Health Sciences Specialist in writing. The Department of Nursing is not responsible for delay or failure in receiving information due to incorrect contact information. In addition, the student should file a "Change of Data" form with the Admissions Office.

PROFESSIONAL BEHAVIOR

1. The nursing profession places great emphasis on personal accountability and responsibility. As such, the Brookdale Nursing Department holds students responsible and accountable for their behaviors, including but not limited to:
 - a. Ensuring all pre-clinical requirements have been met before beginning clinical experiences and ensuring these remain current during the program.
 - b. Ensuring all financial requirements related to enrollment are met.
 - c. Attending all class and clinical experiences.
 - d. Being punctual for all class and clinical experiences.
 - e. Prompt and proper notification if the student anticipates being late or absent.
 - f. Appropriate preparation for class activities.
 - g. Honest and open communication with faculty, staff, and peers.
 - h. Submission of assignments by the due date.
 - i. Adherence to Academic Integrity Policy.
 - j. Adherence to Fitness for Duty policy.
 - k. Adherence to Social Media Policy.
 - l. Demonstration of courtesy and respect in all interactions.
 - m. Maintenance of clients' rights to dignity, privacy, and confidentiality.
 - n. Wearing appropriate attire to class, skill lab and clinical experiences. No crop tops or bare midriffs.
 - o. Consistent use of culturally sensitive, as well as educationally and developmentally appropriate language in all interactions.
2. Students are expected to exhibit professional conduct with all faculty members, administrators, office staff, and hospital personnel in all agencies. Students who display unprofessional behaviors will be dismissed from the program. Unprofessional behavior includes, but is not limited to:
 - a. Behavior which is disrespectful or argumentative, or endangers the health or safety of fellow students, instructors or staff.
 - b. Verbal or non-verbal language, actions or voice inflections, or insubordination which compromises rapport or working relations with peers, faculty or staff.
 - c. Behavior which interferes with or disrupts teaching/learning experience.
 - d. Using or being under the influence of any drug (OTC, prescription, and/or illegal) or alcohol that may alter judgment and/or interfere with safe performance in the lab or clinical setting.
 - e. Actions which breach FERPA rights of fellow students/HIPAA right of patients.
 - f. Actions which violate the Social Media Policy.
 - g. Falsifying data in a patient health record.
 - h. Misrepresenting care given, clinical errors, or any action related to the clinical experience.

- i. Removing any documents or property of the skill lab or clinical agency, including any copies of agency documents.
 - j. Recording, taping, taking pictures in the clinical setting.
 - k. Leaving the clinical area without notification of faculty or preceptor.
 - l. Behavior while wearing the Brookdale uniform involving or associated with unseemly or disrespectful conduct (e.g., lewd or vulgar poses or hand gestures, or consumption of drugs or alcohol).
 - m. Disrespectful treatment of lab manikins and equipment.
 - n. Failure to adhere to program policies, clinical agency policies and procedures, and the NJ Board of Nursing Statutes or the NLN Nurses Code of Ethics.
 - o. Violations of the Brookdale Student Code of Conduct (<https://www.Brookdalecc.edu/vp-student-success/conduct/>).
3. Students are required to prepare for each clinical experience. If a student is unprepared to carry out the clinical assignment safely, the faculty are authorized to exclude a student from participation and count the day as a clinical absence. Absences from clinical place students at risk for course failure and are only made-up according to program policies.
 4. Students must demonstrate ethical behaviors as specified in the ANA Code of Ethics (Appendix D).

REGISTRATION GUIDELINES

1. Each term, the primary clinical agencies scheduled for each nursing course will be identified on the bulletin board outside the School of Health Sciences office and on CANVAS. Experiences in other locations (e.g., nursing homes) will be announced early in the term.
2. The Nursing Program abides by the college-wide system of registration. There is no system of priorities that assures each student can consistently register for their first choice of class or a clinical section. Students can view their priority date/time by accessing their Brookdale student email account.
3. Students returning to the Nursing Program or repeating nursing courses are assigned placement by the School of Health Sciences office beginning the first Monday in August for the fall term and the second Monday in January for the spring term on a space available basis. Re-entry the following semester is not guaranteed.
4. A day track, an evening track, and an online track are offered each term and each subsequent term for that class as long as registration numbers justify running a specific track. Students are expected to remain in the track they opted for at the time of their admission to the program and spaces in these tracks will be held for students who are admitted to these tracks.
5. Students requesting to switch tracks may do so in writing or email to the School of Health Sciences office. The letter should document how a change in track will promote the successful completion of the Nursing Program. Space restrictions and faculty evaluation of the student's learning needs may result in a denial of track change requests.

6. If a change in the clinical track is granted, the student must stay in that track for the remainder of the program.
7. Each semester the department establishes a cut-off date for switching clinical sections. After this date, no further changes can be made as we have already begun communicating agency-specific requirements.
8. If the College drop date for withdrawing without academic penalty falls on a Monday, the withdrawal date will be extended to Wednesday, in that same week for NURS classes.
9. The drop date without academic penalty for NURS 273 is earlier in the semester than the College published drop date due to the shorter duration of the course. The specific drop date for NURS 273 is published in the course calendar.
10. Students are expected to pay for classes they register for. Clinical placements are not held for students dropped for non-payment, and the student is readmitted only on a space-available basis.

Course Scheduling

1. Brookdale retains the right to cancel or change sections. Students may need to be reassigned to the section/clinical group/track based on space availability. Students will be notified of such changes as soon as possible.
2. Occasional temporary adjustment in the days/hours may be necessary to accommodate agency availability or specific learning activities.
3. Saturday clinical/all day clinical is not guaranteed each semester. There is no weekend clinical track.

Preceptor Scheduling Guidelines

1. As part of the final course, students are required to follow the schedule of their assigned preceptor. This schedule could be days, evenings, weekdays, weekends, 12-hour or 8-hour shifts, to align with the assigned preceptor schedule.
2. Students are required to complete a total of 96 hours of clinical over the course of this preceptor assignment in order to meet the outcomes of this course.
3. Students need to prepare to be flexible adjusting their personal and work lives to meet the scheduling demands of this course.

Travel Requirements

Although the majority of clinical agencies used by the Department of Nursing are located in Monmouth County, students should be prepared to travel outside of the county as well for clinical assignments. Students are responsible for travel to and from the clinical agencies and are required to provide their own transportation to clinical experiences.

Public Health Emergencies

In the event of public health emergency:

1. The College retains the right to change teaching platforms.
2. The Faculty retain the right to reorder content and to change assignments and evaluation methods.

3. Students may be excluded from clinical participation until the clinical environment is deemed safe.

ACADEMIC GUIDELINES

The Nursing Program consists of a prescribed set of nursing and general education courses. The nursing courses are sequential and may be taken only by those students who have been accepted into the Nursing Program.

Course Participation

1. The faculty view attending class and completing ONLINE course activities as an integral part of the program and a critical step toward the successful completion of each course.
2. Some face-to-face classes may include synchronous remote sessions during the scheduled class time in the Zoom virtual classroom. Participation is expected.
3. It is expected that each student attends all classes, completes all assigned course activities, report for class on time, and not be in the lab or the testing center during class time. The lab will not be open to students during their regularly scheduled class times.
4. Course orientations provide the student with the opportunity to review course and program expectations. All students are expected to attend. In the event the student does not attend orientation, the student remains responsible for all course and program requirements.
5. Conflicts with work schedules do not excuse the failure to attend class/clinical/lab experiences; submit academic assignments promptly, or otherwise meet course outcomes.
6. Use of technology during classes is restricted to note taking and classroom activities, or as directed by faculty. No student shall videotape or record instructors or fellow students for personal or social media use without the permission of the faculty or fellow student.
7. Students are responsible for all written/verbal information that is shared in scheduled classes.
8. Students must submit all learning activities on the date they are due. Should personal matters interfere with a student's ability to comply with this requirement, the student must contact the faculty member before the due date, give due cause for the delay, state in writing a date when the required work will be submitted, and have the faculty member assign a new deadline. It is faculty discretion to grant an extension for learning activity. Students who do not contact faculty members will be assigned a grade of zero (0) for the assignment.
9. Students who do not complete learning activities by the new deadline will be assigned a grade of zero (0) for the assignment.
10. Students are encouraged to seek assistance promptly from the nursing faculty when and if they experience any degree of academic or clinical difficulty. If personal matters are interfering with academic or clinical efforts, the classroom or clinical instructor should be kept informed.
11. No extra credit will be provided for students to raise their grade in Nursing Program courses.

Student Use and Distribution of Course Materials

All course materials, including handouts and content developed for CANVAS, are for individual student use only. These materials cannot be copied or distributed in any form without the written consent of the faculty member. Violation of this policy is a violation of education copyright law.

Communication Form

1. Students who are not meeting course expectations and/or learning outcomes in any classroom, lab, or clinical setting will receive a Communication Form.
2. The instructor will identify areas of weakness and what remediation is needed to become compliant in meeting course expectations. This remediation plan is time-limited and designed to assist the student in succeeding.
3. Student signature on the Communication form acknowledges receipt of Communication Form and does not imply agreement with the contents of the communication.
4. Repeated Communication Forms will lead to a failing grade.
5. Records of Communication Forms are kept in the student's file in the School of Health Sciences Office.

Rules for Examination

1. Students must adhere to testing schedules. Should a student not be able to comply with this requirement, the student must contact the classroom instructor to request a postponement and establish a new deadline. It is faculty discretion to grant an extension on an examination. If a student does not contact the instructor to reschedule an examination, or if a student does not comply with a new deadline, the instructor will assign a grade of zero (0).
2. Faculty reserve the right to assign students to specific seats during the examination
3. Students must not leave their seats during the examination.
4. Positively no communication between students during the examination is permitted.
5. Students may not read questions aloud during the examination.
6. If there is any need for calculations or notes, they may be written on scrap paper provided by the proctor.
7. If there is a need for any additional material, the instructor may be asked.
8. Questions during the exam will be answered only if it is NON-CONTENT related question. Raise your hand, and the instructor/proctor will come to you.
9. Students may not share information about an examination with other students.
10. Honesty is always the responsibility of each student.
11. Examinations may not be taken in the Testing Center during scheduled classes.
12. If an examination is taken in the Testing Center, any grade that is received from testing center staff is tentative. Examination results are posted by course faculty.
13. If the student is late for an examination, no additional time will be given for the examination. If there is an emergency, please contact the instructor immediately.

14. Provision will be made for students with disabilities according to College policy. Students are required to remind their professors a week before each examination to allow them and/or Accessibility Services Office to plan for testing accommodations.
15. Cell phones are not allowed during examinations.
16. When an examination is given in the computer lab, any staff member has the authority to terminate an individual's testing session.
17. Electronic devices are banned from the testing room, including but not limited to: cell phones; smart watches; watches or other devices that access the internet, beep, contain alarms, or have photographic capabilities; any device capable of recording audio, photographic or video content; Fitbit or any active performance fitness products; calculators; flash or thumb drives. Students who are found to have electronic devices during an exam will be removed from the testing area and receive a grade of zero (0) on the exam.
18. Simple calculators (not cell phones) may be used in the testing center or any classroom testing situation in any course. Simple calculators will be provided.
19. Students may not use a bilingual dictionary in any testing situation.
20. Students who fail clinical may not sit for the final exam.
21. Students must complete all standardized examinations administered during the program.
22. All changes on pencil and paper exams must be completely erased. If more than one answer is marked, or if an answer is left blank, the question will be counted as incorrect.
23. Individual faculty may establish additional rules for examinations at their discretion.
24. Faculty may modify test schedules, testing formats, testing locations or any other testing conditions as necessary.

Standardized Exam Policy

In certain nursing courses, there will be assessments administered as part of the course grade, which compares the students' understanding of the content to national samples. Students should refer to the course syllabus for grading criteria related to each standardized exam.

1. Proctors for standardized exams will authenticate the student ID before allowing students to take the exam.
2. The student must show a government-issued ID (e.g., driver's license, passport) which includes a current photograph and the student's signature.
3. The student's name in Colleague must match the name on the government issued ID.
4. Students who do not meet the authentication requirements will not be allowed to test.
5. Students must know their ATI username and password to test.

Remote Testing

In certain circumstances, faculty may opt to allow remote-testing on a unit exam.

Remote exams will use LockDown Browser. Students will be prompted to show a photo ID and to conduct an environment scan before starting their exam. During the exam, students are prohibited from accessing other resources (phones, tables, notes, books, etc.) or communicating with other people. Faculty conducting remote testing will review additional rules prior to allowing remote testing. Any deviation from the rules will be reviewed by faculty and reported as an academic integrity violation. Consequences may range up to and include dismissal from the program.

Retesting Policy

Students may not retest on unit or final examinations.

Exam Review Policy

Faculty identify overall areas of weakness specific to the exam through item analysis and response frequency. **It is the discretion of the faculty member to decide whether individual exam questions will be reviewed.** Students are encouraged to make an appointment with the faculty who taught the content to review concepts and/or test-taking skills.

1. Students must use professional and respectful communication during exam review.
2. **Exam reviews are not to be recorded under any circumstances.**
3. No notetaking is allowed during exam review.
4. No verbal challenges to test questions will be considered during test review.
5. Any student scoring below 77% on an exam is recommended to consult with the course faculty and complete concept remediation.
6. Final exams are not reviewed.

Challenging a Test Question Policy

The purpose of this policy is to provide students with a communication process for challenging test questions. Faculty review questions with their course team for clarity and appropriateness before an exam is administered and conduct an item analysis following an exam before posting grades. The faculty recognizes that situations do exist when a question may be flawed and make every attempt to assure fairness in testing.

1. If a student believes a typographical error, spelling error, and/or grammar error cause a question or answer option to be so confusing that the question is not understood, the student must write their name, the question number, and the type of issue on a piece of the scrap paper provided by the proctor and submit the paper to the instructor/proctor before leaving the examination. The proctor will bring this information to the faculty member responsible for the exam.
2. If a student wishes to challenge the content accuracy of a test item, the student must contact the course faculty member who taught the content within 24 hours after taking the exam to arrange a meeting.
3. At the time of this meeting, the student must present a Test Question Review Sheet (Appendix E) with written documentation from the required course materials.

Academic Integrity Policy

Academic integrity is an essential component of professional behavior, and all students enrolled in the Nursing Program at Brookdale are expected to exhibit behaviors appropriate to the profession of nursing. As such, in addition to the list of examples of violations of the academic integrity code named in College Regulation 6.003, Student Conduct Code and Academic Integrity Code, School of Health Sciences students also are in violation to the code if their behavior includes:

1. Collaborating/colluding with another in preparing for the fulfillment of course requirements, including requesting, giving, or receiving information related to examination questions and/or skills assessment, and/or simulations and case studies from another student.
2. Lying about or misrepresenting care given, clinical errors, or any action related to clinical.
3. Recording, taping, or taking pictures without consent from the course instructor and written permission of the clinical site.

In response to an alleged violation of the Academic Integrity Code, Faculty, in consultation with the Dean of the School of Health Sciences, will act in accordance with the Process and Discipline Procedures named in College Regulation 6.300R. While the investigation is ongoing, the student may not sit for any examination or participate in any clinical experiences.

All documented violations of academic integrity will be reported to the office of the Vice President of Learning. Sanctions for documented violation may include immediate dismissal from the program, without eligibility for readmission into the program.

Program Progression Policy

1. In alignment with ACEN and nursing education best practice standards, all students must complete the Nursing Program and graduate within three calendar years of the initial start of the first clinical course (NURS171). This three-calendar year program completion frame is inclusive of any course withdrawals, leave of absences and/or course failures. Any student not completed within the three-year limit will be dismissed from the program and may reapply for re-entry once. The readmitted student must repeat the program in its entirety and meet all entry requirements in place at the time of re-application.
2. A grade of C or better must be earned in all nursing courses to pass the course. Nursing course work includes classroom experiences, lab, and clinical.
3. Students who are unsuccessful in NURS 171, 172, 271, 213, or 273 due to final classroom grades less than C are dismissed from the program.
4. Students who are unsuccessful in NURS 171, 172, 271, 213, or 273 due to clinical failure are dismissed from the program.
5. Students who withdraw from NURS 171, 172, 271, 213, or 273 are dismissed from the program.
6. If a student drops or is unsuccessful in Nursing courses, they may need to repay financial aid received for the course. Student should contact financial aid with any questions.

7. Students who are dismissed from the program may apply **ONCE** for readmission.
8. If a student is registered for a course but does not meet the pre-requisites, the student will be administratively withdrawn by the first day of the semester.
9. NURS 111, 112, 125, 165, and 211 may only be taken up to two times. If a final grade of less than 'C' is obtained after the second attempt, the student is dismissed from the program and is not eligible for readmission.

Program Readmission Policy

1. No student is guaranteed readmission. A student may be granted **ONE** readmission if:
 - a. there is space available,
 - b. the student has no previous readmissions,
 - c. the student meets current admission criteria,
 - d. the student meets the current progression policy limits, and
 - e. the student has reviewed a plan for success with the School of Health Sciences.
2. Students who voluntarily withdraw from NURS 171, 172, 271, 273 or 213 must notify the School of Health Sciences office via email at sscarangella@brookdalecc.edu before withdrawing or they may be ineligible for readmission to the program.
3. Students who are unsuccessful in NURS 171, 172, 271, 213 or 273 due to clinical failure or academic integrity violations may be readmitted only upon approval of *the Dean of the School of Health Sciences after consultation with and the support of the faculty member.*
4. Students who are denied placement by any clinical agency are not eligible for readmission into the program.
5. Students who are dismissed from the program will be readmitted under the current curriculum at the time of readmission, if eligible for readmission.
6. Students who have been dismissed from the program more than once may request readmission with amnesty, if eligible for readmission. They **MUST** wait a period of 1-year to reapply to the program. They must meet all current admission criteria. Admission to the program will not occur until there is a separation period of at least 3 years. Students entering the program with amnesty will start the program as a first semester student, complete all NURS courses within a span of 6 semesters, and follow the progression policy in place at that time. Students who have been dismissed from the program for academic integrity violations or for clinical failure may be denied readmission and readmission with amnesty. A student who has been denied clinical placement by any clinical agency is not eligible for readmission with amnesty. An eligible student may reapply with amnesty only one time.

Skills Validation Policy

1. Faculty may require skill validation at any time.
2. Students who do not complete the required skill validation, including the required dosage calculation skill, will not be allowed to attend clinical.

3. All students who are out two semesters or more must validate clinical skills before readmission to NURS 171, 172, 271, and 273.
4. All students who are out one long semester (fall or spring) must validate clinical skills before readmission to NURS 213.
5. Any students who are readmitted after a clinical failure must validate clinical skills before readmission.
6. Students who need to validate skills must register for a specialized Skills Lab.
7. There are fees associated with Skills Lab.
8. Students who do not complete the required skill validation before the start of the semester will not be able to attend clinical.

Web Enhanced Coursework

1. CANVAS is the online learning management program used at Brookdale, in specific courses. Some courses may integrate Zoom for remote learning and or testing.
2. The Nursing Program uses online delivery of some course information, including syllabi, assignments, lecture materials, emails, discussion groups, quizzes, and testing.
3. Networked computers are available in both the Bankier Library and the School of Health Sciences Computer Lab for student use. The College also has a limited number of computers available to borrow. Zoom and CANVAS can be accessed from any network device.
4. Students enrolled in any NURS course are expected to be able to:
 - Use a web browser and word processor
 - Enter data
 - Send and receive email
 - Locate a file and upload it to a drop box
 - Copy and paste
 - Use spell check
5. Some courses may use online proctored exams. The student testing remotely will need access to a desktop or laptop with:
 - The ability to download Google Chrome
 - Internal or external microphone
 - Internal or external web cam with a 320 X 240 VAG minimum resolution
 - At least 2GB free RAM and 250 MG of free disk space
 - Internet speed 0.092 – 0.244 mbps
6. For technical assistance between 8 AM and 6 PM Monday through Friday, please contact the Teaching and Learning Center, (732) 224-2089 (TLC@Brookdalecc.edu). After hours and on the weekend, please contact the Brookdale Help Desk, (732) 224-2829 (helpdesk@Brookdalecc.edu). All course content questions should be directed to the course instructor.
7. Students should print from their home computers as minimal printing opportunities are available on campus.

Distance Learning

1. **All courses, regardless of format adhere to the same standard of rigor.**

2. Brookdale offers an online nursing track, allowing students to take classroom theory at a distance. Lab and clinical experiences are always face-to-face.
3. Specific courses in the Nursing Program are offered using the online format.
4. Students taking online courses are strongly urged to participate in the Teaching Learning Center's orientations. See the TLC orientation webpage:
<https://www.brookdalecc.edu/tlc/students/>

Email

1. Brookdale uses Microsoft Office 365 as the email application for faculty, students, and staff. Students' email address is their username followed by @my.Brookdalecc.edu (example: jsmith2@my.Brookdalecc.edu).
2. All official Brookdale email communications are sent to this account. Students are expected to access this account at least once per week.
3. Course specific information may be shared on CANVAS email. Students are expected to check CANVAS once daily during the semesters and before each class, lab, or clinical.
4. Students should send all school-related emails from their Brookdale email or CANVAS account. Faculty can only respond to students' emails through either of those systems. No other email addresses will be used for faculty/student communications.

CELL PHONE POLICY

1. Cell phones must be turned either to "off" or to "vibrate" during class, laboratory, and clinical times unless specifically cleared by the instructor.
2. Restricted cell phone activities include (but are not limited to) making calls, receiving calls, text messaging, and checking voice mail.
3. If a student must answer an emergency message, they must leave the classroom, lab, patient care areas, and respond as necessary.
4. Some clinical sites may forbid any cell phone use.
5. Some clinical sites may require verification via text message to access electronic health care records.

SOCIAL MEDIA POLICY

Students should use care when referring to their program on social networking sites. It is the students' responsibility to be aware of Federal and State laws regarding privacy and confidentiality of information. The Nursing Department faculty has adopted the ANA's Principles for Social Networking:

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient–nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.

4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing organizational policies governing online conduct.

The Department of Nursing has adopted and adapted the ANA's 6 Tips to Avoid Problems:

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers, co-workers, or clinical agencies, even if they are not identified.
5. Do not take any photos or videos or audio recordings in the clinical environment, including the college lab setting.
6. Promptly report a breach of confidentiality or privacy.

Students who violate this social media policy do so at the risk of being subject to HIPAA procedure/guidelines and consequences and do so at the risk of disciplinary action that can be course failure and/or dismissal from the program.

<https://www.nursingworld.org/social/>

COMPUTER LAB

1. The School of Health Sciences Computer Lab (MAS 101/102) is primarily for health science students. It is available for student use Monday through Friday, 9 AM to 4:30 PM except if a class is scheduled to use the room. The key is available in the School of Health Sciences Office (MAS 120).
2. Additional computers for student use are available in the library.
3. Unprofessional behavior will result in the loss of the right to use the lab.
4. No food or drink is allowed at any time in the computer lab.
5. Printing is not available in the School of Health Sciences Computer Lab.
6. According to College Regulation 2.900R, unauthorized use of college computers includes:
 - a. using computer resources for personal or financial gain;
 - b. using computer resources to solicit others for commercial ventures, religious or political causes, or outside organizations;
 - c. frivolous disruptive or inconsiderate conduct in the computer labs or terminal areas;
 - d. engaging in activity that might be harmful to system performance or access such as flooding the system with email traffic or intentionally introducing a virus to the system or making unauthorized changes to system settings;
 - e. using computer resources such as social networks, email or YouTube to harass another person or entity;
 - f. attempting to circumvent resource limits or security measures;
 - g. engaging in illegal activities, violating license agreements or copyright laws;
 - h. allowing unauthorized users to access a Brookdale account; misusing shared resources;
 - i. violating College policies, regulations, rules and procedures, such as lab and system regulations, and policies and regulations prohibiting discrimination and sexual harassment;
 - j. using College trademarks and logos without authorization. The Regulation also identifies criminal/illegal acts associated with violations of federal, state, or local laws and regulations.

NURSING LAB

Each nursing course includes learning experiences in the College nursing lab that are designed to develop the student's competence in the performance of nursing skills. The lab is where the student is introduced to new skills, practices skills, and is evaluated on skills. Other services provided by the lab are regularly scheduled math workshops or individual tutoring, content and process tutoring, remediation and skill validation for returning/transfer students, and simulation experiences.

Lab Hours

College Lab hours vary throughout the semester, but the Lincroft campus lab is open Monday-Friday by appointment or open-lab format, and Saturday by appointment only. The Wall campus simulation lab is open only for scheduled classes and simulations.

- **Closing Lab Due to Inclement Weather**

If the College is closed due to inclement weather, the skills lab is also closed. Canceled appointments will be rescheduled after the College reopens. Faculty may grant extensions on skill due dates for students who were affected by the College closing.

Professionalism

Professional conduct in the lab will be held to the same standard as conduct in the clinical agency. Any student who exhibits unprofessional conduct will be asked to leave the lab immediately.

Children in the Lab

As per Brookdale policy, children are not allowed in the Lab at any time. Children may not be taken to classes, labs, testing centers, or clinical sites.

Nurse Supply Kits

Nurse kits containing nursing student supplies must be purchased. The kit has supplies the student needs to practice and test skills throughout the program. The student use of individual supplies ensures the use of clean equipment. Any breach of ethics, such as taking equipment from an agency, will be considered a violation of professional behavior. Nurse kit ordering instructions will be provided by the Nursing Department.

The Nurse Supply kit will not be available for purchase in the College Store. You must have the Nurse Kit before practicing your skills in the Nursing Lab. Students repeating course/skills may need to purchase a customized 2nd kit for replacement supplies.

MS Bookings

MS Bookings must be used to schedule Lab appointments for all activities except practice.

Lab Services

- **Practice**

No appointment is necessary for practice. Often a student requires several hours per week to practice. This needed time must be considered when selecting a signup time for testing. Some skills have minimum required practice times noted in the course syllabus. Lab hours are available in Canvas calendar.

- **Guided Practice**

Appointments can be made for guided practice with lab personnel to answer questions and to help with skill performance. Testing cannot be scheduled for the same day as a guided practice. Appointments are made for 30 minutes.

- **Skill Validation/Testing**

After a period of practice, student mastery of designated skills is assessed through peer checkoffs or by lab personnel checkoffs. Satisfactory completion is required to receive credit for the course and/or to attend clinical. Appointments must be scheduled. Students must wear a clean, wrinkle-free lab coat and closed-toed shoes. As skills validation reflects clinical practice, hair, nails, and jewelry must meet clinical requirements.

- **Peer Testing**

Peer tested skills are identified in the course-specific syllabus. Students do not need to sign up with a partner but instead should sign up for scheduled group times when students work in teams to complete the skills validation with the guidance of lab personnel. Students will be in groups on the day of testing.

- **Math Workshops**

Scheduled math workshops are posted on the lab bulletin boards.

- **Tutoring**

Tutoring is available by appointment. Students should arrange an appointment by speaking with lab personnel.

- **Simulation**

The Brookdale nursing faculty believes that simulation enhances nursing education by providing supervised clinical instruction in a controlled setting. Simulation provides a clinical learning environment using low to high fidelity manikins and equipment. Students are introduced to a scenario that mimics a real patient situation and respond using the level of clinical judgment appropriate for their place in the curriculum. During the simulation, students are required to be both an active participant and an observer. After the scenario is over, students and faculty engage in debriefing, a time for reflection and self-evaluation. Brookdale has access to simulation at both the Lincroft and Wall campuses.

- **Communication Form**

Clinical instructors and classroom instructors may refer students to the lab either to re-validate skills or to review content. The student needs to schedule an appointment in the lab and to bring the Communication form from the clinical faculty. The lab personnel will provide the student with a skill validation form to return to the clinical faculty after remediation.

Skills Validation Forms and Retest Forms

1. Skill validation forms will be given to the student who successfully completes the assigned skill according to lab guidelines and dates.
2. The student is responsible for submitting skills validation forms to their clinical instructor.
3. It is the student's responsibility to notify the clinical instructor when skills check-off are behind schedule.
4. Retest forms are given instead of skill validation forms to students who need additional remediation and practice of the assigned skills. Students must reschedule another appointment to retest to achieve a skill validation form.

Appointment Cancellation

1. If testing time needs to be canceled, call 732 224-2493.
2. A record is kept of students who do not cancel their scheduled time but do not show up for testing. Faculty will be notified to reflect unprofessional behavior in weekly clinical evaluation. A pattern of unprofessional behavior can result in clinical failure.
3. Students who are more than 10 minutes late for an appointment will forfeit their time and will need to reschedule at a later date.
4. Students should call the lab if they know they are going to be a few minutes late.

Lab Rules

1. Only authorized persons will be allowed in the lab.
2. Children are not allowed in the lab under any circumstances.
3. Eating, drinking, and smoking are not permitted in the lab.
4. Students will be permitted to work in the lab only when an instructor is present.
5. No photos or audio/video recordings in the lab without consent from the instructor.
6. Students must sign up in advance to be tested but may use the lab for practice whenever it is open. Sign-up is done through MS Bookings when students are ready to have their skill assessed.
7. Students must sign into MS Bookings to document the hours that have been spent in the lab.
8. Students who do not keep appointments will lose the privilege of scheduling their own appointments. Instead, they will have appointment times assigned to them.
9. Students more than ten minutes late for an appointment will forfeit their time.
10. Closed-toed shoes must always be worn in the lab. No short shorts, revealing tops, halter tops, tank tops, or exposed midriffs can be worn in the lab.

11. The uniform requirement for testing and simulations is a clean, wrinkle-free lab coat. Shoes must be closed-toed. Students must bring their stethoscopes and a watch with a second hand. As skills validation reflects clinical practice, hair, nails, and jewelry must meet practice requirements.
12. The Centers for Disease Control guidelines for precautions MUST always be followed.
13. Hands must be washed thoroughly before and after skill validation.
14. Students who do not dispose of needles and syringes in the SHARPS CONTAINERS (according to CDC guidelines) will fail for that skill.
15. Each student is responsible for cleaning up after their laboratory practice/skill testing and restoring the space to its previous order. Responsibilities include (but are not limited to):
 - a. Turn off equipment that remains at bedside (i.e., suction)
 - b. Place the bed at its lowest height
 - c. Place call bell within the patient's reach
 - d. Clothe the patient and position the patient properly
 - e. Open all privacy curtains
 - f. Clear the bedside table of supplies and place the table next to the bed
 - g. Assure all work surfaces are clean
 - h. Place trash in waste containers
 - i. Return tables and chairs to their original location

Students who leave the lab without completing clean-up will be subject to disciplinary action up to and including clinical failure.

16. All accidents, no matter how minor, MUST be reported to the instructor.
17. Participation in clinical simulation is a requirement in all clinical nursing courses.
18. Coming to the lab unprepared, needing further assistance with skill demonstration, or demonstration of unprofessional behavior will result in a mandated return to the lab at a later date. Repeated offenses will be subject to disciplinary action up to and including clinical failure.

• Rules and Procedures for Skills Testing

1. After a period of practice, student mastery of designated skills is assessed through peer checkoffs or by lab personnel check-offs. Some skills may be suitable for remote practice.
2. Students must demonstrate a satisfactory level of performance for each skill in the lab setting before performing the skill in clinical.
3. Satisfactory completion is required to receive credit for the course and/or to attend clinical.
4. Prior performance of a skill in the clinical setting does not excuse the student from lab checkoffs.
5. It is the student's responsibility to sign up for a time in the lab to complete the assigned skills.
6. Appointments must be scheduled on MS Bookings. No scheduling is done over the phone. Students must arrive 15 to 30 minutes BEFORE the scheduled time, depending on the skill, to set up the testing area.

7. Student uniform for skill testing is a clean, wrinkle-free lab coat. Shoes must be closed-toed. Students must bring their stethoscopes and a watch with a second hand. As skills validation reflects clinical practice, hair, nails and jewelry must meet practice requirements.
8. Skill assessment in the lab will be done as follows:
 - a. The lab personnel will observe the student performing the designated skills.
 - b. The lab personnel may question the student to assess the student's understanding of the procedure.
 - c. No teaching will be done during the assessment.
9. Mastery of technical skills for a unit will be completed before the scheduled unit test.
10. Students who have not completed lab skills by their due dates will be deemed "unprepared" for clinical. The student may be excluded from clinical if the instructor determines that the lack of skill preparation constitutes an unsafe practice.
11. A record of individual student skill mastery is maintained in the College lab.
12. Medication calculation tests are considered a lab skill.
13. Students may not interrupt instructors during an assessment nor observe each other's assessments.
14. Coming to the lab late, unprepared, needing further assistance with skill demonstration, or demonstration of unprofessional behavior will result in a mandated return to the lab at a later date.

• Dosage Calculations Skill

Dosage calculation is a critical skill in nursing, which requires accuracy to ensure patient safety. To promote life-long accuracy and safety in dosage calculation, nursing students at Brookdale are required to demonstrate mastery of mathematics and dosage calculation throughout the Nursing Program.

1. Dosage calculation is considered a lab skill. Skill mastery is assessed by math tests.
2. Students must pass the math tests in NURS 125, 172, 271, and 273. The passing grade for each math test is 90%.
3. Students may use simple calculators for dosage calculation. *NCLEX has calculator embedded in the exam, we encourage students to use the embedded calculator on Canvas
4. Students will have three (3) opportunities in each course to pass the math test. Re-tests will not be the same test as the original test.
5. If a student is unsuccessful at the math test, they must meet with their full-time Faculty to develop a remediation plan. This remediation plan should include required attendance at math workshops. The remediation plan is documented on a communication form.
6. Students will have three (3) opportunities to pass the math test, and all math tests must be passed by the date identified in course materials. Failure to meet the course requirement will result in a course failure.

7. Students who are unsuccessful in their attempts at the math test in NURS 125 may attend 171 clinical. Students unsuccessful on their math test in NURS 172, 271, or 273 can attend clinical, but may not administer medications in the clinical setting. Students will be marked as unsatisfactory for clinical.
8. Successful completion of the math exam with a score of 90% or more is a course requirement for NURS 125, 172, 271 and 273. Failure to meet the math requirement will result in a course failure.
9. Students unsuccessful upon their third attempt at the math test may make an appointment with the Dean of the School of Health Sciences to discuss educational options. Any additional remediation is made by faculty in consultation with the Dean of the School of Health Sciences. Math tests must be passed by the date identified in course-specific materials. If a passing grade has not been achieved by the specified date, either because of unsuccessful attempts or missed appointments, the student may not pass medications in the clinical setting and will continue to be marked as unprepared for clinical.
10. Students who are unsuccessful on their third math test attempt in NURS 172, 271, or 273 may attend class and take unit examinations but will not be allowed to sit for the final exam.
11. If the student shows a pattern of “unprepared for clinical” the student will receive an F at the end of the semester.

• Rules for Simulation

1. Students will engage in and participate in the scenarios as a professional and treat simulation as a realistic patient care experience.
2. Students are expected to come to simulation experiences on-time, prepared, and ready to participate. Students are to wear clean, wrinkle-free lab coats. Shoes must be closed-toed. Students will bring standard equipment (e.g., stethoscope, watch with a second hand) unless otherwise directed by their clinical faculty.
3. Manikins are considered “real” patients and are to be treated with respect.
4. Students will be both an active participant and an observer during the simulation.
5. Participants in simulated scenarios need to be mindful of all standard precautions and transmission specific precautions (contact, droplet, airborne).
6. HIPAA rules apply (learners should not share details and activities with learners who have not participated in the simulation experience except in faculty-led conferences).
7. Please let the clinical instructor know of any allergy to latex before simulation.
8. No food or drink is permitted in the simulation area.
9. Ink pens will stain the manikins. No ink pens near the manikins (please bring a pencil and notebook).
10. All electronic devices are to be turned off during simulation unless pre-approved by faculty.
11. Students should report any non-functioning equipment to the faculty.

12. Conversation and discussion will be limited to the simulation experience and related nursing topics.
13. Only persons authorized and crucial to the simulation experience are permitted in the Simulation Lab and/or control room.
14. Faculty may video record simulations for the purposes including, but not limited to, debriefing, faculty review, and educational support.
15. Students who arrive late to the simulation will not be allowed entry and will need to reschedule the experience.

UNIFORM POLICY

1. In the event there appears to be a conflict between the Brookdale dress code and the clinical agency requirements, the more restrictive policy will be enforced.
2. Students will dress in a manner that will not jeopardize the safety of the patient or the professional relationship with the patient.
3. Students who violate the dress code will be excluded from participation in Lab/Clinical and must make up the missed time according to program policies.
4. Uniform shirts and pants/skirts must be purchased through the vendor's virtual apparel store.
5. White lab coat can be purchased anywhere.
6. The Brookdale uniform for lab skills testing, peer testing, and simulation is a:
 - a. Clean, wrinkle-free lab coat.
 - b. As skills validation and simulation are reflections of clinical practice, hair, nails, and jewelry must meet practice requirements.
 - c. Shoes must be closed-toed.
 - d. The student must bring their stethoscope and watch with a second hand.
7. The Brookdale uniform for clinical is:
 - a. Designated light blue shirt with the Brookdale logo and designated dark blue pants or skirt. Skirts must not be shorter than 3" above the knee.
 - b. Designated tee shirt under the light blue shirt is permitted if needed to ensure body parts are not exposed.
 - c. Brookdale name pin purchased through Brookdale bookstore.
 - d. White or black nurses' shoes/sneakers and white stockings or socks. Shoes must be clean, polished, and styles that conform to meet safety standards (closed-toed, closed-heeled, non-porous, and slip resistant). Unacceptable shoe types include clogs, with or without heel strap, "croc" style shoes with holes on the side or holes on the top. No logos or branding symbols.
 - e. Watch with a second hand.
 - f. Stethoscope and pen light.
 - g. Small pocket notebook and pen.
 - h. No lanyards are allowed.
8. Religious headwear is acceptable.
9. Medical Alert jewelry is acceptable.
10. Hair will be neat, clean, and freshly combed in a conservative style.
 - a. No Mohawks or asymmetrical styles are permitted.
 - b. Hair must be a natural color with no extremes in dying, bleaching, or coloring. No fad designs or colors will be accepted.
 - c. Hair will not fall in front of the shoulders while in the clinical setting or lab. Hair must be secured from falling across the face when in clinical and lab.
 - d. Facial hair, mustaches, beards, and/or sideburns will be neatly trimmed and short. Facial Hair should not include any rubber bands, beads or

braids. Facial hair that may interfere with the integrity of the face mask seal will not be permitted.

11. Fingernails must meet the following criteria:

- a. No longer than $\frac{1}{4}$ inch.
- b. Clean.
- c. No artificial nails, nail wraps, nail gels, decorations, nail jewelry or other artificial additions to natural nails.
- d. Nail polish, if applied must be free of cracks and chips.
- e. Nail polish color is restricted to pale, neutral colors.

12. Make-up, when worn, must be applied subtly.

13. Perfume or cologne are not to be worn.

14. No noticeable odor of tobacco smoke on person or clothes.

15. Any visible jewelry will be professional in appearance and will create no safety hazard:

- a. Earrings will be $\frac{1}{4}$ " in diameter or smaller and fit snugly against the ear lobe. Only two pierced stud allowed in each earlobe. No dangling necklaces allowed.
- b. Jewelry that inhibits the effective practice of standard precautions is prohibited.

16. No body piercings will be visible while in any clinical setting.

17. Tattoos must not be offensive, religious or graphic, and must be covered if offensive to the agency staff or patient(s) they are caring for.

Students may also be required to wear the ID of the clinical facility while on site.

HEALTH REQUIREMENTS

• Documentation of Compliance with Health Status

1. All students must comply with health requirements for the entire semester. The student is responsible for submitting evidence of health status and immunity to our compliance tracking provider, DISA Healthcare Technology.
2. Any student out of compliance with this policy will be prohibited from attending clinical. Absences from clinical place students at risk for course failure and are only made-up according to program policies.
3. Information about health requirements will be shared with clinical agencies.
4. Annual Health Assessment must be completed by the designated due date before the first clinical rotation and be updated annually (August 15 for fall/December 10 for spring).
5. Except for influenza (flu) vaccination, and Covid 19 vaccination, immunizations are reviewed once at the beginning of the program.
6. Influenza (flu) vaccination must be updated annually for the current flu season by Oct 15. Failure to have immunization may have implication for clinical attendance. Clinical agencies have the right to refuse placement to persons waiving flu vaccine.
7. Students must be fully vaccinated against the Covid 19 virus and receive the Covid 19 vaccine booster as soon as they are eligible Clinical agencies have the right to refuse placement to persons waiving the Covid 19 vaccine.
8. Students who refuse Hepatitis B vaccination or have not completed the full series of Hepatitis B vaccination must sign the Hepatitis waiver.
9. Only Brookdale health forms are accepted.
10. In the event, clinical agencies request additional requirements; the student must comply with the requirement and the associated deadline.
11. Students who do not comply with this policy are not permitted to attend clinical. Absences from clinical place the student at risk for course failure and are only made-up according to program policies.

• Fatigue

Fatigue can impair a health care worker's ability to provide safe, professional nursing care. The Nursing Department strongly urges all students to carefully assess his/her level of fatigue, school requirements in terms of lecture, on-campus labs and clinical experiences, and their work schedules. This assessment should carefully consider the potential impact of excessive employment on his/her ability to provide safe, professional nursing care, and to succeed in the Nursing Program.

• Latex Sensitivity/Allergy

Students with Latex Sensitivity/Allergy must provide the College ADA contact documentation of the specific sensitivity/allergy with suggested safety guidelines from the healthcare provider to request a reasonable accommodation. Information regarding latex sensitivity/allergy will be shared each semester with the clinical agency where the student has clinical experiences. The student will be responsible for providing his/her own gloves.

Change in Health Status

1. In the event of a change of student's health status (due to sickness, pregnancy, surgery, injury, etc.) or any change in functionality of the student in clinical or simulation settings, the student must notify their clinical faculty member immediately.
2. In the event of a temporary condition which may limit mobility and/or dexterity (e.g., cast, crutches, wheelchair) the student may be asked to withdraw from the program until such condition is corrected. The program reserves the right to refuse students when the safety of client care provided may be compromised.
3. Before being permitted to return to clinical, the student must submit, to their clinical instructor, a release form (Appendix F) from a health care provider stating the student is physically and mentally/emotionally able to provide nursing care to patients without restrictions. The release form must be signed by the health care provider and dated. See the list of Technical Standards for requirements for unrestricted patient care (Appendix G).

• Incident Report Policy

An incident report (Appendix H) must be submitted for any event that has the potential for harm to any person in the Nursing Program, which occurs during any NURS class, lab, or clinical assignment. The student is responsible for informing the faculty member as soon as possible after the event.

• “Clean” Needle Stick Guidelines

In accordance with the Center for Disease Control (CDC), all sharps are to be handled safely and disposed of properly. In the event of a “clean” needle stick, the lab personnel should be notified immediately so that first aid can be provided. An incident report should be submitted. Complications from a “clean” needle stick may include tenderness, minor bleeding or bruising, and infection.

• Post Exposure Blood and Body Fluid Procedure and Process

The primary means of preventing occupational exposure to HIV and other blood-borne pathogens is in the strict adherence to infection control standards, with the assumption that the blood and other body fluids of all individuals are potentially infectious. The routine use of barrier precautions when anticipated contact with blood or body fluids, immediate washing of hands or other skin surfaces after contact with blood or body fluids, and careful handling/disposing of contaminated sharp instruments or other equipment during and after use is recommended. Student responsibilities include:

1. Annual review of Infection Control/Blood Borne Pathogens module on Learning Harbor.
2. Utilize appropriate barrier precautions during the administration of care to all individuals.
3. Utilize appropriate safety devices for the handling/disposing of contaminated sharp instruments or other equipment.
4. Immediately report accidental exposure to blood or body fluids.
5. Initiate immediate intervention of the management of accidental exposure to blood or body fluids:

- a. Immediately wash the area with soap and water.
 - b. Immediately report the incident to the instructor and/or supervisory personnel.
 - c. Complete appropriate documentation according to agency standards and provide a copy of the report to the Dean of Health Sciences. Another copy will be kept in the student's file.
 - d. Submit an Incident Report.
6. Decisions regarding post-exposure management, prophylaxis, and follow-up will be at the discretion of the individual and his/her health care provider.
 7. The injured party will be financially responsible for the treatment, prophylaxis, and follow-up care resulting from the incident. Typically, an ED follow-up is not required unless emergency care is deemed necessary (i.e., sutures).

• **Post-Exposure Communicable Disease**

If a student is exposed to a reportable confirmed communicable disease during their clinical rotation, the student will be notified as being an individual who may have been in contact with the case during the infectious period of disease. Notification may come from either the College or the clinical agency's occupational health department. The student will receive post-exposure prophylaxis information. Decisions regarding post-exposure management and follow-up will be at the discretion of the individual and his/her health care provider.

• **Fitness for Duty Policy**

It is expected that the student will come to class, lab, and clinical in a condition fit for the competent and safe performance of their duties and that such a fit condition will be maintained throughout the assigned times. When a faculty member ascertains that a student is having performance problems and/or substance abuse is suspected, the instructor will:

- a. Observe and document deficiencies in the student's performance.
- b. Confront the student with specific observed indicators of the student's substandard performance. Examples of indicators may include but not be limited to:
 - i. Absenteeism and/or tardiness.
 - ii. Drowsiness or lassitude.
 - iii. Smell of alcohol on the breath/body.
 - iv. Inability to complete clinical assignments.
 - v. Slurred/incoherent speech or speech pattern different from normal speech.
 - vi. Unusual aggressive behavior (verbal/physical).
 - vii. Unexplained change in mood.
 - viii. Change in appearance.
 - ix. Lack of manual dexterity.
 - x. Lack of or decreased coordination in body movement.
 - xi. Inappropriate responses to stimuli – verbal/non - verbal.
 - xii. Unexplained work-related accident or injury.
 - xiii. Inattentiveness to work.

- c. If the student's observed behavior or performance raises any questions about the student's fitness to perform the clinical assignment safely, the instructor will:
 - i. Stop the student's participation in clinical assignment immediately.
 - ii. Interview the student regarding observations and ask for an explanation.
 - iii. Seek concurrence from a second registered nurse that the student is unfit for duty.
 - 1. The concurrence of two RNs will result in the student being sent home with a clinical absence.
 - 2. If applicable, an arrangement will be made for someone to drive the student home. The student must leave the clinical environment.
 - 3. Faculty will notify the Dean of the School of Health Sciences as soon as practical that the student was removed from clinical for suspicion of substance abuse.
 - iv. Schedule a meeting with student and Dean of the School of Health Sciences to discuss behavior and/or signs of impairment; establish expectations and limits for future behavior of the student.
 - d. Any student who withdraws or is dismissed from school to obtain treatment may re-apply to the Nursing Program one time. The student must apply in writing to the Dean of the School of Health Sciences. If the student qualifies for readmission, the student will be informed of any requirements which must be met to re-enter the program and of special conditions which might be required.
- 2. If the student disputes the faculty finding of unfit for duty, he or she should request immediate drug/alcohol screening. The student is responsible for all costs associated with the screening. The student must agree to release the results of the screening to the Dean of Health Sciences at Brookdale.
 - a. Any student with a positive screening will be dismissed from the program and referred for appropriate counseling.
 - b. If the results of the test indicate a negative test for alcohol or drugs, the student shall meet with the faculty/ Dean of the School of Health Sciences to discuss the circumstances surrounding the impaired clinical behavior. Based on the information presented during this meeting, the faculty, in consultation with the Dean of the School of Health Sciences, will decide regarding the student's return to the clinical setting. If returned to the clinical setting, the student must make-up any absences incurred.
- 3. If the student is in the classroom or other College property and is deemed unfit and/or using alcoholic beverages, illegal or un-prescribed controlled chemical substances the instructor will follow the steps outlined in the College-wide Student Conduct Code. The event will be reported to the Director of Conduct and/or Brookdale police. Students will be reported to the local authorities for any illegal activities.
- 4. Habitual impairment or unwillingness to seek treatment is cause for dismissal from the Nursing Program without readmission.

CLINICAL REQUIREMENTS

• Clinical Requirements Rules

Students are always expected to follow the clinical requirement rules listed below:

1. Students must arrive at the clinical unit on time. The student who arrives late may be excluded from clinical, incurring a clinical absence.
2. Students must demonstrate evidence of preparation to provide responsible, safe nursing care.
3. The student is responsible for seeking direction from the clinical instructor/preceptor before the performance of nursing skills.
4. Students may not be on clinical units outside of scheduled clinical hours and may not use their agency badges to access clinical facilities outside of scheduled clinical hours.
5. Students are subject to the parking regulations established by the clinical agencies and are expected to park in designated areas only. Not all clinical agencies provide parking. Brookdale is not responsible for parking, or towing expenses or injury to property sustained at a clinical agency.
6. Unauthorized use of agency badges will result in immediate dismissal from the program. Noncompliance with the policies and procedures of the Nursing Program, faculty guidelines, or clinical partners may be grounds for clinical failure.
7. Personal belongings brought to clinical need to fit into the student's pocket. There are no lockers in the clinical site.
8. Taking photographs and/or recording of any kind is prohibited at any clinical facility. The camera and recording function on any device must be disabled while in the clinical facilities. This rule is inclusive of pre-conference, post-conference, or other patient care conferences.
9. Students must follow all applicable professional guidelines and laws, such as the Health Information Portability and Accountability Act (HIPAA) when using technology. Students may not import, copy, or store data from hospital information systems. Students may access patient records only as directed by the clinical faculty.
10. Faculty are authorized to exclude a student from participation in clinical sessions when the student is unprepared, when the student is tardy, when performance falls below a competent level, when patient safety is jeopardized, when the Fitness for Duty policy is violated, when the student does not meet agency health standards, for unprofessional behavior, or when the student does not comply with agency policies.
11. In the above situations, participation in clinical experiences will be discontinued until there is evidence that the student's progress meets the criteria for competent, safe clinical performance.
12. If a student is deemed to be unsafe, the student will be excluded from clinical, may not withdraw, will be assigned a grade of F, and will fail the course. **This is applicable at any time during a term.**

13. If an Agency refuses to allow a student to continue in clinical, the student may not withdraw, will be assigned a grade of F, and will fail the course.
14. Students denied clinical placement by any Agency will be dropped from the program.
15. Students who have been denied admission to an Agency because of the criminal history background check will be dropped from the program.
16. Students who have been denied admission to an Agency because of the drug screen results will be dropped from the program.

- **Immediate Clinical Dismissal Behaviors**

Behaviors that may result in immediate clinical dismissal include, but are not limited to:

1. Determination by the clinical faculty that the student is unsafe
2. Determination by the clinical faculty that the student is unprofessional
3. Performing acts beyond the scope of nursing practice
4. Unauthorized use or distribution of equipment or drugs
5. Falsification or alteration of Agency documents
6. Breach of clinical computer password
7. Unauthorized access of patient records
8. Client abuse, neglect, or abandonment
9. Felonious acts
10. Violation of ethical principles
11. Violation of the Fitness for Duty Policy

- **Clinical Attendance Requirements**

Students are required to meet all scheduled clinical learning experiences within the following parameters:

1. Students who miss more than the total clinical hours for one week of clinical for the course they are registered in will be assigned a grade of F.
2. In the event a religious holiday falls on a clinical day, the student is responsible for making up the time. These hours are not considered a clinical absence.
3. Opportunities to make up absences are available by attending clinical make-up days built into the calendar and/or attending a clinical session with another group. In limited circumstances, faculty may allow make-up with an alternative learning assignment. This is by faculty discretion only.
4. Attending another clinical session is only available on a space-available basis with the instructor's permission. The built-in make-up days are not available in all courses and space is limited by state regulation and agency preference.
5. It is the student's responsibility to arrange clinical make-up days. Failure to do so will result in a clinical failure.
6. Students are responsible for making arrangements with the appropriate clinical instructor with whom they are making up the absence at least one week in advance of the desired experience.
7. If the student is unable to complete the required clinical experience in the time provided, the student's situation will be reviewed by the faculty member in conjunction with the Dean of the School of Health Sciences to determine the feasibility of an incomplete grade.

- **Chaperoning Policy**

When students are performing procedures that are patient-sensitive, the student should talk with the instructor to receive guidance and to determine if the presence of another individual is advisable. The instructor may, at any time and at his or her sole discretion, require that another individual be present during any patient interaction.

- **Clinical Evaluation**

Faculty believes clinical evaluation is an educational as well as an evaluative process. The clinical evaluation tools focus on the achievement of learning outcomes. Each instructor will record weekly progress notes related to the course outcomes and share these notes with students. These weekly progress notes feed into midterm and end of term evaluations. Throughout the program, students are responsible for previously taught skills and components of a skill. Behaviors that jeopardize patient safety show a lack of professionalism or show a lack of progress toward reaching the expected course outcome will result in clinical failure. The clinical evaluation tool can be found in the course syllabus.

- **Clinical Failure Appeal Process**

A student who is dismissed from the Nursing Program because of unsafe or unprofessional clinical performance or failure to achieve clinical learning outcomes at the indicated level may appeal the decision if he or she believes that the faculty member has inconsistently applied department policy or the faculty member has rendered a decision without considering all the pertinent facts. The student should follow the College-wide Appeal Process, as described in the College Student Handbook (<https://www.Brookdalecc.edu/vp-learning/grade-appeal>).

GRADING POLICY

• Grading Scales and Progression Policies

1. Brookdale Community College uses letter grades for all courses. The grading system for the nursing courses is structured as follows:
 - A = 94 – 100
 - A- = 90 – 93.99
 - B+ = 87 – 89.99
 - B = 84 – 86.99
 - B- = 81 – 83.99
 - C+ = 78 – 80.99
 - C = 74 – 77.99
 - D = 65 – 73.99
 - F = 64.99 and below
2. A course grade of C is required to pass any nursing course. Students who do not earn a grade of C may not progress to the next nursing course.
3. Criteria for the achievement of grades for each nursing course are established by the faculty teaching that course and are announced at the beginning of each term.
4. The weight of each examination and assignment is stated in the course grading policy.
5. A nationally standardized, comprehensive exit exam will be administered during NURS 213. All students are required to sit for this exam as scheduled in NURS 213. Students DO NOT have to achieve a certain minimum score on this exam to progress in the Nursing Program. See Standardized Exam Policy.
6. To complete any nursing course successfully, students must:
 - a. Complete all course assignments.
 - b. Sit for any required examinations.
 - c. Achieve a cumulative course grade of 74% or better.
7. Students who do not achieve a course grade of 74% will be assigned the grade earned. Students who do not earn a grade of C or better cannot progress to the next nursing course or graduate from the program.
8. Unit and final exams will be reported as the grade assigned by the faculty calculated to the second decimal place, without rounding. These grades will be weighted according to the course grading policy.
9. In calculating the course grade, NO ROUNDING will occur. The weighted average of the unit and final exam grades will NOT be rounded to the next whole number. For example, 73.99% is NOT rounded to 74% and does not qualify as a passing grade. 74% or better is the program's standard for progression. The course grade is posted on Self Service/WebAdvisor.
12. Students must receive a passing grade in clinical to pass a nursing course. A fail grade in clinical will result in an F for the course.

- **Incomplete Grade**

1. Incomplete grades are contingent upon the approval of the instructor. Instructors are under no obligation to grant incompletes.
2. An incomplete grade may be granted in rare circumstances.
3. An incomplete will not be given if the student has failed the final examination.
4. Incomplete work for a course should be completed by the 21st day after the end of the current semester or term, exclusive of College closings.
5. If incomplete work is not finished by the designated due date, the student will be assigned a grade of F.
6. To calculate academic standing, the incomplete grade will be treated as an F.

- **Dismissal and Withdrawal**

1. Students whose course grade does not reflect 74% (C) in NURS 171, 172, 271, 273, or 213 fail the course and will be dismissed from the program.
2. Students who withdraw from NURS 171, 172, 271, 273, or 213 are dismissed from the program.
3. Students who do not earn a pass grade in clinical in NURS 171, 172, 271, 273, or 213 fail the course. They will be assigned a grade of F and will be dismissed from the program.
4. Students who exceed the number of allowed clinical make-up days may attend class and take unit examinations but will not be allowed to sit for the final examination. Students can attend clinical but may not administer medications in the clinical setting and will be marked unsatisfactory. The student will receive an F at the end of the semester.
5. Students who attempt to withdraw after the designated drop date will be assigned a grade of F and will be dismissed from the program.
6. The drop date for NURS 273 is earlier in the semester than the College published drop date due to the shorter duration of the course. The drop date is published on the course calendar.
7. Medical withdrawals must meet College policy. Medical withdrawals will not be granted after final examinations.
8. NURS 111, 112, 125, 165, and 211 may only be taken up to two times. If a final grade of less than "C" is obtained after the second attempt, the student is dismissed from the program and is not eligible for readmission.
9. Faculty retain the right to immediately dismiss a student from the nursing program when the student's behavior represents a serious violation of program standards. See Immediate Clinical Dismissal Behaviors.

- **Readmission for Dismissed Students**

1. Students who have been dismissed from the program due to either classroom failure or voluntary withdrawal may apply **ONCE** for readmission.
2. Students who have been dismissed from the program due to a clinical failure may apply **ONCE** for readmission **IF** they have **WRITTEN** support of the faculty member of record. Readmission is at the discretion of the Dean, after consultations with faculty members and the evaluation of the student's record.

3. If the student has failed NURS 171, 172, 271, 273 or 213 and is registered in NURS 111, 112, 125, 165, or 211, the student may complete these courses and the dismissal will be effective at the end of the semester.
4. Students who are eligible for readmission must send a letter or email to the Health Sciences Specialist requesting readmission.
5. Students who have been dismissed from the program and have been readmitted must repeat the entire course, including all components of the course.
6. Students who have been dismissed and have been readmitted may have their clinical placement determined by the School of Health Sciences.
7. Faculty may request validation of skills at any time.
8. No student is guaranteed readmission. A student may be granted **ONE** readmission if:
 - a. there is space available,
 - b. the student has no previous readmissions,
 - c. the student meets current admission criteria,
 - d. the student has reviewed a plan for success with the Dean of the School of Health Sciences
9. Advanced placement students who fail out of the program and are not eligible for readmission may apply three years after their date of dismissal for entry to NURS 171. That will be the final re-admission.
10. Students who are dismissed for violation of academic integrity are not eligible for readmission.
11. Students who have been dismissed from the program for academic integrity violations or for clinical failure may be denied readmission with amnesty.
12. Students who are denied clinical placement by any clinical agency are dismissed from the program and not eligible for readmission.

• **Readmission for Students Who Voluntarily Withdraw**

1. When a student postpones registering for a term or has voluntarily withdrawn from a course, the student must withdraw from the program.
2. If the student has withdrawn from NURS 171, 172, 271, 273 or 213 and is registered in 111, 112, 125, 165, or 211, they may complete these courses, and the dismissal will be effective at the end of the term.
3. Faculty may request validation of skills at any time.
4. Students who are out for health reasons must present a health clearance before returning to the program.
5. All readmissions are contingent on the availability of space.
6. Returning students will be admitted on a space-available basis beginning the first Monday in August for the fall term and the second Monday in January for the spring term.
7. Withdrawals and leaves will not be granted after the final exam.
8. Students withdrawing from the program **for any reason** should review the Program Progression Policy.

COMPLAINTS

1. If a student has a concern or a complaint, they are encouraged to resolve those issues with the appropriate channels. Faculty believes that every attempt should be made to resolve complaints at the lowest level possible.
2. Faculty reserves the right to bring in another faculty member to a meeting discussing student concerns or complaints. Likewise, students may elect to invite a third party to listen during these meetings.
3. The School of Health Sciences requests students use the following chain of command sequence below when dealing with issues and concerns:

- **Chain of Command:**

Classroom issue → Course faculty → Department Chair → Dean School of Health Sciences

Clinical issue → Clinical faculty → Course faculty → Department Chair → Dean School of Health Sciences

Skills Lab issue → Skills Lab personnel → Nursing Skills Laboratory Assistant → Course faculty → Department Chair → Dean School of Health Sciences

- **Grade Appeal Process**

1. Any student has the right to present a grievance by following College protocol described in the College Student Handbook (Appendix H).
2. Students who are in the appeal process may not attend clinical (NURS 171, 172, 271, 273, 213) or sit for any examinations until the appeal is resolved.
3. Suggestions for preparing for the grade appeal process are located on the web page of the VP for Learning at <https://www.Brookdalecc.edu/vp-learning/grade-appeal/>

SUPPORT SERVICES FOR STUDENTS

School of Health Sciences Counselor provides non-academic support to the students in a variety of ways. First, the Counselor is available to help students meet degree requirements so that the student can stay on track toward degree completion. Second, the Counselor is equipped to disseminate transfer information and career planning so that students are aware of the requirements for continuing their education or entering the world of employment. Third, this individual is available to offer workshops and seminars aimed at student success. Such topics include but are not limited to Test Anxiety and Test-taking Strategies. Finally, because this individual is a licensed professional, he/she is available for personal and crisis counseling when students are experiencing difficulties due to minor, as well as major life stressors.

Academic Advisors offer advisement services to all Brookdale students. These services include academic advisement and transfer planning. For student convenience, some services are also available online through our Distance Advising Program. Advisors can be seen on a walk-in basis, no appointment necessary; however, wait times could become lengthy during peak periods. For more information, students can call 732 224-2555.

Crisis Counselors provide personal counseling dealing with relationship problems, substance use issues, family difficulties, and personal crises. If a student is in crisis off campus, they can call 732 224-2329 and be connected with Monmouth County Resources.

Faculty Office Hours Full-time faculty have available office hours, posted on their schedules and in the CANVAS course shell. Students are encouraged to seek instructor assistance for academic support and/or concerns.

PRN Pals is a Brookdale nursing student specific peer tutoring service offered through the Nursing Honor Society. Any nursing student who wants tutoring must email NursingHonorSociety@brookdalecc.edu.

Tutoring Brookdale offers a wide range of tutoring options both online and face to face. After clicking the “My Brookdale” tab on the upper right corner of the homepage, students can select “Tutoring” on the left. This link will take you to a list of all the tutoring options, including ThinkingStorm, a free online tutoring service that offers on demand tutoring 24/7. Brookdale’s face to face and virtual tutors from the Writing Center, Reading Center, and Math Lab will also be available in the Bankier Library Tutoring Center during the week. [Academic Tutoring - Brookdale Community College \(brookdalecc.edu\)](https://brookdalecc.edu/academic-tutoring)

Reading Center offers academic support for Brookdale students enrolled in any Brookdale course who need assistance in applying reading strategies in their current courses. Students can schedule an appointment online through tutortrac.brookdalecc.edu.

Writing Center offers academic support to any Brookdale student enrolled in any Brookdale course that requires writing. It is staffed by professional writing consultants, many of whom teach English classes. The Writing Center helps with essays and research papers from every academic discipline, including business, communications,

history, nursing, and political science. The Writing Center is located in LAH 118; there are also Writing Centers at the Regional Locations.

Math Lab is located in MAS 204; it is an area where students may study, do homework, obtain assistance, and meet with a study group. Students do not need an appointment to work in the Math Lab. For information call 732 224-1808.

Student Success Centers are the one-stop for academic and student support services at the Regional Locations. Open computer labs are available for student use during all general open hours at the Regional Locations.

Student Services Center – Lincroft's One Stop Center is a central location on the main campus where students can take care of all their enrollment needs. Located in the CAR Building, Center staff can answer all student questions – whether it's enrolling in a class, getting transcripts, or paying for college, and much more. Center staff will show students how to access and use the new self-service modules – like Student Planning and Self Service/WebAdvisor. Students can do things like add/drop or register online instead of driving to campus or another regional location.

Bankier Library supports the curricula by providing resources, for students as well as faculty, both in the library and online. The Information Commons is an open computer lab where students can research, email, and access software applications. As a facility, there are opportunities for both individual and group study.

Veteran's Center provides support services to veterans and active duty military personnel. In addition to being a service and information hub, the Center is a focal point for our veterans to gather and interact informally. It also provides a dedicated location for Veteran Club meetings. The Center is in MAC 112. To schedule an appointment or for additional information on services and resources, faculty and students can call 732 224-2095.

Accessibility Services Office in compliance with federal and state laws offers reasonable accommodations and/or services to persons with disabilities. Students with disabilities who wish to self-identify must contact the Accessibility Services Office at 732-224-2730 (voice) or 732-842-4211 (TTY) to provide appropriate documentation of the disability and request specific accommodations or services. If a student qualifies, reasonable accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

• IMPORTANT ONLINE COLLEGE PUBLICATIONS

The Brookdale Catalog is available online at <http://catalog.Brookdalecc.edu/>

The Brookdale Student Handbook is available online at <https://www.brookdalecc.edu/avp-student-affairs/handbook/>

• IMPORTANT CONTACT INFORMATION

College Nursing Lab (Lincroft)	732-224-2493
College Simulation Lab (Wall)	732-280-7090 (ext. 6166)
Bayshore Medical Center 727 N. Beers Street Holmdel, NJ 07733	732-739-5900
CentraState Medical Center 901 West Main Street Freehold, NJ 07728	732-431-2000
Jersey Shore University Medical Center 1945 NJ 33 Neptune City, NJ 07753	732-775-5500
Monmouth Medical Center 300 2 nd Ave Long Branch, NJ 07740	732-222-5200
Ocean University Medical Center 425 Jack Martin Blvd Brick, NJ 08724	732-840-2200
Raritan Bay Medical Center 530 New Brunswick Ave Perth Amboy, NJ 08861	732-442-3700
One Hospital Plaza Old Bridge, NJ 08857	732-360-1000
Riverview Medical Center 1 Riverview Plaza Red Bank, NJ 07701	732-741-2700
Jayne Edman Dean School of Health Sciences	732 224-2415 jedman@Brookdalecc.edu
Tara Rostron-Lorenz Department Chair	732 224-2531 trostron@brookdalecc.edu
Tamara Bado Specialist School of Health Sciences	732 224-2416 tbado@Brookdalecc.edu
Academic Advising	732 224-2555
Counseling	732 224-1822
Specific faculty	See College directory/course syllabus

STUDENT INVOLVEMENT

Students are strongly encouraged to take an active role in organizations and committees. Student nurses at Brookdale can participate in:

Nursing Faculty Committees Representative

Faculty Committees inviting student participation are the Faculty, Curriculum, and Advisory Committees. During these meetings, students can share their concerns and/or provide feedback on a variety of issues.

Student Nurses Association (SNA)

1. Students are expected to join the National Student Nurses Association (NSNA), of which the SNA is a local chapter.
2. SNA bylaws detail the organizational structure.
3. The purpose of the SNA is to assist in the professional development of the student. Often these meetings include a guest lecturer whose area of expertise involves an aspect of health care.

Nursing Honor Society

In the spring of 2012, the Organization for Associate Degree Nursing (OADN) approved the formation of a national honor society for Associate Degree Nursing Programs to be known as Alpha Delta Nu. Brookdale is chartered as the Alpha Sigma Chapter. To be considered for membership, students must meet all the following:

1. Students must have a 3.0 overall GPA.
2. Students must receive a grade of B or higher in all nursing courses on the first attempt.
3. Students must have demonstrated conduct on campus and in the clinical areas that reflect integrity and professionalism.

Students who meet eligibility requirements will be invited for consideration for induction during the first eight weeks of NURS 271. **Participation is optional.** If the student wishes to join Alpha Delta Nu, the following are the expectations:

1. Pay the membership fee.
2. Complete a capstone/service project.
3. Complete a minimum # hours of tutoring for the SNA-sponsored peer tutoring program PRN Pals.

Program/Course/Faculty Evaluation

Students are given opportunities to evaluate specific program resources, courses, classroom and clinical instructors, and the program. Constructive student feedback is important for improving the curriculum and instruction. Evaluation forms/links and directions for completion are provided in each course. The data collected is anonymous and is used only in the aggregate. Also, approximately nine months after graduation, the student will receive a request to participate in the Graduate Program Survey.

Gifts

It is faculty policy that students shall not purchase gifts for them at the end of clinical rotations/class. Please adhere to this policy when thanking faculty for their support and guidance.

PINNING

At the end of each term, the Student Nurses' Association (SNA) sponsors a pinning ceremony honoring the graduating class. To participate in the pinning ceremony students must, per College policy:

1. Have completed all program requirements or
2. Have completed all but seven credits of the program requirements and be registered for the seven credits for the next semester.

Pinning Guidelines

1. Pinning will be SNA sponsored and student-centered.
2. Pinning will be held after class, and clinical program requirements have been completed.
3. Faculty will attend as guests.
4. The guest speaker may be an individual of the students' choice.
5. All aspects of pinning must be approved by the SNA advisor and the Dean of the School of Health Sciences.
6. Only funds earned by the SNA (and not allocated by the Student Activities Board) may be used for pinning.
7. The class will appoint a chairperson and a committee to coordinate the pinning ceremony.
8. Only students who belong to the SNA may participate in pinning.
9. Students must wear professional uniforms at pinning, as decided by the Dean of the School of Health Sciences.

GRADUATION AND LICENSURE

1. Students who have a minimum of 45-degree credits by the beginning of the graduation semester are sent an email from the Registrar regarding graduation eligibility. If eligible, students can apply for graduation via Self Service/WebAdvisor, or by appointment with an academic advisor. The deadlines to apply for graduation are:
 - Fall Term – October 31
 - Spring Term – March 15
2. It is the student's responsibility to check that all program requirements have been met.
3. It is important that students who plan to apply for licensure know the requirement for the state in which they choose to practice. Graduation from the Brookdale Nursing Program does not guarantee eligibility to meet licensing requirements.
4. An official letter of program completion is automatically sent to the NJ Board of Nursing when all program requirements have been completed, degree conferred,

all financial obligations to Brookdale are clear, and the Registrar has notified the Dean of the School of Health Sciences that this has been accomplished.

5. Information about the NCLEX test plan is available at the National Council of State Boards of Nursing webpage <https://www.ncsbn.org/index.htm>.

HISTORY OF THE BROOKDALE NURSING PROGRAM

The Brookdale Community College Nursing Program is one of only nine programs to have its roots in the Cooperative Research Project (CRP), initiated by Mildred Montag at Columbia University in 1952. This project formulated the concept of placing technical nursing education in the community college setting. The ensuing years would witness tremendous growth in associate degree nursing, from nine pilot schools in 1952 to over 800 programs today.

In 1955, Monmouth Memorial Hospital School of Nursing, established in 1896, became the only diploma program in the country to participate in the CRP. Mildred Schmidt, the director of the program, contacted Mildred Montag and initiated the participation of Monmouth Memorial Hospital School of Nursing in the project. The first group of students entered the new two-year diploma program based on the Associate Degree Philosophy in September of 1955. Any non-nursing courses were taken at Monmouth College.

When Brookdale Community College opened its doors in September 1969, Ervin Harlacher, founding president of Brookdale; George Bartell, Monmouth Medical Center's (formerly Monmouth Memorial Hospital) administrator; and Arlene Sherman, Director of Nursing, Monmouth Medical Center School of Nursing, worked together to effect the transition of Monmouth Medical Center's (MMC) two-year diploma program to Brookdale Community College and a four-term associate degree program. Within one year, Monmouth Medical Center School of Nursing was absorbed by Brookdale, so that nursing students who began their program at MMC finished as Brookdale students.

The first nursing graduation, held in August of 1970, was a special event for both facilities. These graduates were the last for MMC and the first for Brookdale. They received both a nursing school diploma and an associate degree in nursing. The ceremony was held at Monmouth Medical Center, in Long Branch.

For the first six years, Brookdale nursing courses continued to be held in the Allied Health Building at MMC Long Branch. When the Natural and Applied Science Institute was built in 1974, the entire program was moved to the Lincroft campus.

In 1976, the faculty applied for initial accreditation by the National League for Nursing. A new philosophy using Maslow's Hierarchy of Needs was written, and all courses were revised. Accreditation was granted in June of 1979.

An advanced placement track for the licensed practical nurse was designed in 1980. Upon successful completion of this track, the licensed practical nurse enters with advanced standing.

In 1991, an evening program was implemented. Students could now complete the entire sequence of nursing courses, including both classroom and clinical, during evening hours. In 2009, online classes were added to the array of offerings.

The implementation of a competency-based curriculum in January 2000 reflected a shift from a traditional objectives-based format to a performance-based program of learning. A critical element of the shift was a change in instructional approaches coupled with a renewed emphasis on student preparation. The nexus of the competency-based

approach is realistic practice-based, measurable competencies, and approaches to instruction and evaluation that provide an interactive learning environment and empower students to assume responsibility for learning.

In 2012, Nursing Faculty began an extensive revision of the program, recognizing the legacy of the competency-based education, but transitioning to a concept-based curriculum organized around Quality and Safety Education for Nurses (QSEN) and the Massachusetts model of Nurse of the Future competencies. Credits were reduced from 72 to 64 to more effectively allow students to receive financial aid while completing their BSN degree. The faculty believes the emphasis on concepts and exemplars will help students categorize and organize their knowledge and will better prepare them to understand the relationships that define patient needs and nursing care. The first clinical course in this new curriculum was offered in September 2017.

Accreditation has been held continuously since 1979, and since 2009 has twice been named a “Center of Excellence” by the National League for Nursing in the category of Creating an Environment that Promotes Pedagogical Excellence. Our graduates are working throughout Monmouth County, delivering quality nursing care to its residents and serving as proof that success begins at Brookdale.

NURSING HANDBOOK REVISION HISTORY

Fall 2017: Handbook created to conform to the concept curriculum implementation. All existing policies reviewed and approved in March 2017. **New:** Financial Responsibilities; Compliance; Email; Fatigue; Clean Needle Stick; Post-exposure Blood & Body Fluids; Post-exposure Communicable Disease; Chain of Command. **Revised:** Fitness for Duty; Curriculum.

Spring 2018: Reviewed and accepted.

Fall 2018: **New:** Cell Phone Policy; Suggested Degree Sequence. **Revised:** Program Outcomes updated; Academic Guidelines revised to address the use of technology during class; Program Progression revised to address the limited number of times NURS 111, 112, 125, 165 and 211 can be repeated; Lab Rules updated to reflect dress code to clarify dress code for skill testing, peer testing, and simulation. Lab Rules updated to include student responsibility for clean-up; Dismissal and Withdrawal updated to address the limited number of times NURS 111, 112, 125, 165, and 211 can be repeated.

Spring 2019: **Revised:** Program Outcomes and improved identification of End-of-Program student learning outcomes to reflect accreditation standards; updated outcomes; clarified progression policy for NURS 111, 112, 211, and 212; updated list of student sources.

Fall 2019: **Revised:** Program Outcomes updated; Health Requirements updated to reflect revised annual immunization form. Challenging a Test Question clarified and updated. **New:** Standardized Exam Policy, including the requirement to authenticate ID before the exam.

Fall 2020: **Revised:** Registration Guidelines to reflect College-wide change in priority registration, Course Participation to clarify no extra credit availability, Rules for exam to exclude reading aloud during the examination, Exam Review to limit individual question review, Web Enhanced Courses updated to reflect use of Zoom and to detail specific computer requirements for remote online testing. **NEW:** Public Health Emergencies and classroom and clinical activities.

Fall 2021: **Revised:** Accreditation & State approval notice to comply with ACEN requirements, Program Outcomes updated; Updated sexual harassment notification contacts, revised Nursing Lab Kit purchasing process, revised skills laboratory services, revised ways to make up clinical absences, revised pinning summary. **NEW:** included state law on reporting bullying behaviors, added process for reapplying to program after 2nd dismissal, added limits to NJ marijuana legalization

Spring 2022: **Revised:** COVID-19 vaccine requirement updated; Rules for Examination revised; Readmission with amnesty policy updated. **New:** FIT testing requirement added.

Fall 2022: **Revised:** End of Program Student Learning Outcomes updated. Revised uniform policy allowing black shoes and limited tattoos. **New:** Students who are denied placement by any clinical agency are dismissed from the program and not eligible for readmission.

Spring 2024: **Revised:** Skills Lab guided practice wording updated; successful math exam process updated; clarification of readmission with amnesty related to academic integrity. **New:** Credit redistribution of NURS 272 (5cr) now 273 (6cr); NURS 212 (4cr) now 213 (3cr).

Fall 2024: **Revised:** Students who are unsuccessful on their third math test attempt will not be allowed to attend clinical; Students receiving financial aid who are ineligible to progress to NURS 213 may owe money to the college. Disability Services renamed Accessibility Services. Transition from Thinking Storm to MS Bookings for lab appointment scheduling.

Spring 2025: **Revised:** Referral form name change to Communication Form. Revised Dosage Calculation Skills to clarify clinical attendance.

Fall 2025: **Revised:** Uniform policy revised to remove the requirement to have a Departmental Logo patch on the lab coat.

Spring 2026: **Revised:** CastleBranch has been rebranded to DISA Healthcare Technology. **Revised:** Dosage Calculation Skill #10, #11, clarifying language. **Revised:** Dismissal and Withdrawal clarifying language. **New:** Faculty retain the right to immediately dismiss a student from the nursing program when the student's behavior represents a serious violation of program standards. See Immediate Clinical Dismissal Behaviors.

APPENDIX A: The New Jersey Nurse Practice Act

New Jersey Board of Nursing Statutes

45:11-23 Definitions

As used in this act:

10. a. The words “the board” mean the New Jersey Board of Nursing created by this act.
11. b. The practice of nursing as a registered professional nurse is defined as diagnosing and treating human responses to actual or potential physical and emotional health problems, through such services as case finding, health teaching, health counseling, and provision of care supportive to or restorative of life and well-being, and executing medical regimens as prescribed by a licensed or otherwise legally authorized physician or dentist. Diagnosing in the context of nursing practice means that identification of and discrimination between physical and psychosocial signs and symptoms essential to effective execution and management of the nursing regimen. Such diagnostic privilege is distinct from a medical diagnosis. Treating means selection and performance of those therapeutic measures essential to the effective management and execution of the nursing regimen. Human responses mean those signs, symptoms, and processes which denote the individual’s health need or reaction to an actual or potential health problem.

APPENDIX B: Universal Orientation Modules on Learning Harbor
(learningharbor.acelms.com)

- Abuse and Neglect: The Healthcare Employee's Role
- Chemical Safety
- Corporate Compliance
- Fire and Electrical Safety
- HIPAA/Confidentiality: Overview
- Infection Control/ Blood Borne Pathogens
- Latex Allergies: An Overview
- Pain: The Basics
- Patient Safety
- Radiation/MRI Safety
- Standard Precautions I
- Standard Precautions II
- TB Precautions

APPENDIX C: American Nurses Association Code of Ethics

Provision 1: The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2: The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3: The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4: The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and provide optimal care.

Provision 5: The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6: The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7: The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standard development and the generation of both nursing and health policy.

Provision 8: The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9: The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession and integrate principles of social justice into nursing and health policy.

Appendix D: Communication Form**COMMUNICATION FORM**

Student Name:		Student ID#:
Faculty:	Course Code:	Term/Year:
Subject:		
Message:		
Student Comments:		
Student Signature:		Date:
Faculty Signature:		Date:
Action taken by the learning team (if applicable):		
Action taken by the student:		
Signature of College Representative who met with Student:		
Title:		Date:
Student Signature:		Date:
Copy of Communication Received by Student:		Date:
Copy of Completed Communication Form sent to Faculty		Date:
Copy of Completed Communication Form Will Be Maintained in Student Records		

Appendix E: Student Request for Test Question Review

COURSE _____

TEST _____

FACULTY _____

STUDENT REQUESTING REVIEW _____

If a student wishes to challenge a test item, the student must contact the faculty within 24 hours after the exam review to arrange a meeting. At the time of this meeting, the student must present written documentation regarding the test item from a required course textbook.

Test Question Subject Area _____

Rationale from textbook—

STUDENT SIGNATURE _____

DATE _____

Appendix F: Medical Release to Return to Clinical After Illness/Injury/Surgery/Pregnancy or Disability Leave

STUDENT NAME _____

DATE OF ABSENCE _____

DIAGNOSIS _____

By signing below, I have determined that the named individual is eligible for clinical practice and agree with the following statements: I find him/her to be in good physical and mental health; he/she is free from any health impairment which is of potential risk to patients, personnel, students or faculty and which might interfere with the performance of his/her nursing or allied health career responsibilities. They are medically cleared to perform all functions of a student in the role of the direct patient-care provider in the acute care setting and can return to patient care without restrictions.

SIGNATURE OF HEALTH CARE PROVIDER _____ DATE _____

PRINT NAME _____

LICENSE # _____ PHONE _____

ADDRESS _____

Appendix G: Technical Standards

TECHNICAL STANDARDS

Students in the Nursing Program are expected to be able to complete curriculum requirements, which include physical, cognitive, and behavioral competencies that are essential to the functions of the entry-level professional nurse. These competencies are the minimum and essential skills necessary to protect the public. These abilities are encountered in unique combinations in the provision of safe and effective nursing care.

Physical:

Motor:

1. Coordinate fine and gross motor movements.
2. Coordinate hand/eye movements.
3. Maintain balance from any position.
4. Negotiate level surfaces, ramps, and stairs.
5. Function with both hands-free for performing psychomotor tasks.
6. Maneuver in small areas.
7. Attend to cognitive and psychomotor tasks for up to 12 hours.

Examples of learning activities related to industry standards:

- Transfer patients/clients in and out of bed from stretchers and wheelchairs.
- Perform cardiopulmonary resuscitation (CPR)
- Turn or position patients/clients or objects.
- Reach to shoulder or higher level to place or access equipment such as intravenous fluid bags, bend or squat to access equipment below bed level.
- Carry equipment and supplies to the client bedside.
- Manipulate small equipment and containers, such as syringes, vials, ampules, and medication packages, to administer medications.
- Dispose of needles in a sharps container.
- Complete assigned periods of clinical practice (12-hour shifts, days, evenings, or nights, holidays, weekdays, and weekends).
- Complete skills tests within the assigned time limit.

Cognitive:

1. Recall, collect, analyze, synthesize, and integrate information from a variety of sources.
2. Measure, calculate, reason, analyze, and synthesize data.
3. Problem-solve and think critically to apply knowledge and skill.
4. Communicate verbally, and through reading and writing, with individuals from a variety of social, emotional, cultural, and intellectual backgrounds.
5. Relay information in oral and written form effectively, accurately, reliably, and intelligibly, including thorough and accurate use of computers and other tools, to individuals and groups, using the English language.

Examples of learning activities found in the nursing curriculum and related to industry standards:

- Process information thoroughly and quickly to prioritize and implement nursing care.
- Sequence or cluster data to determine client needs.
- Develop and implement a nursing plan of care for clients in the acute, long term, and community settings.
- Discriminate fine/subtle differences in medical word endings.
- Report verbally and in writing client data to members of the healthcare team.
- Read and comprehend medical orders and client information found in the medical record.
- Perform math computations for medication dosage calculations both with and without a calculator.
- Apply knowledge/skills gained through completion of program prerequisites, including requirement for computer proficiency.

Sensory:

1. Acquire information from demonstrations and experiences, including but not limited to information conveyed through online coursework, lecture, small group activities, demonstrations, and application experiences.
2. Collect information through observation, listening, touching, and smelling.
3. Use and interpret information from diagnostic maneuvers.

Examples of learning activities found in the nursing curriculum and related to industry standards:

- Detect changes in skin color or condition (pale, ashen, grey, or bluish).
- Detect a fire in the client care environment.
- Draw up a prescribed quantity of medication into a syringe.
- Observe patients/clients in a room from 20 feet away.
- Detect sounds related to bodily functions using a stethoscope.
- Detect audible alarms generated by mechanical systems such as those that monitor bodily functions, fire alarms, call bells.
- Observe and collect data from recording equipment and measurement devices used in client care.
- Communicate with patient/client and members of the healthcare team in person and over the phone in a variety of settings, including isolation and the operating room where health team members are wearing masks, and there is background noise.
- Detect foul odors of bodily fluids or spoiled foods.
- Detect smoke from burning materials.
- Detect changes in skin temperature.
- Detect unsafe temperature levels in heat-producing devices used in client care.
- Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluids.
- Feel vibrations such as an arterial pulse.

Behavioral:

1. Demonstrate emotional stability to function effectively under stress and adapt to changing environments.
2. Maintain effective, mature, and sensitive relationships with others.
3. Examine and modify one's own behavior when it interferes with others or the learning environment.
4. Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance.
5. Accept responsibility for own actions and communicate in a courteous, assertive, non-aggressive, non-defensive manner with instructors, peers, staff, and healthcare team members.
6. Integrate feedback into their own performance.

Examples of learning activities found in the nursing curriculum and related to industry standards:

- Exercise judgment, meet acceptable timeframes for client care delivery (acceptable timeframes are reflected by ability to carry out the usual client care assignment for a point in the program within the allotted clinical time), work effectively under stress, and adapt to rapidly changing client care environments.
- Accept accountability for actions that resulted in client care errors.
- Deal effectively with interpersonal conflict if it arises; maintain effective and harmonious relationships with members of the healthcare team.

Appendix H: Incident Report Summary (Health Sciences)

Person(s) involved:	☐ Student ☐ Faculty/Staff (also fill out "employee accident report D&P4915-93) ☐ Patient (do not include patient name or identifier) ☐ Other Student/Faculty/Staff Name & ID#:	
Department/Program	☐ Fitness ☐ Nursing ☐ Respiratory ☐ Rad. Tech ☐ Other	
Place of incident:	Brookdale campus: ☐ Lincroft ☐ Freehold ☐ Wall ☐ Long Branch ☐ Hazlet ☐ Neptune ☐ Classroom # _____ ☐ Laboratory # _____ ☐ Clinical agency _____ Name & Room #/Unit	
Date & time of incident	Date _____ Time _____	
Type of incident:	☐ Cut/laceration ☐ Puncture/ needle injury ☐ Exposure to body fluids ☐ Medication/treatment error ☐ Exposure to communicable/reportable disease ☐ Fall	☐ Violation of Fitness for Duty Policy ☐ Chemical spill ☐ Fire ☐ Electric Current ☐ Allergic reaction ☐ Other _____
Describe the incident and any resulting injuries:	<i>State what happened and any resulting injuries</i>	
Action Taken:		
Incident reported to:	<i>If the incident involved a patient, note who the incident was reported to and whether the primary health care provider was notified. If the incident occurred at a Brookdale location, note if the police were notified.</i>	
Student signature & date		
Instructor signature & date		
Department chair signature		
Dean of School of Health Sciences signature		

An incident is any occurrence in a clinical or College setting which warrants documentation. It includes, but is not limited to, accidents, injuries, and acts of commission or omission that may compromise the safety of the student, faculty/staff, or patient. Completed forms must be submitted to the School of Health Sciences Dean.

APPENDIX I: Statements of Understanding

Please read each statement below. Initial each statement in the space indicated and provide your name, signature, and date below.

1. ____ I have read and agree to and will comply with the student policies as outlined in the Nursing Student Handbook.
2. ____ I understand that the Nursing Program will include academic, lab, and clinical work. I understand that while performing my regularly assigned duties, I will be exposed to clients with a variety of illnesses and diseases and that I may be exposed to blood, body fluids, or tissue. I understand that if I fail to use available personal protective equipment, I may be subject to disciplinary action. I understand the dangers and hazards inherent in the health care field and in the medical facility where I may be present during my participation in the program. I hereby agree to assume all the risks and responsibilities surrounding my participation in this program or any independent activities undertaken as an adjunct thereto; and further, I do for myself, my heirs, and personal representative hereby agree to defend, hold harmless, indemnify and release, and forever discharge Brookdale Community College and any and all of its officers, agents and employees from and against any and all claims, demands, and actions, or causes of action, on account of damage to personal property, or personal injury, disease, or death which may result to me from my participation in this program and my exposure to the risks inherent in the program.
3. ____ I have read and agree to adhere to the Fitness for Duty Policy.
4. ____ I agree to notify the Dean of Health Sciences in writing of any changes in criminal history that occur after an admission background check has been completed within one business day.
5. ____ I understand that the contents of all examination are confidential. I agree that I will neither request nor share any information related to examinations, simulations, and/or case studies except with authorized persons. Any violation of examination confidentiality will be considered a violation of college-wide academic integrity.
6. ____ I recognize the strong link between honesty in academic work and professional integrity. I understand that acts of scholastic dishonesty may jeopardize my enrollment in the Brookdale Nursing Program.
7. ____ I acknowledge that Brookdale Community College may be required as a condition of my participation at an affiliated clinical site to send certain information regarding me to the clinical affiliate, in compliance with rules, policies, and protocols of the clinical affiliate. Such information may include my student ID, immunization records, and other personal or educational information about me that is reasonably required by the clinical affiliate's rules, policies, and protocols that apply to its employees.

8. ____ I understand the progression policy requires I complete all NURS courses and graduate from Brookdale Community College within three consecutive calendar years. A grade of C or better must be earned in all NURS classes to pass the course. Students who drop a NURS course or who are unsuccessful in a NURS course are dismissed from the program. Students may apply once for readmission. No student is guaranteed readmission. Clinical failures can result in immediate dismissal from the Nursing Program.
9. ____ I give permission to Brookdale Community College for images of me captured during my participation in the Nursing Program, through video, photograph, and digital camera to be used for purposes of debriefing, faculty review, and educational support and waive any rights of compensation or ownership to it.
10. ____ I am aware of federal and state laws governing the privacy and confidentiality of information. I understand that it is my responsibility to become familiar with federal and state laws regarding confidentiality as it applies to my responsibilities as a student. I understand that all data and information on either computer or non-computer systems or media is the property of the clinical agency. This information may be reviewed only by me on a "need to know" basis and then only that information which is "minimally necessary" for me to perform my assignment as a student. I understand that failure to close out patient information screens, log off the computer system before leaving the workstation and the sharing of individual computer passwords shall result in dismissal from the program. I understand that unauthorized access to information, unauthorized disclosure of personal/confidential information, or removal of any agency documents shall result in dismissal from the program. Finally, I understand that under the federal Health Insurance Portability and Accountability Act (HIPAA), any person who maliciously accesses, alters, deletes, damages or destroys any computer system, network computer program or data shall be guilty of a felony. I have been advised that violation of Federal Statutes or State of New Jersey Statutes may carry the additional consequence of prosecution under the law, where judicial action may result in fines or imprisonment or both; plus the costs of litigation or the payment of damages of both; or all.
11. ____ I am aware that policies and procedure are subject to change during my course of study. Notification of the change will be sent to my Brookdale email account. It is my responsibility to keep abreast of these changes.

Name: _____

Signature: _____ Date: _____

NOTES

