

2025

ACADEMIC CATALOG

The Courage to Care



JERSEY COLLEGE

www.JERSEYCOLLEGE.edu

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General Statement

This Catalog is revised periodically. Jersey College reserves the right to modify policies and regulations as necessary. The latest version of the Catalog is available at www.jerseycollege.edu/student-resources/College-catalog. Graduation requirements are set forth at the time of enrollment; students are entitled to graduate under such policies. As utilized in this Catalog, the term “Campus Director” refers individually and collectively to the Campus Director at each campus and/or the Campus Administrator at each campus. The terms “Program Administrator” and “Dean” as used in this Catalog refers individually and collectively to the Dean of each Program, the Program Chairs and other similar positions.

This Catalog, along with the enrollment agreement signed by a student, represents the contractual obligation between the parties.

Chancellor's and President's Message

While at the College, you will live, breathe, and embody PRIDE—Professionalism, Respect, Integrity, Diversity, and Excellence. But beyond these values, you must also have courage. In nursing, courage takes many forms:

- Courage in Oneself – Trusting in your knowledge, instincts, and dedication as you face new challenges each day.
- Courage with Illness & Disease – Standing strong in the face of suffering, managing complex conditions, and providing compassionate, patient-centered care, even in the most difficult moments.
- Courage with the Unknown – Embracing uncertainty, adapting to new challenges, and making critical decisions when outcomes are unclear.
- Courage to Advocate – Being a voice for those who cannot speak for themselves, ensuring dignity, respect, and the highest quality of care.
- Courage with Family Members – Supporting and guiding loved ones as they navigate the emotional and physical challenges of illness and healing.
- Courage with Feelings – Acknowledging and managing emotions—both our own and those of others—while offering strength, comfort, and hope.
- Courage with the Interdisciplinary Team – Collaborating with colleagues, pushing beyond our comfort zones, and holding each other accountable to the highest standards of care.
- Courage to Navigate the Healthcare System – Navigating an ever-evolving healthcare system, embracing growth, and continuously learning to provide the best care possible.

Rise and accept this call to lead with courage. Courage changes lives and is a foundation of nursing—it allows us to care deeply, act selflessly, and make a lasting impact on every life we touch. Let us continue to lead with heart, lift others with our hands, and change the world through the simple yet profound act of caring.

Chancellor

President

The image shows two handwritten signatures in black ink. The signature on the left is for the Chancellor, and the signature on the right is for the President. Both signatures are written in a cursive, flowing style.



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JERSEY COLLEGE



Fort Lauderdale Campus

Jersey College Information

Mission

Jersey College is a private postsecondary institution dedicated to life-long learning and providing seamless academic progressions. Our mission is to bridge the labor gap occurring in demand occupations by educating and developing competent professionals that are well prepared to enter the job market. In pursuit of this mission, we dedicate ourselves to establishing an environment that promotes learning, scholarship and community.

Vision

Jersey College will be a nationally recognized institution of higher learning dedicated to excellence and innovation in nursing education and offering pathways for professional growth.

Values

Jersey College seeks to instill “PRIDE” throughout our community. PRIDE encompasses the following characteristics:

- **P**rofessionalism: Judiciously use reasoning, knowledge, technical skills, communication, and reflection
- **R**espect: Value the beliefs, opinions, and contributions of others
- **I**ntegrity: Embody and demonstrate honest and ethical behaviors
- **D**iversity: Appreciate differences through the exchange of ideas, perspectives, and constructive discourse
- **E**xcellence: Embrace challenges, pursue innovative ideas, and strive for academic distinction

Goals

In pursuit of our mission, Jersey College has established the following institutional goals:

- Academic Excellence
- Community Engagement and Recognition
- Diverse Student Experience
- Adaptation to Change

Outcomes

Jersey College prepares students to be:

- Effective communicators
- Critical thinkers
- Responsible and ethical individuals
- Considerate and passionate community advocates
- Intellectually curious and lifelong learners

Educational Philosophy

Our programs at Jersey College are geared towards the mobile, adult professionals, who wish to pursue their academic interests, while balancing their job, family and other personal interests. To facilitate the learning experience for the mobile, adult professional, we have adopted an open curriculum philosophy for our educational programs.

What is an open curriculum? An open curriculum allows students to progress from diploma programs to degree programs with limited redundancy and academic obstacles. An open curriculum accomplishes this goal by building on prior education, employment, and personal and professional values, beliefs, and experiences of the adult learner. Moreover, an open curriculum accomplishes the educational desires of the student in a time frame that best meets the personal and professional needs of the student—providing multiple entry and exit points for the student to balance school, work and their family obligations.

Our College seeks students whose interests, objectives, and capabilities are congruent with our mission and the pursuit of educational excellence and life-long learning.



JERSEY COLLEGE



Teterboro Campus

Accreditation and Approvals

Institutional Accreditation

Jersey College is institutionally accredited by The Council on Occupational Education (COE), a national accrediting agency recognized by the U.S. Secretary of Education. The Council on Occupational Education may be contacted at:

The Council on Occupational Education
7840 Roswell Road, Bldg. 300
Suite 325
Atlanta, Georgia 30350
(770) 396-3898
www.council.org

Other Nursing Associations

Jersey College is also a member agency of both the National League for Nursing and the National Organization for Associate Degree Nursing.

State and Regulatory Licensing and Approvals

The campuses of Jersey College and their individual programs have met the educational standards for approval, licensure and/or accreditation from various state and regulatory agencies, including State Departments of Education and State Boards of Nursing. Contact information for these entities are contained under “State Policies” in this Academic Catalog.

Program Offerings

Jersey College is authorized to offer degree and non-degree programs in the scientific discipline of Nursing. Campuses may or may not offer both programs. Students are directed to see “Campus Offerings” and “State Policies” for additional information on the programs offered at each campus.

Instructional Modality

Jersey College is approved for on-site instruction with students being physically present and attending regular face-to-face sessions at a campus or associated practicum site. Jersey College is also authorized to offer blended and eLearning instruction. Blended instruction involves content being delivered using both on-site and online modalities. eLearning instruction employs synchronous and asynchronous teaching methodologies. Synchronous instruction requires students and instructors to be online at the same time for live lectures, discussions, and presentations. Asynchronous instruction involves reviewing and discussing materials, lectures, tests, and assignments on an individual student’s schedule. The blended and eLearning instructional modalities are hereafter referred to as “Distance Education.” Students are directed to see “Campus Offerings” and “State Policies” for additional information on the availability to participate in Distance Education at each campus.

Jersey College is approved to participate in the National Council for State Authorization Reciprocity Agreements (SARA). SARA provides a voluntary, regional approach to state oversight of postsecondary distance education. When states join SARA, they agree to follow uniform processes for approving their eligible institutions’ participation. They also agree to deal with other states’ SARA institutions in a common way when those institutions carry out activities in SARA states other than their own.



JERSEY COLLEGE



Ewing Campus

Campus Resources

Facilities and Equipment

Each of our campuses has been specially designed to promote learning and allow for the utilization of a variety of teaching modalities, such as small group, process, lecture, and experiential activities. To this end, the facilities contain an assortment of instructional and teaching areas—classrooms, laboratories and learning centers.¹

The typical classroom accommodates between 20 and 50 students and contains audio-visual devices, including such items as high definition televisions and wireless technology to meet the needs of each type of learner— visual, auditory, read-write and kinesthetic learner.

Parking at each campus is limited. Parking is on a first-come, first-served basis. At certain campuses, parking at the campus (or affiliated properties) requires the purchase of a parking permit.

Skills and Training Labs

Jersey College embraces laboratory training as a method of providing students hands-on practice in a safe and risk-free environment. Our skills and multi-media laboratories offer both passive and active learning experiences.¹ These labs are equipped with low and mid-fidelity manikins, medical, technical and scientific nursing and patient care apparatus and supplies utilized in healthcare settings. These equipment and supplies offer opportunities for our students to learn how to diagnose, treat, and respond to a variety of medical needs. In addition, the skills and training labs are equipped with high-fidelity manikins that mimic human responses, and observation-debriefing rooms with audio-video recording equipment.¹ The high-fidelity manikins and observation-debriefing rooms allow our students to (i) apply the nursing processes, (ii) practice safety, infection control, and therapeutic communication, and (iii) demonstrate collaboration, decision making and leadership in a realistic, risk-free environment.¹

¹ All services and equipment may not available at all campuses.

Library

To support the education goals of students, faculty, and staff, Jersey College maintains a physical library and a virtual library.¹ These libraries include collections of books, professional journals and periodicals, audiovisuals and other digital information formats, computer workstations, and other materials.

The virtual library offers access to (i) over 113,000 e-books, (ii) CINAHL complete—a database of medical and allied health journals with more than 2.3 million records; and (iii) the Nursing Reference Center Plus—a database of more than 7,000 resources that includes evidence-based care sheets, quick lessons, and full text journals. All resources (both print and electronic) are available through EOS, the institution's library inventory management system. Students have the ability to access the on-line collection both on campus and outside through the Internet.

The learning centers offer access to computers and the Internet for research and general studies.¹ In addition, the learning centers contain private rooms and conference rooms for studying, group projects and general discussions. The learning centers are typically open during normal campus hours.



Jacksonville Campus



JERSEY COLLEGE



Jacksonville Campus

Admissions and Enrollment

It is our goal to graduate students who exhibit distinctive characteristics valued by their community of interest. To accomplish this goal, admission criteria have been developed for each program to provide minimum standards by which applicant suitability may be determined. In order to be considered for admission into any program at Jersey College, applicants must meet the general admission standards, program specific and state specific admission criteria. Jersey College evaluates requests for admissions as they are received (aka “rolling admissions”) versus waiting to evaluate all requests after a hard deadline. Our College will continue to evaluate applicants until all the slots for the incoming class are filled and thereafter an applicant will be considered for the next class. The start dates for each program are available in this Academic Catalog under “Academic Calendar”. The following contains a brief description of the general and program-specific admission criteria for our programs.² Students are directed to also see “State Policies” for State specific admission criteria and policies.

General Standards for Admission

To be considered for admission at Jersey College, applicants must:

- Be at least eighteen (18) years of age.
- Present proof of high school education or its equivalent (as defined by the US DOE).³ The high school education can be from a foreign school if it is equivalent to a U.S. high school diploma.⁴ Jersey College does not offer admission based on Ability to Benefit (ATB).
- Present proof of U.S. citizenship or a permanent resident card (aka green card).⁵
- Complete an admission application.
- Participate in interviews with administration and/or faculty members and obtain a recommendation for admission, based on information received during the application process.
- Make an advance program deposit for tuition and fees. The deposit will be applied against the total tuition and fees of the program that is in effect on the date of enrollment.⁶

² Admission, enrollment and registration conditions are subject to reasonable accommodations and considerations as determined by Jersey College.

³ Under limited circumstances as approved by the Academic Standards Committee and allowable by federal and state law, an applicant who is unable to produce the required proof of high school education or its equivalent, may attest to high school education or its equivalent by completing a self-attestation form.

⁴ Jersey College may require students with foreign diplomas to verify the diploma and education. Such verification may include, but is not limited to, requests for high school transcripts, proof of equivalency and authentication and notarization of the diploma by the issuing body, and evaluation of the diploma and/or transcript by an approved third-party evaluation company.

⁵ Applicants with asylum status in the United States pursuant to the Immigration and Nationality Act must submit a completed Form I-94 as proof of granting of asylum. The completed Form I-94 will serve as an alternative to a green card for purposes of admission.

⁶ The minimum deposit is \$500.00 (subject to financial considerations). The deposit funds are applied against a student's account and the total cost of the program.

School of Nursing Standards for Admission

In order to be considered for admission into the School of Nursing at Jersey College, applicants must meet the general standards of admission for the College and meet the minimum skill levels in one of the following academic aptitude tests.

	Minimum Score by Program	
	Professional Nursing	Practical Nursing
American College Test (ACT)	19 Composite Score	17 Composite Score
Scholastic Aptitude Test (SAT)	990 CR-M (taken on or after March 5, 2016)	900 CR-M (taken on or after March 5, 2016)
	910 CR-M (taken before March 5, 2016)	820 CR-M (taken before March 5, 2016)
Jersey College Entrance Exam	Combined score of 165 in reading and mathematics (with a minimum of 80 on the reading section)	75 on Reading and Math

In lieu of demonstrating minimum skills through an aptitude test, applicants may seek admission into the Professional Nursing program by submitting proof of successful completion of prior nursing education from an approved/accredited Practical Nursing program and proof of a current, active, unencumbered LPN license.^{7,8,9} Students admitted based on prior education and licensure may be provided with advanced placement in the Professional Nursing program.

Acceptance Process

Applicants are accepted into Jersey College based on, among other things, their application responses, references, interview results, entrance and critical thinking exam results, grades in prerequisite courses and other factors. Applicants are notified as to their status (acceptance or denial into the College) by letter. Meeting the minimum criteria for admission does not guarantee admission to the College. A comprehensive orientation is typically held the week prior to the first day of class.

⁷ Graduates of any of Jersey College's Practical Nursing programs may seek advanced placement into the Professional Nursing program without a LPN license; however, such students may not enroll in and register for nursing courses with clinical and practicum experiences without providing proof of a current, active, unencumbered LPN license.

⁸ An unofficial copy of a transcript and/or an official notification from a state agency that the applicant has graduated from an approved/accredited Practical Nursing program may be utilized in lieu of an official transcript in limited circumstances. Such use is at the sole discretion of Jersey College.

⁹ Graduates of Jersey College's Practical Nursing program are not required to submit an official transcript.

Enrollment and Registration for Courses

To enroll and register in courses at Jersey College, students must undertake the following activities:

- Make arrangements for the payment of tuition and associated program fees.
- Satisfactorily pass a background check.
- Execute an Enrollment Agreement.
- Determine sequence of courses.
- Attend a comprehensive orientation session.
- Complete all documents and paperwork associated with enrollment, including, but not limited to attestations of receipt of policies, acknowledgments of responsibilities, emergency contacts and other documentation.

Students seeking to enroll in and register for nursing courses with clinical experiences are also required to undertake the following activities to enroll, register and participate in such courses:

- Present evidence of good physical health (including a physical examination from the past six months) and documentation of fitness to work in health care.
- Present proof of current Mantoux test, Tetanus, Hepatitis B (or a waiver), and vaccination and laboratory titer evidence for measles, mumps, rubella, and varicella.
- Provide proof of current certification in Basic Life Saving for Health Care Providers from the American Heart Association.¹⁰
- Provide proof of a current, active, unencumbered LPN license.¹¹
- Meet the technical standards of the nursing programs (see below).

In addition, students seeking to enroll in and register for nursing courses with clinical experiences (whether a Jersey College direct supervised experience or a preceptorship experience) may also be required to undertake activities mandated by the clinical facilities, including but not limited to, (i) participating in drug screenings, (ii) providing proof of vaccination for COVID-19, the flu and other viruses, (iii) completing mask fit testing, (iv) executing facility attestations and agreements and (v) attending training sessions and completing assessments.

¹⁰ Certain clinical facilities may require CPR for Health Professionals from the American Red Cross.

¹¹ This provision applies to students granted advanced placement in the Professional Nursing program.

Students are responsible for all costs associated with enrollment and registration in courses that contain a clinical experience, including, but not limited to physicals, immunizations, background checks, mask fitting, drug screening, and obtaining documentation and records.

Students who are unable to meet the prerequisites required to participate in clinical activities will not be allowed to participate in the course and may be placed on a leave of absence or withdrawn from a program until such time as they are able to meet the requirements.

Students enrolling and registering for Distance Education coursework at Jersey College are expected to participate and complete our College's orientation program for Distance Education. The purpose of this program, among other things, is to (i) ensure that students understand the technical aspects of Distance Education, (ii) provide students with an opportunity to explore the nuances and rigors associated with Distance Education and (iii) allow students the opportunity to demonstrate certain competencies with the use of technology. The Distance Education orientation is conducted through our e-learning platform, Canvas®.

Students may not enroll in and register for courses with time conflicts (i.e., scheduled class times that overlap). In addition, students may not enroll in and register for both daytime and evening classes without the prior approval of the Campus Director. If a student is enrolled in or registered for a course without the appropriate permission, Jersey College may direct the registrar to drop the student from the course.

Jersey College reserves the right to limit, delay or deny students enrollment in a course based on the college's case-by-case consideration of a variety of factors, including but not limited to students' academic aptitude tests results, students' commitments outside of the college, students' prior education and outcomes (both at Jersey College and other institutions), or the course content, instructional methodology, and risks associated with a particular course.

Jersey College reserves the right to cancel a course and/or to restrict students' registration where enrollment warrants such action. Such cancellations or restrictions may occur due to, among other things, inadequate course enrollment, over-enrollment, unavailability of practicum sites and/or faculty, and unforeseen circumstances. Students understand that cancellation of a course and/or restriction of registration may interfere with and delay academic goals or require a modification of those goals.

Technical Standards

Students seeking to enroll in and register for nursing courses with clinical and practicum experiences also must be able to demonstrate the ability to meet certain minimum technical standards (the “Technical Standards”), including:

- Communicate and assimilate information in spoken, printed, and electronic format.
- Gather, analyze, and draw conclusions from data.
- Stand for a minimum of two hours.
- Walk for a minimum of six hours, not necessarily consecutively.
- Stoop, bend and twist for a minimum of thirty minutes at a time and be able to repeat this activity at frequent intervals.
- Lift a 40-pound person or assist with a larger person and transfer the person from one location to another.
- Determine by touch: hotness/coldness/wetness/dryness, hardness and softness.
- Have the muscle dexterity necessary to do such tasks as gloving, gowning, and operating controls on equipment.
- Respond to spoken words and call bells.
- Monitor signals from vital sign assessment equipment.
- Identify behaviors that would endanger a person’s life or safety and intervene quickly in a crisis situation with appropriate solution.
- Remain calm, rational, decisive, and in control at all times.
- Exhibit social skills appropriate to professional interactions.
- Maintain cleanliness and personal grooming consistent with close personal contact.
- Function without causing harm to self or others if under the influence of prescription or over-the-counter medications.

The foregoing enrollment and registration standards may be met with or without accommodations. Jersey College complies with the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990 and will make reasonable accommodations for students with disabilities that are otherwise qualified.

Technology Aptitudes

Computers and computerized devices have become an integral part of society and the educational learning process. Students entering Jersey College are expected to possess basic computer literacy and skills, including, but not limited to sending and receiving emails, conducting Internet research, creating word processing documents and creating presentations.

Students are advised that Jersey College utilizes electronic systems for assessments, academic and social announcements and dissemination of other information. Moreover, most courses at Jersey College require students to utilize a computer or a computerized device for completion of course assignments, including, but not limited to, accessing the student learning system, creating of PowerPoint-style presentations, developing academic papers (word processing and typing skills), presenting data in tables, graphs, or charts, and employing database, Internet or other electronic research.

Technology for Coursework

Participation in coursework at Jersey College requires certain minimum technology. Students are expected to possess or have access to the following minimum technology throughout their enrollment at Jersey College.

Computer Processor and Hard Drive

- Intel 1 GHz or higher
- AMD 1 GHz or higher
- 128GB or higher hard drive

Operating System and Memory

- Windows 11 with 4GB RAM or more

Internet Connection

- Broadband connection
- Firewall allows full communication with learning management system

Browser

- Google Chrome
- Java Script and Cookies are enabled
- Pop-up blockers are disabled

Audio

- Sound and microphone for collaboration

Email

- Jersey College email address (provided at time of enrollment)

Software¹²

- Current version of Adobe Acrobat Reader
- Microsoft Office (including MS Word, MS Excel, MS PowerPoint, MS Access, and MS Outlook) or Open Office
- Antivirus and antispyware application, such as Norton Antivirus, Microsoft Securities Essentials, etc.
- Multi-factor Authenticators

Peripherals

- USB Flash Drives
- Printer (available on campus with fee per copy)
- Internal or external camera with resolution of 720P+ (1080P preferred)
- Scanner or Phone with camera and Internet capability
- External Mouse

¹² Newly released versions of software may not be immediately supported. Students are responsible for ensuring that they have the licensed software required and should not enroll in courses for which they do not have the necessary licensed software. Students are also responsible for installing and accessing required course software, such as Exemplify by ExamSoft.

Distance Education Standards

State Authorization

Jersey College is obligated to comply with other states' laws regarding the delivery of Distance Education. For this paragraph, Distance Education involves any instruction given, in whole or in part, outside the states in which the college is authorized. State laws regarding Distance Education vary state-by-state, and even program-by-program within a state. Consequently, compliance with state authorization requirements is an ongoing process. For example, if a student moves to a different state after admission into a program, continuation within the program will depend on the availability of the program within the new state where the student is physically present. It is the student's responsibility to notify Jersey College of a change in physical presence.

Student Identity Verification

The United States Federal Higher Education Opportunity Act requires that institutions offering distance education courses have processes in place to ensure that the student registering for a course is the same student who participates in the course or receives course credit.

Jersey College utilizes the following methods to confirm identification:

- A secure login and pass code; and
- Proctored examinations.

Jersey College utilizes the Microsoft Azure Client Platform for authentication and security measures. New students are provided with their secure login and pass code after acceptance and providing the College with a photo id and personal email address. The College's online learning system (CANVAS), as well as our secure assessment system (ExamSoft) integrate with the College's authentication services to ensure appropriate and secure student access. All users of the College's learning management system are responsible for maintaining the security of their login information. Attempting to discover another user's password or attempts to gain unauthorized access to another individual's account (files, emails, exams, etc.) is prohibited.

Readmission

General Policy

Students who have been withdrawn/terminated from Jersey College may seek readmission. The readmission decision rests on the discretion of the Academic Standards Committee.¹³ There is no appeal process for decisions of the committee.

Students seeking to return to Jersey College from a withdrawal or termination may petition for readmission to the college. Students dismissed from Jersey College due to non-academic reasons may petition to return at any time; while students dismissed from Jersey College due to academic performance may only petition for readmission to the College after one academic term following the term in which they were academically dismissed.

All petitions for readmission must be filed and received by the College within one (1) year of the student's withdrawal or termination; no petition for readmission will be considered after such time.¹⁴ Moreover, a student may submit only one petition for readmission. If a student's petition for readmission is denied, such student is prohibited from reapplying. Further, readmission requests from students with outstanding financial obligations to the College will be denied.

In granting a readmission, the Academic Standards Committee may place restrictions on the re-enrollment, including, but not limited to, the number of courses that may be taken each term upon re-enrollment and a requirement that a student successfully audit previously passed coursework.

Except as otherwise described in this Catalog, a readmission is not considered a "new" enrollment. Students are provided with credit for purposes of graduation for all courses successfully completed prior to readmittance and prior academic performance is considered for purposes of promotion, repeat and termination. In addition, prior academic performance may be considered for SAP and federal financial aid purposes.

Petition for Readmission

Students seeking readmission must submit a petition that includes, among other things, (i) verifiable documentation of circumstances that contributed to the withdrawal/dismissal from the College, (ii) an explanation of how these circumstances have been resolved with verifiable supporting documentation, and (iii) provision of a reasonable plan for meeting the academic, financial and professional standards of the College, if re-enrolled. The petition for readmission must be received by the College at least one (1) month, but not more than two (2) months before the proposed date of readmission.

Readmission from Academic Withdrawal

Absent unusual, uncommon and exceptional circumstances, a student dismissed from Jersey College due to academic performance will NOT be readmitted. Readmissions after a student is dismissed from Jersey College due to academic performance are granted very infrequently and only in cases where the student can demonstrate extraordinary circumstances at the time the academic difficulty was first encountered. If a student has a poor academic history throughout the student's enrollment, one isolated circumstance will not be viewed as an adequate reason for approving a petition for readmission.

Students seeking readmission after an academic dismissal must include in their petition verifiable documentation that the extraordinary circumstances either no longer exist or will no longer substantially interfere with their academic performance. In all cases, the petition for readmission and academic record, together with any other relevant information, must demonstrate a clear and convincing likelihood of success upon readmission.

Students are directed to see "Programs" for additional information and restrictions on returning from an academic withdrawal.

¹³ Armed Forces, reserve components and National Guard members who were temporarily unavailable or suspended enrollment by reason of serving in the Armed Forces, reserve or National Guard will automatically be granted readmission to the College.

¹⁴ While readmission is not available to students seeking to re-enroll in Jersey College after one (1) year of a non-academic withdrawal/termination, such students may reapply to the College by submitting an application and completing the other admission standards. If admission is granted, the students will be considered "new" students and previously completed coursework will be non-transferable, unless otherwise acceptable under the "Transfer of Credit" policy of the College.



JERSEY COLLEGE



Teterboro Campus

Financial Aid and Funding of Tuition

Jersey College is committed to helping students finance their education so they may avoid undue financial pressure, excessive employment, or extensive indebtedness. Students have a number of financial aid options for financing their education. The financial assistance and/or options that are available to a student may vary by campus. Students are advised to discuss their financial needs with our Financial Aid Planners.

Financial aid is any grant, scholarship or loan offered for the express purpose of helping students pay education-related expenses. Such aid is usually provided by federal, state, school, or private agencies. The financial aid options available to students of Jersey College are listed below.

Federal Financial Aid Programs

Federal financial assistance is available to students who qualify. To be eligible for most types of financial aid, a student must: (1) be accepted into the program; (2) demonstrate financial need by filing the Free Application for Federal Student Aid (“FAFSA”); (3) be a United States citizen or an eligible non-citizen; (4) be in compliance with selective service registration requirements; (5) not be in default on, or owe a refund or repayment for, any aid under Title IV of the Higher Education Act of 1965; and (6) be making satisfactory academic progress. Federal assistance can vary based on the student’s need as defined by the United States Department of Education needs analysis formula and the availability of funds.

The Higher Education Act of 1965, as amended by Congress in 1980 and reauthorized in 1992, mandates that institutions of higher education maintain minimum standards of satisfactory academic progress (“SAP”) in order for students to receive financial aid. Students failing to maintain SAP may be ineligible to receive financial assistance and be required to make other financial arrangements to meet their financial obligations. For additional information regarding SAP see “Academic Progression - Satisfactory Academic Progress”.

Jersey College has been authorized to award two types of federal financial aid: Federal Pell Grants and William D. Ford Federal Direct Loans.

The Federal Pell Grant is a form of aid based on financial need as determined by the FAFSA. Pell Grants are awarded usually only to undergraduate students who have not earned a bachelor’s or a professional degree. Once a student has received the equivalency of six years of Pell Grant funding, they will no longer be eligible to receive additional Pell Grants.

The William D. Ford Federal Direct Loan program is federal program that is administered by Jersey College and provides three types of loans to students: Subsidized Direct Loans, Unsubsidized Direct Loans and Direct PLUS Loans. Students must be enrolled at least half-time (6 or more credits for undergraduates) to be eligible to receive a Direct Loan.

Subsidized Direct Loans are based on need and the interest on these loans is paid by the federal government while the student is enrolled in school. Unsubsidized Direct Loans are not need-based and students are responsible for interest while in school (i.e., interest is accumulating while school). A student may receive a combination of both Subsidized and Unsubsidized Direct Loans up to the maximum aggregate loan limit established by the U.S. Department of Education. Repayment on Subsidized and Unsubsidized Direct Loans can be deferred until six months after students graduate, withdraw, or enroll less than half-time.

Federal Direct PLUS Loans (“PLUS Loans”) allow parents of dependent students to borrow up to the cost of education minus other financial aid. There are no aggregate loan limits. Interest on these loans is not deferrable while a student is in school, however, parents have the option of deferring repayment on PLUS Loans until after the dependent student graduates, withdraws, or enrolls less than half-time.

For additional information regarding the William Ford Federal Direct Loan Program students should visit www.studentloans.gov.

Packaging

The Financial Aid office is responsible for establishing the financial aid offer available to students. The basic process to be followed in determining federal financial assistance and overall packaging for an individual is:

1. Determine eligibility for and amount of Federal Pell Grant:
 - Using the Student Aid Index (“SAI”) calculate Federal Pell Grant eligibility for the same award year as the individual’s FAFSA and most recent corresponding Institutional Student Information Record (“ISIR”)
 - Calculate Pell Lifetime eligibility used (“LEU”)
 - Review most recent ISIR for Pell LEU
 - Examine and total Common Origination and Disbursement (“COD”) or National Student Loan Data System (“NSLDS”) records to determine LEU
 - Compare COD or NSLDS and ISIR calculated Pell LEU with Pell Awarded by Third party Servicer
 - Adjust Federal Pell Grant awarded based on LEU
2. Determine balance owed after Federal Pell Grant by subtracting the Federal Pell Grant from the Total Program Cost by Academic Year.
3. Determine eligibility for and amount of other grants and scholarships.
4. Determine balance owed after grants and scholarships by subtracting the grants and scholarships from the Total Program Cost by Academic Year.
5. Determine eligibility for and amount of William D. Ford Federal Direct Loan program (both subsidized and unsubsidized) and PLUS Loans (collectively, “Loans”).
6. Determine balance owed by payment period after award of Loans by subtracting the Federal Pell Grant and the Loans from the Total

Program Cost by Academic Year. If balance is outstanding, the student is provided with a school payment plan to cover the difference.

Disbursement

At Jersey College, federal student aid and other funds are generally credited to a student's account, as opposed to paid directly to a parent or student, when the institution is provided the option. When Jersey College disburses federal student aid funds (by crediting a student's account), it may do so only for allowable charges, which include: (i) current charges for tuition and fees and (ii) other current charges that a student has incurred for educationally-related activities, if the student provides authorization (or the parent's authorization in the case of PLUS Loans).

Timing of Financial Aid Offers

Notwithstanding the terms and conditions of specific third-party or institutional financial aid programs, Jersey College does not impose a deadline by which the financial aid offer must be accepted or declined. Similarly, students may modify their award amounts (to the extent allowable by program rules) at any time subject to the applicable program's rules and policies. Students wishing to modify their financial aid offer must meet with a Financial Aid Planner for a new plan to be developed, issued and accepted by all of the parties.

State Grants and Scholarships

Many states offer grants and/or scholarships to their students. Grants are typically need-based, while scholarships are academic. Eligibility typically requires state residency and citizenship. The Financial Aid Planners can assist students with learning about and applying for State grants and scholarships. Students are directed to see "State Policies" for State grants and scholarships that may be available.

Private Scholarships

There are a number of opportunities for scholarship from private institutions that may be available to students. Scholarships are not required to be repaid. Each scholarship has its own criteria and the amount of each award varies. Students should check with their local community groups, unions, churches, and employers. The Financial Aid Planners can assist students with learning about and applying for private scholarships.

Jersey College Scholarships and Group-Specific Tuition Rates

As part of Jersey College's commitment to education, the college has made several scholarships and group-specific tuition rates available. Jersey College scholarships are subject to change from time to time.

Lifelong Learning Award. Students enrolling in the semester-based Professional Nursing program who are continuing their nursing education are eligible to receive a tuition rate reduction of \$39.00 per semester credit by submitting proof of successful completion of prior nursing education from an approved/accredited Practical Nursing program and proof of a current, active, unencumbered LPN license. This award is available to students with an initial College enrollment date of May 2, 2022 or thereafter.¹⁵

Community Health Systems (CHS) Award. Students enrolling in the Professional Nursing program who are employed by Community Health System (or an affiliated entity that is directly or indirectly in control of or under the power of CHS) or whose immediate family member is employed by CHS (including employee's spouse or domestic partner and unmarried children of employee, spouse, or domestic partner; provided, that any unmarried children must reside regularly in employee's household, may not be members of another household, and must be under the age of 30) are eligible to receive a tuition rate reduction of 10%. To receive the CHS rate each term, such students must prior to the start of each term: (i) be in good academic standing (defined as a grade of "C" or better) in courses completed in the prior semester; (ii) maintain satisfactory academic progress, as defined by the then-current policy of Jersey College; and (iii) provide proof of (x) a minimum of 180-days of continuous employment with CHS, (y) continuation of such employment as of the start of the applicable term and (z) satisfactory job performance. Eligibility for the CHS rate deduction is contingent upon continued enrollment through the end of the academic term and is applied after the completion of the academic term. Students withdrawing from the program prior to the end of an academic term are not eligible to receive the CHS tuition reduction for the withdrawn term.

WellSpan Health Award. Students enrolling in the Professional Nursing program who are employed by WellSpan Health (or an affiliated entity that is directly or indirectly in control of or under the power of WellSpan Health) or whose immediate family member is employed by WellSpan Health (including employee's spouse or domestic partner and unmarried children of employee, spouse, or domestic partner; provided, that any unmarried children must reside regularly in employee's household, may not be members of another household, and must be

¹⁵ Students with initial enrollment dates prior to May 2, 2022 may be eligible for the award if the cost per credit for the class is: \$472.00 per semester credit for general education/nursing support courses or \$650.00 per semester credit for nursing courses.

under the age of 30) are eligible to receive a tuition rate reduction of 10%. To receive the WellSpan Health rate each term, such students must prior to the start of each term: (i) be in good academic standing (defined as a grade of “C” or better) in courses completed in the prior semester; (ii) maintain satisfactory academic progress, as defined by the then-current policy of Jersey College; and (iii) provide proof of (x) a minimum of 180-days of continuous employment with Wellspan Health, (y) continuation of such employment as of the start of the applicable term and (z) satisfactory job performance. Eligibility for the Wellspan Health rate deduction is contingent upon continued enrollment through the end of the academic term and is applied after the completion of the academic term. Students withdrawing from the program prior to the end of an academic term are not eligible to receive the Wellspan Health tuition reduction for the withdrawn term.

Students are directed to see “State Policies” for Jersey College State specific scholarships and group-specific tuition that may be available.

Private Loans

Financing for tuition and fees may also be available from private lending institutions. This third-party funding (for those who qualify) may come from unemployment offices, employer loans/payments, and other private third-party loan companies. A student’s eligibility to participate in private funding may be limited based on credit scores, scholastic achievements, financial/work needs, etc. These restrictions, as well as repayment terms (i.e., deferrals, interest, etc.) for funds provided are established by the third-party providing the funding. The Financial Aid Planners are available to assist students with completing all paperwork related to private and state funding; such as completing application forms, executing promissory notes, providing grade and course completion updates, and submission of required documents to agencies and private employers for funding. Students remain responsible for all financial obligations to Jersey College, including defaults by third parties with whom students have contracted to provide payments on their behalf. Students are advised that the terms and conditions of Title IV, Higher Education Act (HEA) program loans (i.e., William D. Ford Direct Loans) may be more favorable than the provisions of private education loans; as such, students are advised to apply for Title IV, HEA program, loans and other assistance prior to entering into a third-party lending arrangement.

Installment Plan

Jersey College has established a monthly installment plan that is available to all students who demonstrate additional financial need with respect to payment of tuition and fees. The general terms and conditions related to the installment program are:

- The installment plan must be memorialized through a promissory note;
- Installment payments will be in substantially equal monthly installments throughout the term of the promissory note;
- No interest will be charged on installment payments, provided that the term of the promissory note is not greater than 150% of the program length and the student does not default on any installment payments (in the event of a default interest may be charged up to the maximum rate permitted by law)
- Charges for various fines (e.g., late fees), citations or other non-contractual charges (e.g., bounced checks) are payable as described in the promissory note.

If a student withdraws or does not complete a program, any amount deferred is still due and payable to Jersey College. Monies paid under this installment program will be applied directly to a student’s account as a credit.

Veteran’s Benefits

The federal government offers various opportunities for veterans and service members and their family members to advance their education and skills. These programs include, but are not limited to:

- The Post-9/11 GI Bill® offers higher education and training benefits to Veterans, Service members, and their families who served after Sept. 10, 2001.
- The Montgomery GI Bill® assists active duty and Reservists with the pursuit of higher education degrees, certificates, and other education and training.
- Reserve Educational Assistance Program
- Veterans Educational Assistance Program
- Survivors and Dependents Educational Assistance Program
- Educational Assistance Pilot Program
- National Call to Service Program

In accordance with Title 38 US Code 3679 subsection (e), the College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. The College will not:

- Prevent the student’s enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding due

to the student's inability to meet his or her financial obligations to Jersey College due to the delayed disbursement of funding from the VA under Chapter 31 or 33; or

- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

To qualify for the foregoing provision, such students may be required to:

- Produce the VA Certificate of Eligibility by the first day of class;
- Provide a written request to be certified; and/or
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

The foregoing provisions will cease on the earlier of the following dates:

- The date on which payment from the VA is made to Jersey College or
- 90 days after the date Jersey College certified tuition and fees following the receipt of the Certificate of Eligibility.

In accordance with Section 1018 of Public Law 116-315, Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020, the College appoints the Campus Director as the point of contact for covered individuals (a student using benefits under chapter 30, 31, 32, 33, or 35 of title 38, U.S.C., or chapter 1606 of title 10, U.S.C.) and family members seeking assistance with (i) academic advising, (ii) financial advising, (iii) disability advising and (iv) other information regarding completing a course of education at the College.

Additional information regarding veteran benefits and programs, and eligibility may be obtained from http://benefits.va.gov/gibill/education_programs.asp. Jersey College has been approved to offer certain types of veteran assistance. The assistance that has been approved is not available at every campus. The Financial Aid Planners can assist students with applying for veteran benefits and learning about the types of veteran benefits available at Jersey College.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

Loan Repayment Obligation

While loans exist as a readily available source of financial assistance for students, they also represent a future commitment of repayment. For some students, the repayment period can be as long as ten years after leaving higher education. In particular, vocational students who are just embarking on their pursuit of higher education will predictably be faced with offers to accept loans throughout education. Therefore, students must seriously consider the impact on their future and accept responsibility carefully when considering and entering into loan agreements. For some students, defaulting will be a reality with serious consequences. Collection agencies and government interventions will play a major role in their future ability to receive credit or to obtain employment. Students are encouraged to explore all other resources before accepting a loan.

Rights and Responsibilities

Students have the following financial rights and responsibilities:

- Inspect and review personal financial aid records.
- Know what financial aid programs are available at Jersey College.
- Be informed of financial aid policies and procedures.
- Complete all application forms accurately and truthfully. Misrepresentation of information on financial aid applications is a violation of Federal Law and may be a criminal offense.
- Know when financial aid is distributed, how decisions on that distribution are made, and the basis for those decisions.
- Submit all documentation as requested by the Financial Aid Office in a timely manner.
- Know how a student's financial aid eligibility was determined, what information and resources were considered in the calculation of contribution and need.
- Maintain Satisfactory Academic Progress.
- Know what portion of the award offered must be repaid (loans), what portion is grant aid, and what portion must be earned through work.
- Accept responsibility for all agreements signed.
- Notify the Financial Aid Planner of any unusual circumstances that may not have been reflected in the application (FAFSA).
- Report any changes in educational resources such as scholarships or veterans benefits that occur during the academic year.
- Report changes of name, address, and/or phone number immediately to Admissions Office.
- Notify the Financial Aid Office immediately upon complete withdrawal of school.
- Read and understand Jersey College's refund policy and the financial aid repayment policy (Return to Title IV).
- Repay loan funds and interest when due.

Delinquent Accounts

Students who fail to meet their financial obligations and become delinquent are ineligible to attend class and take examinations and may be withdrawn and terminated from Jersey College and their program of study. Delinquent accounts may be submitted to collection or legal action.

Delinquent students will not be given their diploma or awarded their degree and their names will not be submitted to take any licensure examination; if such, students are dropped from their program of study due to delinquency, to graduate, be awarded a degree and take the licensure examination, such students will need to (i) apply for readmission, (ii) meet the standards for readmission set forth under “Admissions and Enrollment - Readmission, (iii) be approved for readmission and (iv) successfully complete any and all conditions and restrictions on the re-enrollment (See “Admissions and Enrollment - Readmission” for additional information”).

Repeating a Course

Students may be permitted to repeat certain courses in their program of study based on the program promotion policies. Students repeating course(s) will incur additional charges for the repeated course(s). See the campus specific supplement of this Catalog under “Tuition and Fees” for information regarding the cost of repeating.

Courses repeated to improve a grade may not be eligible for receiving financial aid

Consumer Information

In accordance with the Higher Education Act of 1965, as amended, Jersey College is required to make certain information available to students. To access required disclosures, please visit www.jerseycollege.edu/policies. For additional information on consumer information, please contact your Campus Director.

Refund Policies

In determining refunds of tuition and fees paid in advance or sums due to the College when a student withdraws or is terminated from the College prior to the completion of a course or a program, the College adheres to the State refund policies listed under “State Policies” in this Academic Catalog.



JERSEY COLLEGE



Teterboro Campus

Withdrawals and Extended Leaves

Withdrawals

Students may voluntarily withdraw from a course or from a program at any time. A withdrawal from a course is considered a course attempt, unless (i) at the time of withdrawal the student had an estimated course grade at or above the minimum passing grade for the course or (ii) otherwise determined by the Academic Standards Committee. Moreover, students withdrawing at or after the mid-point of a course¹⁶ that have an estimated course grade below 60% will be withdrawn and terminated from their program of study (See Promotion and Repeat Policy - Termination Policy). The financial implications of a withdrawal and the procedures for withdrawing are set forth in the refund policies under “State Policies” in this Catalog. The readmission ¹⁷policies with respect to withdrawal from a program are set forth under “Admissions and Enrollment - Readmission”.

A student must provide official notification of his or her intent to withdraw from a course or a program by contacting the Campus Director’s Office, an Educational Program Administrator (Dean or Program Chair), or an Educational Coordinator. Notification can be in person, by telephone, by letter, by email or by fax. The withdrawal date will be the date the student begins the withdrawal process or the last date of an academically related activity (whichever is later). Students who notify Jersey College orally will be required to confirm the oral notification of withdrawal in writing. A Notice of Withdrawal form can be obtained from the Administration Office. If the Notice of Withdrawal is delivered via mail, the postmark date of the letter must be within three-days of the date of withdrawal to be effective, and the notice must be directed to the attention of the Campus Director at the address listed on the Enrollment Agreement. If the Notice of Withdrawal is personally delivered to Jersey College, the withdrawal will become effective as of the date of personal service of the letter.

Ceasing to attend a course does not constitute an official withdrawal. This is an unofficial withdrawal. An unofficial withdrawal may result in administrative withdrawal from a program of study or administrative withdrawal from a course as detailed below. The date of withdrawal depends on the type of instruction and the type of program (credit or clock). Notwithstanding the following, withdrawal dates for students who do not notify Jersey College due to circumstances beyond their control may be given special consideration for an earlier withdrawal date based on appropriate third-party documentation of their circumstances.

¹⁶ In or after: Week 3 for 4-week courses, Week 3 for 6-week courses, Week 5 for 9-week courses, Week 6 for 12-week courses, Week 7 for 14-week courses, Week 8 for 16-week courses and Week 9 for 18-week courses. This policy applies to students admitted or readmitted into the Professional Nursing program or the Practical Nursing program with an initial enrollment or re-enrollment date on or after August 2023.

¹⁷ Students withdrawing from a course prior to the mid-point will receive the following grade: WF if the estimated course grade for the course is below a 73%; or WP if the estimated course grade for the course is at or above a 73%.

In-person Instruction. In clock hour programs conducted through in-person instruction, after a student misses fourteen (14) consecutive days of a course such student will be administratively withdrawn from the program (unless the student has indicated an intent to return or requested a leave of absence) and the student’s last date of attendance will be utilized for the withdrawal date. In credit hour programs conducted through in-person instruction the last date of the term is used for the course and program withdrawal date in cases of an unofficial withdrawal.

Distance Education Instruction. In courses conducted exclusively through Distance Education, students must initially and continuously actively participate (“participate” or “participation”) in the course as follows:

- Credit hour program: undertake an academically related event, including, but not limited to, (i) attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students; (ii) submitting an academic assignment; (iii) taking an assessment or an exam; (iv) engaging in an interactive tutorial, webinar, or other interactive computer-assisted instruction; (v) engaging in a study group, group project, or an online discussion that is assigned by the institution; (vi) interacting with an instructor about academic matters; etc. Participation does not include, logging into an online class or tutorial without any further engagement; or engaging in academic counseling or advisement.
- Clock hour program: Attend the coursework and instruction synchronously.

A student that does not participate within seven (7) calendar days from the course start or does not participate in a course for fourteen (14) consecutive days may be administratively withdrawn from the course. Moreover, a program withdrawal will also occur in such cases if the student is not enrolled in any other courses.

Administrative Withdrawals from Program of Study. Students administratively withdrawn from a course may be also be withdrawn from their program of study at the discretion of the College, for reasons including, but not limited to, failure to make academic progress, space constraints, capacity of the program (instructors, clinical sites, schedules, etc.), and academic requirements (such as changes in admissions, grading standards, promotion and repeat policies, instructional methods and modalities, graduation standards, and other academic and non-academic policy modifications). Moreover, as detailed below, students exceeding the Maximum Leave Time (as defined) will be administratively withdrawn from their program of study.

Extended Leaves from College

An extended leave is defined as a temporary interruption in a student's program of study—the specific time period of non-enrollment and non-registration. The purpose of an extended leave is to allow students to interrupt continuous enrollment without having to apply for re-enrollment. Extended leaves are subject to a number of conditions, approvals and other policies. Extended leaves at Jersey College do not qualify as federal financial aid leaves of absences. An Extended Leave (together with any additional leaves of absences or previous Extended Leaves) may not exceed a total of 270 days in any 12-month period ("Maximum Leave Time).

Types of Extended Leaves

Jersey College has two types of Extended Leaves: (i) Voluntary Leave and (ii) Involuntary Leave.

A Voluntary Leave must be requested by the student, while an Involuntary Leave is imposed by Jersey College without the request or consent of a student.

An Involuntary Leave may be imposed by Jersey College as a result of any of the following conditions.

- **Health and safety circumstances:** Jersey College determines that a student poses a substantial risk to the health or safety of the College's community or to the student's own physical and/or emotional safety and well-being.
- **Alleged criminal behavior:** A student has been arrested on allegations of serious criminal behavior, or has been formally charged by law enforcement authorities with such behavior.
- **Commitment Breach:** A student has failed to meet a specified academic or related requirement for continuation in a course or a program. For example, the student has not provided medical documentation or proof of required immunizations, the student has excessive course absences or the student tested positive for drugs or alcohol.
- **Disciplinary:** A student is suspended from the College for the remainder of a term and/or subsequent term(s) as a result of violations of the College's Student Code of Conduct, course or other disciplinary rules.
- **Interim Removal:** In certain circumstances, the College may impose an interim removal of a student from a campus before a hearing is conducted by an administrator or prior to a Appeal Board Hearing. Interim removal of a student may be imposed: (i) to ensure the safety and well-being of the College community or preservation of College property; (ii) to ensure the student's own physical and/or emotional safety and well-being; or (iii) if it is determined that the student poses a threat of disruption or of interference with the normal operations of the College.

- **Financial:** A student has an outstanding, overdue balance on their student account.
- **Break in courses:** A student is not registered for any courses during a term or a student has a gap in registration during a term.

Requesting a Voluntary Extended Leave

A student seeking a Voluntary Extended Leave must submit a written request for the leave to the Academic Standards Committee for consideration *and* approval. The written request for a Voluntary Extended Leave should include: (i) student's name, (ii) leave of absence dates, (iii) reason for leave, (iv) supporting documentation (e.g., medical certification) and (iv) date of request. A Voluntary Extended Leave request should be submitted in advance, unless unforeseen circumstances prevent the student from doing so.

Granting of a Voluntary Extended Leave

The Academic Standards Committee may grant or deny a Voluntary Extended Leave for any lawful reason. If a Voluntary Extended Leave is approved by the Academic Standards Committee, the Campus Director will develop, in conjunction with appropriate Program Administrators, conditions that must be met by the student to register for courses, including (i) the point in the curriculum where the student will be required to return, (ii) the point in the curriculum where the student will be officially returned from the leave, (iii) any additional tuition, fees or other costs associated with or arising out of the leave and returning from the leave, and (iv) any necessary remediation activities the student is to complete before or after re-enrollment. Such remediation activities may include a requirement to successfully audit courses previously completed and/or participate in laboratory or clinical experiences to refine and reinforce skills. When possible, the approval of a Voluntary Extended Leave and conditions for returning from such leave will be set forth in a Memorandum of Understanding that is signed by the College and the student.

Notification and Appeal of Involuntary Leave

Students are notified in writing of the decision by the College to place them on an Involuntary Extended Leave. Such notification should include the start and end date of the Involuntary Extended Leave and the conditions that must be met by the student to register for courses, including (i) the point in the curriculum where the student will be required to return, (ii) the point in the curriculum where the student will be officially returned from the leave, (iii) any additional tuition, fees or other costs associated with or arising out of the leave and returning from the leave, and (v) any necessary remediation activities the student is to complete before or after re-enrollment. Such remediation activities may include a requirement to successfully audit courses previously completed and/or participate in laboratory or clinical experiences to refine and reinforce skills. When

Withdrawals and Extended Leaves

possible, the conditions for returning from an Involuntary Extended Leave will be set forth in a Memorandum of Understanding that is signed by the College and the student.

A student may request the Campus Director to reconsider an Involuntary Extended Leave decision; such requests must be in writing. If the decision remains unchanged, the student has the right to file an appeal with the Appeal Board.

Effects of an Extended Leave

An Extended Leave status maintains a student's affiliation with the College and indicates that the student plans to return to Jersey College after the designated period of time. However, an Extended Leave is not a form of registration and does not constitute enrollment at the College. As such, an Extended Leave status has a number of academic, financial and other consequences due to this lack of enrollment. The academic, financial and other consequence of an Extended Leave may differ based on when the leave occurs. That is, whether the Extended Leave occurs after a term begins, but prior to the end of the term (a "mid-course leave") or at the end of a term and prior to the start of the next term (an "end-of-term leave").

Academic Effects of an Extended Leave

- **Records:** Records of an Extended Leave are maintained in a student's academic file.
- **Transcript:** An end-of-term Extended Leave is not considered a withdrawal and therefore is not identified on a student's transcript; a mid-course leave is considered a type of withdrawal from a course and as such, is identified on a student's official transcript. The grade for such withdrawal will be either a WP or WF based on the student's grade at the time of withdrawal, unless otherwise determined by the Academic Standards Committee.
- **Coursework upon Return:** A student returning from an Extended Leave is required to return to his/her program at the beginning of a term/rotation.
- **Credit for Previous Coursework:** A student returning from a mid-course leave is not provided with any credit for previously completed course assignments, attendance, exams or other requirements.
- **Promotion and Progression:** A mid-course leave and associated withdrawal from courses in which the student was in good academic standing at the time of the leave is not considered a course attempt for promotion and progression purposes; however, withdrawals from courses in which the student was not in good standing is considered a course attempt for promotion and progression purposes (unless otherwise approved in writing by the Academic Standards Committee).

Financial Effects of an Extended Leave

- **Financial Support:** A student on an Extended Leave is not eligible for financial support. However, the student is responsible for all outstanding financial obligations and payments. Loan agencies (including the Federal government) may expect repayment of outstanding obligations during a leave. Students are encouraged to discuss the consequences of leaves with their Campus Director and Financial Aid Planners.
- **Title IV Enrollment Status and Return of Funds:** A student on an Extended Leave is considered to have ceased attendance and to have withdrawn from the College for Title IV (Federal Financial Aid) purposes.
- **Tuition and Fees:** A student on an Extended Leave is responsible for any and all institutional charges (tuition, fees, expenses, and other costs) associated with the withdrawal from the course and the repeating of coursework upon return from the leave. Moreover, such students are subject to changes in tuition, fees and other costs that occur as a result of or arise out of the Extended Leave. Such student will be assessed additional charges based on tuition and fees in effect as of the return date. Jersey College will notify the student of such charges and when possible enter into a Memorandum of Understanding with the student.
- **Satisfactory Academic Progress:** An Extended Leave will have no effect on calculating the minimum cumulative grade point average for purposes of Satisfactory Academic Progress. However, an Extended Leave is considered a type of withdrawal and as such does count towards calculating the progression rate of Satisfactory Academic Progress. An Extended Leave therefore may impact the financial aid status of a student. A student on Financial Aid Warning Status or Financial Aid probation will remain on that status throughout the duration of the student's Extended Leave and the student will need to meet the terms of warning/probation upon his/her return to continue to have access to financial aid.
- **Refund Policy:** As stated above, a leave implies that a student plans to return to the College after a designated period of time. As such, an Extended Leave is not considered a withdrawal for institutional refund purposes. An institutional refund calculation will only be performed by Jersey College (i) when a student seeks an official withdrawal by notifying the College in writing of the intent not to return, or (ii) where the student fails to return by the end of the designated period of time and the student did not request an extension of the leave.

Other Effects of an Extended Leave

A student on an Extended Leave is not a registered student and does not have the rights and privileges of a registered student. As such, the College may deny a student on an Extended Leave access to the campus or clinical sites, and restrict the student's access to privileges of a registered student.

*Process for Returning from an Extended Leave***No Guarantee of Return and Readmission from Extended Leave**

There is no guarantee of return and readmission from an Extended Leave. Returning to and enrolling in courses from an Extended Leave is subject to, among other things, space constraints¹⁸, capacity of the program (instructors, clinical sites, schedules, etc.), and academic requirements (such as changes in admissions, grading standards, promotion and repeat policies, instructional methods and modalities, graduation standards, and other academic and non-academic policy modifications).

Notification and Approval to Return from Extended Leave

A student on an Extended Leave must confirm his/her plans to return to the student's program of study by notifying the Campus Director in writing at least thirty (30) calendar days prior to the start of the term they plan to return and enroll into. All readmission from an Extended Leave and enrollment in coursework is subject to obtaining formal approval from the Campus Director for the return and re-enrollment. A student who fails to confirm his/her return to the program and/or re-enrollment date in accordance with this policy, or a student who does not notify the Campus Director of a change in plans may be academically withdrawn from his/her program and not allowed to return to his/her program of study.

Medical Certifications

A student who is granted an Extended Leave related to a medical condition(s) is required to demonstrate that the condition(s) which precluded enrollment has been resolved sufficiently to allow resumption of studies. In this regards, the student must provide Jersey College with a statement of readiness and fitness to return from a licensed medical or psychological professional who cared for the student while on leave. Such statement should also include any limitations or special accommodations that the student may require upon returning from the leave. The statement of readiness and fitness must be on the professional's letterhead and indicate the person's professional credentials and affiliation. The statement should also clearly state that the student is ready to enroll in a full academic course load, and provide the additional following information: (i) diagnosis(es); (ii) dates seen; (iii) course/duration of treatment; (iv) present treatment/medications; and (v) follow-up plans/recommendations (includes assessment of need for continued treatment/therapy).

If the College is in need of further information or clarification, it may request the student to provide a signed release giving permission for the student's healthcare provider to speak with the College and provide further information or clarification regarding the student's request to return and readiness. The decision whether to allow a student to return to the College rests with the Academic Standards Committee.

¹⁸ Students may need to wait to return until space in the program and/or courses is available.

Involuntary Returns

A student placed on an Involuntary Extended Leave is expected to petition the College to return. Such petition should be received by the College at least thirty (30) calendar days prior to the date the student wishes to return or such shorter time frame as the Academic Standards Committee may approve. As part of the petition, such student must demonstrate to the Academic Standards Committee that the circumstances that led to the placement on the Involuntary Extended Leave have been satisfactorily addressed (see "Withdrawals and Extended Leaves - Extended Leaves from College - Process for Returning from an Extended Leave - Medical Certifications" above) and/or for any disciplinary Involuntary Extended Leave that the conditions set by the College have been satisfied. Readmission from an Involuntary Extended Leave and enrollment in coursework is subject to obtaining formal approval from the Academic Standards Committee and the Campus Director for the return and re-enrollment.

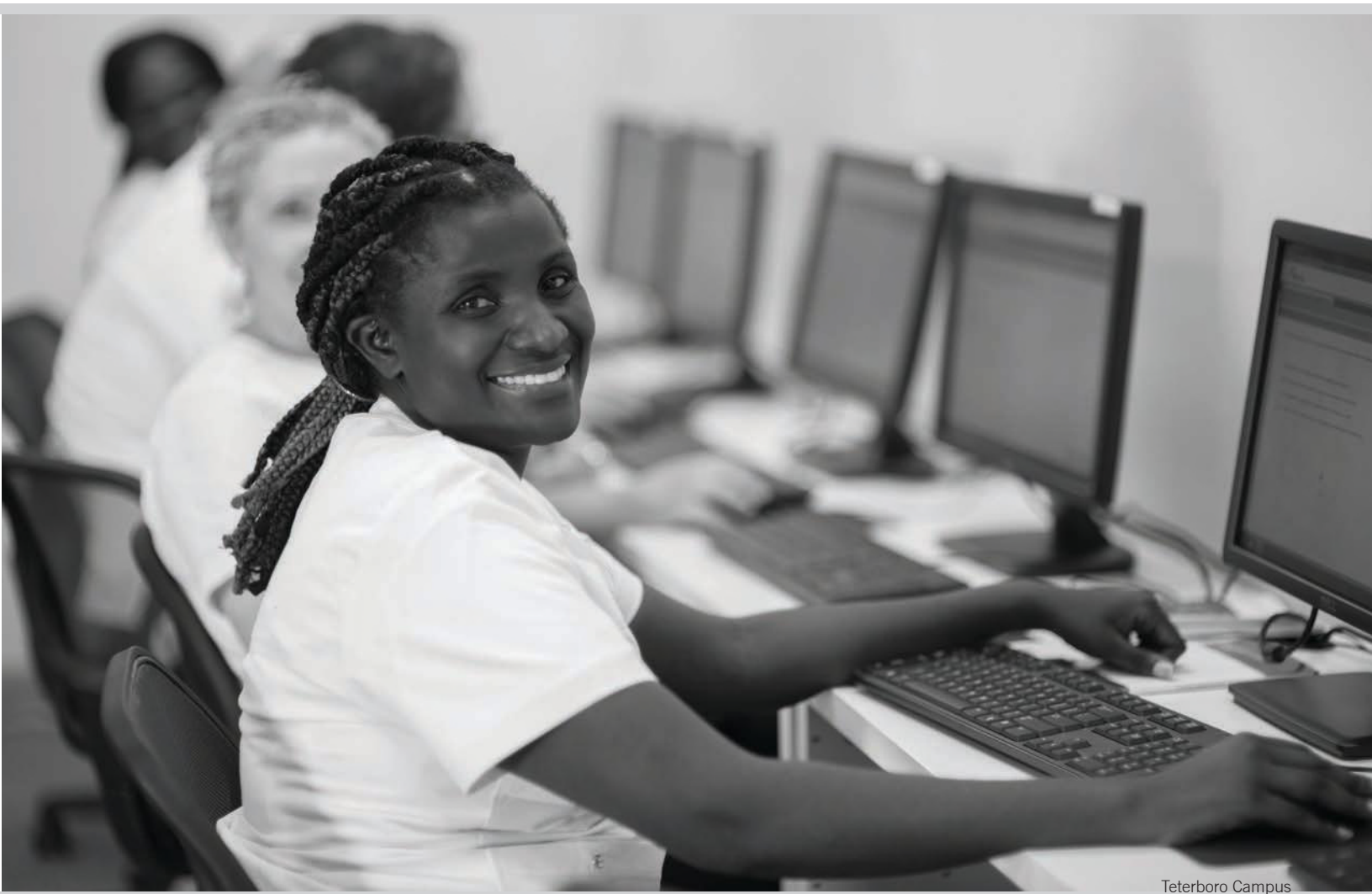
Failure to Return

A student who is granted an Extended Leave and does not return at the end of the leave (unless an extension is granted in accordance with these leave policies) will be withdrawn from his/her academic program by the College and the College will conduct a refund calculation in accordance with the refund policies described under "State Policies".





JERSEY COLLEGE



Teterboro Campus

Disciplines

Nursing

The nursing programs at Jersey College have been designed to be “open curriculum” programs that offer educational flexibility (with various entry and exit points) and provide career mobility. In addition, the programs have been established with an intent to accommodate the learning needs and career goals of adult students. Graduates are prepared to practice safely within their identified scope of practice and to promote, protect and improve the health of their patients. Students learn to perform tasks and undertake responsibilities core to the provision of providing nursing care, including health counseling, support and restorative care. The discipline includes both theory and clinical components to enable program graduates to develop the knowledge, skills and competencies necessary to practice confidently and safely in a rapidly changing health care system. Coursework in each program has been arranged to provide students with a gradual, step-by-step, simple to complex, learning environment that builds on previous relevant education and work experience.

Nursing Program Mission and Organizing Approach

The mission of the nursing programs is to ensure a pipeline of highly educated nurses that are able to join the health care team and contribute to meeting the total needs of the patient.

Jersey College has a holistic approach to the nursing education process. The nurse needs to understand the importance of addressing the physical, emotional, social, economic, and spiritual needs of the patient in an ever-changing, complex society.

Nursing Program Philosophies

The faculty believes that proper nursing care requires the nurse to understand the physical, emotional, social, economic, and spiritual needs of the patient in an ever changing, complex society. In this regard, our Nursing programs incorporate the following philosophies throughout the curriculum:

Nursing is a humanistic art and science which incorporates evidence-based principles from the biological, physical and behavioral sciences. The nurse cooperates with members of the health care team to assess health needs and assist the client to perform those activities which contribute to health. The goal of nursing is to assist the client in adaptation throughout the life cycle. The nurse contributes to this goal through the use of critical thinking inclusive of nursing process and evidence-based research.

Humans are unique and have ever-changing needs. They are comprised of biological, spiritual, psychosocial, and cultural variables, which are fluid, constantly interacting with the changing environment. The environment

includes focal, contextual and residual stimuli which impact their lives. As individuals move through their life span, inhabiting different phases of development, wellness and illness, and roles as individuals, members of families, groups, and cultures, nurses assess, plan, prioritize, implement and modify care-based on the best evidence to promote human adaptation.

Health is a vibrant and dynamic phenomenon that results from cognator and regulator responses to environmental stimuli leading to adaptation. The optimally functioning state of psychosocial, biological, cultural, and spiritual realities of health are objectively measured by biological and behavioral measures, and subjectively measured by the human’s perceived realities. Nurses view health needs through a humanistic and holistic context, and provide interventions based on caring, understanding, and best evidence to promote risk reduction, and for symptom/illness management.

Environment is a confluence of social, scientific, economic, legal, political, cultural, physical, and psychological factors. Internal and external environmental stressors, the focal, contextual and residual stimuli influence human adaptation as individuals interact with their environment on a daily basis. Effective nursing care requires understanding and embracing the stimuli surrounding and affecting their patients to better develop and implement holistic care plans.

The *teaching-learning process* is essential to the practice of nursing. Teaching and learning can be capitalized on through a gradual, step-by-step, simple to complex process that correlates clinical experiences with concurrent didactic instruction. In addition, teaching and learning in nursing requires extensive “hands-on” practice in a variety of clinical settings. The process of teaching and learning is fostered by an open, receptive and democratic environment which nurtures the individual’s efforts and motivation to learn. Teaching and learning are influenced by the individual differences in ability and background of its participants. All teaching and learning should bring individuals closer to self-actualization. The teaching and learning process is effective when it is based on best evidence and when desirable changes in learners’ competencies are achieved.

Class Times, Examination Schedules and Hours

Class times, examination schedules, and hours of classroom/ clinical/ laboratory instruction and practice for the Nursing programs are set prior to the start of each term. Students are typically in class between 4.5 and 8 hours each day and the typical hours for the program range from 7:00 a.m. to 4:30 p.m. for courses offered during the day and 5:30 p.m. to 10:00 p.m. for courses offered in the evening.¹⁹ Practicum experiences may be conducted during the day, weekend or in the evening. In addition,

¹⁹ Evening classes may not be offered at all campuses. Students are advised to contact the Campus Director to obtain additional information regarding the times and availability of classes.

examinations and seminars may be scheduled on non-class days and non-class hours (after or before normal class times – i.e., after 3:30 p.m. for days and before 5:30 p.m. for evenings).²⁰

Practicum Experiences

Nursing students are required to participate in clinical, laboratory and other experiences as part of their programs (aka practicum experiences). Jersey College has entered into clinical arrangements with a number of health care institutions. These facilities provide hands-on and observational experiences for our students and most of all assist with providing a model environment for learning how to be a nurse. While at practicum sites students must demonstrate required course competencies.

In order to participate in clinical experiences at affiliated healthcare facilities, students are required to maintain certain health immunizations and may be required to undergo additional physicals, background checks, drug screening or other activities for participation at these clinical facilities. Students are also required to sign confidentiality, HIPAA²¹ compliance and other forms prior to participating in the clinical experience. In addition to the foregoing, certain clinical sites require students to participate in orientation and training sessions prior to starting the clinical experience. Students unable to meet clinical facility prerequisites may be withdrawn from their coursework related to the practicum, placed on an involuntary leave or withdrawn from the College; when such prerequisites are met they will be eligible to seek reenrollment in the course and/or return/readmission into the program.

Healthcare facilities associated with Jersey College change from time to time. Students are responsible for having their own reliable transportation for participating in practicum experiences. Students are responsible for their own transportation, parking and incidental expenses to and from affiliated agencies and facilities, including those beyond 50 miles from the College.

Jersey College makes no representation, guarantee, or warranty that a student will receive clinical training at any specific facility. Students are advised that clinical sites do change without notice. A list of current clinical sites is available from administration. Students should not rely on the list as a guarantee of clinical placement at any given facility.

Jersey College also does not make any representation, guarantee, or warranty with respect to (i) the type of facility (acute, sub-acute, long-term, day-care, doctor's office, home care, etc.) a clinical experience will occur in, (ii) the nursing specialties (geriatric, obstetrics, pediatric,

etc.) to be completed through a clinical experience (as opposed to lab and/or simulation experiences), (iii) the instructional methodology in a clinical experience (direct, observation, preceptorship, etc.), or (iv) the specific distance a clinical experience will be from a campus. Moreover, students are advised that clinical experiences may include simulation, and such experiences can replace affiliated clinical experiences.

Laboratory Experiences

In addition to practicum experiences at clinical facilities, students may also participate in mock and simulated patient care. These experiences may include screen-based/PC-based simulation, virtual patients, partial task trainers, human patient simulators, standardized patients and integrated models. Jersey College believes that mock and simulated care promote better preparation for new nurses by guaranteeing experiences for every student (including the practice of rare and critical events, while offering opportunities to make and learn from mistakes in a safe and controlled environment) and customizing learning for individual student needs.

Practicum Standards of Professional Practice

In all situations, nursing students are expected to demonstrate responsibility and accountability as professionals, with the ultimate goal being health promotion and prevention of harm to others. The following standards of Professional Practice must be followed at all practicums by nursing students. In practicum experiences, students must not take any action that:

- Jeopardizes patient safety;
- Compromises patient confidentiality;
- Violates HIPAA;
- Is outside the scope of the student's nurse practice;
- Violates clinical agency policy and/or procedures;
- Violates general standards of practice and professionalism expected at a healthcare facility;
- Is disruptive to the operations of the healthcare facility;
- Jeopardizes the professional relationship between the College and the agency;
- Is unprofessional, including, without limitation, being hostile, rude, or argumentative with the practicum instructor, preceptor or healthcare' facility's nursing team;
- Does not uphold standards of the nursing profession; and
- Places in the College (faculty and staff) and/or practicum facility (staff, patients and guests) in a negative light.

A violation of these practicum standards may warrant dismissal from the program or other disciplinary actions.

²⁰ Class times and days, examination schedules, and hours of classroom/clinical/laboratory instruction and practice are subject to change.

²¹ Health Insurance Portability and Accountability Act (HIPAA) Standards for Privacy of Individually Identifiable Health Information (Privacy Standards), 45 CFR Parts 160 and 164, and any and all other Federal regulations and interpretive guidelines promulgated thereunder.

Malpractice Insurance

Jersey College has arranged for individual malpractice insurance policy for practicum experiences for our students. The limits of liability are \$2,000,000.00 for each incident or occurrence, and \$4,000,000.00 in the aggregate. Students are encouraged to acquire additional liability insurance.

Professional Confidentiality and HIPAA

The importance of confidentiality cannot be overemphasized. All members of Jersey College must adhere to all HIPAA. Discussion of patients must be limited to pre- and post-conference and nursing classes. At no times are patients to be discussed at breaks, on elevators, outside of school (on buses, subways, etc.), or in other inappropriate settings. Patients' charts and other information are confidential records and may not be photocopied. Students, faculty and staff may not use any photography, video or audio equipment at a clinical site and are prohibited from photographing, recordings (video or audio), or otherwise capturing pictures, images or other identifiable information of others at clinical sites. A violation of the professional confidentiality and HIPAA standards may warrant dismissal from the program/employment or other disciplinary actions.

Class Sizes in the Nursing Programs

In the Nursing programs, generally, the student to faculty ratio for didactic classes ranges from 10:1 to 60:1. For practicum experiences the student to faculty ratio is based on state regulations and facility capacity (or mandates).

Course Assessments

To measure achievement of course and program objectives and outcomes, Jersey College utilizes internally and third-party developed assessments that benchmark student performance and provide insights into students' mastery of course content.²² The course assessments may include various types of formats, including multiple choice items, multiple-response items, fill-in-the-blank items, drag-and-drop items, hot spots items, chart/exhibit items, case studies, and other items.

Failure to achieve the minimum score on a course assessment may result in course failure or require remediation or retesting (as outlined in the course syllabus or other documents). If remediation is required for retesting, the remediation activities must be completed by the established dates and times to prevent forfeiture of retesting/additional attempts.

Students are responsible for the proctoring and examination fees associated with course assessments. Students are directed to consult the Campus Director for additional information regarding course

22 Course assessments utilized in the Nursing programs at Jersey College may include exams developed by the faculty of Jersey College and exams of third-party publishers like Assessment Technologies Institute (ATI), Elsevier's Health Education Systems, Inc. (HESI), Wolters Kluwer (PrepU, Passpoint, etc.), Kaplan Test Prep, NurseTim, and National League for Nursing (NLN).

assessments, including testing requirements, retakes, remediation, repeating of coursework, required coursework, etc.

Uniforms, Nursing Kit, Computer and Books Required for Nursing Programs

The Nursing programs at the College require students to possess (i) a Jersey College uniform (the "Uniform") (ii) a nursing kit (the "Nursing Kit") consisting of a stethoscope, pen light, blood pressure cuff, clamp, scissors; (iii) a laptop computer (the "Computer") that meets or exceeds the specifications under "Admissions-Technology for Coursework", and (iv) mandated textbooks and electronic resources (the "Books").

The Uniform, Nursing Kit and Computer (collectively, the "Program Materials") are provided directly by Jersey College to each student at the time of initial enrollment²³ in the Nursing program, unless a student elects to personally procure and acquire the Program Materials. A student that intends to personally procure and acquire the Program Materials, must inform Jersey College of such intent at least seven (7) days prior to the scheduled start of her/his program; otherwise the College will procure and acquire the Program Materials and charge the student's account. The Uniform and the Nursing Kit are available for direct purchase from certain approved vendor(s).²⁴ Any Program Materials personally procured and acquired by a student must meet the exact specifications²⁵ established by Jersey College, and must be purchased prior to the end of the 1st week of the start of such student's Nursing program, unless otherwise stated in the Enrollment Agreement. A student that elects to personally procure and acquire Program Materials (or a component thereof) and fails to obtain such materials by the end of such 1st week may be denied enrollment in courses, be administratively withdrawn from courses, and/or administratively withdrawn from her/his program of study.

Jersey College provides Books as part of the enrollment in coursework.²⁶ The Books are a combination of physical and electronic materials. The Books must be purchased directly from the College to allow for the electronic materials to be integrated into the College's learning management system. Books are institutional charges.

23 Program Materials are typically provided at orientation for the Nursing program or shortly thereafter (within the first few of the start of the program). The Nursing Kit is only provided to students in the Practical Nursing program and students in the Generic option of the Professional Nursing program. The Nursing Kit is provided before a student's first nursing course or nursing support course.

24 For information on approved vendors, see www.jerseycollege.edu under Student Resources.

25 Specifications for Program Materials are provided at www.jerseycollege.edu under Student Resources and/or in this Academic Catalog.

26 Books for coursework are typically provided prior to the start of a term or within the first week of the term. Availability dates can vary based on publisher availability, course requirements and other factors, which can be within and outside of the control of the College.

Dress Policy

In addition to meeting the dress standards of the College, students in Nursing programs are expected to meet the following dress and personal appearance standards:

- Wear the College approved nursing uniform at all times (on campus, at clinical sites and while participating in College related events). The College approved nursing uniform consists of:
 - Jersey College approved top (shirt) and bottom (pants or skirt); which are provided to students (single set) at the time of initial registration and additional garments can be purchased at anytime;
 - White or black closed toe and heel leather polished shoes (without color ornamentation) or white or black sneaker type shoes with white/black laces, respectively (no open back shoes or clogs are acceptable);
 - White or black socks (in the case of a uniform with a skirt, white stockings);
 - Plain white or black undergarments (that are not visible to others);
 - College issued identification; and
 - Jersey College approved white jackets. College approved white jackets are available for purchase. Approved white jackets may only be worn at clinical sites if in compliance with affiliating agency rules.²⁷
- Ensure that all garments and other items are clean, pressed (i.e., wrinkle-free) and in good condition (i.e., not torn, ragged, or disheveled).
- Maintain neat and clean personal grooming as related to hair, beards, and mustaches.
- Hair must be neat in appearance and not interfere with the ability to perform nursing skills.
 - Long hair must be pulled up or confined and off of the collar and face. Students with long hair must use protective hair coverings (e.g., hairnets, hair bands, etc.).
 - No head coverings²⁸, hair accessories (bows, hair ribbons, etc.) or other similar items other than protective hair coverings outlined.
 - Hair colors of a natural tone are acceptable; provided that the hair dyes, tints, highlights, or bleaches have the same general appearance as natural hair and blend together in a subtle and natural way.²⁹
 - Trendy and exaggerated hairstyles, including (i) shaved portions of the scalp or designs cut into hair and (ii) spikes and mohawks and similar extremes are not acceptable.
 - Hair accessories used to secure hair must not be distracting or decorative. Students can use black rubber bands or rubber bands that match hair color.
- Maintain ordinary and customary professional grooming standards for nurses.
 - Clean fingernails with length of nails no longer than the end of the fingertip (that is fingernails must not protrude above the top of the

²⁷ Students may also wear plain white, button-down sweaters or red Jersey College sweaters while on campus, but such sweaters may not be worn at clinical sites.

²⁸ Head coverings for religious purposes are allowed. Religious head coverings must be pattern-free and either white or black in color.

²⁹ Dyes, tints, or bleaches that do not match a natural hair color, such as greens, bright reds, pinks, etc. should be avoided and may result in a student be denied participation in practicum activities.

fingertip when viewed from the palm side of the hand). Nail polish, if used, must be flesh colored polish (light pink, cream, etc.) and polish may not be chipped. No artificial fingernails are permitted.

- Covered tattoos.
- Makeup, if worn, in moderation and no glitter or other similar items.
- No false eyelashes and/or lash enhancements.
- No strong perfume or aftershave colognes.
- Limited jewelry (as follows): (i) one or two small stud earrings per ear; (ii) a simple watch with a second hand; (iii) no dangling earrings; (iv) no facial piercing (e.g., nose, tongue, lip, eyebrow, etc.); (v) no rings other than a simple wedding ring or band; (vi) no bracelets; (viii) no necklaces; and (ix) no jewelry that displays symbols, emblems, or other designs which represent sexist, racist, drug, alcohol, or organizations which may be offensive to others.

Plans for Improving Academic Programs

Jersey College regularly reviews our academic programs to ensure that our mission and educational vision are being supported, implemented and met. In these reviews, we examine and assess the quality of our faculty, courses, clinical affiliations and supporting course materials (textbooks, media, policies and procedures, etc.). Jersey College utilizes a number of tools in conducting the course reviews, including student evaluations, faculty surveys, clinical and employer questionnaires, and graduate feedback. For student evaluations, faculty surveys, clinical and employer questionnaires, and graduate feedback, Jersey College seeks a mean level of satisfactory achievement of 3.0 or higher on surveys using a Likert Scale where 5 is very satisfied and 1 is not very satisfied relative to the education provided by the program. Jersey College has an open door policy and welcomes feedback from all community members.

Professional Development and Professional Affiliations

Jersey College recognizes the importance of professional affiliation and recommends that students follow and/or join the following national nursing organizations:

Advance for Nurses:

nursing.advanceweb.com

National League for Nursing:

www.nln.org

National Council on State Boards of Nursing:

www.ncsbn.org

Medication Administration Policy

It is the policies and standards of Jersey College that students enrolled in all clinical courses will practice within the scope of the practicum curriculum and with their assigned clinical faculty, supervising nurse or practicum preceptor (hereinafter, individually and collectively referred to as the “Clinical Supervising Nurse”) (as discussed in more details within this policy). These policy guidelines refer only to those student activities which are completed during scheduled practicum hours and experiences for which they are receiving course credit. These policy restrictions and guidelines are not all-inclusive. Rather, they are intended to provide guidance to students, clinical faculty, supervising registered nurses (RN) or licensed practical nurses (LPN), mentors, and contracted clinical sites. Site specific medication policies must be included in student orientations.

CLINICAL FACILITY RESTRICTIONS OR LIMITATIONS, WHICH ARE MORE RESTRICTIVE THAN THESE MEDICATION ADMINISTRATION GUIDELINES, WILL SUPERSEDE ANY ASPECT OF THIS MEDICATION ADMINISTRATION POLICY.

Process for Drug Administration: The following process must be followed by ALL students at Jersey College that are allowed to administer drugs during a practicum experience:

Prior to administering each dose of medication, students must perform the following procedures:

1. Identify key information regarding the medication to be administered:
 - Mechanism of action
 - Major side effects and incompatibilities
 - Major therapeutic effects
 - Rationale for medication use
 - Correct medication dosage/IV rate calculation completed
 - Available pre- and post- assessment considerations (i.e. BP, HR, drug levels, blood sugar)
 - Selection of proper needle/syringe size, site (for IM/SQ administration), and volume capacity for site chosen
 - Saline flush guidelines
2. Identify/verify patient’s allergies prior to medication administration.
3. Identify the eight rights of medication administration as follows:
 - Right patient
 - Right medication
 - Right dose
 - Right route
 - Right time/frequency
 - Right patient education
 - Right documentation
 - Right to refuse
4. Maintain standards of patient safety, including proper hand washing and clean or sterile techniques, and disposal of sharps as appropriate during the entire medication administration process.
5. Use two patient identifiers prior to medication administration to ensure safety. According to JCAHO, acceptable identifiers include:
 - The individual’s name
 - An assigned identification number
 - Telephone number
 - Date of birth
 - Social Security number
 - Address
 - Photograph
6. Administer all medication, including documentation of administered doses, utilizing clinical facility specific policies, procedures, and protocols.
7. Only perform the administration of the medication after completing Steps 1 – 6 above AND under the Direct Supervision of the Clinical Supervising Nurse. For purposes of this medication administration policy, “Direct Supervision” means that the Clinical Supervising Nurse has conferred with the student and at the time of administration is on-site (in-person and in the room with the student) and directly witnessing the administration of each dose of medication. Students cannot ‘peer check’ medications for each other.
8. If the clinical facility Medication Administration Policy allows, document with the Clinical Supervising Nurse in the patient’s medication administration record providing correct medication, dose, and administration time according to the institutional procedures along with the licensed personnel’s signature/initial. At all times, the Clinical Supervising Nurse’s co-signature must accompany each administration in the patient’s medication administration record.
9. Promptly notify the Program Chair or Dean of any unsafe medication administration practices (including, but not limited to, non-compliance with this policy by another student or Clinical Supervising Nurse) identified, witnessed or experienced during the practicum experience.
10. Report medication/drug errors that occur at a clinical facility during assigned practicum hours, as determined by the student, clinical site staff, or Clinical Supervising Nurse, as follows:
 - Immediately notify the patient’s assigned nurse.
 - Immediately notify the Clinical Supervising Nurse and the clinical faculty member overseeing/supervising the practicum experience (if different).
 - Clinical faculty notify the Program Chair or Dean of the program within 2 hours.
 - Participate in the clinical facility’s error reporting process per site protocol and the college’s error reporting process.

General Restrictions on Drug Administration: The following restrictions apply to ALL students at Jersey College that are allowed to administer drugs during a practicum experience:

1. Students are NOT PERMITTED to:
 - a. Take verbal or telephone physician or provider orders.
 - b. Transcribe physician or provider orders.
 - c. Communicate medication orders to pharmacy.

2. Students are NOT PERMITTED to:
 - a. Discontinue a PCA or PCEA (patient controlled epidural analgesia) infusion.
 - b. Cosign/witness controlled medication shift count or dose wastage.
 - c. Administer medications via a regional, epidural or spinal catheter, including the direct administration of a dose and/or adjustment of the infusion rate via an infusion pump.
 - d. Administer any chemotherapeutic agents, to include oral medications used for non-oncologic purposes (Examples: methotrexate, tamoxifen. This list is not all-inclusive.)
 - e. Assume the primary nursing role and/or monitoring responsibility for patients undergoing procedural/conscious sedation)
 - f. Perform any procedure which requires special certification or training, e.g. arterial blood gas sticks.
 - g. Even if allowed by the clinical facility's Medication Administration Policy, students MAY NOT administer:
 - Blood products³⁰,
 - IV push medication,
 - IV narcotics medications under any circumstance,
 - Drugs during a "Code", or
 - Central line flushes (i.e., porta-cath or PICC line).
 - h. Administer any drugs without the direct, in-person supervision of the Clinical Supervising Nurse.

3. Students are NOT PERMITTED to administer any medication during practicum activities unless they are concurrently enrolled in or have successfully completed HSC204, NUS102, or NUS152 (as applicable), or have a valid, active practical nursing license.

³⁰ See monitoring blood products below.

Disciplines

Course Specific Restrictions and Requirements on Drug Administration:

The following drug administration restrictions apply to students that are enrolled in:

NUR101, NUR102, NUR150, NUR151, NUS201, NUS210, NUS212, NUS213, NUS215 and NUS216	Students are NOT PERMITTED to administer any medication during clinical activities while enrolled in these courses.
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The following requirements and restrictions for drug administration apply for controlled substances, blood products, PCA, (individually and collectively, "Drug Products") and only students enrolled in the following courses may participate in the administration of the Drug Products:

NUR105, NUR106, NUR108, NUR158, NUR160, NUR162, NUR165, NUR203, NUR204, NUR205, NUR210, NUR223, NUR224 and NUR227	<ol style="list-style-type: none">1. <u>Controlled Substances</u>: Students may only administer <u>oral</u> controlled substances. All controlled substances administered by students require <u>direct and in-person</u> RN supervision and require a RN or LPN signature and co-signers. Students are not allowed to be co-signers.2. <u>Blood Products</u>: Students are NOT permitted in any course to infuse or administer blood products or witness or co-sign the administration of the blood products. Students ARE PERMITTED to prime the tubing, obtain vital signs, and monitor the patient under the supervision of an RN undergoing a blood product administration.3. <u>Patient Controlled Analgesia (PCA)</u>: Students administering analgesics via a Patient Controlled Analgesia (PCA) infusion pump requires <u>direct and in-person</u> RN supervision of all activities, including but not limited to the following interventions:<ul style="list-style-type: none">• Initial set up and dose programming,• Administer loading and/or bolus doses of analgesic medication,• Change medication cartridges or tubing, and• Adjust delivery dosages/settings.
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The following requirements and restrictions for drug administration apply for Insulin and Anticoagulants, and only students enrolled in the following courses may participate in the administration of Insulin and Anticoagulants:

NUR104, NUR105, NUR106, NUR108, NUR153, NUR158, NUR160, NUR162, NUR165, NUR201, NUR202, NUR203, NUR204, NUR205, NUR210, NUR221, NUR223, NUR224 and NUR227	Students administering insulin or anticoagulants must calculate and draw up dosages with the direct and in-person supervision of an RN.
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JERSEY COLLEGE



Teterboro Campus

Programs

Professional Nursing Program

Overview

The Professional Nursing program is based upon current nursing practice, including nursing and general education courses. Classroom theory, challenging assignments, skill labs, and clinical experiences prepare students for an entry-level RN position. Students graduating from the Professional Nursing program will receive an Associate degree in nursing and will be eligible to apply for The National Council Licensure Examination for Registered Nurses (NCLEX-RN) examination to become licensed as a Registered Nurse. The Professional Nursing program has two options. The generic option is for individuals without existing nursing licenses. The advanced placement option (also known as the LPN to RN bridge option) is for individuals holding a current, unencumbered practical nursing license. Students requesting advanced placement in the Professional Nursing program are required to provide Jersey College with an official transcript from their Practical Nursing education to obtain credit for prior learning.

Program Frameworks

The primary building blocks for the Professional Nursing curriculum are Sr. Callista Roy's Adaptation Model (RAM), and the Evidence-Based Practice Impact Model described by Brown (2009).

Program Structure

The Professional Nursing program is divided into Levels. Level I coursework involves general education and health science coursework. Level II and beyond focus on core nursing topics and skills, such as medical-surgical, pediatrics, obstetrics, geriatrics, mental health and leadership, and may also incorporate general education courses. The Professional Nursing program includes a seminar course that prepares the student for their first year as a new RN and for the NCLEX-RN examination. Students are considered nursing students upon enrollment in Level II nursing coursework³¹.

Each Level focuses and builds on concepts, skills, and outcomes learned in the prior Level. Each course in a Level includes specific knowledge and skills that are required to be mastered for course completion.

At the conclusion of the Professional Nursing program, students are expected to be able to:

- Be prepared to take the NCLEX-RN licensing examination.
- Value the importance of lifelong learning for nursing practice.

Sequence of Coursework

All courses within a "Level" in the Professional Nursing program must be completed satisfactorily before a student is permitted to advance to the next Level. Subject to pre and co-requisite restrictions as set forth in course syllabi, courses within a Level may be taken in any order, subject to space availability. For additional information regarding Jersey College's promotion policy, see "Academic Policies".

Students in the Professional Nursing program must complete a minimum of:

- 113 quarter credits and a minimum of 30 quarter credits in general education for programs measured in quarter credits; or
- 75 semester credits and a minimum of 20 semester credits in general education for programs measured in semester credits.

End-of-Program Student Learning Outcomes

Students in the Professional Nursing program are expected to acquire the following competencies:

1. Apply the Roy's Adaptation Model as a systematic problem-solving approach to provide effective care to culturally diverse individuals, families, and groups.
2. Modify care in consideration of the client's values, customs, culture, religion and/or beliefs.
3. Communicate effectively using interpersonal skills and information technology.
4. Utilize evidence-based nursing interventions to achieve optimal adaptation.
5. Safely prioritize appropriate nursing care.
6. Employ critical thinking to safely and effectively provide nursing care.
7. Utilize professional values and standards as a basis for ethical nursing practice.
8. Demonstrate understanding of boundaries and the legal scope of professional practice as a registered nurse.
9. Collaborate with the interdisciplinary health care team in planning comprehensive care.
10. Safely utilize technology in the provision of care.

³¹ Nursing coursework consists of courses with a course code of NUR.

Program Outcomes

The administration and faculty of Jersey College, on at least an annual basis, analyze, review, and discuss the achievement levels and, where necessary, develop and implement plans to address any concerns. The following are the completion, licensure and placement goals for the Professional Nursing program for accrediting and state bodies standards.³²

COE Program Outcomes³³

The completion, licensure and placement goals for the Council on Occupational Education established by the College for the Professional Nursing program are:

- Sixty percent or more of nursing students successfully completing their nursing program;
- Seventy percent or more of graduates will pass the NCLEX-RN; and
- Seventy percent or more of graduates will be employed in the health care field.

ACEN Program Outcomes³⁴

The completion, licensure and placement goals for the Accreditation Commission for Education in Nursing established by the College for the Professional Nursing program are:

- The most recent annual (July 1 to June 30) pass rate on the NCLEX-RN shall be at least: (i) 80% or greater for all first-time test takers, (ii) 80% or greater for all first-time test-takers and repeaters; or (iii) at or above the national mean for associate degree programs.
- 80% or more of graduates are employed as a registered nurse within the same reporting year (July 1 – June 30) prior to the due date of the ACEN annual report.
- The completion goals for the Professional Nursing program by campus are:
 - Teterboro, Ewing, Fort Lauderdale and Jacksonville: thirty-five percent or more of nursing students will complete the program³⁵ within 100% of the program length required for conferral of a degree.
 - Brooksville, Cleveland, Fort Wayne, Largo, Knoxville, Melbourne, Naples, and Port Charlotte: thirty percent or more of nursing students will complete the program³⁶ within 100% of the program length required for conferral of a degree.

- Scranton and Tucson: thirty-five percent or more of nursing students will complete the program³⁷ within 100% of the program length required for conferral of a degree.
- Tucson: forty-five percent or more of nursing students will complete the program³⁸ within 100% of the program length required for conferral of a degree.

In addition, each program will assess the extent to which students complete the program within 150% of the nursing program length required for conferral of a degree.

Board of Nursing Program Outcomes³⁹

The completion and licensure for state agencies established by the College for the Professional Nursing program are:

- Arizona programs: First-time pass rate on the NCLEX-RN shall not be below eighty percent and forty-five percent or more of students enrolled in the first nursing clinical course (i.e., NUR course) graduate within 100% of the prescribed period.
- Alabama programs: Seventy percent or more of graduates will pass the NCLEX-RN;
- Indiana programs: First-time pass rate on the NCLEX-RN shall not be below one standard deviation of the national average.
- Florida programs: First-time pass rate on the NCLEX-RN shall not be more than ten percent below the national average for similar programs.
- New Jersey programs: First-time pass rate on the NCLEX-RN shall not be below seventy-five percent.
- Commonwealth of Pennsylvania programs: First-time pass rate on the NCLEX-RN shall not be below eighty percent.
- Tennessee programs: First-time pass rate on the NCLEX-RN shall not be below eighty percent.

Employment Preparation

The Professional Nursing program prepares students to obtain positions as Registered Nurses, Licensed Practical Nurses and related positions (e.g. Nurse Consultants, Laboratory, Medical and Nurse Technicians, etc.). In addition, the program provides opportunities for students to continue in their academic degree progression towards higher level nursing degrees.⁴⁰

32 Methods of evaluation for each standard vary based on agencies' standards and calculating methodologies.
 33 To the extent state or other regulatory agencies have more rigorous standards, the College's goal is to meet or exceed such requirements.
 34 Ibid
 35 The calculation for completion begins when a nursing student enrolls in the first nursing course (i.e., a NUR course).
 36 Ibid

37 Ibid
 38 Ibid
 39 To the extent regulatory agencies have more rigorous standards, the College's goal is to meet or exceed such requirements.
 40 Nothing in this Academic Catalog implies or guarantees that graduates will become employed or that graduates will receive any particular level of compensation following completion of their program of study. Employment is not a certainty upon graduation. In addition, nothing in this Academic Catalog implies or guarantees that graduates will be able to obtain a higher level nursing degree. Students are directed to see "Academic Policies - Transfers - Transfer of Credits to Other Institutions" for additional information with respect to the transferability of coursework at and credit from Jersey College to other institutions.

Readmission after Academic Withdrawal

Students in the Professional Nursing program who return to the program after an academic withdrawal are subject to the following⁴¹:

- Students will be provided with credit for purposes of graduation for all courses successfully completed.
- Students may not repeat more than two (2) courses upon readmittance^{42,43}; and
- Students are otherwise subject to all other policies and procedures in this Academic Catalog.

Program Credits, Length and Other Information

The Professional Nursing program consists of classroom and practicum education. The following table sets forth the number of credits, the length of terms, program length and normal time to complete for full-time students in each program who follow the recommended plan for their program of study. The program length and normal time to complete will vary to the extent that students do not follow the recommended plan for their program of study, undertake coursework on a part-time (non-full-time student) basis and/or repeat coursework.

Quarter-Based Professional Nursing Program

113 Quarter Credits (12 Week Terms⁴)

Schedule	Instructional Time ^{**}		Normal Time to Complete ^{***}	
	Generic	Advanced Placement (LPN to RN)	Generic	Advanced Placement (LPN to RN)
Day	24 Months	15 Months	32 Months	20 Months
Evening	33 Months	21 Months	38 Months	26 Months

Semester-Based Professional Nursing Program

75 Semester Credits (16 Week Terms⁵)

Schedule	Instructional Time ^{**}		Normal Time to Complete ^{***}	
	Generic	Advanced Placement (LPN to RN)	Generic	Advanced Placement (LPN to RN)
Day	24-28 Months	24-28 Months	28-32 Months	28-32 Months
Evening	24-28 Months	24-28 Months	28-32 Months	28-32 Months

⁴¹ Students that were academically withdrawn from the Professional Nursing program and transfer into and successfully complete the Practical Nursing program at Jersey College are not subject to this readmission policy. Instead, such students shall be considered “new” Professional Nursing program students. As “new” students such students will not be provided credit for purposes of graduation for any courses previously undertaken in the Professional Nursing program at Jersey College (other than those courses allowed to be transferred into the college from other institutions); such students will be required to retake and pass such courses. The college may provide tuition credits to offset the cost of the previously taken and passed courses. As “new” Professional Nursing students, such students may transfer credits from other institutions into the program in accordance with the college’s transfer of credit policy and such students will be subject to the standard program’s promotion, repeat and termination policies for their new enrollment.

⁴² The Academic Standards Committee reserves the option to readmit a student and apply promotion, repeat and termination policies under “Promotion and Repeat Policy” in this Academic Catalog. Exercise of such option must be documented in a memorandum of understanding and include the number of courses the student previously unsuccessfully attempted (e.g., number of courses repeated) and notation that a maximum of four courses may be repeated and/or failure of a previous attempted course will result in academic dismissal.

⁴³ Students that fail to achieve the minimum passing grade in more than two (2) courses upon readmittance will be academically terminated from the Professional Nursing program.

⁴ Includes holidays, and mid-term and final weeks, but excludes scheduled breaks

^{**} Includes holidays, mid-term and final weeks, and scheduled breaks

^{***} Normal time includes mid-term and final weeks, holidays, schedule breaks, and other time necessary for a student to complete all requirements for the degree (a leave, repeat of a course, etc.). Normal time based on the average time to complete for students graduating in 2022 and 2023 (where available and reliable).

Curriculum Maps

The following tables present the curriculum maps for the Professional Nursing program.

*Professional Nursing Program
Coursework by Level
Semester Credits*

Course Number	Course Title	Theory	Practicum	Total
LEVEL I*				
<i>Generic Option Coursework</i>				
NUS215	Healthcare Foundations	4.5	2.0	6.5
<i>Advanced Placement (LPN to RN Bridge) Option Coursework</i>				
NUS216	Transitions and Health Assessment	4.5	2.0	6.5
**	Credits for Prior Learning	6.0	2.0	8.0
LEVEL II*				
HSC204	Principles of Pharmacology [†]	3.0		3.0
NUR221	Nursing II: Introduction to Medical-Surgical Nursing	5.0	2.5	7.5
NUR227	Nursing III: Psychiatric Nursing	3.5	2.5	6.0
NUR223	Nursing IV: Care of Women and Children	7.5	2.5	10.0
LEVEL III*				
NUR224	Nursing V: Advanced Concepts of Medical-Surgical Nursing	5.0	2.5	7.5
NUR228	Nursing VI: Leadership and Delegation	1.5		1.5
NUR226	Nursing Seminar	6.0		6.0
General Education				
BIO202	Microbiology: Impact of Microorganisms on the Environment with Lab	3.0	1.0	4.0
ENG201	Composition I	3.0		3.0
HUN201	Nutrition	3.0		3.0
***	Human Body in Health and Disease with Lab	8.0		8.0
MAT202	College Algebra	3.0		3.0
PSY201	Life Span Development	3.0		3.0
SOC201	Sociology	3.0		3.0

* Courses are subject to pre- and co-requisites within a Level.

** Students granted advanced placement in the Professional Nursing program receive upon admittance 8.0 semester credits for prior learning related to completion of a Practical Nursing program.

*** Human Body in Health and Disease with Lab may be fulfilled by either (i) BIO204, BIO205 and BIO207 or (ii) BIO206 and BIO207.

† May be taken with Level I coursework and general education courses.

Transfer credits considered for courses completed.

Program

Professional Nursing Program

Coursework by Level

Quarter Credits

Course Number	Course Title	Theory	Practicum	Total
LEVEL I*				
BIO201	Microbiology: Impact of Microorganisms on the Environment	4.5		4.5
ENG201	Composition I	4.5		4.5
HSC203	Pathophysiology	4.5		4.5
HUN201	Nutrition	4.5		4.5
MAT202	College Algebra	4.5		4.5
PSY201	Life Span Development	4.5		4.5
SOC201	Sociology	4.5		4.5
<i>Generic Option Coursework</i>				
BIO203	Basic Anatomy and Physiology	6.0		6.0
NUS210	Healthcare Foundations	7.0	2.5	9.5
NUS212	Health Assessment and Skills	6.0	1.5	7.5
<i>Advanced Placement (LPN to RN Bridge) Option Coursework</i>				
NUS201	LPN to RN Transition	3.0		3.0
NUS213	Health Assessment and Skills	3.0	1.5	4.5
**	Credits for Prior Learning	17.5	2.5	20.0
LEVEL II*				
NUR201	Medical-Surgical Nursing I: Perspectives and Assessment of Care	9.0	3.0	12.0
NUR202	Geriatric Nursing: Management Concepts for Elder Care	3.0	3.0	6.0
NUR203	Psychiatric Nursing: Assessment and Management of Mental Health	4.5	1.5	6.0
NUR204	Maternal-Newborn Nursing: A Family and Community-Based Approach	4.5	1.5	6.0
NUR205	Pediatric Nursing: Care for Children and Their Families	4.5	1.5	6.0
<i>Generic Option Coursework</i>				
HSC204	Principles of Pharmacology†	4.5		4.5
LEVEL III*				
NUR210	Medical-Surgical Nursing II: Perspectives and Assessment of Care	9.0	3.0	12.0
NUR211	Nursing Leadership and NCLEX Seminar	1.0	5.0	6.0

* Courses are subject to pre- and co-requisites within a Level.

** Students granted advanced placement in the Professional Nursing program receive upon admittance 20.0 quarter credits for prior learning related to completion of a Practical Nursing program.

† May be taken with Level I coursework and general education courses.

Transfer credits considered for courses completed.

Practical Nursing Program

Overview

The Practical Nursing program is based upon current nursing practice, incorporating classroom theory, challenging assignments, skill labs, and clinical experiences which prepare students for an entry-level position as a Licensed Practical Nurse (LPN). Students graduating from the Practical Nursing program will receive a diploma and will be eligible to apply for the NCLEX-PN examination to become licensed as a Practical Nurse. Students are also eligible to continue their education with Jersey College through the advanced placement option in the Professional Nursing.

Program Framework

The primary building blocks for the Practical Nursing curriculum is the holistic nursing model.

Program Structure

The Practical Nursing program is divided into four terms. Each one focuses and builds on concepts, skills, and outcomes learned in the prior term. Each course in a term includes specific knowledge and skills that are required to be mastered for course completion. Theory and clinical experiences are conducted concurrently throughout the program and distributed proportionately.

At the end of the first term, students in the Practical Nursing program will have completed the necessary curriculum and achieved the required competencies to take the licensure exam to become an articulated or certified nursing assistant in many states.⁴⁴ Students not holding a current nursing assistant license are encouraged to successfully complete the nursing assistant licensing requirements.

At the conclusion of the Practical Nursing program, students are expected to be able to be prepared to take the NCLEX-PN licensing examination.

Sequence of Coursework

All courses within a grading period in the Practical Nursing program must be completed satisfactorily before a student is permitted to advance. A grading period for the purpose of the Practical Nursing program is defined as a term. Students must complete the terms in the following order: Term 1, Term 2, Term 3 and Term 4. Students in the Practical Nursing program must complete a minimum of 1,500 Clock Hours.⁴⁵

End-of-Program Student Learning Outcomes

Students in the Practical Nursing program shall acquire the following competencies:

1. Apply the holistic nursing process as a systematic problem-solving method to provide therapeutic care to culturally diverse individuals, families, and groups.
2. Adapt care in consideration of the client's values, customs, culture, religion and/or beliefs.
3. Communicate effectively using interpersonal skills combined with information technology.
4. Incorporate evidence-based bio-psycho-social cultural and spiritual nursing principles in the provision of care to individual clients across the life span.
5. Demonstrate safe and competent care in performance of foundational clinical nursing skills.
6. Employ critical thinking and clinical judgment throughout the provision of nursing care to promote health.
7. Utilize professional values and standards as a basis for ethical nursing practice.
8. Demonstrate understanding of boundaries and the legal scope of professional practice as a licensed practical nurse.
9. Collaborate with members of interdisciplinary health care teams in the provision of care.
10. Safely utilize technology in the provision of care.

⁴⁴ Students are advised to contact the Campus Director to obtain additional information regarding state eligibility and the process for becoming a nursing assistant.

⁴⁵ Students initially enrolled in the Practical Nursing program in New Jersey prior to June 2022 must complete a minimum of 1,459 Clock Hours.

Program Outcomes

The administration and faculty of Jersey College, on at least an annual basis, analyze, review, and discuss the achievement levels and, where necessary, develop and implement plans to address any concerns. The following are the completion, licensure and placement goals for the Practical Nursing program for accrediting and state bodies standards.⁴⁶

COE Program Outcomes⁴⁷

The completion, licensure and placement goals for the Council on Occupational Education established by the College for the Practical Nursing program are:

- Sixty percent or more of nursing students successfully completing their nursing program;
- Seventy percent or more of graduates will pass the NCLEX-PN; and
- Seventy percent or more of graduates will be employed in the health care field.

Board of Nursing Program Outcomes⁴⁸

The completion and licensure for state agencies established by the College for the Practical Nursing program are:

- Florida programs: First-time pass rate on the NCLEX-PN shall not be more than ten percent below the national average for similar programs.
- New Jersey programs: First-time pass rate on the NCLEX-PN shall not be below seventy-five percent.

Employment Preparation

The Practical Nursing program prepares students to obtain positions as Licensed Practical Nurses and related position such as:

- Nurse Assistants and related positions
- Occupational Therapy Assistants and related positions
- Physical Therapist Assistants and related positions
- Psychiatric Technicians and related positions
- Surgical Technologists and related positions
- Home Health Aides and related positions
- Personal Care Technicians and Aides and related positions
- Pharmacy Technicians and related positions
- Medical Transcriptionists and related positions

In addition, the program provides opportunities for students to continue in their academic degree progression towards higher level nursing degrees.⁴⁹

⁴⁶ Methods of evaluation for each standard vary based on agencies' standards and calculating methodologies.

⁴⁷ To the extent state or other regulatory agencies have more rigorous standards, the College's goal is to meet or exceed such requirements.

⁴⁸ To the extent regulatory agencies have more rigorous standards, the College's goal is to meet or exceed such requirements.

⁴⁹ Nothing in this Academic Catalog implies or guarantees that graduates will become employed or that graduates will receive any particular level of compensation following completion of their program of study. Employment is not a certainty upon graduation. In addition, nothing in this Academic Catalog implies

Readmission after Academic Withdrawal

Students in the Practical Nursing program who return to the program after an academic withdrawal on or before 180 days of the end of their prior enrollments are considered to be continuing their prior enrollment and, in such cases, they are subject to the following:

- Students will be provided with credit for purposes of graduation for all courses successfully completed.
- Students may not repeat more than two (2) courses upon readmittance^{50,51}; and
- Students are otherwise subject to all other policies and procedures in this Academic Catalog.

Students in the Practical Nursing program who return to the program after an academic withdrawal after 180 days of the end of their prior enrollment are considered to be "new" students, and in such cases, they are subject to the following:

- Students are not provided with credit for purposes of graduation for any courses successfully completed in the prior enrollment; and
- Students otherwise subject to all other policies and procedures in this Academic Catalog.

Program Hours, Length and Other Information

The Practical Nursing program consists of classroom and practicum education. The following table sets forth the number of clock hours, the length of terms, program length and normal time to complete for full-time students in each program who follow the recommended plan for their program of study.^{52,53,54} The program length and normal time to complete will vary to the extent that students do not follow the recommended plan for their program of study, undertake coursework on a part-time (non-full-time student) basis and/or repeat coursework.

or guarantees that graduates will be able to obtain a higher level nursing degree. Students are directed to see "Academic Policies - Transfers - Transfer of Credits to Other Institutions" for additional information with respect to the transferability of coursework at and credit from Jersey College to other institutions.

⁵⁰ The Academic Standards Committee reserves the option to readmit a student and apply promotion, repeat and termination policies under "Promotion and Repeat Policy" in this Academic Catalog. Exercise of such option must be documented in a memorandum of understanding and include the number of courses the student previously unsuccessfully attempted (e.g., number of courses repeated) and notation that a maximum of three courses may be repeated and/or failure of a previous attempted course will result in academic dismissal.

⁵¹ Students that fail to achieve the minimum passing grade in more than two (2) courses upon readmittance will be academically terminated from the Practical Nursing program.

⁵² Students enrolled in the Practical Nursing program in New Jersey prior to June 2022 must complete a minimum of 1,459 Clock Hours. The instructional time and normal time to complete for such program is 11 months and 15 months, respectively for the day schedule and 16 months and 21 months for the evening schedule, respectively.

⁵³ Students enrolling in the Practical Nursing program in New Jersey between June 2022 and May 2024 must complete a minimum of 1,501 Clock Hours. The instructional time and normal time to complete for such program is 12 months and 15 months, respectively for the day schedule and 18 months and 21 months for the evening schedule, respectively.

⁵⁴ The term length for students enrolling in the evening schedule of the Practical Nursing on or after August 2024 decreasing from 18 weeks to 16 weeks beginning in August 2024.

1,500 Clock Hours

12 Week Terms in Day; 16 Week Terms in Evening*

Schedule	Instructional Time**	Normal Time to Complete***
Day	12 Months	17 Months
Evening	15 Months	20 Months

* Includes final weeks, holidays, but excludes scheduled breaks

** Includes final weeks, holidays and scheduled breaks

*** Normal time includes mid-term and final weeks, holidays, schedule breaks, and other time necessary for a student to complete all requirements for the degree (a leave, repeat of a course, etc.). Normal time based on the average time to complete for students graduating in 2022 and 2023 (where available and reliable).

Curriculum Maps

The following tables present the curriculum maps for the Practical Nursing program.

Program

Practical Nursing Program - New Jersey Campuses
Coursework by Term
Clock Hours

Course Number	Course Title	Theory	Practicum	Total
Term 1				
NUS101	Human Anatomy and Physiology	91.0		91.0
NUR101	Fundamentals of Nursing	140.5		140.5
NUR102	Fundamentals of Nursing Practicum		156.5	156.5
Term 2				
NUS102	Pharmacology	93.5		93.5
NUR103	Adult Nursing I	146.0		146.0
NUR104	Adult Nursing I Practicum		148.5	148.5
Term 3				
NUR105	Mental Health Nursing	98.0	106.0	204.0
NUR106	Maternal and Pediatric Nursing	106.0	98.0	204.0
Term 4				
NUR109	Adult Nursing II	180.0	136.0	316.0

Practical Nursing Program - Florida Campuses

Coursework by Term

Clock Hours

Course Number	Course Title	Theory	Practicum	Total
Term 1				
NUS150	Introduction to Health Care	81.0		81.0
NUS151	Human Anatomy and Physiology	81.0		81.0
NUR150	Fundamentals of Nursing	61.0		61.0
NUR151	Fundamentals of Nursing Practicum		152.0	152.0
Term 2				
NUS152	Pharmacology	72.0		72.0
NUR163	Adult Nursing I	127.0		127.0
NUR153	Adult Nursing I Practicum		176.0	176.0
Term 3				
NUR157	Maternal and Newborn Nursing	79.0		79.0
NUR158	Maternal and Newborn Nursing Practicum		48.0	48.0
NUR159	Pediatric Nursing	79.0		79.0
NUR160	Pediatric Nursing Practicum		48.0	48.0
NUR164	Psychiatric Nursing	79.0		79.0
NUR165	Psychiatric Nursing Practicum		48.0	48.0
Term 4				
NUR161	Adult Nursing II	178.0		178.0
NUR166	Adult Nursing II Practicum		191.0	191.0





JERSEY COLLEGE



Jacksonville Campus

Course Descriptions

Course Numbering

Courses offered at Jersey College are identified by an alphabetical prefix (up to three letters) showing the area of education (e.g., humanity, mathematics, natural science and social science courses), followed by a three digit numerical suffix (and for certain courses broken into multiple terms, an alphabetic course section) for the individual course.

The following provides an index for the alphabetical prefix for courses:

BIO = Biological Science

COM = Computers

ECO = Economics

ENG = English

HSC = Health Science

HUN = Human Nutrition

MAT = Mathematics

NUR = Nursing

NUS = Nursing Support and Health Science

PHH = Philosophy

PSY = Psychology

SOC = Sociology

The course suffix numbers range from 100 to 499. The numbers differentiate courses that are appropriate for particular populations of students. Non-degree coursework is associated with course numbers between 100 - 199 and undergraduate degree coursework encompasses 200 - 499. General education courses include all courses other than courses with the suffix NUR or NUS.

Clock Hours

A clock hour as defined by the federal government means a 60-minute period consisting of 50 to 60 minutes of instruction, recitation, laboratory or other academic related work. A clock hour as defined by the Commission for Independent Education means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor. Jersey College has allotted the following—for multiple-hour didactic classes each full 60-minute clock hour will be comprised of a 50-minute class hour in the presence of an instructor and a 10-minute break. Didactic classes scheduled with partial clock hours do not include a break. Clinical and laboratory classes run consecutively, breaks are scheduled after a minimum of two and half hours of class.

Credit Hours

Quarter Credit Hour

One quarter credit hour consists of (at a minimum):

- 10 clock hours of classroom instruction and 20 clock hours of outside assignments⁵⁵
- 20 clock hours of lab and ten clock hours of outside assignments⁵⁶
- 30 clock hours of practicum experiences (clinical or nursing labs)⁵⁷

Semester Credit Hour

One semester credit hour consists of (at a minimum):

- 15 clock hours of classroom instruction and 30 clock hours of outside assignments⁵⁸
- 30 clock hours of lab and 15 clock hours of outside assignments⁵⁹
- 45 clock hours of practicum experiences (clinical or nursing labs)⁶⁰

Description of Coursework

The following courses are offered by Jersey College. All courses may not be offered at all campuses and some courses may be offered through a consortium or other similar agreement. Certain courses may have multiple sections. Sections may have at different schedules, instructors, evaluation methods, course activities, etc. Courses may be taken in any order, subject to pre and co-requisite restrictions and Level restrictions as set forth in the Academic Catalog and course syllabi.

55 Outside assignments include, but are not limited to, (i) completing of course readings, (ii) rewriting class notes, (iii) reviewing of class notes and course materials, (iv) preparing for quizzes and exams, (v) completing practice questions (PrepU, Kaplan, Sanders, etc.), (vi) completing careplans, teaching plans and docucare assignments, (vii) completing case studies, (viii) completing dosage calculation practice questions, (viii) attending course workshops, tutoring sessions and other supplemental course offerings and (ix) participating in and/or completing other assigned out-of-class activities.

56 Ibid

57 Clinical and lab experiences associated with NUR and NUS courses.

58 Outside assignments include, but are not limited to, (i) completing of course readings, (ii) rewriting class notes, (iii) reviewing of class notes and course materials, (iv) preparing for quizzes and exams, (v) completing practice questions (PrepU, Kaplan, Sanders, etc.), (vi) completing careplans, teaching plans and docucare assignments, (vii) completing case studies, (viii) completing dosage calculation practice questions, (viii) attending course workshops, tutoring sessions and other supplemental course offerings and (ix) participating in and/or completing other assigned out-of-class activities.

59 Ibid

60 Clinical and lab experiences associated with NUR and NUS courses.

100 Courses

NUR101 Fundamentals of Nursing. This course introduces the student to the art and science of nursing care, including its history and current trends. Subsequent courses are built upon the concepts and skills learned in this course. The course concerns man as a holistic being with basic human needs, emphasizing the assessment of functional health patterns of the patient across the life span. Basic nursing concepts discussed in this course include health promotion, the nursing process, ethical/legal aspects of nursing, nutrition, health across the life span, critical thinking, nursing skills, nursing care plans, risk factors, individual education, family involvement, cultural diversity, growth and development, interpersonal/communication skills, professional adjustments and other related areas. The importance of organization, time management, effective study skills, and test-taking strategies is also emphasized in this course. The course also addresses application of wellness and disease concepts, the death and dying process, safety/security procedures, and diagnostic procedures utilized in the health care setting. (140.5 clock hours)

NUR102 Fundamentals of Nursing Practicum. This practicum will develop the skills necessary for the student to deliver total care to the adult. The practicum emphasizes safety, legal, ethical, and pharmacological issues and incorporates care of the adult dealing in a variety of in-patient, outpatient and community settings. The practicum also includes a review of basic math skills (including systems of measurement and conversion between systems) and calculation of drug dosages. (156.5 clock hours)

NUR103 Adult Nursing I. This course introduces the student to the concepts of medical-surgical nursing in the sub-acute environment. The course involves the study of simple to moderately complex deviations from normal health in adult patients. The course places emphasis on application of adult developmental theory, cultural diversity, therapeutic communication and legal/ethical approaches to helping adults return to health after experiencing common alterations in health relating to nutrition, metabolism, sexuality, sensory perception and sensation health problems. Basic classifications of disease states, their manifestations and nursing interventions are discussed and explored in the course. The concepts of body mechanics, pharmacology, interpersonal relationships, communication, nutrition and diet therapy, and the physical and biological sciences are also studied. This course is designed to help the student apply the acquired knowledge from previous courses to adult nursing and upgrade basic skills with those necessary to meet the needs of the moderately and chronically ill patient. (146 clock hours)

NUR104 Adult Nursing I Practicum. This practicum provides the student with the opportunity to build on acquired knowledge and skills from the fundamentals of nursing practicum and to practice and develop skills in other areas, including administration of medications, care plans, patient and family education, and the role of the practical nurse in providing care for medical-surgical patients. Basic medical-surgical nursing care is directed toward the adult in the sub-acute setting in this practicum. (148.5 clock hours)

NUR105 Mental Health Nursing. This course focuses on mental health and psychopathological nursing care. Specifically, the nurse's role in promoting mental health for psychiatric and behavioral phenomena (e.g., anxiety, mood, personality, substance abuse, and psychotic disorders) is discussed. The course also explores addictive illnesses and their resulting behaviors and implications on nursing care, including chemical dependence, food addictions, and other addictive behaviors. Effective treatment modalities are also reviewed in this course. This course includes a practicum. (204 clock hours)

NUR106 Maternal and Pediatric Nursing. This course explores health promotion and illness prevention of women from the prenatal to postnatal period and the growth and development of the newborn from conception to adolescence. Normal growth and development, as well as deviations from normal, are explored in the course. The course focuses on nursing care concepts necessary to provide a safe, effective care environment for the mother, newborn and child, including addressing psychosocial coping, adaptation, and physiological integrity for women, neonates, and their significant others. The course explores the integration of concepts relevant to medication administration/pharmacology, diet and nutrition, cultural and religious diversity, health teaching and legal/ethical issues related to maternal and pediatric care. This course includes a practicum that can occur in a variety of settings (e.g., skill labs, acute care facilities, child health care facilities, community care and observation of children in nursery or day care settings). (204 clock hours)

Course Descriptions

NUR108 Adult Nursing II. This course is designed to provide the student with the knowledge and skills necessary to provide nursing care to adult patients in the acute care setting and prepare students for licensure. The course covers both nursing care before, during and after surgical procedures and treatment of acute and chronic medical conditions requiring hospitalization. Pharmacotherapeutics, as well as nutrition, psychosocial, legal and ethical aspects of care are incorporated into the course. Leadership skills, such as delegating to the health care team members, effective communication with health care professionals, and time management are also explored in this course. In addition, the course also includes a review of the essential nursing concepts and content required for beginning practice as a practical nurse. Students must demonstrate mastery of nursing knowledge across disciplines.⁶¹

This course also includes a practicum. The practicum provides the student with the opportunity to further build their skills in applying the nursing principles in meeting the needs of acute patients and practicing and understanding the role of the practical nurse in providing care for surgical and medical patients. (317 clock hours)

NUR109 Adult Nursing II. This course is designed to provide the student with the knowledge and skills necessary to provide nursing care to adult patients in the acute care setting and prepare students for licensure. The course covers both nursing care before, during and after surgical procedures and treatment of acute and chronic medical conditions requiring hospitalization. Pharmacotherapeutics, as well as nutrition, psychosocial, legal and ethical aspects of care are incorporated into the course. Leadership skills, such as delegating to the health care team members, effective communication with health care professionals, and time management are also explored in this course. In addition, the course also includes a review of the essential nursing concepts and content required for beginning practice as a practical nurse. Students must demonstrate mastery of nursing knowledge across disciplines.⁶²

This course also includes a practicum. The practicum provides the student with the opportunity to further build their skills in applying the nursing principles in meeting the needs of acute patients and practicing and understanding the role of the practical nurse in providing care for surgical and medical patients. (316 clock hours)

⁶¹ Repeating students will be enrolled in Section B of this course.

⁶² *ibid*

NUR150 Fundamentals of Nursing. This course introduces the student to the art and science of nursing care, including its history and current trends. Subsequent courses are built upon the concepts and skills learned in this course. The course emphasizes individuals as holistic beings with basic human needs, emphasizing the determination of functional health patterns of the patient across the life span. Basic nursing concepts discussed in this course, include health promotion, the nursing process, legal/ethical aspects of nursing, health across the life span, critical thinking, nursing care plans, individual education, family involvement, cultural diversity, growth and development, interpersonal/ communication skills, professional adjustments and other related areas. The major periods of life-span development (infancy, early childhood, middle childhood, adolescence, early adulthood, middle adulthood, and late adulthood) are introduced into this course. The course also addresses application of wellness and disease concepts, the death and dying process, safety/security procedures, and diagnostic procedures utilized in the health care setting. (61 clock hours)

NUR151 Fundamentals of Nursing Practicum. This practicum will develop the skills necessary for the student to deliver total care to the adult. The practicum emphasizes safety, legal, ethical, and pharmacological issues and incorporates care of the adult dealing in a variety of in-patient, outpatient and community settings. The practicum also includes a review of basic math skills (including systems of measurement and conversion between systems) and calculation of drug dosages. (152 clock hours)

NUR153 Adult Nursing I Practicum. This practicum provides the student with the opportunity to build on acquired knowledge and skills from the Fundamentals of Nursing Practicum and to practice and develop skills in other areas, including administration of medications, care plans, patient and family education, and the role of the practical nurse in providing care for medical-surgical patients. Basic medical-surgical nursing care is directed toward the adult in the sub-acute settings in this practicum. (176 clock hours)

NUR157 Maternal and Newborn Nursing. This course explores individualized health promotion and maintenance during the neonatal and women's reproductive life stages of growth and development. The course content expands concepts necessary to provide a safe, effective care environment promoting individual development for both mother and child, psychosocial coping, adaptation and physiological integrity for women, neonates, and their significant others, in diverse settings. Didactic content and clinical experience will integrate relevant concepts of critical thinking in the nursing process, caring, communication, cultural awareness, documentation, self-care, and teaching/learning. Concepts relevant to medication administration/pharmacology, diet and nutrition, cultural and religious diversity, health teaching and legal/ethical issues are incorporated into the course. (79 clock hours)

NUR158 Maternal and Newborn Nursing Practicum. This practicum provides the student with the opportunity to build on acquired knowledge and skills, to practice and develop skill in selected procedures, to apply nursing principles in meeting the needs of the obstetrical patient and the newborn and to practice the role of the practical nurse as a member of the health care team and to participate in the health and wellness aspects of the patient and family. Knowledge and skill development may take place in hospitals, community agencies, and/or skills labs. (48 clock hours)

NUR159 Pediatric Nursing. This course focuses on the growth and development of the newborn through the adolescent. Normal growth and development, as well as, deviations from normal, are explored. To integrate holistic care for the individual and the family, concepts relevant to medication administration/pharmacology, diet and nutrition, cultural and religious diversity, health teaching and legal/ethical issues are incorporated into the course. (79 clock hours)

NUR160 Pediatric Nursing Practicum. This practicum develops the student's knowledge and skills in pediatrics. The practicum may take place in the skills labs and various child health care facilities, including nursery or day care settings. The practicum provides the student with the opportunity to build on acquired knowledge and skills, to practice and develop skill in selected procedures, to apply nursing principles in meeting the needs of the pediatric patient and to practice the role of the practical nurse as a member of the health care team and to participate in the health and wellness aspects of the pediatric patient and their family. (48 clock hours)

NUR161 Adult Nursing II. This course is designed to provide the student with the knowledge and skills necessary to provide nursing care to adult patients in an acute care setting. The course covers both nursing care before, during and after surgical procedures and treatment of acute and chronic medical conditions requiring hospitalization. Pharmacotherapeutics, as well as, nutrition, psychosocial, legal and ethical aspects of care are incorporated into the course. Leadership skills, such as delegating to the health care team members, effective communication with health care professionals, and time management are also explored in this course.⁶³ (178 clock hours)

⁶³ Repeating students will be enrolled in Section B of this course.

NUR162 Adult Nursing II Practicum. This practicum builds on the skills developed in Adult Nursing I. Problem-solving skills and clinical judgment as components of the nursing process are emphasized in the practicum. In the practicum, students employ the nursing process for adult clients and families in an acute care setting and learn about the assistive role of the practical nurse in caring for patients with complex health patterns. The practicum provides the student with the opportunity to further build their skills in applying the nursing principles in meeting the needs of acute patients and practicing and understanding the role of the practical nurse in providing care for medical patients. (192 clock hours)

NUR163 Adult Nursing I. This course introduces the student to the concepts of medical-surgical nursing. The course involves the study of simple to moderately complex deviations from normal health in adult and geriatric patients. The course places emphasis on application of adult developmental theory, cultural diversity, therapeutic communication and legal/ethical approaches to helping adults return to health after experiencing common alterations in health relating to nutrition, metabolism, sexuality, sensory perception and sensation health problems. Basic classifications of disease states, their manifestations and nursing interventions are discussed and explored in the course. The concepts of body mechanics, pharmacology, interpersonal relationships, communication, nutrition and diet therapy, and the physical and biological sciences are also studied. (127 clock hours)

NUR164 Psychiatric Nursing. This course focuses on mental health and psychopathological nursing care. Specifically, the nurse's role in promoting mental health for psychiatric and behavioral phenomena (e.g., anxiety, mood, personality, substance abuse, and psychotic disorders) is discussed. The course also explores addictive illnesses and their resulting behaviors and implications on nursing care, including chemical dependence, food addictions, and other addictive behaviors. Effective treatment modalities are also reviewed in this course. (79 clock hours)

NUR165 Psychiatric Nursing Practicum. Clinical activities in this practicum focus on critical thinking and clinical decision-making skills in the care of adult and geriatric patients and individuals with long-term care, mental health and rehabilitative needs. Clinical practice may take place in hospitals, long-term care facilities, community agencies, and/or skills labs. (48 clock hours)

Course Descriptions

NUR166 Adult Nursing II Practicum. This practicum builds on the skills developed in Adult Nursing I. Problem-solving skills and clinical judgment as components of the nursing process are emphasized in the practicum. In the practicum, students employ the nursing process for adult clients and families in an acute care setting and learn about the assistive role of the practical nurse in caring for patients with complex health patterns. The practicum provides the student with the opportunity to further build their skills in applying the nursing principles in meeting the needs of acute patients and practicing and understanding the role of the practical nurse in providing care for medical patients. (191 clock hours)

NUS101 Human Anatomy and Physiology. This course is a presentation of the essential anatomy and physiology of the human body. Students will gain knowledge of the structure and function of the human body, as well as the relationship between anatomy and physiology. The course begins at the cellular level and concludes with the interactions among all body systems as an integrated whole. The body systems covered include the following: endocrine, blood, lymphatic, cardiovascular, respiratory, integumentary, immune, nervous, reproductive, urinary, digestive, skeletal and muscular systems. This course also examines the nutritional requirements of the human body as well as the effects of alcohol, illegal drugs and steroids on the body. Basic concepts of medical terminology are also explored in this course. (91 clock hours)

NUS102 Pharmacology. This course is designed to give the student an understanding of specific drug groups emphasizing physiological classifications and generic nomenclature. The course integrates the knowledge of physiology, chemistry, nursing fundamentals, calculations, interpretation of medication orders, as well as the knowledge and ability to administer medications safely. Discussion of specific physiological drug groups are organized according to their use in treating alterations in health and disease processes. The systematic problem-solving approach is applied to the administration of medications emphasizing the following: identifying the altered health pattern for which the medication is administered, promoting and monitoring therapeutic effect, observing for and minimizing adverse effects, and evaluating the effectiveness of drug therapy. (93.5 clock hours)

NUS150 Introduction to Health Care. This course provides an overview of the health professions and the health care delivery system. The composition, functions, roles and responsibilities of the health care team are introduced and explored. Other topics include guidelines for legal and ethical practice, and communication and employability skills. The importance of organization, time management, effective study skills, test-taking and computer skills are also emphasized in this course. (81 clock hours)

NUS151 Human Anatomy and Physiology. This course is a presentation of the essential anatomy and physiology of the human body. Students will gain knowledge of the structure and function of the human body, as well as the relationship between anatomy and physiology. The course begins at the cellular level and concludes with the interactions among all body systems as an integrated whole. The body systems covered include the following: endocrine, blood, lymphatic, cardiovascular, respiratory, integumentary, immune, nervous, reproductive, urinary, digestive, skeletal and muscular systems. This course also examines the nutritional requirements of the human body as well as the effects of alcohol, illegal drugs and steroids on the body. Basic concepts of medical terminology are also explored in this course. (81 clock hours)

NUS152 Pharmacology. This course is designed to give the student an understanding of specific drug groups emphasizing physiological classifications and generic nomenclature. The course integrates the knowledge of physiology, chemistry, nursing fundamentals, calculations, interpretation of medication orders, as well as the knowledge and ability to administer medications safely. Discussion of specific physiological drug groups are organized according to their use in treating alterations in health and disease processes. The systematic problem-solving approach is applied to the administration of medications emphasizing the following: identifying the altered health pattern for which the medication is administered, promoting and monitoring therapeutic effect, observing for and minimizing adverse effects, and evaluating the effectiveness of drug therapy. (72 clock hours)

200 Courses

BIO201 Microbiology: Impact of Microorganisms on the Environment. This course focuses on the study of microorganisms and explores how microorganisms impact daily lives, including their influences on agriculture, ecology, industrial processes, immunology, and other fields. Fundamental topics that are reviewed in this course include the development, evolution and classification of microorganisms and how microorganisms maintain and affect living organisms in the global environment. Specifically, the course will explore microorganisms contributions and influences on climate changes, the global food chain and populations. (45 clock hours)

BIO202 Microbiology: Impact of Microorganisms on the Environment with Lab. This course focuses on the study of microorganisms and explores how microorganisms impact daily lives, including their influences on agriculture, ecology, industrial processes, immunology, and other fields. Fundamental topics that are reviewed in this course include the development, evolution and classification of microorganisms and how microorganisms maintain and affect living organisms in the global environment. Specifically, the course will explore microorganisms contributions and influences on climate changes, the global food chain and populations. (45 clock hours)

Through laboratory exercises and experiments this course further expands students understanding of the basic principles of bacteriology and the relationship of microorganisms to disease and its prevention, control, and treatment. (30 clock hours)

BIO203 Basic Anatomy and Physiology. This course provides a basic introduction into the human body and functions. Topics covered in the course include, medical terminology, cells and tissues, digestion and nutrition, body fluids, electrolytes and fluid balance, skin and glands, the skeletal and muscular systems, cardiovascular system, the lymphatic system, the respiratory system, the urinary system, the central and peripheral nervous systems, autonomic nervous system, the endocrine system and the reproductive systems. Each topic includes an emphasis on homeostasis and an introduction to the effect of disease and pathogens on the human body. (60 clock hours)⁶⁴

BIO204 Human Body in Health and Disease I. This course focuses on the interrelationships of anatomy, physiology, and pathology with chemical and microbiological consideration for students in the health care field. The course utilizes a body systems approach to focus on diseases and implications on health. Students learn to recognize the causes, signs and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis, and prevention of common diseases. The course covers, among other things, the study of the structure, function and disease related to cells, tissues, glands, the integumentary system, the musculoskeletal system and cardiovascular system. (45 clock hours)⁶⁵

⁶⁴ Course replaces HSC208

⁶⁵ Course replaces HSC205

BIO205 Human Body in Health and Disease II. This course is a continuation of Human Body in Health and Disease I. It covers the study of the structure and function and relationship of disease on the nervous, respiratory, digestive system and endocrine systems, as well as development, metabolism, electrolytes and acid base balance. In addition, the course explores the human body and disease with respect to growth and development, male and female reproductive systems and heredity disease. (45 clock hours) (Pre- or co-requisite: BIO204) ⁶⁶

BIO206 Human Body in Health and Disease. The course focuses on the interrelationships of anatomy, physiology, and pathology with chemical and microbiological consideration for students in the health care field. The course utilizes a body systems approach to focus on diseases and implications on health. Students learn to recognize the causes, signs and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis, and prevention of common diseases. The course covers, among other things, the study of the structure, function and disease related to cells, tissues, glands, the integumentary system, the musculoskeletal system and cardiovascular system, nervous system, respiratory system, digestive system and endocrine systems. In addition, the course explores the human body and disease with respect to growth and development, male and female reproductive systems and heredity disease and electrolytes and acid base balance. (90 clock hours)⁶⁷

BIO207 Human Body in Health and Disease Lab. Through laboratory exercises and experiments this course builds and expands on the coursework in Human Body in Health and Disease. This physiology lab activities allow for interactive exploration of the human body and systems utilizing a virtual lab. (60 clock hours) (Pre- or co-requisite: BIO203, BIO205 or BIO206)⁶⁸

ENG201 Composition I. This course develops students' grammar, punctuation, critical thinking, organizational and research skills associated with writing. Students will complete a variety of written assignments, including a reflection paper, a business paper, and an APA research paper. To promote the writing process, students will participate in writers' workshops, wherein they will brainstorm, gather and synthesize facts, discuss audience considerations, draft, revise, edit, proofread, and critique their own and others' work in written and oral formats. In this course students will also sharpen their ability to conduct research, and compose and communicate in written, oral, and visual modalities. (45 clock hours)

⁶⁶ Course replaces HSC206

⁶⁷ Course combines BIO204 and BIO205 into a single term

⁶⁸ Course replaces HSC207

Course Descriptions

HSC203 Pathophysiology. This course provides an overview of the structural and physiologic changes in disease. The course uses an evidence-based approach to support nursing care for patients with health deviations. This course expands the knowledge acquired from previous coursework in basic human anatomy and physiology. In addition, this course explores the environmental, genetic, cellular, and organ changes and the effects on patients viewed systematically from Roy's Adaptation Model. The course also includes case studies to enhance learning regarding pathological processes as relative to nursing implications throughout the lifespan. (45 clock hours) (Pre- or co-requisite: BIO203, BIO205, or BIO206)⁶⁹

HSC204 Principles of Pharmacology. This course introduces the concepts of pharmacology. The focus is on the basic principles of biophysics, biochemistry and physiology related to drug action and interaction, distribution, metabolism and toxicity. The course will cover pharmacological agents used in the treatment of illness and the promotion, maintenance and restoration of wellness. Special consideration in the course will be given to drug administration, monitoring of physiological, psychological, and sociological effects of agents, and interactions and adverse effects of each drug classification. (Pre-requisite: NUS212, NUS15 or NUS216) (45 clock hours)

HUN201 Nutrition. This course is designed to provide students with information relative to the nutritional needs throughout the lifespan and diet therapy for various disease states. The course reviews how the energy producing nutrients (vitamins, minerals and water) are metabolized and utilized by the body and focuses on the expanded role of nutrition in health promotion, disease prevention and as part of the therapeutic regime in the treatment of disease processes. Major concepts in this course include guidelines for nutrition, the food pyramid, nutrition throughout the lifespan, and diet therapy. Appropriate assessments relative to nutrition will be determined utilizing Roy's Adaptation Model. Students in this course will also be presented with case studies and teaching plans focusing on the scientifically based nutritional needs of various client scenarios including pregnancy, obesity, diabetes, gout, celiac disease, cardiovascular and kidney disease. (45 clock hours)

MAT202 College Algebra. This course provides an overview of the fundamental concepts of algebra. The course explores the concepts of real numbers, polynomials, algebraic functions, linear equations and inequalities in one and two variables, integer exponents, factoring, quadratic equations and simple rational expressions. (45 clock hours)

⁶⁹ Students granted advanced placement in the Professional Nursing program are not required to take BIO203, BIO205, or BIO206

NUR201 Medical-Surgical Nursing I: Perspectives and Assessment of Care. The emphasis of this course is disease processes and nursing care by the RN in the sub-acute, long-term care and community settings. The course includes a discussion of the transition from healthcare facility to the home environment for the medical-surgical patient and the discharge planning and community resources available for these patients. Principles of nutrition, patient care, application of the nursing process, and problem-solving are integrated through theory and practicum. The course also reviews the following topics as they relate to the medical-surgical patient and the RN role at sub-acute and long-term care facilities and in community settings: drug administration/pharmacology, nursing care plans with evidence-based interventions, patient and family counseling and teaching, cultural and religious diversity, leadership and delegation, and legal/ethical issues. Students in the course will use Roy's Adaptation Model (RAM) to systematically and holistically assess patient status. (90 clock hours)

Practicum experiences in this course may be provided in sub-acute, long-term care and/or community-based settings. To reinforce active and independent learning and nursing skills this course may incorporate interactive computer-based programs and simulation exercises throughout the practicum experience. (90 clock hours) (Pre- or co-requisite: HSC204)⁷⁰

NUR202 Geriatric Nursing: Management Concepts for Elder Care. This course focuses on the major theories and practice component for the care of geriatric patients utilizing the Roy Adaptation Model (RAM) as a basis for holistic assessment of the elderly to identify nursing interventions to promote adaptation. The emphasis is on the learning of key concepts and theories of aging and the development of interventions for health promotion of the geriatric patient population. Management functions of the registered nurse are addressed in this course. This comprehensive course also focuses on major issues such as pain management, end of life issues, legal and ethical issues in geriatric nursing, issues with pharmacology and medications, public policy, standards of care, health counseling and teaching, and family dynamics. (30 clock hours)

The practicum portions of this course can include hands-on instruction at long-term care and rehabilitative facilities, as well as simulation exercises. (90 clock hours) (Pre- or co-requisite: NUR201)

⁷⁰ Students granted advanced placement in the Professional Nursing program are not required to take HSC204

NUR203 Psychiatric Nursing: Assessment and Management of Mental Health. This course provides the student with the knowledge base to apply selected theories and concepts to the management of mental disorders. Continuing themes of growth and development across the life span, therapeutic communications, socio-cultural dimensions, pharmacology, teaching, client advocacy, and ethical standards are explored throughout the course. The course focuses on nursing implications, evidence-based research and Roy's Adaptation Model (RAM) to holistically evaluate, counsel and treat psychiatric clients. Core nursing concepts incorporated into the course include: communication skills, participation in different treatment interventions (i.e. group therapy, and art therapy), collaborative participation with mental health professionals, and development of specific treatment plans. To enhance student learning, the course incorporates process recordings and case studies. The course also addresses other related mental health nursing topics, including, substance abuse, domestic violence, and community resources for psychiatric care. (45 clock hours)

The practicum portions of this course may include experiences at psychiatric medical facilities, acute care settings, long-term care facilities, community health care experiences and/or simulation activities. (45 clock hours) (Pre- or co-requisite: NUR201)

NUR204 Maternal-Newborn Nursing: A Family and Community-Based Approach. This course covers the provision of maternal-newborn care with a focus on high-risk patients. Utilizing Roy's Adaptation Model students will learn about the emotional psychological changes women and their families experience during pregnancy, birth and postpartum. They will study the impact of the childbearing cycle on functional health patterns and related evidenced-based nursing care. Postpartum depression assessment will be discussed. Refinement of critical thinking skills, clinical decision-making, communication, counseling/teaching/learning and a focus on growth and development are emphasized. Concepts relevant to medication administration/pharmacology, diet and nutrition, cultural and religious diversity, documentation, self-care, family and community health, and legal/ethical issues are also incorporated into the course. (45 clock hours)

The practicum portions of this course may include acute care, community health and/or simulation experiences. (45 clock hours) (Pre- or co-requisite: NUR201)

NUR205 Pediatric Nursing: Caring for Children and Their Families. This course covers concepts in pediatric nursing. Specifically, the course addresses the RN nursing management of children with dysfunctional health patterns and reviews the environmental factors such as physical, psychological, social, spiritual and cultural elements that impact the hospitalized pediatric patient. Roy's Adaptation Model (RAM), nursing process and best-evidence are the frameworks for care in the course and will be utilized to determine the unique needs of each pediatric client and their family. As part of the course, students will complete detailed assessments of growth and development of pediatric clients, including examining genetic and environmental influences on their health. The didactic content and practicum experiences in this course will also integrate relevant concepts of caring, pain management, communication, cultural awareness, documentation, self-care, and counseling/teaching/learning for pediatric clients. Moreover, concepts relevant to medication administration/pharmacology, diet and nutrition, and legal/ethical issues related to pediatric clients and their families and communities are discussed. (45 clock hours)

Practicum experiences in this course may occur at early childhood care facilities, acute and ambulatory care settings and/or through simulation activities in Jersey College's learning laboratory. (45 clock hours) (Pre- or co-requisite: NUR201)

NUR210 Medical-Surgical Nursing II: Perspectives and Assessment of Care. This course examines intensive and critical disease processes affecting clients across the life span. The concepts of the nursing process, pathophysiology, health assessment, nursing interventions, pharmacology, pain management and nutrition will continue to be incorporated. In addition, the course will discuss organ and tissue donation and recovery and the clinical aspects of these processes. Students are expected within the framework of the nursing process and decision making to use best-evidence and Roy's Adaptation Model, and apply, analyze, synthesize and evaluate current and previously learned information to provide care for patients with complex health care needs. This course also focuses on leadership concepts, including leadership styles, delegation, and conflict management. (90 clock hours)

Practicum experiences in this course may occur at acute settings, ambulatory care facilities, rehabilitative centers and/or through simulation activities in Jersey College's learning laboratory. In addition, the practicum experience may occur in long-term care setting to allow students to demonstrate their leadership/management abilities and other skills learned throughout their program. (90 clock hours)

Course Descriptions

NUR211 Nursing Leadership and NCLEX Seminar. This course focuses on preparing for licensure and transitioning into RN practice. Transition discussion topics include surviving the first year as a new RN, maintaining competence, moral dilemmas, medication error prevention, career employment and advancement. The course also includes a review of nursing licensure requirements and the NCLEX-RN examination. Emphasis in this course is on written and computerized testing, nursing management and leadership, and critical thinking and reasoning.⁷¹ (160 clock hours) (Pre- or co-requisite: NUR210)

NUR221 Nursing II: Introduction to Medical -Surgical Nursing. This course focuses on health management, maintenance and prevention of illness, and deviations from the normal state of health for the adult client. The course explores, among other things, the nursing care and nursing interventions for illnesses and diseases affecting the integumentary, respiratory, cardiac, vascular, hematology, gastrointestinal, and genitourinary systems. Concepts of client care, treatments, pharmacology, diet therapy and interdisciplinary healthcare roles and responsibilities are discussed throughout the course. Content is presented from a patient-centered approach utilizing Roy's Adaptation Model (RAM) and Evidenced Based Practice to systematically and holistically assess patient status. (75 clock hours)

Practicum experiences in this course may be provided in acute, sub-acute, long-term care and/or community-based settings. The provision of the client care in the practicums include implementation of the nursing process, performance of focused assessments, demonstration of critical thinking, and assistance with patient counseling and education. To reinforce active and independent learning and nursing skills this course may incorporate interactive computer-based programs and lab-based mock practice patient scenarios throughout the practicum experience. (112.5 clock hours) (Pre-requisite: BIO205 or BIO206, Pre- or co-requisite: HSC204)⁷²

NUR223 Nursing IV: Care of Women and Children. This course introduces students to principles and concepts relevant to pre- and post-natal maternal nursing care, as well as, the care of children from infancy to adolescence. The course explores care of individuals and families from pregnancy to birth and from infancy to young adulthood. Emphasis is given to normal growth and development and nursing interventions that promote women and child health. Utilizing Roy's Adaptation Model (RAM) and Evidenced Based Practice students investigate the biological, cultural, spiritual and psychosocial needs of the mother, child and family. (112.5 clock hours)

Laboratory sessions and observational and/or hands-on practicums may be conducted as part of this course. These experiences may occur at the

College or at select healthcare and day care agencies. The practicums will reinforce care across the lifespan and nursing concepts related to communication, healthcare roles, patient counseling and cultural, emotional and physiological based nursing care essential for the care of women and children. (112.5 clock hours) (Pre- or co-requisite: NUR221)

NUR224 Nursing V: Advanced Concepts of Medical-Surgical Nursing. This course focuses on disorders, diseases, and the care of adult clients with musculoskeletal, neurological, sensory, immune, and oncological problems. The course incorporates concepts of evidenced-based client care, legal, professional and ethical standards, teamwork and collaboration, and safety and quality improvement of the professional nurse while providing care to clients with high acuity medical/surgical conditions. Roy's Adaptation Model (RAM) is utilized to implement the nursing process of patient assessment, needs identification, intervention, implementation and evaluation, and pharmacology. (75 clock hours)

The primary practicum emphasis in this course is with the adult patient in the acute health care setting. Application of knowledge and skills may occur in the nursing skills laboratory or in acute, sub-acute and/or chronic health care facilities and community-based experiences. Students are expected to demonstrate principles of prioritization and leadership throughout the practicum experiences. (112.5 clock hours)

NUR225 Nursing VI: Leadership and Delegation. This course examines nursing leadership and management roles. The course incorporates conceptual framework and critical thinking decision-making models to assist the professional nurse with interdisciplinary interactions. The course explores concepts related to management strategies and application of best practices to promote standards of care. Other topics reviewed in the course include maintaining competency, handling of moral dilemmas, advancing one's career, writing a resume, and becoming licensed. (30 clock hours)

NUR226 Nursing Seminar. This synthesis course requires students to demonstrate integration of learning and mastery of knowledge from multiple disciplines. The course incorporates a cumulative review of essential liberal arts, sciences and nursing content necessary for licensure and entry level practice.⁷³ (90 clock hours) (Prerequisite: BIO202; BIO204; BIO205 and BIO207 or BIO206 and BIO207; ENG201; HUN201; MAT202, PSY201; and SOC201) (Pre- or co-requisite: NUR224 and NUR225 or NUR228)

⁷¹ Repeating students of NUR211 will be enrolled in Section B of this course.

⁷² Students granted advanced placement in the Professional Nursing program are not required to take BIO205 or BIO206

⁷³ Repeating students will be enrolled in Section B of this course.

NUR227 Nursing III: Psychiatric Nursing. This course focuses on the basic principles and practices related to psychiatric nursing care. Students explore care for psycho-biological disorders throughout this course, including nursing interventions related to depression, schizophrenia, and somatic, dissociative personality, and bipolar disorders. The course also examines mental health nursing care related to distinct client populations, such as eating disorders, sexual violence, anger and substance abuse considerations for adolescents and adults, and Alzheimer, dementia and Parkinson's disease for geriatric adults. As part of the course, students utilize Roy's Adaptation Model (RAM) and Evidenced Based Practice to address the physiological and psychological needs of the client and understand the needs of the individual and family in their efforts to adapt to stressors. (52.5 clock hours)

As part of the practicums in this course, students apply the nursing process and implement nursing interventions that promote, maintain and restore mental health across the lifespan. The practicums also reinforce nursing principles related to therapeutic communication, patient counseling, psychopathology and interdisciplinary relationships. The practicums may occur at psychiatric medical facilities, in acute care or long-term care settings and/or skills lab. (112.5 clock hours) (Pre- or co-requisite: NUR221)

NUR228 Nursing VI: Leadership and Delegation. This course examines nursing leadership and management roles. The course incorporates conceptual framework and critical thinking decision-making models to assist the professional nurse with interdisciplinary interactions. The course explores concepts related to management strategies and application of best practices to promote standards of care. Other topics reviewed in the course include maintaining competency, handling of moral dilemmas, advancing one's career, writing a resume, and becoming licensed. (22.5 clock hours)

NUS201 LPN to RN Transition. This course is designed to assist the student to transition from LPN to RN education. Roy's Adaptation Model (RAM) is presented as the framework for holistic nursing care. Students will determine the differences between the LPN and the RN roles in healthcare to assist with successful transition to the new role. The differences explored will include leadership and delegation roles and skills of the LPN and RN. The course also explores the socialization to the role of the professional nurse, legal and ethical issues, professional behavior, communication, interpersonal relationships, advocacy, lifelong learning in nursing and evidence-based practice and critical thinking frameworks/tools. Study

and test taking strategies are included in the course. (30 clock hours)

NUS210 Healthcare Foundations. This course begins the student journey into the discipline of healthcare. Students are introduced to the history and profession of healthcare, including the legal and ethical bases for practice, the role of healthcare providers, diversity and cultural issues and the healthcare provider role as a communicator, teacher and manager of care. The course also explores and focuses on the healthcare process, communication and documentation. (70 clock hours)

Knowledge and skills acquired in this course are reinforced through laboratory and/or clinical instruction and practice focused on adult care in community and long-term care based settings. (75 clock hours)

Successful completion of this course provides students with the necessary curriculum and required competencies to take the licensure exam to become an articulated or certified nursing assistant (CNA) in many states.⁷⁴ (Pre- or co-requisite: BIO203, BIO205 or BIO206)

NUS212 Health Assessment and Skills. This course reinforces and fortifies critical thinking, clinical reasoning, and clinical judgment skills by refining the assessment, documentation, and diagnostic reasoning skills of students. The course utilizes focused assessments to explore normal and abnormal medical conditions of clients and develop appropriate interventions. (60 clock hours)

Through the practicum in this course, students will apply health assessment concepts, skills and techniques to deliver patient care to the adult clients in the lab. (45 clock hours) (Pre- or co-requisite: NUS210)

NUS213 Health Assessment and Skills. This course reinforces and fortifies critical thinking, clinical reasoning, and clinical judgment skills by refining the assessment, documentation, and diagnostic reasoning skills of students. The course utilizes focused assessments to explore normal and abnormal medical conditions of clients and develop appropriate interventions. (30 clock hours)

Through the practicum in this course, students will apply health assessment concepts, skills and techniques to deliver patient care to the adult clients in the lab. (45 clock hours) (Pre- or co-requisite: NUS201)

⁷⁴ Students are advised to contact the Campus Director to obtain additional information regarding state eligibility and the process for becoming a nursing assistant. Students not holding a current CNA license are encouraged to successfully complete the CNA licensing requirements.

Course Descriptions

NUS215 Healthcare Foundations. This course begins the student journey into the discipline of healthcare. Students are introduced to the history and profession of healthcare, including the legal and ethical bases for practice, the role of healthcare providers, diversity and cultural issues and the healthcare provider role as a communicator, teacher/counselor and manager of care. The course also explores and focuses on the healthcare process, communication and documentation. (67.5 clock hours)

Knowledge and skills acquired in this course are reinforced through laboratory and/or clinical instruction and practice focused on adult care in community and long-term care based settings. (90 clock hours)

Successful completion of this course provides students with the necessary curriculum and required competencies to take the licensure exam to become an articulated or certified nursing assistant (CNA) in many states.⁷⁵ (Pre- or co-requisite: BIO203, BIO204 or BIO206)

NUS216 Transitions and Health Assessment. This course is designed to assist the student to transition from LPN to RN education. Students will determine the differences between the LPN and the RN roles in healthcare to assist with successful transition to the new role. The course also explores reinforces and fortifies critical thinking, clinical reasoning, and clinical judgment skills by refining the assessment, documentation, and diagnostic reasoning skills of students. The course utilizes focused assessments to explore normal and abnormal medical conditions of clients and develop appropriate interventions. (67.5 clock hours)

Through the practicum in this course, students will apply health assessment concepts, skills and techniques to deliver patient care to the adult clients in the lab. (90 clock hours)

PSY201 Life Span Development. This course studies cognitive, physical, social and emotional development of individuals and families throughout the lifespan. The course explores the seven major periods of life-span development (infancy, early childhood, middle childhood, adolescence, early adulthood, middle adulthood, and late adulthood) and the cultural, social and religious influences in each phase of development. The course also provides an overview of the significant biosocial, cognitive, and psychological events for each major period of development, as well as, how they impact human development. Students will be introduced to a variety of developmental theories, including Freud, Erickson, Piaget, Maslow, Kohlberg, Havighurst, and others. (45 clock hours)

SOC201 Sociology. This course introduces the study of culture in today's society. Specifically, the course reviews basic sociological concepts, social processes and structural and functional aspects of social groups, including religious, cultural and societal values and beliefs. The course also explores the social and cultural meanings of death, funeral customs, mortality and morbidity statistics, contemporary issues and modern treatment of dying persons (including hospice), and processes of grief and bereavement. (45 clock hours)

⁷⁵ Ibid



JERSEY COLLEGE



Tampa Campus

Campus Offerings

Campus Offerings

Campus Programs

The following chart provides an overview of the programs, type of program, modality of instruction, and schedules available at each campus.

Professional Nursing Programs

Campus	Credit Type	Associate of Science				Associate of Applied Science			
		In-Person		Distance		In-Person		Distance*	
		Day	Evening	Day	Evening	Day	Evening	Day	Evening
Teterboro (Main Campus)	Quarter					X	X	X	X
Brooksville	Semester	X		X					
Cleveland	Semester	X		X					
Dothan	Semester	X		X					
Ewing	Quarter					X	X	X	X
Fort Lauderdale	Quarter	X	X	X	X				
Fort Wayne	Semester	X							
Jacksonville	Quarter	X	X	X	X				
Jenkintown	Semester					X	X	X	X
Knoxville	Semester	X		X					
Largo	Semester	X		X					
Mesa	Semester	X		X					
Melbourne	Semester	X		X					
Naples	Semester	X		X					
Port Charlotte	Semester	X		X					
Scranton	Semester					X		X	
Tampa	Quarter	X	X	X	X				
Tucson	Semester	X		X					
York	Semester					X		X	

Practical Nursing Programs

Modality of Instruction	Diploma			
	In-Person		Distance	
	Day	Evening	Day	Evening
Teterboro (Main Campus)	X	X	X	X
Ewing	X	X	X	X
Fort Lauderdale		X		X
Jacksonville	X	X	X	X
Jenkintown		X		X
Tampa	X	X	X	X

* Campus is authorized to offer the program in a Distance Education - Hybrid format. Students are directed to contact their campus to review and discuss coursework that is offered through Distance Education and in-person.



JERSEY COLLEGE



Teterboro Campus

Academic Policies

Attendance

Jersey College believes that academic learning cannot occur without active participation. As such any absence is detrimental to a student's progress. Students are expected to attend all of their classes.

It is the responsibility of each student to know the attendance and absence policy of each class in which he or she is enrolled and to communicate with the instructor, preferably beforehand, concerning an absence. Individual course syllabi may include specific academic attendance requirements for that course. Attendance may be mandatory for academic purposes for certain courses and such academic absences may result in course withdrawal or failure.

Academic Consequences - Lack of Attendance, Preparation or Conduct

While individual course syllabi contain detailed, specific academic attendance requirements for that course, the following are standard principles that are applied regardless of course:

- Any lack of attendance which causes a faculty member to conclude that unsatisfactory progress is being made may result in the student being withdrawn from the course.
- Any lack of attendance which result in missing a test, quiz, project, report, exam, presentation, etc. may result in a score of zero (0) without the ability to take a make-up test/exam/project.
- Any lack of attendance from a clinical/skill lab course on the day prior to or the day of an examination, but present for the test/exam may result in a reduction in the examination grade.

Regular and prompt attendance is each student's individual responsibility. Lateness, early departures or other missed time may result in a (i) reduction in a student's course grade or other academic grade, (ii) restriction or limitation of access to a classroom or practicum experience, (iii) make-up work or (iv) other disciplinary actions. Students that fail to meet attendance criteria are subject to withdraw from the course and/or their program of study.

If a student is not prepared for a course or a practicum session or violates the student conduct policies of Jersey College, the instructor may dismiss the student from the course or clinical area. Such student must report directly to administration. Failure to report to the administration may result in additional disciplinary action, including dismissal from the program.

Clock Hour Attendance Policy for Federal Financial Aid Eligibility

Excused absences in clock hour programs are permitted at Jersey College and are not required to be made-up for Federal Financial Aid eligibility purposes, unless such absences exceed 10% of the clock hours in a payment period (such absences above 10% of the clock hours in a payment period, referred to as "Excessive Hours"). Students with

Excessive Hours will be ineligible to receive federal funds, until such time is made-up and may be administratively withdrawn from a course or the program because of such Excessive Hours.

Distance Education Attendance

Regular attendance is expected for Distance Education instruction. The following general policies have been established for these courses for initial and continued enrollment:

- *Initial Enrollment.* Students must participate in the course within seven (7) calendar days from the course start. Failure to participate will result in the student being administratively withdrawn from the course.
- *Continued Enrollment.* Students who do not continue to participate in a course for a period of fourteen (14) consecutive days may be administratively withdrawn from the course.

The term "participation" or "participate" varies based on the type of program (credit or clock hour). See definition under "Withdrawals and Extended Leaves - Withdrawals".

Make-up Work

Students are permitted to make-up Excessive Hours to regain eligibility for federal financial aid. In addition, students may be allowed to make-up other missed time to avoid academic penalties. Students who are allowed to make-up work or make-up hours (whether related to Excessive Hours or academic requirements) have the responsibility of arranging make-up work and make-up hours in a timely way. Students who are allowed to make-up hours may be responsible for the cost of the additional instruction. The format of make-up work and make-up hours and opportunities for students to make-up work/hours are at the discretion of the instructor. However, Excessive Hours may not be made up through outside assignments or homework. All Excessive Hours must be made-up in a supervised instructional setting (e.g., in the classroom or labs, at clinical sites or approved field trips under supervision of an instructor).

Course Requirements

Students will be provided a course outline no later than the first meeting of each class. This outline will contain the course information and formal procedures to be followed in the conduct of the particular course being taught, including: (i) course description, (ii) class schedule, (iii) course clock hours or credit hours, (iv) required texts and recommended reference texts, (v) course objectives, (vi) course competencies to be achieved, (vii) grading criteria—making clear the relative weight of examinations, clinical assignments, class participation, and so forth, (viii) attendance policy, and (ix) other course policies and procedures. Changes to this information will be supplemented whenever appropriate, either by announcements, by handouts or postings.

Distance Learning Platform and Support

Jersey College utilizes Canvas® as its Distance Learning platform (aka Learning Management System). Access to Canvas® is through the Internet. The platform provides a variety of instructional resources, including virtual presentations (audio, video, PowerPoint™, etc.), communication modules, course calendars, reading assignments and supplemental materials, quiz and testing capabilities, and other modules. Canvas® is hosted on the Cloud by a leading provider to promote uninterrupted, continuous access. Canvas® supports the following browsers: Internet Explorer™, Safari™, Chrome™, Firefox™, and Flash™.

The College subscribes to Tier 1 support through Canvas®, which provides 24/7 phone and chat support for all students regarding use of the Canvas® Learning Management System. The Tier 1 support can be reached at 844-348-0167. In addition, the College maintains a Help Desk available seven days per week from 7:00 a.m. to 10:00 p.m. Monday through Friday and 8:00 a.m. to 8:00 p.m. Saturday and Sunday. The Help Desk can be contacted at 201-645-1164 or helpdesk@jerseycollege.edu. Students can expect to receive a response within 24 hours of submitting their help ticket on weekdays to the College and 48 hours on weekends.

Examinations

Instructors give examinations during the course of the program that are most appropriate for the course. All examinations are appropriately administered and monitored. Students may be assigned seating or be separated. Examinations may be created by the course instructor, the institution at large or a third-party. Examinations may cover information from class, the course textbook(s), practicum experiences, ancillary readings and assignments, or general knowledge.

If a student is absent from practicum (clinical/skill lab) on the day of or day before an examination, but present for an examination, Jersey College's policy allows an instructor to exact a penalty, ordinarily a reduction in the student's test grade.

Secure Assessments

Assessments are vital to the academic process. Assessments allow institutions to gather information with respect to educational acumen, identify gaps in teaching and develop plans to improve the curriculum and quality of education. In order for these outcomes to be realized, assessments must be reliable and valid. This requires appropriate assessment creation, proctoring environments and review settings.

Jersey College has developed a Secure Assessment Policy that includes, among other things, procedures, rules, guidelines and processes for assessment creation, testing and post-exam reviews. These policies have been established to (i) ensure the reliability and validity of assessments; (ii) maintain the integrity of Jersey College; (iii) maintain and increase the quality of exams; (iv) implement electronic, web-based testing across the institution; (v) develop a consistent and efficient system for exam creation, proctoring and review and (vi) allow for congruence in secure exam policy between campuses. All students are required to review, understand and abide by the policies and procedures outlined in the Secure Assessment Policy. Failure of a student to abide by such policies will subject the student to disciplinary action (including termination). The Secure Assessment Policy is provided and reviewed at orientation. Students are required to sign an attestation confirming receipt, review and agreement to comply with the policies of the Secure Assessment Policy.

Grading

Grade Determination

The instructor for each class has the sole authority and responsibility to evaluate a student’s performance in the class (including lab, clinical and preceptorship). In the absence of fraud, bad faith, or mistake, the instructor’s grades are final. Any student who questions or raises a complaint about a grade or the grading procedure normally should first contact the instructor.

Grading Scale

Students are evaluated and receive grades at the end of each course or term. Grades are based on assignments, testing, and evaluation throughout the course or program module. Some courses include a practicum, which allow students to practice in a work setting. These courses will be graded on performance at the clinical sites and/or lab. Grading can be numeric or alphabetic. Numeric grades are based on a scale of 0 – 100. The grading scale for alphabetic grades and codes for non-numeric grades is as follows:

Alphabetic Grade	Numeric Range	Quality Points
A	94-100	4.0
A-	90-93	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.6
F	Below 60	0

I: *Incomplete*. A grade of incomplete (“I”) indicates that additional coursework is required to fulfill the requirements of a given course. An “I” grade is a temporary status. Students may only be given an “I” grade if they have a passing average in coursework that has been completed and have well-defined parameters to complete the course requirements that could result in a grade better than the default grade. A grade of “I” has no impact on a student’s cumulative GPA.

P: *Pass*. A grade of pass (“P”) indicates that a student has met the course objectives for the course and demonstrated appropriate competencies. A grade of “P” has no impact on a student’s cumulative GPA.

T: *Transfer Credit*. Students may be eligible to receive credit for courses taken at another institution. A grade of “T” will be given for transferred courses and has no impact on a student’s cumulative GPA.

U: *Unsatisfactory/Failure*. A grade of “U” indicates that a student has not met the course objectives for the course and has failed to demonstrate appropriate competencies. A grade of “U” has no impact on a student’s cumulative GPA.

UI: *Unissued*. A grade of “UI” is assigned when the grade for the student has not been officially recognized and issued by the College in connection with the official transcripts policy.

WD: *Withdrawal*. A grade of “WD” is assigned to courses where a student is withdrawn and no final grade was determined. This grade has no impact on a student’s cumulative GPA.

WF: *Withdrawal Failing*. Withdrawal Failing. A grade of “WF” is assigned to courses where a student is withdrawn, and the student is failing the course at the time of withdrawal. This grade has no impact on a student’s cumulative GPA.

WP: *Withdrawal Passing*. A grade of “WP” is assigned to courses where a student is withdrawn, and the student is passing the course at the time of withdrawal. This grade has no impact on a student’s cumulative GPA.

*: This symbol indicates that the student did not meet the minimum passing grade for the course, and, therefore, no credit was earned.

Jersey College practices a form of “academic amnesty” for purposes of determining cumulative grade point average (CGPA). When a student repeats a course, the student will receive the higher of the original grade or the repeated course grade when computing CGPA. However, the Federal Student Aid program regulations make no provision for the concept of academic amnesty. As such, for financial aid purposes associated with Satisfactory Academic Progress “academic amnesty” is not permissible and original and repeat grades will be utilized to calculate SAP.⁷⁶

⁷⁶ Federal Student Aid program regulations allow a student to retake (one time only per previously passed course) any previously passed course. For this purpose, passed means any grade higher than an “F,” regardless of any school or program policy requiring a higher qualitative grade or measure to have been considered to have passed the course. This retaken class counts towards a student’s enrollment status and the student may be awarded Title IV aid for the enrollment status based on inclusion of the class.

Grading and Lateness

Jersey College's policy and fairness to other students allows an instructor to exact a penalty, ordinarily a lower grade, from any student who is late with a paper or other assigned work (unless the student received special permission from the instructor). In addition, failure of a student to take an examination or submit a project while being present at the institution may result in an automatic zero for such exam or assignment.

Moreover, any tests, quizzes, projects, reports, exams, presentations missed due to suspension or an unauthorized absence may result in a score of zero (0). In the foregoing cases, a make-up test/exam/project may not be offered.

Academic Honors

To encourage academic excellence and to formally recognize the students who have been outstanding in their study, Jersey College offers the following honors:

Honors	Numeric CGPA	Quality Points
Summa Cum Laude	98% - 100%	3.85 – 4.00
Magna Cum Laude	95% - 97%	3.70 – 3.84
Cum Laude	90% - 95%	3.50 – 3.69

In addition, the following academic awards may be granted:

- *Academic Honor Roll*—An acknowledgment of outstanding academic achievement of 90% or greater cumulative grade point average in a term
- *President's Award*—An acknowledgment of superior academic achievement of 95% or greater cumulative grade point average in the program

Graduation Requirements

Students at Jersey College will graduate from and receive a diploma from the College when they:

- Complete each required course with a satisfactory grade; and
- Satisfy all financial obligations to Jersey College.

Transfers

Intra-campus and Inter-campus Transfers

A student desiring to transfer from one program to another program or from one campus to another campus must request such a transfer in written form to the Administration Office, indicating the desired transfer and requested start date. A student's request may not be considered unless the student has cleared all current financial obligations to Jersey College. The College will inform the student requesting transfer in writing of approval or disapproval of the request. In addition, the College will inform the student as to the eligibility of transferring earned credits (or clock hours) to the other program or campus, as applicable. Transfers will only be granted if space is available in the requested program and typically will be granted on a first-come, first served basis.

Transfer of Students from Other Institutions

All students who wish to transfer from an external institution must meet all admission requirements at Jersey College.

Transfer of Coursework

Credit-bearing coursework from a college or university accredited by an agency recognized by the U.S. Department of Education may be eligible for transfer credit at Jersey College.⁷⁷ To be approved for credit, each course and associated college must be validated and confirmed by Jersey College prior to a student's initial enrollment. Students may be required to take and pass a Challenge Exam to receive transfer credit. Evaluations typically take two to three weeks to process. The general guidelines below provide the limitations and process for obtaining credit for coursework completed at other institutions.

- Coursework must be from a post-secondary institution accredited by an agency recognized by the U.S. Department of Education
- Courses eligible for transfer credit are limited to the following:
 - Basic Anatomy and Physiology
 - College Algebra
 - Composition I
 - Human Body in Health and Disease with Lab
 - Math for Problem Solving & Research
 - Microbiology
 - Sociology
- Courses submitted for consideration must (i) have been taken at a college or university that meets academic rigor standards established by Jersey College⁷⁸ and (ii) be equivalent to the course requirements of the program selected⁷⁹. The College will evaluate

⁷⁷ Coursework from other colleges and universities is not eligible to be transferred into the Practical Nursing program.

⁷⁸ Such standards include, but are not limited to, accrediting body, type of institution (public, private, proprietary), NCLEX pass-rates, etc. These standards are established at Jersey College's sole discretion.

⁷⁹ Equivalency standards include, but are not limited to, content of course, hours of instruction, and evaluation and assessment standards. These standards are established at Jersey College's sole discretion.

each request for transfer of credit on an individual basis. Course descriptions, objectives, syllabi, projects, examinations and other documentation may be requested by Jersey College to demonstrate the equivalency.

- Official transcripts are required to be submitted for transfer credit evaluation and the transcripts must be received by the College prior to a student's initial enrollment.
- A grade of "C" or better or their respective equivalents (i.e., numeric grade). Credit will not be awarded for Pass/Fail, remedial, College prep, or non-College level courses.
- Coursework must have been completed in the last five (5) years. Students who seek credit for courses older than five (5) years must take and pass a Challenge Exam.
- Semester credits to quarter credits will be converted based on a 1 to 1.5 ratio.
- Requests for transfer credits must be made in writing prior to a student's initial enrollment at Jersey College and all documentation required for granting of such credits must be received prior to a student's initial enrollment.

Transfer of Credits to Other Institutions

Decisions to accept credits from another educational institution rest entirely with each receiving institution and are usually reviewed and considered on a case by case, course by course basis. Prospective students of Jersey College should consider this fact if they plan to continue their educational studies and desire to obtain credit for course work completed at Jersey College. Students are responsible to confirm whether or not Jersey College credits will be accepted by another institution of their choice. Jersey College makes no representation or guarantee that credits earned at Jersey College will transfer to another college or university.

Articulation Agreements

Articulation agreements are formal agreements that exist between Jersey College and other Colleges and universities that provide graduates of Jersey College with opportunities to continue their education and pursue higher degrees with other institutions. These agreements are designed to maximize the number of credits students will be able to transfer to these articulating Colleges and universities. Acceptance into these articulating Colleges and universities and terms and conditions of enrollment is at the sole discretion of the articulating Colleges and universities.

Jersey College maintains a current list of institutions that it maintains an articulation agreement with on its website at <https://www.jerseycollege.edu/about-us/our-affiliations>. The articulation arrangements of Jersey College may change from time to time. Jersey College makes no representation, guarantee, or warranty with respect to the articulation agreements, the providers or the availability, accessibility or force and effect of such agreements.

Student Evaluations

Each student's performance in the classroom and in the clinical area is typically evaluated on a regular basis by the faculty. Faculty members are expected to produce formal written reports for academically deficient students (aka counseling reports). These reports are typically completed at the midpoint of each course. A deficiency is defined as a level of performance below the minimum established grade point average for the specific program for which the student is enrolled, failure to complete assignments, participate in the course or meet other course objectives. Counseling reports are normally shared and reviewed with students through scheduled appointments.

Remediation Support

Students needing assistance with lecture material or clinical skills should seek remediation support. Students are advised to either make private appointments for one-on-one or group remediation or attend extra-help classes, which are typically offered on Fridays.

Full-Time Student Definition

A full-time student is a person who is enrolled in (i) 24 or more contact hours per week for a program that measures progress in clock hours or (ii) 12 or more credit hours in a term for a program that measures progress in credits.

Class Size

Jersey College seeks to provide a conducive learning environment, including ensuring the adequacy of instructors to students and space. The following factors are considered by the College in determining the appropriate class size and faculty to student ratio: (i) number of students enrolled; (ii) faculty workload capacity; (iii) class room size and location; (iv) state and regulatory mandates/recommendations, and (v) appropriate clinical learning activities. Notwithstanding anything to the contrary in this Academic Catalog, Jersey College makes no representation, guarantee, or warranty regarding class sizes. The minimum and maximum class size is subject to change.

Cancellation of a Class

Jersey College may need to cancel classes due to schedule conflict, enrollment, severe weather, or any other reason deemed viable by the institution. In the event that a single class is canceled, Jersey College may require that students make up the time at a later date. If an entire course is canceled, Jersey College will offer the student the option to defer enrollment in the course to a designated date, or to request a full refund of tuition and fees paid in advance for such course. If the student chooses to defer, Jersey College will provide a new enrollment agreement with revised starting and completion dates.

Special Accommodations

Jersey College is committed to responding to the needs of students with disabilities as outlined in both the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Campus Director, in conjunction with other administrators, has the responsibility to review all requests for accommodations and determine appropriate accommodations. Typical accommodations may include but are not limited to note taking, classroom relocation, extended testing time, adapted computer access, and audio recording.

To request reasonable accommodations at Jersey College for testing or other considerations, students *MUST* complete a Request for Reasonable Accommodations form (available at www.jerseycollege.edu/policies) *AND* provide sufficient documentation. The essential elements of documentation are:

- Licensed or credentialed evaluator, with specific certification or expertise related to the condition being diagnosed (see Qualified Professionals/ Practitioners below), and who is not related to the individual.
- Documentation typed, dated, signed and otherwise legible.
- Clear diagnostic statement, including diagnostic sub-types where relevant, that describes the condition, present symptoms supporting the diagnosis and provides information on the functional impact of the condition. A full clinical description conveys this information, as will diagnostic codes from the DSM (Diagnostic Statistical Manual of the American Psychiatric Association) or the ICF (International Classification of Functioning, Disability and Health of the World Health Organization.)
- A summary of assessment procedures and evaluation instruments used to make the diagnosis and a summary of evaluation results, including standardized or percentile scores. (See specific guidelines for learning disabilities, psychiatric disabilities, and ADD/ADHD) in Part III of the application.
- Description of the progression or stability of the disability over time and in context.
- Medical information relating to the student’s needs to include the impact of medication on the student’s ability to meet the demands of the postsecondary environment.
- A statement of the functional impact or limitations of the disability on learning or other major life activity and the degree to which it impacts the individual in the learning context for which accommodations are being requested.
- Specific recommendations for accommodations in the learning environment and rationale for each accommodation.
- Records of prior accommodations (if any) and an indication of how beneficial the accommodations were.

Professionals conducting assessments and rendering diagnoses of disabilities must be qualified. This means that comprehensive training in

the differential diagnosis of various disabilities is required. The evaluator must have appropriate professional credentials, including licensure or certifications in the area being assessed. The following are acceptable Qualified Professionals/Practitioners:

Type of Disability	Qualified Professionals/Practitioner
Attention Deficit Hyperactivity Disorder (ADHD, ADD, etc.) or Anxiety	Neuropsychologist, Clinical Psychologist, Psychiatrist, Neurologist, Neurodevelopmental Physician
Chronic Illness/Health	Gastroenterologist, Rheumatologist, Endocrinologist, Internal Medicine, or other physician knowledgeable to condition
Developmental Disability (such as Autism Spectrum Disorder)	Neuropsychologist, Psychiatrist, Clinical Psychologist, Neurodevelopmental Physician
Head Injury/TBI	Neurologist, Neuropsychologist
Hearing	Audiologist (CCC-A), Otolaryngologist
Learning Disabilities	School Psychologist, Clinical Psychologist, Neuropsychologist, Neurodevelopmental Physician
Mental Health or Psychiatric	Psychiatrist, Clinical Psychologist
Mobility/Physical	Physical Therapist, Orthopedic Surgeon, other physician knowledgeable to condition
Speech and Communication Conditions	Speech Language Clinician
Vision	Optometrist, Ophthalmologist

If coexisting disabling conditions are indicated assessments for each condition must be conducted by a Qualified Professional/Practitioner.

Completed request forms must be submitted at least three (3) weeks prior to the date one is requesting special accommodations.

Jersey College will independently assess the reported condition for purposes of authorizing appropriate accommodations. Not all requested accommodations are appropriate or “reasonable.” An accommodation is not reasonable if, among other things:

- Making the accommodation or having the individual involved in the activity poses a direct threat to the health or safety of others.
- Making the accommodation means making a substantial change in an essential element of the curriculum.
- Making the accommodation would require a substantial alteration in the manner in which educational opportunities are provided, such as the course objectives being altered.
- Making the accommodation would impose an undue financial or administrative burden to the institution.

Student Certification/ Licensing

Jersey College advises students to seek certification/licensing as soon as possible after graduation for programs with post-graduation licensure requirements. All certification/licensing and eligibility, whether optional or mandatory, must be done through the appropriate state or national agencies. Jersey College is able to assist students with completing the forms for certification or licensing. Certain states require students to take a certification or licensing exam within a minimum time period of graduation. Failure to undertake the certification or licensure exam within this time frame may require students to take an approved preparatory course for eligibility.

Loss of Personal Property and Liability

Jersey College does not assume responsibility for the loss of books, tools or other personal property while on-site at Jersey College or off-site (e.g., clinical facilities, field trips, etc.); nor does Jersey College assume responsibility for personal injuries of a student while on-site at Jersey College or off-site (e.g., clinical facilities, field trips, etc.).

Identification Cards

Students must have a picture identification card for Jersey College activities. Identification cards are issued at the start of a program. A replacement fee will be charged for lost cards.

Transportation

All students are responsible for having their own reliable transportation for attending classes and participating in practicum experiences. Certain courses may be provided at affiliated agencies and facilities during the curriculum. Students are responsible for their own transportation, parking and incidental expenses to and from affiliated agencies and facilities, including those beyond 50 miles from the College. In addition, students are responsible for all transportation costs associated with field trips.

Parking

Parking at each campus is limited by available parking space. As such, parking on campus is not an entitlement and students are informed that parking on campus may not be available. Students are encouraged to carpool or utilize public transportation. Parking is on a first-come, first-served basis. Parking privileges can be refused or revoked at the discretion of the College. Students that park on the College’s campus (or affiliated properties) understand and agree to abide by the following parking rules, regulations and policies:

- All parking patrons park their vehicles on campus at their own risk. The College is not responsible for the theft of any vehicle, its contents, or for damage sustained by a vehicle parked on campus property (or affiliated property).
- All vehicles are limited to parking in designated areas/spots and must be parked between two solid lines. It is impossible to post NO PARKING signs in every campus location that is not intended for parking. If a space is not marked as a parking space, it should be considered a NO PARKING space.
- Vehicle operators must adhere to all posted traffic signs. Parking is not allowed in fire lanes, bus lanes, roadways, or in areas marked by yellow curb or “No Parking Anytime” signs. Students are prohibited from parking in spots designated for visitors, faculty and staff.
- Vehicles must be removed for lot maintenance.
- Vehicles must be carefully operated at all times. Unsafe or erratic driving is prohibited.
- Vehicle operators must yield to pedestrians. The maximum speed limit on all campus roadways is 10 miles per hour.

In addition, the following rules apply with respect to parking by permit:

- Purchase of a permit gives the individual the right to park on campus (or at an affiliated site), in designated parking areas based on availability. The purchase of a permit does not guarantee a parking space on the campus (or at an affiliated site).
- Parking permits will be issued only for passenger vehicles, not for vehicles with commercial registration.
- All vehicles must be listed on the parking application form.
- Counterfeiting, altering, transferring or defacing a parking permit or providing false information upon registration of the vehicle is subject to disciplinary action.
- Parking permits must be clearly displayed as directed by the campus.
- Parking permits may not be transferred from one person to another.

Parking rules, regulations and policies must be observed at all times including exam periods, registration, and inclement weather. Failure to comply with any of the parking rules, regulations and policies may result in penalties such as fines, vehicle immobilization or towing at the owner’s expense, suspension/revocation of parking privileges and other disciplinary action (including withdrawal from a program of study).

CPR Certification

Students may be required to be certified in Cardiopulmonary Resuscitation (CPR) for certain programs and participation in practicums. For such programs, students must provide evidence of current certification and students are responsible to maintain current certification throughout their entire program. Students may be restricted and not be allowed to participate in practicums without current CPR documentation.

Criminal Background Check

Students admitted to a program containing a practicum experience are required to have a background check completed at the time of enrollment and, if not current, prior to enrolling and participating in a practicum experience. Students are responsible for all costs associated with obtaining the background check.

Conviction of, pleas of guilty, pleas of nolo contendere (no contest), or any pending criminal charges may be grounds for denial into or dismissal from a program or course. Each student must report within three (3) calendar days to the Campus Director any arrests and/or criminal charges or convictions filed subsequent to the completion of the criminal background check. Failure to report will make the student subject to administrative withdrawal from their program of study. All background results will be made available to clinical agencies of Jersey College upon request. Some agencies require submission of the background reports prior to the student's start of the practicum rotation.

Immunizations

In connection with registration and enrollment at Jersey College, students in certain states and/or programs are required to provide immunization records, which document the administration of certain immunizations against vaccine-preventable diseases or evidence of immunity from these diseases. Students are required to maintain immunizations for continued enrollment at Jersey College. Students are responsible for all costs associated with immunizations.

Licenses While Enrolled

Students with a professional license must notify Jersey College of any conditions, restrictions or others limitations on the license and associated practice. Students are required to disclose all license encumbrances, including, but not limited to participation in any recovery or monitoring programs. Encumbrances on a professional license may affect a student's enrollment at the College.

Physical Examinations

Students admitted to a program containing a practicum experience are required to provide a personal health history and written documentation from a licensed practicing physician confirming their psychological

and physical ability to participate in and perform customary and typical practicum activities. Students are required to report any changes in their psychological or physical health that may affect their academic responsibilities or impact other student, including, but not limited to any changes that affect their ability to carry out typical practicum duties and roles. Failure to demonstrate the ability to carry out normal activities associated with a practicum experience (whether due to psychological, physical or other causes) may result in withdrawal from practicum experiences and a student's program of study. Students are responsible for all costs associated with mental, emotional, physical and other health examinations and screenings required to register and enroll in courses at Jersey College.

Drug Screening

Clinical rotations are an essential component of the Nursing programs. Jersey College must meet the contractual obligations contained in our affiliation agreements with these clinical agencies. These agreements contain, among other things, certain affirmative actions that must be undertaken by our students and faculty prior to participation in the practicum activities, including, but not limited to, drug tests. The purpose of drug testing is to ensure the health, safety, and welfare of the health facility's patients and ensure compliance with governing agency standards and state regulations.

As such, students in the Nursing programs are required to participate in drug screenings on a periodic or random basis, with and without cause. Positive drug screenings (other than due to a documented medical condition) will require a confirmation test to continue in courses with a practicum component. The date and time for such confirmation test shall be set by the College. Any refusal to consent to a drug screening will be considered a positive drug screen. Drug screenings may be conducted by Jersey College, clinical facilities and/or approved third-party testing companies/labs. Unless otherwise agreed to by the College, students are responsible for the costs of drug screenings. Jersey College may be required as a condition of participating in practicum experiences to release drug screening test results to affiliated clinical agencies.

After confirmation testing or a refusal to take such testing, students with a positive drug screen (other than due to a documented medical condition) will be withdrawn from all practicum courses and associated didactic courses. Such students will be eligible to re-enroll in the withdrawn courses the following term subject to: (i) course and enrollment availability, (ii) such repeat does not violate the promotion, repeat and termination policies of the College, (iii) receiving a negative drug screening and (iv) where mandated by the College, successfully participating in and completing a drug counseling and treatment program.

Employment and Outside Responsibilities

Students are advised that Jersey College's programs are academically challenging. Students need to ensure that they balance outside employment and outside responsibilities with their academic responsibilities. In Jersey College's experience, time and energy used on outside employment and other responsibilities lessen students' abilities to perform academically and clinically and jeopardize their successful completion of their program of study.

Gifts

Students are advised that it is inappropriate to accept gratuities or gifts from patients and Jersey College prefers that students not present gifts to faculty members, staff or individuals conducting academic assessments (e.g., preceptors and proctors).

Commencement Ceremonies

Commencement is a celebration for students who have substantially completed all requirements for graduation. The ceremonies are generally held twice per year at each campus.⁸⁰

The commencement ceremonies typically occur in the Winter and Summer of each year. Additional information regarding commencement times and dates and ability to participate in the ceremony may be obtained from the Campus Director.

Permitted regalia consists of the college-issued gown, mortarboard cap, and college-awarded honors cords (if applicable). Proper attire beneath the gown must be consistent with the Dress Policy and Personal Appearance policy, including that students must maintain neat and clean personal grooming that meet professional codes and personal appearance standards of the College and of their chosen industry.

Mortarboard caps may be adorned with celebratory decoration(s) on the flat top portion of the cap only. Decorations may include, but are not limited to (i) graduation year; (ii) expressions of thanks to family, teachers, and friends; (iii) symbol of the branch of the military you belong to, have served in, or may be joining, (iv) type of license being sought, and (v) other appropriate expressions. The following expressions are prohibited: (i) large 3-D embellishments that may interfere with the view of individuals seated behind you; (ii) advertisements or political expressions; (iii) symbols, words, slogans, or other adornments conveying messages inappropriate at a dignified commencement ceremony; and (iv) expressions may be hurtful or offensive to others.

All commencement speeches are required to be submitted to the Campus Director in advance of the ceremony.

⁸⁰ Participating in commencement or pinning ceremonies does not mean students have or will graduate. Students graduate only after they have met all graduation requirements.

Conferral Date

The date of conferral will be posted on the student's transcript and diploma. The conferral date is the date on which the student is cleared by the College as having met all academic and financial requirements.

Academic Pins

At the completion of certain programs, students are presented with a pin representing their association with our College and their program of study. Pins symbolize completion of a rigorous program, the recognition of the history and heritage of the program, and licensure accomplishments. Pins should not be worn until students graduate and, where applicable, become licensed.⁸¹

Publications of Photographs, Artwork and Statements

Jersey College (and to those whom it may authorize) may from time to time photograph, film, record, and/or videotape students, and/or use a photographic reproduction of students or students' artwork or photography. Each student consents to such uses, including reproductions in editorial, promotional, advertising, trade, or other purposes.

Records Administration

Jersey College holds a large amount of information concerning students in hard-copy and computerized forms. This information is used internally in connection with academic programs, and for meeting the statutory reporting requirements of external bodies such as Boards of Nursing, State licensing entities and accreditors.

The Family Educational Rights to Privacy Act of 1974 (FERPA) also known as the Buckley Amendment, provides for the right to privacy of student records and the rights for students to review and challenge their records. Jersey College has established the policies set forth below to insure compliance of Jersey College with the FERPA.

All student and educational records are the property of Jersey College. Students attending Jersey College have the right to review educational records that consist of official records, files, and data directly related to them that are maintained by a department or Jersey College. Personal files maintained by faculty or staff are excluded from coverage under this policy. A student wishing to see his or her records may do so by providing the Administration Office with a written request to view the information. The request must specify which records and information the student wishes to see. The Administration Office will then collect the desired material. A student may view his or her student file in the Administration Office and in the presence of a staff member of that office. Alternative access may be arranged at the sole discretion of the College when circumstances effectively prevent the student from being

⁸¹ Ibid

able to view his or her record at the College. Photocopying of student records may be allowed at the sole discretion of the College. Charges for photocopies of such documentation may be levied.

A student's record is open to the student, except as listed below. Any reference to student records or access to student records in this document is subject to these exceptions.

1. Confidential letters of recommendation placed in files before January 1, 1975.
2. Financial records of the student's parents or any information contained therein.
3. Employment records, except for those cases in which the employment is required as part of the student's program.
4. Medical and psychological records.
5. Letters of recommendation or other documents that carry a waiver of the student's right to access.
6. Any documents in a student file which is marked confidential or which contains information on another student.

In the case of exemption number six, the information must be removed from the file prior to a student viewing and should be replaced by a brief description of the document removed.

After a student has reviewed the files requested, Jersey College will respond to any reasonable request for explanation or interpretation of material that they contain. A student who desires to have any material in the files altered or expunged on the ground that such material is inaccurate or misleading, or that it is being maintained in violation of his or her right to privacy or other rights, may obtain a hearing before a special committee upon submitting a written request to the Campus Director. The special committee will be composed of the President of Jersey College, the Campus Director and program administrator(s). At the hearing, the student will be afforded a full and fair opportunity to present evidence relevant to the issues raised.

The burden of sustaining the challenge rests with the student. The procedures to be followed during the hearing shall be the same as in an appeal hearing. The committee's decision will be made in writing within a reasonable period of time after the conclusion of the hearing. The judgment of the committee shall be final, and the record shall be changed or retained as recommended. If the institution decides the information is accurate, it shall inform the student of his or her right to place in his or her educational record a statement commenting upon the information, and/or noting any reasons for disagreeing with the decision. Any statement of this sort shall be maintained as long as the student's educational record or contested portion is maintained; if the student's educational record or contested portion is disclosed to any party, the student's statement shall also be disclosed.

Whether or not a student requests a hearing, a student may insert into his or her files a personal written explanation concerning any material the student believes is inaccurate, misleading or otherwise inappropriate. Such statement shall be maintained and disclosed as set forth above.

As a general rule, information not publicly known and which concerns students will not be disclosed to anyone but Jersey College staff who have a demonstrated need for this information to carry out their duties. There are several exceptions to this general rule:

1. *Directory Information.* Jersey College may make public without student consent certain "directory information." Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; degree information (such as graduation date, honors status and degree and program information, majors, minors, etc.); enrollment status (such as, undergraduate or graduate, full-time or part-time, currently attending, graduated or withdrawn, etc.); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; awards received; and the most recent educational agency or institution attended. A student who prefers that such "directory information" not be made public must notify the Administration Office in writing. The request for nondisclosure remains in effect until rescinded by the student.
2. *Student Consent.* Student information may be disclosed to third parties with the consent of the student concerned. Such consent should be given expressly and in writing. If an inquiry concerning a student's record is made by a person or body clearly having a valid reason for seeking the information, the inquiry should be referred to the Administration Office, who will, if appropriate, verify the record so furnished.
3. *Regulatory or Accrediting Bodies.* Certain regulatory and accrediting bodies (e.g., The Council on Occupational Education and Boards of Nursing) have the right to demand and receive student information, even though it would otherwise be regarded as confidential. Access to student records will be granted in such cases. Such access should be limited to only that information which Jersey College considers appropriate to meet the need.
4. *Federal and State Officials/Bodies.* Certain Federal and State bodies have the right to demand and receive student information, even though it would otherwise be regarded as confidential. Access to student records will be granted in such cases. Such access should be limited to only that information which Jersey College considers appropriate to meet the need.

Academic Policies

5. *Legal Action/Judicial Order.* Jersey College will release student records in response to a judicial order or subpoena.
6. *Emergency Situations.* Jersey College may release information contained in student files in any emergency situation where the information is needed to protect the health or safety of the student or other persons, including in connection with a criminal investigation. The following factors should be considered in determining whether to release information in connection with an emergency situation: (i) the seriousness of the threat to health or safety, (ii) the need for access to the record in meeting the emergency, (iii) whether the person requesting the records is in a position to deal with the emergency and (iv) the extent to which time is of the essence in dealing with the emergency.

Transcripts

Official Transcripts

Students are eligible to receive an official transcript that includes all the credit or clock hours for payment periods in which a student received Title IV, HEA funds and for which all institutional charges were either (i) paid at the time the request is made or (ii) subject to an installment plan with the College and the student is current on such plan at the time the request is made. Jersey College may withhold from transcripts credit or clock hours completed in a payment period where the student has unpaid institutional charges. For example, a student has completed 50 credits of classes and then withdrew while owing a balance of \$500 for a payment period in which they completed six credits. The college will release the student's transcript only with the 44 credits he/she completed and paid for while receiving federal financial aid; the other six credits will not be included in the transcript.

Transcripts are subject to a fee. To preserve confidentiality, verbal requests will not be honored. Official transcripts are ordered and processed through Parchment at: <https://www.parchment.com/u/registration/56330195/institution>.

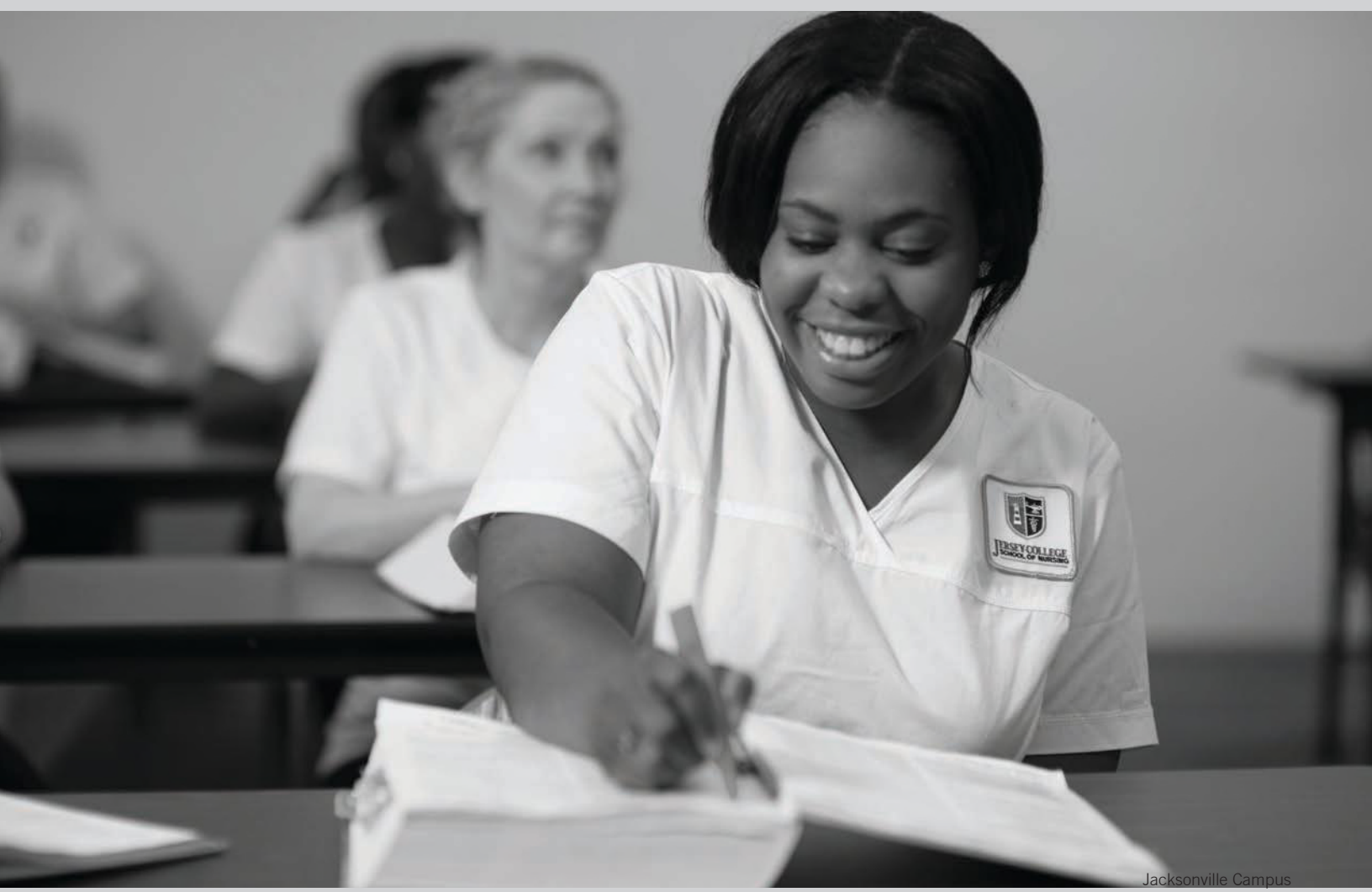
Unofficial Transcripts

Unofficial transcripts are available at no cost to currently enrolled and active students who do not have an outstanding balance or unfulfilled obligation to the College. Unofficial transcripts are unavailable to other students (e.g., students with an outstanding balance, unfulfilled obligation, not currently enrolled or active); instead, such students must request an official transcript.

Students requiring an unofficial transcript must contact the Administration Office at their campus and submit an Unofficial Transcript Request Form. The Unofficial Transcript Form is available at <https://www.jerseycollege.edu/student-resources>. Unofficial transcripts will only be released directly to the requesting student.



JERSEY COLLEGE



Jacksonville Campus

Academic Progression

Promotion and Repeat Policy

General

Subject to the provisions below, students may repeat a course in which they received less than the required passing grade point average and reattempt a course from which they have withdrawn. Students who are unsuccessful in a course or who have withdrawn from a course may be allowed to repeat (also known as reattempt) the course based on space availability, class grade at time of failure/withdrawal and the provisions below.⁸² A student who reattempts a course will officially become a member of one of the succeeding cohorts and will be required to follow that cohort's progression.

Promotion Policy

The minimum passing grade for the College is:

- "C" in each course or course component⁸³; and
- "Pass" or "Satisfactory" in each Pass/Fail course or component of a course.

All courses must be taken in sequence per this Catalog. Certain courses have a single course number and include both a theory and practicum component. Failure or withdrawal from either component in such courses by a student will require the student to repeat both the theory and practicum portions of such course, regardless of the grade earned in the other component. Other courses have distinct course numbers for the didactic and practicum coursework. These distinct courses typically require a student to repeat both courses (didactic and practicum) if a student fails the practicum coursework. In such case, the repeat of courses will be considered one attempt for the promotion, repeat and termination policy. Students are directed to review their course syllabi for promotion requirements related to distinct courses with corresponding didactic or practicum components.

Repeat Policy

Students may repeat courses unsuccessfully attempted⁸⁴ subject to the following:

- A course may not be repeated more than once, and
- The maximum number of courses that may be attempted is:
 - four (4) courses in the Professional Nursing program
 - three (3) courses in the Practical Nursing program.⁸⁵

Termination Policy

Students will be withdrawn and terminated from their program of study when they:

- Achieve a final course grade of less than 60% in a course⁸⁶,
- Achieve a final course grade less than the minimum passing grade in a course twice, and/or
- Achieve a final course grade less than the minimum passing grade in:
 - five (5) or more courses in the Professional Nursing program
 - four (4) or more courses in the Practical Nursing program.⁸⁷

82 Students who are administratively withdrawn from a course may be withdrawn from their program of study pursuant to the Administrative Withdrawal policy (see "Withdrawals - Administrative Withdrawals from Program of Study" in this Academic Catalog).

83 A "C" equals a final course grade between 73% and 76% in a course (see "Academic Policies - Grading - Grading Scale" in this Academic Catalog).

84 For purposes of this repeat policy a course is considered unsuccessfully attempted: (i) when the student achieved a final course grade below the minimum passing grade for the course, (ii) when the student voluntary or involuntary withdraw from the course and at the time of such withdrawal had an estimated course grade below the minimum passing grade for the course (unless otherwise determined by the Academic Standards Committee), or (iii) when the college otherwise deems a prior enrollment in the course as an attempt pursuant to the policies and procedures in this Academic Catalog.

85 Students admitted and enrolled in the Practical Nursing program prior to January 2023 may repeat a maximum of four (4) courses.

86 Applies to students admitted or readmitted into the Professional Nursing program or the Practical Nursing program with an initial enrollment or re-enrollment date on or after August 2023.

87 Students admitted and enrolled in the Practical Nursing program prior to January 2023 will be withdrawn if they achieve a grade less than the minimum passing grade in five (5) or more courses.

Satisfactory Academic Progress

General

Jersey College has established certain minimum standards of Satisfactory Academic Progress for students. To be considered making SAP, students must meet standards in each evaluation period for (i) minimum cumulative grade point average and (ii) minimum progression rate. These policies apply to all students, including those receiving financial aid, such as Federal Financial Aid and Veteran's Benefits.

SAP Standards

Professional Nursing Program

A Professional Nursing program student must maintain the following

Credits	Minimum Progression Rate (Cumulative No. of Credits Successfully Completed ÷ Cumulative No. of Credits Attempted)	Minimum Cumulative GPA
1.00 - 35.99	33%	1.0
36.00 - 71.99	50%	1.5
72.00 and up	67%	2.0

SAP standards at each evaluation period based on the number of credits attempted.

Practical Nursing Program

A Practical Nursing program student must maintain the following SAP standards at each evaluation period based on the number of hours attempted:

1,459 Clock Hour Program

Hours	Minimum Progression Rate*	Minimum Cumulative GPA
1 - 899	33%	1.5
900 and up	67%	2.0

1,500 and 1,501 Clock Hour Program

Hours	Minimum Progression Rate*	Minimum Cumulative GPA
1 - 899	33%	1.0
900 - 1199	60%	1.5
1200 and up	67%	2.0

* The Minimum Progression Rate is calculated in both hours and weeks as follows:

- Hours: $\frac{\text{Cumulative No. of Hours Successfully Completed}}{\text{Cumulative No. of Hours Attempted}}$
- Weeks: $\frac{\text{Cumulative No. of Weeks Successfully Completed}}{\text{Cumulative No. of Weeks Attempted}}$

Federal 150% Rule

Federal regulations limit financial aid eligibility to 150% of the published length of the educational program as measured in credits for credit hour programs and cumulative clock hours that a student is required to complete and expressed in calendar time for a clock hour program.

For the Professional Nursing program, a student may be dismissed from the program if Jersey College determines that the student is unable to complete the quarter credit option within 169.5 quarter credits or the semester credit option within 112.5 semester credits.

For the Practical Nursing program with 1,459 clock hours, a student may lose eligibility for Federal Financial Aid if Jersey College determines that the student is unable to complete the program within 66 weeks and 99 weeks for the day and evening tracks, respectively. For the Practical Nursing program with 1,500 clock hours, a student may not be awarded federal aid if Jersey College determines that the student is unable to complete the program within 72 weeks and 96 weeks for the day and evening tracks, respectively. For the Practical Nursing program with 1,501 clock hours, a student may not be awarded federal aid if Jersey College determines that the student is unable to complete the program within 72 weeks and 108 weeks for the day and evening tracks, respectively.

Evaluation of SAP

The evaluation period for Satisfactory Academic Progress is the end of each payment period. In the Professional Nursing program, the end of each payment period occurs at the conclusion of a term (i.e., every 12 weeks for a quarter-based program or 16 weeks for a semester-based program). In the Practical Nursing program, the end of each payment period occurs when a student successfully completes a predetermined number of clock hours – specifically, 450, 900 and 1,200.5/1,200.0⁸⁸ clock hours for Practical Nursing programs with 1,501 or 1,500 clock hours.⁸⁹ A student successfully completes clock hours in a payment period when the student receive credit for those hours.⁹⁰ A student will be notified in writing of results in an evaluation period that negatively impact their eligibility for Title IV, HEA program funds.

⁸⁸ 1,200.5 for 1,501 clock hour program and 1,200.0 for the 1,500 clock hour program

⁸⁹ To the extent that the end of a payment period occurs prior to the end of an academic day, Jersey College will conduct the evaluation utilizing all scheduled hours for that day (e.g., if 900 hours is reached at 1:00 p.m., but academic day ends at 2:00 p.m., then the evaluation would occur at 901 hours).

⁹⁰ Credit for clock hours is awarded for coursework based on completion of instructional time. Credit for hours is not awarded for clock hours previously earned. For example, students returning from a leave will only be awarded credit for hours attended after the point at which their leave of absence began in a prior term for each course. In addition, students repeating coursework previously awarded will earn no hours for such repeat, but such hours will be included as attempted hours.

Financial Aid and Academic Warning

Students who are not meeting the SAP standards set forth above in an evaluation period will receive a warning and will be placed on Financial Aid and Academic Warning Status (“SAP Warning”). Students on SAP Warning will be eligible to remain enrolled and receive aid for the next payment period, but they must meet the SAP standards during that next payment period to remain enrolled and eligible for future financial aid. If students fail to meet the SAP standards at the end of the warning period, they will lose eligibility for financial aid and will be withdrawn, unless, as detailed below, the students successfully appeal the loss of aid and withdrawal.

Appeal of Determination of Ineligibility Due to Failure to Meet SAP

Students on SAP Warning who fail to meet SAP or the 150% maximum time frame in the subsequent payment period may appeal the withdrawal determination and seek reinstatement (an “SAP Appeal”). SAP Appeals must be submitted in writing and include an explanation of the extenuating circumstances outside of the student’s control (e.g., circumstances such as an injury to the student, an illness of the student, or the death of a relative of the student) that prevent SAP and a description of how these circumstances have changed to allow for the student to meet SAP at the next evaluation.

A committee (the “SAP Appeals Committee”) consisting of the Financial Aid Director, Campus Director and/or the Dean (or their designated appointee) will review SAP Appeals. The SAP Appeals Committee may reinstate enrollment and financial aid eligibility if it determines (i) such students should be able to meet SAP standards by the end of the subsequent payment period, or (ii) the committee develops an academic plan for such students. Academic plans must ensure that the students are able to meet SAP standards by a specific point in time if followed.⁹¹ All decisions of the SAP Appeals Committee will be final.

Students who prevail upon an SAP Appeal will have enrollment and eligibility for financial aid funds reinstated, including Title IV funds and Veterans Affairs’ education benefits; otherwise, such students will remain withdrawn from their program and ineligible for financial aid funds, including Title IV funds or Veterans Affairs’ education benefits.

Where the SAP Appeals Committee reinstates enrollment and financial aid eligibility (i.e., students prevail upon an SAP Appeal), the students will be placed on financial aid and academic probation. While students are on financial aid and academic probation, Jersey College may require the students to fulfill specific terms and conditions such as taking a reduced course load or enrolling in specific courses.

Students on financial aid and academic probation may remain enrolled and receive financial aid funds for one additional payment period. At the end of the additional payment period, such students must meet SAP standards or meet the requirements of the academic plan developed by the SAP Appeals Committee to qualify for continued enrollment and future financial aid, including Title IV funds and/or Veterans Affairs’ education benefits.

Reinstatement of Aid Eligibility

Students (including those receiving federal financial aid and Veterans’ benefits) who are readmitted to the program (i) after being withdrawn and disqualified from financial aid due to unsatisfactory academic progress and, (ii) where applicable, after failure to meet the requirements of the academic plan developed by the SAP Appeals Committee are not eligible for financial aid until such students have re-established, at their own expense, satisfactory academic progress. Such students are responsible for presenting documentation of satisfactory academic progress to the Financial Aid Office with a written request for reinstatement. Students who meet satisfactory academic progress by re-establishing their progress will have their eligibility for financial aid, including for Title IV funds and Veterans Affairs’ education benefits, reinstated. Students who are unable to re-establish SAP remain ineligible for financial aid, including Title IV funds and Veterans Affairs’ education benefits.

Repeats, Withdrawals, Incompletes, Transfer of Credits and Other Changes and Their Effect on SAP

- *Repeats.* For credit hour and clock hour programs, grades received in repeating courses are included in SAP calculation for minimum cumulative grade point average. In credit hour programs, credits associated with course repeats are also included in the progression rate SAP calculation. In clock hour programs hours associated with repeating coursework is included in the denominator for the progression rate, but are only included in the numerator if such hours were not previously credited.
- *Withdrawals and Incompletes.* A withdrawal or incomplete grade is given when no credit is earned. Therefore, a withdrawal or incomplete grade does not count towards calculating the minimum cumulative grade point average of SAP. However, a withdrawal or incomplete for a course does count towards calculating the progression rate of SAP.

⁹¹ Academic plans relating to failure to meet 150% maximum time frame must include provisions, if followed, that ensure the students are able to meet the minimum cumulative grade point average and minimum progression rate.

- *Transfer of Credits and Prior Learning.* Grades from courses earned at another institution that are accepted towards a student's educational program do not count towards calculating the minimum cumulative grade point average of SAP. Grades earned at another Jersey College program⁹² do not count towards calculating the minimum cumulative grade point average of SAP. Hours/credits associated with (i) transferred courses earned at another institution or at another Jersey College program⁹³ accepted by Jersey College, or (ii) prior learning awarded by Jersey College count towards calculating the progression rate of SAP.
- *Change of in Program of Study.* Students are permitted to make changes to their program of study in accordance with their academic goals. Changes of program alone will not disqualify students for financial aid eligibility. SAP evaluations for students who change programs are based only on coursework applicable to the new program of study.
- *Seeking Additional Credentials.* Students are encouraged to continue their education and seek additional credentials. Seeking additional credentials alone will not disqualify students from financial aid eligibility. SAP evaluations for students seeking additional credentials are based only on coursework applicable to the new credential.

92 Including programs in the same CIP code with a different unit of measurement.

93 Ibid





JERSEY COLLEGE



Ewing Campus

Institutional Conduct Policies

Introduction and Statement of Principles

Jersey College is committed to fostering a conducive learning environment. To this end, the fundamental purpose of our College's regulation of conduct is to promote and protect the rights, welfare, intellectual integrity, safety, property, and health of all members of the academic community, as well as to promote the orderly operation of the institution and to safeguard its property and facilities.

This code, based on the principle that each member of Jersey College assumes his or her individual responsibility to abide by it. The code applies to (i) individuals applying for enrollment, (ii) currently enrolled students, (iii) students who have completed program requirements and are awaiting graduation or recommendation/approval for licensure, and (iv) faculty and staff. The code also applies in the event that a case for breach of the code is brought after graduation, for actions that occurred before graduation but were unknown at the time. Moreover, the code applies to misconduct committed on Jersey College's premises or during College-related or sponsored activities off institutional premises (including at practicum sites), as well as to conduct that takes place off institutional premises and is not related to College activities but causes significant harm to others.

Jersey College's conduct system is designed to enforce our institution's conduct regulations, and is intended to resolve conduct matters in the most informal administrative setting as possible. Jersey College reserves the right to institute disciplinary action whether or not the offense results or may result in action by a civil or criminal court.

Conduct Expectations

All members of Jersey College are expected to refrain from conduct which injures persons or property, impedes in any way the orderly operations of the College, prevents or interferes with educational and other rights of faculty, staff and students, or disrupts the intellectual exchange in the classroom. Our institution expects our community to be law-abiding citizens, to respect the rights of others, and to refrain from behavior which tends to impair our institutional purpose or its reputation in the public. Individuals who have committed acts that are a danger to their own personal safety or that harm or have the potential of harming others, or who destroy, impair, or wrongfully acquire property, will be disciplined and may forfeit their right to be members of Jersey College's community.

The types of conduct listed below are examples of prohibited behavior and individuals who engage in such conduct will be subject to discipline.

- academic misconduct (see definition below);
- disruptive classroom behavior (see definition below);
- acts which disrupt, interfere with or obstruct the orderly operation of teaching, practicums, administration, hearing procedures and other activities at Jersey College;
- behavior that causes, or can reasonably be expected to cause, physical or emotional harm to another person;
- physical or verbal threats against or intimidation of any person;
- conduct that constitutes sexual abuse, assault, or rape of another person;
- activity which constitutes harassment of another person;
- theft or vandalism of Jersey College property, or property of others, or knowingly possessing stolen property;
- the unauthorized use, possession, or storage of any weapons or explosives, including fireworks, on Jersey College property
- the unauthorized distribution, possession, or use of any controlled substance (such as, but not limited to, illegal drugs);
- the unauthorized distribution, possession, or use of alcohol on College premises;
- intentionally or recklessly interfering with normal Jersey College activities or emergency services;
- the unauthorized or improper use of College property, facilities (leased or owned), equipment, keys, identification cards, documents, records, or resources (This includes any misuse of electronic resources and equipment and unauthorized entry into facilities);
- failure to observe policies regulating the use of Jersey College's buildings, property, or other resources;
- failure to adhere to clinical agency policies and procedures;
- violations of criminal law;
- improper release of confidential or privileged information, including, but not limited to violations of HIPAA and HIPAA obligations;
- willful or negligent acts, or conduct detrimental to Jersey College, or which result in neglect or abuse of any client or clinical affiliation agency operations;
- insubordinate acts or statements;
- unauthorized access or copying of clinical site records, including client information or unauthorized release of client information;
- acting or conducting themselves in any manner which may impair Jersey College's reputation;
- conduct that is rude, unprofessional or any exhibits or portrays any other negative trait;
- conduct that portrays or relies that one's behavior is not always above reproach;
- forgery, alteration, or misuse of Jersey College documents, records, or identification or knowingly furnishing false information to Jersey College;

- failure or refusal to comply with the directions of College officials, instructors, administrators, or staff acting in performance of their duties;
- failure or refusal to appear upon request or to cooperate in the investigation or hearing of cases of alleged offenses (provided that no students shall be required to furnish information that would be self-incriminating);
- failure to maintain a satisfactory record of attendance and punctuality;
- failure to meet financial responsibilities to Jersey College; and
- other behavior that may be equally inconsistent with the standard of conduct expected of a student in Jersey College and Jersey College's commitment to providing an environment conducive to learning and education.

Attempts to commit acts prohibited by this conduct policy or perceived violations of such policies may be punished to the same extent as completed violations.

Other Conduct Policies

Student Behavior

Each student has the responsibility to behave in a respectful and courteous manner toward the faculty, staff and students while at Jersey College.

- All faculty and staff are to be addressed by their title and last name. Example: Mr. Jones; Ms. Smith; Ms. Green.
- Loud talking or yelling in student lounges or hallways is not permitted.
- No congregating or "hanging out" in hallways, on steps, at entrance doors, etc. Lounges and empty classrooms may be used for congregating.
- Behavior of any kind that is disruptive or disrespectful of persons or property will not be tolerated or allowed. Examples of this type of behavior are:
 - Argumentative behavior or attitude with faculty, staff or students;
 - Destruction or defacement of Jersey College property, including placing feet on the furniture, lying or sitting on beds or furniture in the skills laboratory, leaning on walls with shoes, etc.; and
 - The use of profanity in any manner toward any person
- Jersey College is an English speaking College. English is expected to be spoken at *all* times. Speaking other languages at Jersey College must be justified.

Classroom Behavior

The goal of Jersey College and its faculty and students is to foster a dynamic environment of higher learning where all students develop analytical skills, learn to think critically and communicate effectively, promote inquiry, pursue knowledge, and prepare for productive careers. Behavior in the classroom that impedes teaching and learning and creates obstacles to this goal is considered disruptive and therefore subject to sanctions.

At the classroom level, clear guidelines for behavior and early intervention are the foundation for an intellectually stimulating experience for students

and instructors alike. Examples of improper behavior in the classroom may include, but are not limited to, the following:

- Dressing in inappropriate attire;
- Repeatedly arriving after a class has begun or leaving class early;
- Monopolizing discussion;
- Persistently speaking out of turn;
- Individual conversations during classroom lectures
- Distractive talking or activities, including cell phone ringing, emailing or text messaging;
- Refusing to comply with instructor directions;
- Employing insulting language or gestures;
- Sleeping in class or the appearance of sleeping (i.e., putting head on table); and
- Verbal, psychological, or physical threats, harassment, and physical violence.

A violation of these classroom behavior standards may warrant dismissal from the program or other disciplinary actions.

Academic Misconduct

Academic misconduct is defined as the use of unfair means in any examination or assessment procedure (including papers, projects, presentations, etc.). This includes, but is not limited to, (i) Cheating, (ii) Fabrication or Falsification, (iii) Facilitating Academic Misconduct, (iv) Forgery, (v) Plagiarism, (vi) Self-plagiarism, (vii) Unauthorized Collusion and (viii) Tampering.

- Cheating involves, among other things, giving, using or attempting to use or attempting to gain access to unauthorized materials, information, notes, study aids or other devices in any academic exercise including unauthorized communication of information. Examples of cheating include, but are not limited to, copying from another student's exam or assignment; receiving and/or providing unauthorized assistance during a quiz, test or examination; talking to oneself or others during an exam; sharing information about an exam with classmates in advance of the test; using books, notes or other devices such as calculators and other electronic devices when these are not authorized; acquiring without authorization copies of tests or examinations before the scheduled exercise; acquiring, possessing or utilizing publisher's test banks and/or copies (electronic or otherwise) of publisher's and third-party's testing materials; attempting to gain access or gaining access to materials restricted to faculty members; telling anyone or receiving information about the items or answers seen in or on an examination; reconstructing questions or topics from an examination or attempting to do the same; receiving reconstructed questions or topics about an examination from another student; copying/lending homework, reports, laboratory work, computer programs, files from other students, storing data on programmable calculators, cell phones or other electronic devices and retrieving the data to assist during an

Institutional Conduct Policies

exam; leaving the test room with test materials; writing information on cheat sheets, other items or on one's body; acquiring answers or information from artificial intelligence (unless specifically authorized by instructor); utilizing unauthorized software and devices (including VMWare) during an test; or breaching, unsecuring, avoiding or otherwise tampering with exam "lock-down" browsers.

- Fabrication or Falsification involves, among other things, negligent, false or misleading representation of evidence, results, data or information which forms part of one's submitted work, with the intention to deceive the marker. Fabrication or falsification also includes concealing material information. Examples of fabrication or falsification include, but are not limited to, inventing or counterfeiting data or lab procedures; the false citation of a source of information; altering grade reports or other academic records; altering a returned examination paper and seeking a better grade.
- Facilitating Academic Misconduct involves, among other things, intentionally or knowingly helping or attempting to help another to commit an act of academic misconduct. Examples include, but are not limited to, allowing another student to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be covered on a test before the exam; sharing of work and/or answers with other persons within or beyond the College, whether shared privately or via a cheat site (such as Chegg, Quizlet, CourseHero or other sites); not adequately safeguarding one's own answers; allowing someone else to use one's assignment or exam answers for academic credit; collaborating on work with the knowledge that the collaboration will not be reported; reconstructing questions or topics from an examination or attempting to do the same; taking an examination or test for another student or signing a false name on an exam or paper; assisting another with exam answers through unauthorized software and devices (including VMWare); or assisting another with breaching, unsecuring, avoiding or otherwise tampering with exam "lock-down" browsers.
- Forgery involves, among other things, forging an official's signature on any document or record and falsification (see above) of evidence, results, data or other information.
- Plagiarism involves, among other things, presenting the work of another as one's own without proper acknowledgment. Inadvertent or unintentional misuse of another's work (such as relying heavily on source material that is not expressly acknowledged) is still considered plagiarism. Examples of plagiarism include, but are not limited to, submitting as your own work the work of another; the use of a ghost writer, commercial writing service, or extensive help from another; submission of work written and/or created by artificial intelligence and technologies as one's own work; downloading and submitting a paper from a web site; directly quoting from a source without

acknowledgment; paraphrasing or summarizing another's work without acknowledging the source (including machine-generated paraphrasing); or using facts, figures, graphs, charts or information without acknowledging the source.

- Self-plagiarism involves, among other things, the reuse of one's own words, ideas, or works from preexisting material, especially without acknowledgment of earlier use. Examples of self-plagiarism include, but are not limited to, submitting previously completed papers, assignments, projects and other works as completely new and original, or copying or paraphrasing passages from one's previously submitted work in a new work, each without informing the instructor that this material was submitted or been used before.
- Unauthorized Collusion involves, among other things, the submission of work presented as if it is one's own that has been done in unauthorized collaboration with someone else or something else, such as other people or artificial intelligence and technologies. Examples of unauthorized collusion include, but are not limited to, acquiring answers or information from artificial intelligence when such source was not authorized; or using another's assignment or exam answers for academic credit when collaboration was not authorized.
- Tampering involves, among other things, interfering with, altering or attempting to alter College records, grades, assignments, laboratory experiments or other documents without authorization. Examples of tampering include, but are not limited to, using a computer or false-written document to change or affect a grade; erasing records or information of a student; unauthorized access to a College record by computer or unauthorized entry into an office or file; obtaining information from the College without proper authorization; or utilizing software, artificial intelligence or other devices to tamper with test proctoring, test answers and/or test results.

Jersey College may disclose student disciplinary records of academic dishonesty to third parties after a final determination of a disciplinary proceeding is completed, subject to FERPA.

Cell Phones Usage

Jersey College mandates that all students turn-off and refrain from using their cellular phones, pagers and other similar electronic devices while at the campus. In addition, cell phones and other similar electronic devices must not and may not be brought into any practicum environment. The use of such electronic devices is strictly prohibited because (i) concerns that their signals might interrupt the operation of life-saving medical equipment, (ii) they are annoying and distracting to others, and (iii) can intentionally or unintentionally result in HIPAA violations. In the rare case that a student must have access to a telephone for a pending personal/family emergency, the student should inform his/her instructor, who will advise them on the appropriate course of action. Students should instruct their family members and others that in cases of emergencies they can contact the administration office at their campus and the administration office will work with them to locate the student. A violation of this cell phone policy may warrant withdrawal from a course or dismissal from a program.

Recording of Classroom Lectures

Jersey College prohibits recording (audio or video) of classroom lectures⁹⁴, discussions and other related activities by students, without the written permission of the course instructor. Written permission may be obtained through express consent in the course syllabus, express consent on the course site or by signed forms. In all permitted recording cases, the following policies must be adhered to:

- Recording of such class activities (lectures, discussions, presentations, etc.) is solely authorized for the purposes of individual or group study with other students enrolled in the same class;
- Permission to allow the recording is not a transfer of any copyrights in the recording;
- Recordings may not be transmitted, distributed, reproduced or uploaded to other parties not enrolled in the class or to publicly accessible web environments; and
- Recordings must be destroyed at the end of each term, unless express written permission is provided by the instructor to retain the records.

Violation of the foregoing recording policy will subject a student to disciplinary action. Notwithstanding the foregoing, it is not a violation of the recording policy for students with approved educational accommodations to exercise any rights protected under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, including needed recording or adaptations of classroom lectures or materials for personal research and study. However, the restrictions on web distribution outlined above and commercial distribution apply to all educational accommodation exceptions. Public distribution of such materials may constitute copyright infringement in violation of federal or state law, or College policy.

⁹⁴ See “Disciplines - Nursing - Professional Confidentiality and HIPAA” for prohibitions on photography and recordings at clinical sites.

Dress Policy and Personal Appearance

Students attending Jersey College should dress in a way that reflects the highest degree of self-respect and self-image. The College believes that appropriate dress is necessary to foster a positive and healthy environment that is focused on learning. As such, Jersey College reserves the right to discipline any student who does not fulfill the dress code and personal appearance standard of our institution, including, but not limited to, dismissal for the day or requiring the student to conform with this policy prior to admittance into class/clinical.

While attending classes, visiting affiliated sites and participating in College related events⁹⁵, students must maintain neat and clean personal grooming that meet professional dress codes and personal appearance standards of the College and of their chosen industry. Students may not wear any apparel that is not acceptable in a business environment, including, but not limited to: (i) tank tops, (iii) crop tops, (iv) low cut blouses or skirts, (v) baseball caps, (vi) jelly shoes, (vii) beach type shoes, (viii) “see through”, “low cut”, “too short”, or “skin tight” apparel, (ix) torn, patched, or discolored apparel, (x) sun glasses, and (xi) clothing bearing offensive/profane messages. Moreover, any apparel, adornment or other personal item that draws attention to oneself in a manner that may be disruptive to the educational process is prohibited at Jersey College.

Library and Learning Resources Usage

Jersey College maintains a library for student use and reference. Students may borrow certain books and periodicals for a period not exceeding two (2) weeks.⁹⁶ Materials that are delinquent for more than three (3) weeks are considered missing, and the student is liable for their costs. The student is also liable for any damage done to the library books and periodicals and for overdue charges related to borrowed books. Students may not write in, mark, fold, bend, staple, or damage any library materials.

⁹⁵ Students in Nursing programs must abide by the dress and appearance policies under “Disciplines - Nursing - Dress Policy”.

⁹⁶ Certain books and periodicals may be classified by Jersey College as reference materials. These reference materials may not be borrowed and may only be utilized within the library. In addition, Jersey College may shorten the time period a book or periodical may be borrowed.

Usage of the College's Electronic Resources and Computer Systems

The entire electronic and computer system—hardware, software and all data and information contained in the College's system—are the property of Jersey College. The computer systems are to be used solely for educational purposes. The systems may not be used to solicit outside business ventures, political, or religious causes. The following outlines codes of conduct with respect to the electronic and computer systems at Jersey College.

Jersey College's policies against sexual or other harassment apply fully to the computer system, and any violation of those policies is grounds for discipline up to and including dismissal.

Jersey College's computer system may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials. This prohibition includes the unauthorized distribution of copyrighted material via unauthorized peer-to-peer file sharing. Jersey College community members, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information. Violation of the copyright law may result in civil and criminal liabilities. In addition, any violation of the copyright laws policies is grounds for discipline up to and including dismissal. For additional information regarding civil and criminal liabilities associated with copyright infringements, Jersey College community members are directed to review the sanctions set forth in the Department of Education's Federal Student Aid Handbook.

All individuals using the College's electronic systems may not send unsolicited e-mail to persons with whom they do not have a prior relationship or utilize Jersey College's system for "spamming".

Jersey College prohibits all individuals using College computers from downloading or uploading software to the computer, even if the Internet tells them the software is required for further progress. "Chat" software is also prohibited on College computers. Individuals found exploring hate-based or sexually explicit websites will be in violation of the College's anti-harassment policy and will be subject to disciplinary action, up to and including dismissal.

Jersey College is not responsible for material viewed or downloaded by users from the Internet or the computer system. The Internet is a worldwide network of computers that contains millions of pages of information. Individuals are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive

content. Individuals accessing the Internet and the College's computer systems do so at their own risk.

Individuals may only access files or programs that they have permission to enter. Unauthorized review of files, copying of software, dissemination of passwords, damage to systems, removal of files, removal of programs or software, or improper use of information contained in the computer system may be grounds for disciplinary action, up to and including dismissal.

Members of Jersey College's community are notified that their uses of the computer systems are subject to search and disclosure at any time, with or without notice. All communications and information transmitted by, received from, or stored in this system are Jersey College's records and are Jersey College's properties. Students, faculty and staff are informed that they should have no expectation of privacy concerning the system or any other matters, data, or information on Jersey College's computer system. Jersey College reserves the right to monitor, access, retrieve, and delete any information stored in, created, received, or sent over the system, for any reason, without the permission of any student, and without notice.

Software purchased by and for the College cannot be copied or removed from the College property. College computers are College property and cannot be removed, altered, upgraded, or downgraded. Individuals may use their own laptops; PDA's, etc., but may not link into the College's private, faculty and administrative system, without authorization.

Jersey College recommends that individuals save personal data on thumb drives and not on the College's system (borrowed laptop or personal computer). Any information on the computer, including an individual's personal emails, becomes the legal property of Jersey College.

Usage of Social Media and Networking

Jersey College understands that from time to time members of its community may wish to express their personal ideas and opinions through social media (including but not limited to texting, blogs and propriety platforms such as Twitter, Facebook, LinkedIn, Instagram, Google+, YouTube, Flickr, personal web pages, or related media). While Jersey College embraces the power of social media and networking, and the opportunity these tools provide, we also recognize the potential negative side effects of this medium. As such, Jersey College has adopted the following policies and responsibilities with respect to the use of social media and networking at or concerning Jersey College. Social media and network usage by students, faculty and staff of the College is governed by the same laws, policies, rules of conduct and etiquette that apply to all other activities at or concerning the College.

Jersey College reserves the right, under circumstances it deems appropriate and subject to applicable laws and regulations, to impose disciplinary measures, up to and including dismissal from the College or termination of employment, upon students, faculty, or staff who use social media sites, social networking or communications resources (i) in violation of the guidelines set forth below, (ii) in ways that reflect poorly on the College or (iii) in a manner that is deemed to interfere with the conduct of College operations. In appropriate cases, such conduct may also be reported to law enforcement authorities. This policy with regards to the use of social media by students, faculty and/or staff covers both activities conducted at the College and away from the College.

In using social media and social networking, Jersey College encourages its community to (i) respect the views of others, even if where a person may disagree, (ii) be truthful, accurate and complete, (iii) be accountable and not use pseudonyms or post anonymously and (iv) obey the Terms of Service of the social media site or social networking platform.

Jersey College prohibits the following activities when posting to or discussing topics on a social media site or social networking platform. Such activities are prohibited whether they are on a College, private or personal site and whether such activities are through an individual's own personal account, phone, computer or other device that does not use the College network or equipment. Jersey College prohibits social media and social networking activities that involve or related to, among other things, post, discussions, and/or other communications and activities that:

- Harass, threaten, insult, defame or bully another person or entity
- Contain (i) rude, argumentative or inappropriate language, (ii) obscene, pornographic, racist, excessively violent, harassing, threatening, bullying, intimidating or otherwise objectionable or injurious content, (iii) insulting, disparaging, disrespecting, insubordinate or defaming content, (iv) false claims or representations about Jersey College, its programs or services, and/or members of its community (students, faculty and staff) (social media should not be used for gossip, rumors, or other unverified information), (v) copyrighted or trademarked content without permission from the holder of the copyright/trademark, respectively, (vi) Jersey College name, logo or trademark for promotional announcements, advertising, product-related press releases or other commercial use, or to promote a product, cause, or political party or candidate, and/or (vii) an individual's photograph or video image without first obtaining permission and signed releases.
- Encourage, support or promote unlawful acts, in any manner, including but not limited to gambling, identity theft or other types of fraud
- Disclose (i) confidential information without proper authorization or (ii) personal information concerning (past or present) members of the Jersey College community without proper authorization
- Attempt to disrupt, interfere with or obstruct the orderly operation of

teaching, practicums, administration, hearing procedures and other activities at Jersey College

- Attempt to mask an identity or attribute your comments to another person (real or fictitious)
- Portray or rely that one's behavior is not always above reproach
- May be equally inconsistent with the standard of conduct expected of a student in Jersey College and Jersey College's commitment to providing an environment conducive to learning and education
- Violate any other policy of the College

In addition, the College prohibits individuals from representing their personal opinions as institutionally endorsed by the College, without proper authorization. Individuals not authorized to post specific content on behalf of the College must follow such post with the following disclaimer: "These are my personal opinions and do not reflect the views of Jersey College."

Jersey College is not responsible for monitoring or pre-screening content posted on its social media or social networking sites. Notwithstanding the foregoing, Jersey College reserves the right to monitor its sites and remove, without notice, any content. Individuals who become aware of objectionable content posted on a Jersey College social media or social networking site – or objectionable comments concerning the College that are posted on an unaffiliated site – are directed to notify their Campus Director.

Jersey College Email Usage

Without limiting in any manner, the policies under "Usage of the College's Electronic Resources and Computer Systems", the following provides specific disclosures, rights and policies with respect to the utilization of, and transmission of, data from and to the electronic mail (E-mail) system of Jersey College. Jersey College grants electronic mail (E-mail) access to all authorized students as a privilege, not as a right. When a user accepts an E-mail account to use Jersey College services, he/she agrees to the obligations and responsibilities described below. Concerns regarding the use of E-mail should be reported to the Campus Director.

Right to Privacy

Students, faculty and staff are responsible for using the electronic mail (E-mail) system properly and in accordance with this policy. The E-mail system is the property of Jersey College. It has been provided by Jersey College for use in promoting education. All communications and information transmitted by, received from, or stored in this system are College records and property of Jersey College. The E-mail system should be used for College purposes only.

Students, faculty and staff are notified that they have no right of personal privacy in any matter stored in, created, received, or sent over the E-mail system. Further, students are informed that their E-mail messages are subject to search and disclosure at any time, with or without notice. Students

Institutional Conduct Policies

, faculty and staff are notified they should have no expectation of privacy concerning the e-mail or any other matters, data, or information on Jersey College's E-mail system. Jersey College, in its discretion as owner of the E-mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the E-mail system for any reason and without the permission the user, and without notice.

Students, faculty and staff are further notified that even if they use a password to access the E-mail system, the confidentiality of any message stored in, created, received, or sent from the Jersey College E-mail system cannot be assured. Use of passwords or other security measures does not in any way diminish Jersey College's rights to access materials on its system, or create any privacy rights of students in the messages and files on the system. Any password used by individuals must be revealed to Jersey College at Jersey College's request.

Students, faculty and staff are advised that deletion of any E-mail messages or files will not truly eliminate the messages from the system.

Appropriate E-Mail Usage and Prohibited Activities

Jersey College issues e-mail accounts to students, faculty and staff to promote educational activities. *The Jersey College E-mail system is the primary method that the College utilizes for official communications.* As such, all members of Jersey College community are required to possess a Jersey College email account and utilize the Jersey College E-mail system. As part of this obligation, students, faculty and staff are required to read, respond and archive all official correspondence from Jersey College. The responsibility for understanding and adhering to requests, policies, deadlines and procedures communicated to students rests entirely with the student. It is the expectation that students, faculty and staff will check their E-mail account at least once per day while classes are in session and three times per week during break periods. Community members should not redirect their E-mail accounts. Students, faculty and staff are expected to utilize Jersey College's E-mail system to contact and communicate with the College and College personnel.

E-mail communications should not be used for non-College related communication. Non-College related communication include, but not limited to, political or religious causes, and outside business ventures (e.g., advertising apartments for rent, tickets for sale, pets for adoption, etc.).

Jersey College's policies against sexual or other harassment apply fully to the E-mail system, and any violation of those policies is grounds for discipline up to and including termination of enrollment. Therefore, no E-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

The E-mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from Jersey College. Students, faculty and staff, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information.

Students, faculty and staff may not send unsolicited e-mail to persons with whom they do not have a prior relationship or utilize Jersey College's email system for "spamming" or "phishing". Spamming is defined as unsolicited and undesired advertisements for products or services sent to a large distribution of users. Phishing is defined as the attempt to acquire sensitive information such as usernames, passwords, and credit card details (and sometimes, indirectly, money), often for malicious reasons, by masquerading as a trustworthy entity in an electronic communication. All incoming email may be scanned for viruses, phishing attacks and spam. Suspected messages may be blocked from the user's inbox. Due to the complex nature of email, it is impossible to guarantee protection against all spam and virus infected messages. In many cases, viruses or phishing appear to be sent from a friend, coworker, or other legitimate source. As such, students, faculty and staff are warned and advised not to click links or open attachments unless the user is certain of the legitimacy of the nature of the message.

E-mail is a limited resource and all members of the community should take care to minimize the size and number of attachments that are sent. All attachments should have a legitimate College purpose. Due to the possibility of viruses sent via E-mail in attachments, students are responsible for employing, maintaining and ensuring that their virus scanning software is current.

Other prohibited E-mail usage includes, but is not limited to:

- Using E-mail for the purpose of communicating actions that may terrify, intimidate, threaten, harass, annoy or offend another person.
- Using E-mail to send humorous items, chain letters, viruses, etc. to others in any form that would offend or annoy the intended recipient(s).
- Using E-mail in any manner that violates laws and policies established by federal, state and local entities.
- Using E-mail to disclose confidential information or privileged information of others.
- Sending E-mails with any libelous, defamatory, offensive, racist or obscene remarks.
- Attempting to access another student's, faculty's or staff's e-mail accounts or other unauthorized areas of the College computer system.

Students, faculty and staff are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. E-mails are sometimes misdirected or forwarded and may be viewed by

persons other than the intended recipient. All members of the College community should write E-mail communications with no less care, judgment and responsibility than they would use for letters seeking employment. Jersey College recommends that community members adhere to the following guidelines in composing and sending emails:

- Well-structured emails use short, descriptive subjects
- Users should spell check all E-mails prior to transmission
- Do not send unnecessary or large attachments
- Do not write E-mails in capitals or in large and/or fancy fonts
- Do not use decorative backgrounds, colors, graphics or animations
- Only mark Emails as important if they really are important
- Only request a return receipt in extremely time-sensitive or critical communications. Return receipt should not be the default setting in Outlook
- Do not E-mail anything you would not want forwarded to others
- Think carefully before including someone in the To or Cc fields
- When responding to group emails, Do NOT "Reply to All." Rather, reply to just the sender unless otherwise instructed

Any individual who discovers misuse of the E-mail system should immediately send an email to cao@jerseycollege.edu.

Account Creation

Jersey College E-mail accounts are created based on the name on record in the student and payroll information system (as applicable). Requests for name changes to correct a discrepancy in an E-mail address or recognize a formal name change may be submitted to a student's Campus Director or for an employee to human resources.

Expiration of Accounts

Individuals may leave the College for a variety of reasons, each of which could require a different expiration procedure for E-mail accounts. As such, Jersey College, in its sole discretion, reserves the right to revoke or extend E-mail privileges at any time.

Other Disclosures and Waivers

Jersey College does not accept any responsibility for the accuracy, completeness or legality of information transmitted over its E-mail system. Jersey College takes no responsibility for content of information transmitted over its E-mail system. Students, faculty and staff are warned that they utilize Jersey College's E-mail system at their own risk. Jersey College disclaims all responsibility and accepts no liability (including in negligence) for the consequences of any person acting, or refraining from acting, on information illegally or improperly transmitted through its E-mail system. Jersey College reserves the right to terminate any student, faculty or staff for improper use of its E-mail system and/or bring legal action.

Copyright Infringement

Jersey College's copyright policy, briefly stated, is that Jersey College respects the copyright law and expects that all students will act in accordance with the law. The copyright law gives copyright owners the exclusive right to reproduce, adapt, dramatize, arrange, distribute, perform, and display their works, and to authorize others to do so, except for situations which the copyright law exempts. Copyright law requires that permission be obtained for use of copyrighted material unless the use is within legal exceptions. Some exceptions are clearly specified in Sections 107-112 of Title 17, United States Code, and others fall within the "Fair Use" doctrine and the public domain.

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

Violation of the copyright laws policies is grounds for discipline up to and including dismissal. In addition, anyone who violates the copyright law may be criminally and civilly liable. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Usage of Facilities

The laboratories and classrooms are open for student use. Jersey College encourages students to utilize the facilities during the times that they are not in class to study and practice. Regularly scheduled classes and College sponsored special activities have precedence over other usage. The use of the laboratories and classrooms are subject to the following rules:

- If practicing an invasive procedure, an instructor qualified to perform that invasive procedure (such as injection, venipuncture, or IV start) must be present.
- All equipment in the College is for educational purposes only. None of the results of the tests can be used for diagnostic purposes; likewise, none of the equipment can be used for therapeutic procedures.
- Disruptive behavior, throwing equipment, and causing hazardous conditions in a lab or classroom will be grounds for disciplinary action, up to and including dismissal.
- The supplies and equipment in the labs may be controlled substances or devices. Students are never, under any circumstances, permitted to remove such supplies or equipment from College facilities.

In the event of careless or willful damage or destruction of College facilities and/or equipment, the student will be liable for all related costs and expenses. The Campus Director may also decide if the circumstance warrants disciplinary action, up to and including dismissal.



JERSEY COLLEGE



Civil Rights Policies

Civil Rights Complaint Process

General Prohibition

Jersey College is committed to providing an environment that respects and encourages the development and growth of all students, faculty and staff. Discriminatory and harassing behaviors that unfairly or unlawfully interfere with an individual's educational pursuits violate our College's policies and procedures and are not tolerated. Such forms of discrimination and harassment include, but are not limited to, discrimination or harassment on the basis of race, ethnicity, sex, gender identity, religion, sexual orientation, national origin, physical or mental disability, age, or military veteran status. Jersey College does not discriminate on the basis of race, ethnicity, sex, gender identity, religion, sexual orientation, national origin, physical or mental disability, age, or military veteran status in its programs and activities. Jersey College also prohibits all forms of Retaliation (as defined below).⁹⁷

Jersey College encourages all students, staff, and administrators to work together to prevent all forms of Discrimination and Harassment (as defined below), including those based on a Protected Status or Protected Category (as defined below).

In any educational setting, there exists latitude with principles of free inquiry and free expression. Faculty members have the right to determine in their professional judgment the appropriate content and presentation of academic material. As such, academic curriculum and pedagogical goals that serve legitimate and reasonable educational purposes may not, in and of themselves, constitute Discrimination and/or Harassment. Nothing contained in this policy shall be construed to limit the legitimate and reasonable academic responsibilities and academic freedoms of the College's professional educators.

The following provides the policies and procedures (the "Civil Rights Complaint Process") for reporting, investigating and determining instances of Discrimination, Harassment and/or Retaliation (individually, "Civil Rights Violation" and collectively, "Civil Rights Violations"), including violations under the Age Discrimination Act, Section 504, Title II, Title III, Title VI, Title VII and other federal and state, regulations, and guidelines that prohibit Discrimination, Harassment and Retaliation against a Protected Status or Protected Category (such laws and regulations, collectively, "Civil Rights Laws").⁹⁸ When violations of (i) Discrimination, Harassment and/or Retaliation and (ii) Title IX are alleged, the Title IX Complaint Process shall be utilized for all claims instead of the following Civil Rights Complaint Process.⁹⁹

⁹⁷ The complaint process for allegations of Sex-based Harassment (as defined below) are handled and processed under the Title IX Protections see "Title IX and VAWA Policies" in the Academic Catalog.

⁹⁸ The policies and procedures for reporting, investigating and determining instances of violations under Title IX (as defined below) are set forth under "Title IX Protections".

⁹⁹ In all complaint processes, allegations of Discrimination, Harassment and/or

Definitions

Age Discrimination Act refers to the Age Discrimination Act of 1975, amended. The Age Discrimination Act provides that "no person in the United States shall, on the basis of age, be excluded from participation, in be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance."

Civil Rights Compliance Coordinator refers to the Director of Institutional Effectiveness and his/her designees. The Civil Rights Coordinator is responsible for (i) coordinating and monitoring the College's compliance with Civil Rights Laws, (ii) overseeing prevention efforts to avoid civil rights violations from occurring, (iii) implementing the College's Civil Rights Complaint process; and (iv) when appointed by the President of the College, investigating complaints alleging Civil Rights Violations.

Complainant refers to an individual who is alleged to be the victim of conduct that could constitute a Civil Rights Violation (regardless of whether the person themselves reported or a third-party reported the action). Parents and guardians may act on behalf of minors.

Disability Harassment is intimidation or abusive behavior toward an individual based on disability that creates a hostile environment by interfering with or denying an individual's participation in or receipt of benefits, services, or opportunities in the institution's program. Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating. Disability Harassment is a violation of Section 504 or Title III. A hostile environment may exist even if there are no tangible effects on the individual. Examples of disability harassment include:

- Several students continually remarking out loud to other students during class that a student with dyslexia is "retarded" or "deaf and dumb" and does not belong in the class; as a result, the harassed student has difficulty doing work in class and her grades decline.
- A student repeatedly placing classroom furniture or other objects in the path of classmates who use wheelchairs, impeding the classmates' ability to enter the classroom.
- A teacher subjecting a student to inappropriate physical restraint because of conduct related to his disability, with the result that the student tries to avoid school through increased absences.
- A school administrator repeatedly denying a student with a disability access to lunch, field trips, assemblies, and extracurricular activities as punishment for taking time off from school for required activities related to the student's disability.
- A professor repeatedly belittling and criticizing a student with a

Retaliation must be filed no later than six (6) months after the alleged incident to be a valid complaint requiring investigation under the College's policies.

disability for using accommodations in class, with the result that the student is so discouraged that she has great difficulty performing in class and learning.

- Students continually taunting or belittling a student with mental retardation by mocking and intimidating him so he does not participate in class.

Discrimination is the unlawful and intentional act of unfair treatment of a person based on a Protected Status.

Investigator refers to the individual responsible for conducting informal and formal investigations of allegations of Civil Rights Violations. This individual is appointed by the President of the College and may be an internal or external individual.

Harassment is unwelcome, hostile, or inappropriate conduct directed toward an individual because of his or her protected status. Harassment violates Jersey College's policies when (i) enduring the offensive conduct becomes a condition of enrollment or employment (as applicable), or (ii) the conduct is severe, pervasive and objectively offensive enough to create an environment that a reasonable person would consider intimidating, hostile, or abusive. Forms of Harassment include, but are not limited to, Disability Harassment.

Protected Status or Protected Category refers to certain statuses or categories of an individual, including, but not limited to, race, ethnicity, sex, gender identity, religion, sexual orientation, national origin, physical or mental disability, age, or military veteran status that are protected under Civil Right Laws against Discrimination, Harassment and Retaliation.

Respondent refers to an individual who has been reported to be the perpetrator of conduct that could constitute a Civil Rights Violation.

Retaliation refers to any and all forms of reprisals, retaliation, or adverse or negative actions, taken against an individual because the individual has complained about alleged Discrimination or Harassment, or has participated as a party or witness in an investigation relating to such allegations.

Section 504 refers to Section 504 of the Rehabilitation Act of 1973, as amended. Section 504 prohibits Discrimination based on disability in any program or activity operated by recipients of federal funds.

Title III refers to Title III of the Americans with Disabilities Act. Title III prohibits Discrimination on the basis of disability in the activities of places of public accommodation.

Title VI refers to Title VI of the Civil Rights Act of 1964, as amended. Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Title VII refers to Title VII of the Civil Rights Act of 1964, as amended. Title VII also makes it unlawful for an employer to discriminate against employee because of (i) race; (ii) color; (iii) religion; (iv) sex (including pregnancy, childbirth, and related conditions, sexual orientation, and gender identity); or (v) national origin.

Reporting of Alleged Civil Rights Violations

Any student, staff, or third-party seeking information with respect to the non-Discrimination, Harassment and Retention policies of Jersey College may contact the Civil Rights Compliance Coordinator or the Office of Civil Rights.

Individuals who believe that they have been subjected to Discrimination, Harassment or Retaliation by an employee, student, or third party in violation of Jersey College's policies should report such occurrence to the Civil Rights Compliance Coordinator. The reporting may be in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Civil Rights Compliance Coordinator, or by any other means that results in the Civil Rights Compliance Coordinator receiving the person's verbal or written report. Such report may be made at any time, including non-business hours.

All members of Jersey College's community have an obligation to make sure that allegations about Discrimination, Harassment and/or Retaliation are directed to the Civil Rights Compliance Coordinator (or other appropriate administrative personnel as detailed above) for prompt investigation and evaluation.

Resolution Options in the Civil Rights Complaint Process

Individuals reporting alleged a Civil Rights Violation have the option of attempting to resolve the concern either informally or formally.

Informal resolutions may involve direct communication by the Complainant with the Respondent or communication through a representative, including, but not limited to a selected colleague, faculty member, staff member or the Civil Rights Compliance Coordinator. In handling of informal Civil Rights Violation complaints, concerns or inquiries about alleged acts, omissions, improprieties, and/or broader systemic problems, third parties should listen, offer options, facilitate resolutions, informally investigate, or otherwise examine the issues independently and impartially and seek an appropriate resolution. If the matter cannot be satisfactorily resolved through such informal communications, a formal resolution should be

initiated. The Complainant has the right, at any time prior to agreeing to a resolution, to end the informal process and proceed to a formal process by filing a Statement of Complaint (as defined below).

Formal resolutions of alleged Civil Rights Violations require a statement of complaint (a "Statement of Complaint"). A Statement of Complaint should be filed as soon as possible after the date of the alleged misconduct. A Statement of Complaint must be filed no later than six (6) months after the alleged incident to be a valid complaint requiring investigation under this Civil Rights Complaint Process. A Statement of Complaint should be submitted to the Civil Rights Compliance Coordinator at 546 U.S. Highway 46, Teterboro, NJ 07608, (201) 489-5836, civilrightscordinator@jerseycollege.edu or if the Civil Rights Compliance Coordinator is the party involved in the incident, to a Campus Director, Dean or a Program Chair. In the latter case, the Campus Director, Dean or Program Chair will forward the Statement of Complaint to the President of Jersey College for appointing of an alternative Civil Rights Compliance Coordinator.

Jersey College may investigate alleged Civil Rights Violations when a Statement of Complaint is not submitted by the Complainant when the Civil Rights Compliance Coordinator (or the President of the College) determines that an investigation is necessary in order to meet the College's obligations under this policy. If the Civil Rights Compliance Coordinator (or the President of the College) proceeds with a Statement of Complaint, he/she will not be considered the Complainant or otherwise a party in the investigation.

Statement of Complaint for Alleged Civil Rights Violations

The Statement of Complaint must be written and include the following information: (i) the full name and address of Complainant; (ii) the name of Respondent(s) and Complainant's relationship to the Respondent (i.e. Respondent is student, faculty member, staff member, etc.); (iii) the protected category (e.g., sex, race, age, disability etc.) under which the Complainant is filing the complaint; (iv) a clear and concise statement of the facts that constitute the alleged discriminatory acts, harassing behavior, or retaliation, including pertinent dates and sufficient information to identify any other individuals who can provide information; (v) a statement by Complainant verifying that the information supporting the allegations of Civil Rights Violations is true and accurate to the best of Complainant's knowledge; and (vi) Complainant's signature (physical or digital signature or such other means that indicates that the Complainant is the person filing the formal complaint). In addition, the Complainant must attach all documentation supporting the occurrence of the alleged Civil Rights Violation incidents to the Statement of Complaint. The Statement of Complaint may initially be filed orally, but the Complainant must within three (3) calendar days of the oral submission provide a written Statement of Complaint. At the time of

filing the Statement of Complaint, the Complainant must be participating in or attempting to participate in the education program or activity of the College with which the Statement of Complaint is filed.

Confidentiality of Information in the Civil Rights Complaint Process

Throughout the complaint and investigation process of allegations of Civil Rights Violations (a "Civil Rights Matter"), personally identifiable information about parties involved in the complaint (informal or formal) will be treated as confidential and only shared with persons with a specific need to know, subject to the Family Educational Rights to Privacy Act.

Supportive Measures Available in the Civil Rights Complaint Process

The Civil Rights Compliance Coordinator must promptly contact the Complainant after becoming aware of allegations of Civil Rights Violations to discuss the availability of supportive measures. Supportive measures are non-disciplinary and non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to any party before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to education programs or activities at Jersey College without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College community, or deter discrimination and/or harassment.

As appropriate, supportive measures may include, but are not be limited to:

- Counseling
- Extensions of deadlines or other course-related adjustments
- Modifications of class or clinical schedules
- Restrictions on contact between the Parties ("No Contact Orders")
- Changes in class locations
- Changes in practicum sites
- Leaves of absence

Any decisions regarding supportive measures shall be made by the Civil Rights Compliance Coordinator, in consultation with relevant College administrators and the party requesting supportive measures. It is not necessary to file a Statement of Complaint, participate in an Investigation, or file a criminal complaint in order to request supportive measures from the College. Complainants may request supportive measures even in cases where the Complainant has requested that no investigation be undertaken, or the Complainant or Respondent has declined to participate in the Civil Rights Complaint Process or the criminal process.

Failure to comply with certain supportive measures, such as a No Contact Order or other measures taken to separate the parties in academic, employment, or extracurricular settings, may be a violation of the Code of Student Conduct and may lead to additional disciplinary action.

Appointment of Investigator for a Statement of Complaint

Upon receipt of a properly completed Statement of Complaint, the President of the College will appoint within ten (10) business days the Investigator. In the event the President has a conflict of interest, the Investigator will be appointed by the Provost of the College.

The President (or the Provost, when applicable) will not allow conflicts of interest, real or perceived, with an Investigator handling the investigation. If a real or perceived conflict of interest arises, the President (or the Provost, when applicable) will appoint a different Investigator to participate in the investigation process.

Notification of Complaint and Notice of Allegations Required in the Civil Rights Complaint Process

Upon receipt of a properly completed Statement of Complaint involving a allegations of Civil Rights Violations, the Investigator will review the circumstances in the Statement of Complaint and issue a Notice of Allegations to the Complainant and Respondent (the “parties”). Such notice will occur as soon as practicable, but no more than ten (10) business days after the College receives the Statement of Complaint, absent extenuating circumstances or if the College needs more time to gather all required information for the notice. All notifications with respect to allegations of Civil Rights Violations will be completed through Jersey College email for parties that are student and employees, and by other reasonable means if the parties are neither. It is the responsibility of parties to maintain and regularly check their Jersey College email accounts.

The Notice of Allegations will include the following:

- A copy of this Civil Rights Complaint Process;
- The allegations constituting Discrimination, Harassment, and/or Retaliation, including sufficient details of the allegations needed to enable parties to prepare for an initial interview. Sufficient details include the identities of the parties involved in the incident, the conduct allegedly constituting discrimination and/or harassment, and the date and location of the alleged incident, to the extent such information is known at the time the Notice of Allegations is issued;
- A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the investigation; and
- A statement that College policies prohibit knowingly making false statements or knowingly submitting false information during the investigation process.

If, in the course of an investigation, the College decides to investigate allegations that are not included in the initial Notice of Allegations and are otherwise covered under the College’s Civil Rights Complaint Process, the Investigator will issue an updated Notice of Allegations to notify the parties of the additional allegations being investigated. The College

will provide the parties with sufficient time to review the additional allegations to prepare a response before any initial interview regarding those additional charges.

Responding to Notice of Allegations

Respondents will have thirty (30) calendar days to respond to the Statement of Complaint and the allegations in the Notice of Allegations. When a Respondent denies the allegations in the Statement of Complaint, the Investigator based on the totality of evidence collected to date, must make a determination of the validity of the Statement of Complaint and determine whether a formal investigation is necessary and appropriate. The determination of the validity of the Statement of Complaint will be judged by the standard of a reasonable person and will be promptly completed – typically within sixty (60) days of the filing of the Statement of Complaint.

Dismissal of Statement of Complaint by Investigator

Mandatory Dismissal: A Statement of Complaint must be dismissed if any of the following elements are met, in the reasonable determination of the Investigator:

- The conduct is alleged to have occurred outside of the United States;
- The conduct is not alleged to have occurred in a Jersey College education program or activity. An education program or activity includes locations, events, or circumstances over which the College exercised substantial control over both the Respondent and the context in which the alleged Discrimination, Harassment and/or Retaliation occurs; or
- The alleged conduct, if true, would not constitute Discrimination, Harassment and/or Retaliation as defined in this policy.

Discretionary Dismissal: The Investigator may dismiss a Statement of Complaint, or any specific allegations raised within that complaint, at any time during the investigation if:

- A Complainant notifies the Investigator in writing that he/she would like to withdraw the Statement of Complaint or any allegations raised in such complaint;
- The Respondent is no longer enrolled at or employed by the College; or,
- If specific circumstances prevent the Investigator from gathering evidence sufficient to reach a determination regarding the Statement of Complaint or allegations within such complaint.

Notice of Dismissal: Upon reaching a decision that a Statement of Complaint or any specific allegation within such complaint will be dismissed under this policy, the Investigator will promptly send written notice of the dismissal, including the reason for the dismissal and information on the appeals process, simultaneously to the parties.

Appeal of Dismissal of Formal Complaint: Where all or part of a Statement of Complaint is dismissed by the Investigator, either party may file an appeal of that decision within three (3) business days of receipt of the Notice of Dismissal by filing a written appeal utilizing the institutional appeal process. See “Student Complaint and Appeal Policies” for the permitted grounds to appeal a dismissal prior to an investigation and the process for such an appeal.

Time Frames for Investigating Statements of Complaints

The College will endeavor to resolve every Statement of Complaint in a fair, impartial, and timely manner. The College recognizes that each case has its own unique circumstances, and that time frames for each stage of the process may vary depending on the details of a case and at certain times of the academic year (for example, during breaks, study periods, or final exams). Time frames may be extended for informal resolution or other good cause as necessary to ensure the integrity and completeness of the process. Other reasons for an extension of time frames include, but are not limited to: compliance with a request by law enforcement; accommodation of the availability of witnesses; accounting for exam periods, school breaks or vacations; and/or accounting for complexities of a specific case, including the number of witnesses and volume of information provided by the parties. The College will notify the parties in writing of any extensions of time frames and the reason for the extension.

Investigation Process for Statements of Complaints

Formal investigations into allegations of Civil Rights Violations will be conducted by the Investigator. The purpose of the investigation is to establish whether there has been a violation of the policies within the College’s Civil Right Complain Process. The College, and not the parties, has the burden of gathering evidence.

The Investigator has the responsibility to interview all parties who may have relevant information to the complaint (as identified by the Complainant or the Respondent). The Investigator will provide an equal opportunity for the parties to identify witnesses, including fact and expert witnesses, as part of the investigation process. The Investigator may interview fact and expert witnesses or collect a notarized written statement from them in lieu of a live interview. The Investigator will provide, to any individual whose participation is invited or expected, written notice at least five (5) business days in advance, of the date, time, location, participants, and purpose of all investigative interviews, hearings, or other meetings, with sufficient time for such individual to prepare to participate. It is the responsibility of the Investigator to weigh the credibility of all individuals interviewed and to determine the weight of information received during the course of the investigation.

The investigation process will include a review of all relevant evidence, which may include a review of photographs, videos, computer files, email accounts, phones, texts, voice mail records, social media accounts, and other records. Notwithstanding the foregoing, the Investigator shall not access, consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the College obtains that party’s voluntary, written consent to do so.

Investigation Report Involving Allegations of Civil Rights Violations

At the conclusion of a Civil Rights Violations investigation, the Investigator will prepare an investigation report (the “Investigation Report”) that fairly summarizes relevant evidence. The Investigation Report is not required to catalog all evidence obtained by the Investigator, but only to provide a fair summary of that evidence. Only relevant evidence (including both inculpatory and exculpatory – tending to prove or disprove the allegations) will be referenced in the Investigation Report. The Investigation Report may detail a timeline of the case and summarize relevant supporting documentation. The report may also include the Investigator’s assessment of individual credibility. Any information or evidence deemed irrelevant will be kept as part of the case file and stored in a secure database but will not appear in the Investigation Report. The Investigator may redact irrelevant information from the Investigation Report when that information is contained in documents or evidence that is/are otherwise relevant.

The Investigator will send the report to the Civil Rights Adjudicator (defined below) for a determination on whether a Discrimination, Harassment and/or Retaliation violation occurred.

Civil Rights Adjudicator

The role of the Civil Rights Adjudicator shall be filled by the Campus Director of the Complainant. The College President may also appoint an independent third party or other College administrator as the Civil Rights Adjudicator, in which case the Campus Director will excuse himself or herself. In no circumstance will the Civil Rights Adjudicator have served as the Civil Rights Complaint Coordinator or Investigator in the same case, nor may the Civil Rights Adjudicator in the case of an appeal of a decision under this Civil Rights Complaint Process serve as a voting member of the Civil Rights Appeal Board in the same case. The Civil Rights Adjudicator will not have any conflict of interest or bias in favor of or against Complainant or Respondent generally, or in favor of or against the parties in a particular case.

The Civil Rights Adjudicator is solely responsible for making a determination regarding responsibility and sanctions.

Determinations Process for Civil Rights Investigations

In determining whether Civil Rights Violations occurred, the Civil Rights Adjudicator will utilize the “clear and convincing” standard (evidence presented by the Complainant must be highly and substantially more probable to be true than not and the trier of fact must have a firm belief or conviction in its factuality). After the determination has been made, the Complainant and Respondent will be provided with written notice of the findings and sanctions (if any) (the “Civil Rights Decision”). The Civil Rights Decision should be made within forty-five (45) calendar days of receipt of the Investigation Report.

Violation remedies may include, among other things, a written reprimand, academic suspension, discharge or expulsion, formal apology, or training, counseling, or coaching on the Civil Right policies.

Appeals of Civil Rights Violations Decisions

Either party may file an appeal of the Civil Rights Decision within three (3) business days of receipt of the decision by filing a written appeal utilizing the institutional appeal process. See “Student Complaint and Appeal Policies” for the permitted grounds to appeal a Civil Rights Decision and the process for such an appeal. Disagreement with the finding or sanctions is not, by itself, grounds for appeal. The fact that any criminal charges based on the same conduct were dismissed, reduced, or resolved in favor of the Respondent does not require, and will not necessarily result in, a change in the disciplinary decisions and/or sanctions.





JERSEY COLLEGE



Title IX and VAWA Policies

Title IX Protections

General Prohibition

Jersey College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972 (as amended) and its regulations (collectively, “Title IX”), including in admission and employment.

The following provides the policies and procedures to be employed by Jersey College for the prompt and equitable resolution of complaints of sex-based harassment pursuant to and in compliance with Title IX (the “Title IX Complaint Process”).

Definitions

Consent and lack of consent is defined by Jersey College as follows:

- Sexual interaction is considered consensual when individuals willingly and knowingly engage in the interaction.
- Consent can be given by words or actions, as long as those words or actions express willingness to engage in the sexual contact or activity. If there is confusion or ambiguity, participants in sexual activity are expected to stop and clarify each person’s willingness to continue.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Previous relationships or previous consent for sexual activity is not consent to sexual activity on a different occasion. (For example, consent to certain acts at one point in an evening does not mean consent to the same acts later in the same evening.)
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
- Silence or the absence of resistance is not the same as consent.
- Consent must be continually assessed and can be withdrawn at any time.
- Effects of alcohol and drugs on consent:
 1. A person who is asleep or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, is not capable of giving valid consent.
 2. The use of alcohol or drugs may seriously interfere with the participants’ judgment about whether consent has been sought and given.

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship;
- The type of relationship; and
- The frequency of interaction between the persons involved in the relationship;

Domestic Violence means a felony or misdemeanor crime committed by a person who (i) is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the College, or a person similarly situated to a spouse of the victim; (ii) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (iii) shares a child in common with the victim; or (iv) commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction. Students are directed to see “State Policies” for State definitions related to the term Domestic Violence.

Hostile Environment Harassment means unwelcome sex-based conduct that, based on the totality of the circumstances, is objectively offensive and is so severe and pervasive that it effectively denies a person’s ability to participate in or benefit from the College’s education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the Title IX Complainant’s ability to access the College’s education program or activity;
- The type, frequency, and duration of the conduct;
- The Title IX Parties’ ages, roles within the College’s education program or activity, previous interactions, and other factors about each Title IX Party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based harassment in the College’s education program or activity.

Relevant means related to the allegations of sex discrimination under investigation as part of the Title IX procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decision-maker in determining whether the alleged sex discrimination occurred.

Sexual Assault means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, including Forcible Rape, Forcible Sodomy, Sexual Assault with an Object, Forcible Fondling, Incest, and Statutory Rape. Students are directed to see “State Policies” for State definitions related to the term Sexual Assault.

Sexual Assaults also involve the lack of consent. The term “consent” is defined by the Northwestern University Women’s Center as voluntary, positive agreement between the participants to engage in specific sexual activity. Students are directed to “State Policies” for State definitions of the term consent.

Sex-Based Offenses refer to the offenses of Sexual Assault, Dating Violence, Domestic Violence and Stalking.

Quid Pro Quo Harassment occurs when an employee, agent, or other person authorized by the College to provide an aid, benefit, or service under the College's education program or activity explicitly or impliedly conditions the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct.

Sex-based Harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex (as defined by Title IX) that involves a Quid Pro Quo Harassment, Hostile Environment Harassment or Sex Based Offenses.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (i) fear for the person's safety or the safety of others; or (iii) suffer substantial emotional distress. For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by an action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

Students are directed to see "State Policies" for State definitions related to the term Stalking.

Title IX Supportive Measures means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a Title IX Complainant or Title IX Respondent, not for punitive or disciplinary reasons, and without fee or charge to the Title IX Complainant or Title IX Respondent to (i) restore or preserve that Title IX Party's access to the College's education program or activity, including measures that are designed to protect the safety of the Title IX Parties or the College's educational environment; or (ii) provide support during the Title IX Complaint Process.

Title IX Complaint means an oral or written request to the College that objectively can be understood as a request for the College to investigate and make a determination about alleged discrimination under Title IX.

Title IX Compliance Coordinator refers to the Director of Institutional Effectiveness and his/her designees. The Title IX Compliance Coordinator is responsible for (i) coordinating and monitoring the College's compliance with Title IX, (ii) overseeing prevention efforts to avoid Title IX violations from occurring, (iii) participating in the College's Title IX Complaint Process; and (iv) when appointed by the President of the College, investigating complaints alleging Title IX violations.

Title IX Disciplinary Sanctions means consequences imposed on a Title IX Respondent following a determination under Title IX that the individual violated the College's prohibition on sex discrimination.

Title IX *Investigator* refers to the individual responsible for conducting formal investigations of allegations of violations of Title IX. This individual shall be appointed by the President of the College and may be an internal or external individual. This individual may be the Title IX Compliance Coordinator provided such person was not substantially involved in the informal resolution process.

Title IX Party means a Title IX Complainant or Title IX Respondent, and together the Title IX Parties.

Title IX Remedies means measures provided, as appropriate, to a Title IX Complainant or any other person the College identifies as having had their equal access to the College's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the College's education program or activity after the College determines that sex discrimination occurred.

Title IX Respondent means a person who is alleged to have violated the College's prohibition on sex discrimination.

Title IX Retaliation means intimidation, threats, coercion, or discrimination against any person by the College, a student, or an employee or other person authorized by the College to provide aid, benefit, or service under the College's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or because the individual has reported information, made a Title IX complaint, testified, assisted, or participated or refused to participate in any manner in the Title IX Complaint Process.

Title IX Inquires

Inquiries about Title IX may be referred to the Title IX Compliance Coordinator, the U.S. Department of Education's Office for Civil Rights¹⁰⁰, or both. The Title IX Compliance Coordinator can be contacted at 546 U.S. Highway 46, Teterboro, NJ 07608, (201) 489-5836, TitleIXCoordinator@jerseycollege.edu.

Title IX Complaints

The following individuals have a right to make a Title IX Complaint of sex discrimination, including complaints of Sex-based Harassment, requesting that the College investigate and make a determination about alleged discrimination under Title IX (such individual hereafter referred to as "Title IX Complainant").

- Any current student or current employee of the College;
- Any person other than a current student or current employee who was participating or attempting to participate in the College's education program or activity at the time of the alleged sex discrimination; or
- The Title IX Compliance Coordinator.

Jersey College may consolidate complaints of sex discrimination against more than one Title IX Respondent, or by more than one Title IX Complainant against one or more Title IX Respondents, or by one Title IX Party against another Title IX Party, when the allegations of sex discrimination arise out of the same facts or circumstances.¹⁰¹ When more than one complainant or more than one Title IX Respondent is involved, references below to a Title IX Party, Title IX Complainant, or Title IX Respondent include the plural, as applicable.

In both informal and formal resolutions, Jersey College presumes that the Title IX Respondent is not responsible for the alleged Title IX violations until a determination is made at the conclusion of this Title IX Complaint Process.

Reporting of Title IX Incidents

Individuals are directed to contact the Title IX Compliance Coordinator to report information about conduct that may constitute sex discrimination or make a Title IX complaint of sex discrimination. Such contact may be in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Compliance Coordinator, or by any other means that results in the Title IX Compliance Coordinator receiving the person's verbal or written report. Such report may be made at any time, including non-business hours.

¹⁰⁰Contact information for OCR is available at <https://ocrcas.ed.gov/contact-ocr>

¹⁰¹Jersey College may not consolidate Title IX Complaints if consolidation would violate the Family Educational Rights and Privacy Act (FERPA). Consolidation would not violate FERPA when a Title IX Recipient obtains prior written consent from the parents (with the legal right to act on behalf of the student) or eligible students to the disclosure of their education records.

All members of Jersey College's community should direct all Title IX inquiries to the Title IX Compliance Coordinator for prompt investigation and evaluation.

Resolution Options in the Title IX Complaint Process

Individuals reporting alleged Title IX violations have the option of attempting to resolve the concern either informally or formally.

Informal Resolutions

Informal resolutions are facilitated and administrated by the Campus Director and/or designee of the Campus Director (the "Informal Process Facilitator").¹⁰² Before initiation of an informal resolution process, the Informal Process Facilitator must provide to the Title IX Parties a notice that explains:

- The allegations;
- The requirements of the informal resolution process;
- That, prior to agreeing to a resolution, any Title IX Party has the right to withdraw from the informal resolution process and to proceed with a Title IX Statement of Complaint;
- That the Title IX Parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the Title IX Parties from initiating or resuming formal resolution procedures arising from the same allegations;
- The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the Title IX Parties; and
- Information presented and discovered in the informal resolution may be utilized by either Title IX Party or the College in a formal resolution and appeal proceeding.

The informal resolution may involve direct communication by the Title IX Complainant with the Title IX Respondent or communication through a representative, including, but not limited to a selected colleague, faculty member, staff member or the Informal Process Facilitator. In handling of informal Title IX Complaints, concerns or inquiries about alleged acts, omissions, improprieties, and/or broader systemic problems, the Informal Process Facilitator should listen, offer options, facilitate resolutions, informally investigate, or otherwise examine the issues independently and impartially and seek an appropriate resolution.

Jersey College does not offer informal resolution to resolve a Title IX Complaint that includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student, or when such a process would conflict with Federal, State, or local law.

If the matter cannot be satisfactorily resolved through such informal

¹⁰²The Informal Process Facilitator cannot be the same person as the Title IX Investigator or Title IX Decision Maker, cannot have a conflict of interest, and must be properly trained.

communications, a Title IX Statement of Complaint (as defined below) should be completed. The Title IX Complainant has the right, at any time prior to agreeing to a resolution, to end the informal process and file a Title IX Statement of Complaint.

Formal Resolutions

Formal resolutions of alleged Title IX violations require a statement of complaint (a “Title IX Statement of Complaint”). A Title IX Statement of Complaint should be filed as soon as possible after the date of the alleged misconduct. A Title IX Statement of Complaint should be submitted to the Title IX Compliance Coordinator at 546 U.S. Highway 46, Teterboro, NJ 07608, (201) 489-5836, TitleIXcoordinator@jerseycollege.edu or if the Title IX Compliance Coordinator is the party involved in the incident, to a Campus Director, Dean or a Program Chair. In the latter case, the Campus Director, Dean or Program Chair will forward the Title IX Statement of Complaint to the President of Jersey College for appointing of an alternative Title IX Compliance Coordinator.

The Title IX Statement of Complaint must be written and include the following information: (i) the full name and address of Title IX Complainant; (ii) the name of Title IX Respondent(s) and Title IX Complainant’s relationship to the Title IX Respondent (i.e. Title IX Respondent is student, faculty member, staff member, etc.); (iii) a clear and concise statement of the facts that constitute the alleged Title IX violations, including pertinent dates and sufficient information to identify any other individuals who can provide information; (iv) a statement by Title IX Complainant verifying that the information supporting the allegations is true and accurate to the best of Title IX Complainant’s knowledge; and (v) Title IX Complainant’s signature (physical or digital signature or such other means that indicates that the Title IX Complainant is the person filing the formal complaint). In addition, the Title IX Complainant must attach all documentation supporting the occurrence of the incident to the Title IX Statement of Complaint. The Statement of Complaint may initially be filed orally, but the Title IX Complainant must within three (3) calendar days submit a written Title IX Statement of Complaint.

Jersey College may investigate an alleged violation of Title IX when a Title IX Statement of Complaint is not submitted by the Complainant when the Title IX Compliance Coordinator (or the President of the College) determines that an investigation is necessary in order to meet the College’s obligations under Title IX.¹⁰³ If the Title IX Compliance Coordinator (or the President of the College) proceeds with a Title IX Statement of Complaint, he/she will not be considered the Complainant or otherwise a party in the investigation.

¹⁰³When a Title IX Compliance Coordinator is notified of conduct that reasonably may constitute sex discrimination under Title IX (and in the absence of a Title IX Complaint or the withdrawal of any or all of the allegations in a Title IX Complaint, and in the absence or termination of an informal resolution process), the Title IX Compliance Coordinator will determine whether to initiate a complaint of sex discrimination as required under Title IX. In such determination, the Title IX Compliance Coordinator will use the fact-specific determination requirements set forth in 34 CFR § 106.44(f)(1)(v).

Title IX Supportive Measures

Title IX Supportive Measures are available to both the Title IX Complainant and Title IX Respondent throughout the Title IX Complaint Process. The Title IX Compliance Coordinator is responsible for discussing the availability of the Title IX Supportive Measures with each Title IX Party and determining, in consultation with relevant College administrators and the Title IX Party requesting Title IX Supportive Measures, the measures to implement. It is not necessary to file a Title IX Statement of Complaint, participate in the Title IX adjudication process, or file a criminal complaint in order to request Title IX Supportive Measures from the College. Each Title IX Party may request Title IX Supportive Measures even in cases where the Title IX Complainant has requested that no investigation be undertaken, or the Complainant or Respondent has declined to participate in College’s disciplinary proceedings or the criminal process.

As appropriate, Title IX Supportive Measures may include, but are not be limited to:

- Counseling
- Extensions of deadlines or other course-related adjustments
- Modifications of class or clinical schedules
- Restrictions on contact between the Parties (“No Contact Orders”)
- Changes in class locations
- Changes in practicum sites
- Leaves of absence

Failure of a Title IX Party to comply with certain Title IX Supportive Measures, such as a No Contact Order or other measures taken to separate the Title IX Parties in academic, employment, or extracurricular settings, may be a violation of the Code of Student Conduct and may lead to additional disciplinary action.

Conflicts of Interests in the Title IX Complaint Process

The College requires that any Title IX Compliance Coordinator, Title IX Investigator (as defined below), or Case Decision-Maker (as defined below) not have a conflict of interest or bias for or against Title IX Complainants or Title IX Respondents generally (if more than one) or an individual Title IX Complainant or Title IX Respondent.

Privacy Rights in the Title IX Complaint Process

Jersey College will take reasonable steps to protect the privacy of the Title IX Parties and witnesses participating in the Title IX Complaint Process. However, these steps will not restrict the ability of the Title IX Parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the Title IX Complaint Process. The Title IX Parties cannot engage in retaliation, including against witnesses.

Appointment of Title IX Investigator

Upon receipt of a properly completed Title IX Statement of Complaint, the President of the College will appoint within ten (10) business days a Title IX Investigator to conduct a formal investigation of allegations of violations of Title IX (the "Title IX Investigation"). In the event the President has a conflict of interest, the Title IX Investigator will be appointed by the Provost.

The President (or the Title IX Compliance Coordinator, when applicable) will not allow conflicts of interest, real or perceived, with a Title IX Investigator handling the investigation. If a real or perceived conflict of interest arises, the President (or the Title IX Compliance Coordinator, when applicable) will appoint a different Title IX Investigator to conduct the investigation process.

Notification of Title IX Statement of Complaint and Title IX Notice of Allegations

Upon receipt of a properly completed Title IX Statement of Complaint, the Title IX Investigator will review the circumstances of such complaint and issue a notice of allegations (the "Title IX Notice of Allegations") to the Title IX Complainant and Title IX Respondent. Such notice will occur as soon as practicable, but no more than ten (10) business days after the College receives the Title IX Statement of Complaint, absent extenuating circumstances or if the College needs more time to gather all required information for the notice. All notifications with respect to Title IX violations will be completed through Jersey College email for Title IX Parties that are student and employees, and by other reasonable means if the Title IX Parties are neither. It is the responsibility of the Title IX Parties to maintain and regularly check their Jersey College email accounts.

The Title IX Notice of Allegations will include the following:

- A copy of this Title IX Complaint Process;
- The allegations potentially constituting violations of Title IX, including sufficient details of the allegations needed to enable the Title IX Parties to prepare for an initial interview. Sufficient details include the identities of the Title IX Parties involved in the incident, the conduct allegedly constituting a violation of Title IX and the date and location of the alleged incident, to the extent such information is known at the time the Title IX Notice of Allegations is issued;
- A statement that the Title IX Parties may be accompanied to any meeting or proceeding by an advisor of their choice, who may be, but is not required to be, an attorney;
- A statement that the College will conduct a Title IX Investigation and that before the conclusion of the Title IX Investigation, the Title IX Parties may inspect and review the relevant evidence and not impermissible evidence obtained as part of the Title IX Investigation

that is directly related to the allegations raised in the Title IX Statement of Complaint, including evidence upon which the College does not intend to rely in reaching a determination regarding responsibility, and evidence that either tends to prove or disprove the allegations, whether obtained from a Title IX Party or other source;

- A statement that the Title IX Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Title IX Complaint Process;
- A statement by the College that retaliation is prohibited; and
- A statement that College policies prohibit knowingly making false statements or knowingly submitting false information during the Title IX Investigation and during the Title IX Hearing.

If, in the course of a Title IX Investigation, the College decides to investigate allegations that are not included in the initial Title IX Notice of Allegations and are otherwise covered under the College's policies (including Civil Rights violations), the Title IX Investigator will issue an updated Title IX Notice of Allegations to notify the Title IX Parties of the additional allegations being investigated. The College will provide the Title IX Parties with sufficient time to review the additional allegations to prepare a response before any initial interview regarding those additional charges.

Responding to Title IX Notice of Allegations

Title IX Respondents will have thirty (30) calendar days to respond to the Title IX Statement of Complaint and the allegations in the Title IX Notice of Allegations. When a Title IX Respondent denies the allegations in the Title IX Statement of Complaint, the Title IX Investigator based on the totality of evidence collected to date, must make a determination of the validity of the Title IX Statement of Complaint and determine whether an Investigation is necessary and appropriate. The determination of the validity of the Title IX Statement of Complaint will be judged by the standard of a reasonable person and will be promptly completed – typically within sixty (60) days of the filing of the Title IX Statement of Complaint.

Dismissal of Title IX Statement of Complaint

As set forth below, a Title IX Statement of Complaint may be dismissed, or any specific allegations raised within such complaint (a "Title IX Dismissal") during a Title IX Investigation or during a Title IX Hearing.

Mandatory Dismissal: A Title IX Statement of Complaint must be dismissed if any of the following elements are met, in the reasonable determination of the Title IX Investigator:

- The conduct is alleged to have occurred outside of the United States;
- The conduct is not alleged to have occurred in a Jersey College education program or activity. Conduct that occurs under the College's education program or activity, includes, but is not limited to, conduct that occurs in a building owned or controlled by a student organization that is officially recognized by the College, and conduct

that is subject to the College's disciplinary authority. or

- The conduct alleged in the Statement of Complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the Title IX Statement of Complaint, the College will make reasonable efforts to clarify the allegations with the Title IX Complainant.

Discretionary Dismissal: A Title IX Statement of Complaint may be dismissed for the following reasons:

- The Title IX Complainant notifies the Title IX Investigator in writing to withdraw the complaint or any allegations raised in the complaint;
- The College is unable to identify the Title IX Respondent after taking reasonable steps to do so;
- The Title IX Respondent is not participating in the College's education program or activity, not enrolled in the College and/or is not employed by the College;
- If specific circumstances prevent the Investigator from gathering evidence sufficient to reach a determination regarding the Title IX Complaint or allegations within the formal complaint.

Upon a Title IX Dismissal, the College will promptly notify the Title IX Complainant in writing of the basis for the dismissal and the right to appeal. If the dismissal occurs after the Title IX Respondent has been notified of the allegations, then the College will notify the Title IX Parties simultaneously in writing of the dismissal and the right to appeal. Such notice of the Title IX Dismissal hereafter referred to as the "Title IX Notice of Dismissal".

Appeal of Title IX Dismissal

Either Title IX Party may file an appeal of a Title IX Dismissal within three (3) business days of receipt of the Title IX Notice of Dismissal by filing a written appeal utilizing the institutional appeal process. See "Student Complaint and Appeal Policies" for the permitted grounds to appeal a dismissal and the process for such an appeal.

Title IX Investigations

Formal investigations of the allegations in a Title IX Statement of Complaint (a "Title IX Investigation") will be conducted by the Title IX Investigator. At all times, Jersey College will provide for adequate, reliable and impartial investigations of Statements of Complaint.

The College will only investigate a Title IX Statement of Complaint when the alleged violations occur in the College's education program or activity in the United States. Conduct that occurs under a the College's education program or activity, includes, but is not limited to, conduct that occurs in a building owned or controlled by a student organization that is officially recognized by the College, and conduct that is subject to the College's disciplinary authority.

The purpose of a Title IX Investigation is to establish whether there has been a violation of Title IX. The burden is on the College, not on the Title

IX Parties, to conduct an investigation that gathers sufficient evidence to determine whether violations of Title IX have occurred.

The Title IX Investigator has the responsibility to interview all individuals who may have relevant information to the allegations in the Title IX Statement of Complaint (as identified by the Title IX Complainant or the Title IX Respondent). The Title IX Investigator will provide an equal opportunity for the Title IX Parties to identify witnesses, including fact and expert witnesses, as part of the investigation process. The Title IX Investigator may interview fact and expert witnesses or collect a notarized written statement from them in lieu of a live interview. The Title IX Investigator will provide, to any individual whose participation is invited or expected, written notice at least five (5) business days in advance, of the date, time, location, participants, and purpose of all investigative interviews, hearings, or other meetings, with sufficient time for such individual to prepare to participate. The Title IX Investigator will also notify all witnesses that they may bring a Title IX Advisor (as defined below) to each interview. While the Title IX Advisor may attend any investigatory meeting/interview, the Title IX Advisor cannot present, represent or otherwise participate directly in such meeting/interview. Such Title IX Advisor may only confer and speak directly to his/her advisee, unless otherwise granted permission by the Title IX Investigator. It is the responsibility of the Title IX Investigator to weigh the credibility of all individuals interviewed and to determine the weight of information received during the course of the investigation.

The Title IX Investigation process will include a review of all relevant evidence, which may include a review of photographs, videos, computer files, email accounts, phones, texts, voice mail records, social media accounts, and other records. Notwithstanding the foregoing, the Title IX Investigator shall not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the College obtains that party's voluntary, written consent to do so.

Prior to completion of the Title IX Investigation, the Title IX Parties will have an equal opportunity to review and respond to the evidence obtained through the investigation that directly relates to the allegations in the Title IX Statement of Complaint. The purpose of the inspection and review process is to allow each Title IX Party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the Title IX Investigation. The Title IX parties will have ten (10) business days to review such evidence and submit a written response by email to the Title IX investigator. If a Title IX Party does not provide the Title IX Investigator with a response within ten (10) business days, it will be assumed such Title IX Party reviewed all of the evidence and chose not to respond. The

Title IX Investigator will consider the Title IX Parties' written responses before completing an investigation report and making a recommendation. The Title IX Investigator will provide copies of each Title IX Party's written responses to all the other Title IX Party. Any evidence subject to inspection and review will be available at the Title IX Hearing (as defined below), including for purposes of cross-examination.

Evidence that will be available for inspection and review by the Title IX Parties will be any evidence that is directly related to the allegations raised in the Statement of Complaint. It will include any (i) evidence that is relevant, even if that evidence does not end up being relied upon by the College in making a determination regarding responsibility; and (ii) inculpatory or exculpatory evidence (meaning evidence that tends to prove or disprove the allegations) that is directly related to the allegations, whether obtained from a Title IX Party or other source.

The Title IX Parties must submit any evidence they would like the Title IX Investigator to consider before each Title IX Party's time to inspect and review evidence begins. Prior to obtaining access to any evidence, the Title IX Parties and their Title IX Advisor (if any), must sign an agreement not to disseminate, photograph or otherwise copy any of the evidence obtained during the Title IX Investigation, and/or any of the testimony heard during the Title IX Hearing for any purpose unrelated to the Title IX Hearing. Once signed, this agreement may not be withdrawn.

Investigation Report

At the conclusion of the Title IX Investigation, the Title IX Investigator will prepare an investigation report (the "Investigation Report") that fairly summarizes relevant evidence. The Title IX Investigation Report is not required to catalog all evidence obtained by the Title IX Investigator, but only to provide a fair summary of that evidence. Only relevant evidence (including both inculpatory and exculpatory – tending to prove or disprove the allegations) will be referenced in the Title IX Investigation Report. The Title IX Investigation Report may detail a time-line of the case and summarize relevant supporting documentation. The Title IX Investigation Report may also include the Title IX Investigator's assessment of individual credibility. Any information or evidence deemed irrelevant will be kept as part of the case file and stored in a secure database but will not appear in the Title IX Investigation Report. The Title IX Investigator may redact irrelevant information from the Title IX Investigation Report when that information is contained in documents or evidence that is/are otherwise relevant. The Title IX Investigator may not consider and the Title IX Report shall not include any Excluded Evidence (as defined below).

The Title IX Investigator will send the Title IX Investigation Report to the Title IX Parties and their Advisors (where relevant), and allow them an equal opportunity to review and respond to the report within ten (10) business days. If parties do not provide the Title IX Investigator with a

response within ten (10) business days, it will be assumed they reviewed the Title IX Investigation Report and chose not to respond. Upon receipt of a response to the report from either Title IX Party, the Title IX Investigator may, but is not required to, amend the Title IX Investigation Report, if deemed necessary. The Title IX Investigator will then provide the complete Title IX Investigation Report, including each Title IX Party's responses, to the Title IX Parties, their Title IX Advisors (where relevant), and the Case Decision-Maker (as defined below), at least ten (10) business days prior to the scheduled Title IX Hearing.

Title IX Advisor

Each Title IX Party is entitled to have an advisor (the "Title IX Advisor") of their choice participate in the Title IX Complaint Process. Such advisor may be a faculty or staff member of the College, a family member or friend, a professional, or other individual. A Title IX Advisor may be, but does not need to be, an attorney. The Title IX Advisor is not prohibited from having a conflict of interest or bias in favor of or against the Title IX Complainant or Title IX Respondent generally, or in favor of or against other participants to a particular case. The Title IX Advisor is also not prohibited from being a witness in the matter. The Title IX Advisor may accompany the Title IX Party to any and all meetings and proceedings occurring throughout the Title IX Complaint Process. Participation by Title IX Advisors in such meetings and proceedings may be limited or restricted as set forth in this Title IX Complaint Process.

Excluded Evidence

The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by the Title IX Investigator or Case Decision-Maker to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A Title IX Party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to such individual, unless the College obtains that person's voluntary, written consent for use in the Title IX Complaint Process; and
- Evidence that relates to the Title IX Complainant's sexual interests or prior sexual conduct, unless evidence about the Title IX Complainant's prior sexual conduct is offered to prove that someone other than the Title IX Respondent committed the alleged conduct or is evidence about specific incidents of the Title IX Complainant's prior sexual conduct with the Title IX Respondent that is offered to prove consent to the alleged Title IX violation. The fact of prior consensual sexual conduct between the Title IX Complainant and Title IX Respondent

does not by itself demonstrate or imply the Title IX Complainant's consent to the alleged Title IX violation.

Title IX Hearings

Title IX Hearings (as defined below) begin with the filing of a Title IX Statement of Complaint. The Title IX Hearing process will be concluded within a reasonably prompt manner, generally no longer than one-hundred two (120) calendar days after the filing of the Title IX Statement of Complaint excluding all appeals processes. The time frame for the Title IX Hearing may be extended for good cause, including but not limited to, the absence of a Title IX Party, a Title IX Advisor, or a witness; concurrent law enforcement activity; the complexity of the case; or the need for language assistance or accommodation of disabilities.

Either Title IX Party may request an extension of the Title IX Hearing for good cause, provided that the requestor provides reasonable notice and the delay does not overly inconvenience other Title IX Parties. The Title IX Investigator has sole judgment to grant or deny all extensions in the process.

Jersey College will not issue a disciplinary sanction arising from an allegation of a Title IX violation without holding a live hearing (known as the "Title IX Hearing") unless otherwise resolved through the informal resolution process. Neither Title IX Party can waive the right to a live hearing.

Notice of Title IX Hearing: The Title IX Investigator will provide simultaneous written notice of the Title IX Hearing to the Title IX Complainant and Title IX Respondent and their Advisors (if any) no less than ten (10) business days prior to the hearing. Such notice will include:

- The specific allegations;
- The name of the Case Decision-Maker;
- The time, date, and location of the Title IX Hearing;
- Information on requesting accommodations for a documented disability;
- A statement directing each Title IX Party to supply the Title IX Investigator, with additional witness information and/or any supporting documents they intend to introduce for the first time at the Title IX Hearing at least five (5) business days before the Title IX Hearing;
- A statement that each Title IX Party may raise any objections regarding the Case Decision-Maker's actual or perceived conflicts of interest or bias;
- A statement that each Title IX Party is entitled to have a Title IX Advisor of choice conduct cross-examination on their behalf during the Title IX Hearing, and a request that the Title IX Party notify the Title IX Investigator at least five (5) business days prior to the Title IX Hearing if the Title IX Party does not intend to select his/her own Title IX Advisor and will require that a Title IX Advisor be provided by the College; and
- Copy of or a hyperlink to the Title IX Hearing Decorum Guidelines, and a statement that a participant's failure to abide by said guidelines may result in their removal from the Title IX Hearing.

Pre-Hearing: The Title IX Parties will be given access to the complete case file upon request prior to the Title IX Hearing. The case file will contain the Title IX Investigation Report, information provided by the Title IX Parties, and any additional information gathered by Title IX Investigator during the investigation that is directly related to the allegations in the Title IX Statement of Complaint. Prior to obtaining access to any evidence, the Title IX Parties and their Title IX Advisors must sign an agreement not to disseminate any of the testimony heard or evidence obtained in the Title IX Hearing or use such testimony or evidence for any purpose unrelated to the Title IX Hearing. Once signed, this agreement may not be withdrawn.

Participation and Attendance at the Title IX Hearing: Title IX Hearings are live and are not open to the public. The only individuals permitted to participate in a Title IX hearing are the Title IX Parties; the Case Decision-Maker; the Title IX Advisors; witnesses; individuals required for accommodations (if any) ("Support Person"); and staff members of the College needed to manage logistical and technical aspects of the Title IX Hearing.

Participation in a Title IX Hearing is voluntary. The College will proceed with the Title IX Hearing in the absence of any Title IX Party and may reach a determination of responsibility in their absence, including through any evidence gathered that does not constitute a "statement" by that Title IX Party.

The College will not threaten, coerce, intimidate, discriminate, or retaliate against any Title IX Party, witness or other individuals connected to a Title IX Hearing in an attempt to secure that individual's participation. The Case Decision-Maker cannot draw an inference about the determination regarding responsibility based solely on a Title IX Party's (or witness's) absence from the Title IX Hearing or refusal to answer cross-examination or other questions.

All participants at the Title IX Hearing, including the Title IX Parties, witnesses, and Title IX Advisors are expected to behave in a civil and appropriate manner. All participants are required to comply with the Title IX Hearing Decorum Guidelines. A participant's failure to abide by the guidelines may result in their removal from the Title IX Hearing.

Case Decision-Maker: The role of the Case Decision-Maker shall be filled by the President of the College or his or her designee. The Board of Trustees may also appoint an independent third-party or third-parties as the Case Decision-Maker, in which case the President will excuse himself. In no circumstance will the Case Decision-Maker have served as the Title IX Complaint Coordinator, Title IX Investigator, or a Title IX Advisor in the same case, nor may the Case Decision-Maker in the case of an appeal of a Title IX decision serve as a voting member of the Appeal Board in the same case. The Case Decision-Maker will not have any conflict of interest or bias in favor of or against Title IX Complainant or Title IX Respondent

Title IX Policies and VAWA

generally, or in favor of or against the Title IX Parties in a particular case. The Case Decision-Maker will be trained on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for Title IX Complainants, maintaining respect for decorum, and any technology to be used at the Title IX Hearing.

The Case Decision-Maker is solely responsible for making a determination regarding responsibility and sanctions.

Title IX Hearing Logistics: The Title IX Hearings will be conducted live with all parties physically present in the same geographic location, but in no circumstance will the Title IX Parties be required to be physically present in the same room during the Title IX Hearing. Upon either Title Party's request, remote hearing technology will be utilized to enable the Title IX Party and/or the Title IX Advisor and/or Support Person for such individual to appear at the Title IX Hearing virtually from a separate, private room, or other appropriate location. This technology must enable all participants in the Title IX Hearing to simultaneously see and hear each other. At the College's discretion, any or all Title IX Parties, witnesses, and other participants may appear at the Title IX Hearing virtually through remote hearing technology. Also, at its discretion, the College may delay or adjourn a Title IX Hearing based on technological errors not within an individual's control.

In a Title IX Hearing, both Title IX Parties will have the opportunity to present their narrative. The Title IX Investigator will then present the Title IX Investigation Report. The parties each will have the opportunity to present witnesses and other information consistent with this policy. The Case Decision-Maker will determine the relevance of any witnesses or information.

The Case Decision-Maker will ask questions of the parties and witnesses (including the Title IX Investigator). As discussed below, each Party's Title IX Advisor will have the opportunity to conduct cross-examination after the Case Decision-Maker conducts an initial round of questioning of each party/witness. The Case Decision-Maker may pause cross-examination at any time for the purpose of asking follow-up questions and as may be necessary. Witnesses are excluded from the Title IX Hearing during testimony by other witnesses. The Case Decision-Maker may set reasonable time limits for any part of the Title IX Hearing. Cell phones and recording devices may not be used in the hearing room(s) unless approved by the Case Decision-Maker in advance and must be turned off before the Title IX Hearing convenes.

The College will record all proceedings through audio recording. The Title IX Parties may seek to include all relevant evidence including, but not limited to, expert testimony and character witnesses.

Cross-Examination by Party's Title IX Advisor: Each Title IX Party through a Title IX Advisor shall have the right to conduct a live cross-exam of the other Title IX Party and/or witnesses at a Title IX Hearing. Cross-examination is designed to test the credibility and trustworthiness of the information presented at the Title IX Hearing.

During this live-cross-examination, the Title IX Advisor will ask the other Title IX Party and/or witnesses relevant questions and follow-up questions (including those challenging credibility) directly, orally, and in real time. A Title IX Advisor may appear and conduct cross-examination on a Title IX Party's behalf even if such party does not attend the live hearing.

The Title IX Parties are not permitted to conduct cross-examination themselves. Therefore, if a Title IX Party does not select a Title IX Advisor, the College will select a Title IX Advisor to serve in this role for the limited purpose of conducting the cross-examination during the hearing at no fee or charge. Where the College provides a Title IX Advisor due to a Title IX Party's failure to obtain or select their own Title IX Advisor, the Title IX Advisor provided by the College may not be challenged on the ground that the Title IX Advisor holds a conflict of interest or bias against Title IX Complainant or Title IX Respondent generally, or in favor of or against the Title IX Parties in a particular case, as the role of the Title IX Advisor in such case is solely to conduct the required cross-examination.

Before any cross-examination question is answered, the Case Decision-Maker will determine if the question is relevant. Cross-examination questions that are duplicative of those already asked, including by the Case Decision-Maker, may be deemed irrelevant if they have been asked and answered.

Prior statements (written or oral) by Title IX Parties and or witnesses cannot be considered by the Case Decision-Maker unless that individual participates in the Title IX Hearing and agrees to be cross-examined. This restriction does not apply to information or evidence (such as text messages, emails, videos, and social media postings) that constitute all or part of the Title IX violation itself.

A Title IX Party may affirmatively waive the right to have their Title IX Advisor conduct cross-examination through a written statement provided to the Case Decision-Maker.

Continuances or Extensions: The Case Decision-Maker may determine that multiple sessions or a continuance (i.e. a pause on the continuation of the hearing until a later date or time) is needed to complete a Title IX Hearing. If so, the Case Decision-Maker will notify all participants and endeavor to accommodate all participants' schedules and complete the hearing as promptly as practicable.

Review of Audio Recording: The recording of the Title IX Hearing will be available for review by the Title IX Parties and their Title IX Advisors at the College within 72 hours of completion of the Title IX Hearing unless there are any extenuating circumstances. The Title IX Parties and their Title IX Advisors will not receive a copy of the recording of the Title IX Hearing.

Determination Regarding Responsibility: Jersey Colleges uses the “clear and convincing standard” for finding responsibility in Title IX Statements of Complaint. The “clear and convincing standard” means that the evidence presented by the Title XI Complainant must be highly and substantially more probable to be true than not and the trier of fact must have a firm belief or conviction in its factuality.

General Considerations for Evaluating Testimony and Evidence: While the opportunity for cross-examination is required in all Title IX Hearings, determinations regarding responsibility may be based in part, or entirely, on written, audiovisual, and digital evidence, as warranted in the reasoned judgment of the Case Decision-Maker.

The Case Decision-Maker shall not draw inferences regarding a Title IX Party’s or witness’ credibility based on such Title IX Party’s or witness’ status as a Complainant, Respondent, or witness, nor shall the Case Decision-Maker base his/her judgment in stereotypes about how a Title IX Party or witness would or should act under the circumstances.

Generally, credibility judgments should rest on the demeanor of the Title IX Party or witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony or evidence.

Credibility judgments should not rest on whether a Title IX Party’s or witness’ testimony is non-linear or incomplete, or if the Title IX Party or witness is displaying stress or anxiety.

The Case Decision-Maker will afford the highest weight relative to other testimony to first-hand testimony by the Title IX Parties and witnesses regarding their own memory of specific facts that occurred. Both inculpatory and exculpatory (i.e. tending to prove and disprove the allegations) evidence will be weighed in equal fashion.

Except where specifically barred by this policy, a witness’ testimony regarding third-party knowledge of the facts at issue will be allowed, but will generally be afforded lower weight than testimony regarding direct knowledge of specific facts that occurred. Other forms of testimony, such as expert testimony and character testimony, will be afforded lower weight relative to the testimony of fact witnesses.

Where a Title IX Party’s or witness’ conduct or statements demonstrate that the Title IX Party or witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the Case Decision-Maker may draw an adverse inference as to that Title IX Party’s or witness’ credibility.

Title IX Determination Regarding Responsibility: The written determination regarding responsibility (the “Title IX Determination”) will be issued simultaneously to all parties through Jersey College email, or other reasonable means, as necessary. The Title IX Determination will include:

- Identification of the allegations potentially constituting Title IX violations;
- A description of the procedural steps taken from the receipt of the Title IX Statement of Complaint through the Title IX Determination, including any notifications to the Title IX Parties, interviews with the Title IX Parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- For each allegation: (i) a statement of, and rationale for, a determination regarding responsibility; (ii) a statement of, and rationale for, any disciplinary sanctions the College imposes on the Title IX Respondent; and (iii) a statement of, and rationale for, whether remedies designed to restore or preserve equal access to the College’s education program or activity will be provided by the College to the Title IX Complainant; and
- The procedures and permitted reasons for appeal, including the Appeals Officer’s information.

In all cases, no actions may be undertaken by the College that restrict rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment.

Time-line of Determination Regarding Responsibility: If there are no extenuating circumstances, the determination regarding responsibility and sanctions, if applicable, will be issued by the Case Decision-Maker within thirty (30) calendar days of the completion of the Title IX Hearing.

Finality of the Determination Regarding Responsibility: The determination regarding responsibility becomes final either on the date that the College provides the Title IX Parties with the written determination of the result of the Statement of Complaint, if an appeal is filed consistent with the procedures and timeline outlined in “Title IX Appeals” below, or if an appeal is not filed, the date on which the opportunity to appeal expires.

Sanctions and Other Remedial Measures:

The Case Decision-Maker will impose sanctions that are:

- Fair and appropriate given the facts of the particular case;
- Consistent with the College's handling of similar cases;
- Adequate to protect the safety of the campus community; and
- Reflective of the seriousness of the sexual harassment.

The Case Decision-Maker will consider the recommended sanction and will consult the Title IX Compliance Coordinator to obtain information about sanctions imposed in similar cases. However, the Case Decision-Maker will determine the appropriate sanctions to impose.

In making the Determination, the Case Decision-Maker will consider relevant factors, including, if applicable: (i) facts and circumstances surrounding the event at issue, (ii) the nature of the prohibited conduct at issue (such as penetration, touching under clothing, touching over clothing, unauthorized recording, etc.); (iii) the circumstances concerning the issue of consent (such as force, threat, coercion, intentional incapacitation, etc.); (iv) state of mind (intentional, knowing, bias-motivated, reckless, negligent, etc.); (v) the impact of the offense on the Complainant; (vi) the Title IX Respondent's prior disciplinary history; (vii) the safety of the College's community; and (viii) precedent established by previous sanctions.

Sanctions for Student Title IX Respondents: For students, sanctions imposed under this Title IX Compliant Process will be comprised of an "inactive sanction" and, where appropriate, "active sanctions".

An inactive sanction is an official College sanction such as a reprimand, probation, disciplinary suspension, expulsion or dismissal. In instances where it is determined that a student misconduct resulting in the suspension or dismissal is of both an intentional and egregious nature, the conduct sanction may be recorded on the student's official transcript with a transcript notation.

An "active sanction" is designed to remedy the effects of the misconduct and/or prevent its recurrence and may or may not be imposed as part of the sanction. Examples of active sanctions include:

- *Restitution:* Repayment to the College or to an affected party for damages resulting from a violation of this policy.
- *Restorative:* Programs, projects, or assignments designed to mitigate the harm done to the affected parties and restore the College community. Restorative sanctions may include (but are not limited to) educational service, letters of apology, and restorative justice practices.

- *Educational Service Hours:* Service to a community organization to be completed by a specified date. Location and projects for completion of educational service must be approved by the Case Decision-Maker.
- *Informal Resolution:* Students may be referred to nontraditional means of conflict resolution. These sanctions may vary case to case.
- *Educational:* Programs, projects, or assignments designed to educate a student or student organization about the consequences of their actions and to impart skills that may help the student avoid future violations.

The following sanctions also may be imposed in a Title IX Complaint Process matter, in addition to (but not in lieu of) the inactive sanction:

- Changing the Title IX Respondent's academic schedule;
- Revocation of honors or awards;
- Restricting access to College facilities or activities (including student activities and campus organizations);
- Issuing a No Contact Order to the Title IX Parties or requiring that such an order remain in place;
- Dismissal or restriction from employment; and/or
- Campus ban.

In addition to any sanction, the College may also recommend counseling or other support services for the Title IX Respondent.

Sanctions for Employee Respondents: For employees, sanctions may include discipline up to and including termination of employment, consistent with the terms of all College policies concerning personnel actions. In addition to any sanction, the College may also recommend counseling or other support services for the Title IX Respondent.

Sanctions for Third-Party Respondents: In cases in which the Title IX Respondent is not a College student or employee, the Case Decision-Maker will determine an appropriate sanction within the scope of the College's authority.

Appeals of Findings

Each Title IX Party may appeal the Title IX Determination through the institutional appeal policies. See "Student Complaint and Appeal Policies" for the permitted grounds to appeal a Title IX Determination and the process for such an appeal. No disciplinary sanctions or other actions may be imposed until the right of appeal has expired. Moreover, the submission of an appeal stays any sanctions for the pendency of an appeal. Supportive measures remain available during the pendency of the appeal.

Disagreement with the finding or sanctions in a Title IX Determination is not, by itself, grounds for appeal. The fact that any criminal charges based on the same conduct were dismissed, reduced, or resolved in favor of the Title IX Respondent does not require, and will not necessarily result in, a change in the disciplinary decisions and/or sanctions.

VAWA Protections

General Prohibition

Jersey College is committed to providing a safe environment for all students, faculty and staff. Sex-Based Offenses that unfairly or unlawfully interfere with an individual's educational pursuits violate Jersey College's policies and procedures and are not tolerated.

The statements below serve as a resource for all stakeholders to understand Jersey College's policies and procedures, as well as a resource for a student's complaining of a Sex Based Offense and to seek guidance, counseling, or help.

Reporting of Sex-Based Offenses

The Campus Director and other College personnel are available to guide students and other community members involved with a Sex-Based Offense complaint. This guidance includes assisting students and other community members with (i) discussing available reporting options, (ii) notifying local authorities, (iii) obtaining a protection order, and (iv) other similar activities. In addition, Jersey College will assist students with and provide written notification of student's rights to and Jersey College's ability to change personal and academic activities, including living, transportation, academic, and working arrangements and situations (where such accommodations are reasonably available), regardless of whether the student chooses to report the Sex-Based Offense to administration or local law enforcement.

Reporting of and investigations into Sex-Based Offenses may be pursued through the criminal justice system and/or Jersey College's disciplinary proceedings. Jersey College strongly advocates that student's complaints of Sex-Based Offenses be timely reported, either directly to local police or to a Jersey College official, such as a Campus Director. Time is a critical factor for evidence collection and preservation. In addition, Jersey College strongly advocates that community members of the College who are aware of a possible Sex-Based Offenses involving a student encourage the student to seek help and notify the College of the offense.

While students and community members of the College have the right to pursue Sex-Based Offense complaints through the criminal justice system, they may elect to refrain from reporting to local authorities and pursue such complaint through Jersey College's disciplinary proceedings outlined in the Title IX Protections policy.

Resources for Victims of Sex-Based Offenses

The first priority for a student involved with a Sex-Based Offense should be to get to a safe place. Then the student should obtain necessary medical

treatment. Students who are aware of a Sex-Based Offense involving another student should encourage the other student to seek help through local law enforcement or College administration. Jersey College strongly advocates that a student of a Sex-Based Offense timely report the matter, either directly to local police or to a Jersey College official, such as a Campus Director. Time is a critical factor for evidence collection and preservation.

Active Bystander Intervention

The Department of Defense Safe Help Line notes that one of the most effective methods of preventing sexual assault is bystander intervention. Active bystander intervention (i) encourages people to identify situations that might lead to a Sex-Based Offense and then safely intervene to prevent a Sex-Based Offense from occurring and (ii) discourages victim blaming by switching the focus of prevention to what a community of people can do collectively.

Risk Reduction

Although the following are in no way a comprehensive resource, the tips below may decrease the potential chance of sexual assault:

- Don't consume alcohol or do so in moderation
- Individuals always have the right to say "no", even if they first say "yes" and then change their mind
- Tell a friend what your plans are when going on a date with someone that you do not know very well
- Say "stop", when uncomfortable
- Always travel with a phone
- Walk only in lighted areas after dark

General Awareness

In accordance with federal regulations, Jersey College is informing you that registered sex offenders are listed on the Internet. Students are directed to see "State Policies" for links to each State's sexual offenders registry.

See "Health and Safety Services - Help Services" in this Academic Catalog for hot lines and other sites that are available to assist with Sex-Based Offenses and other issues.





JERSEY COLLEGE



Teterboro Campus

Institutional Complaint and Appeal Policies

Complaint Process

Appropriate and respectful interpersonal communication is paramount at Jersey College. If issues warranting a complaint arise between the College and a student, the parties involved should make a genuine effort to informally resolve them. If such efforts are unsuccessful a complaint may be submitted to the College for investigation. The following outlines the complaint procedures that should be followed in submitting and resolving formal complaints.

Grade Complaints

The instructor for each class has the sole authority and responsibility to evaluate a student's performance in the class (including lab, clinical and preceptorship). In the absence of fraud, bad faith, or mistake, the instructor's grades are final. Any student who questions or raises a complaint about a grade or the grading procedure normally must first contact and interact with the instructor. If this interaction does not provide a satisfactory resolution, the student may file a written complaint with the Program Administrator (or if the Program Administrator is the party involved in the incident, then to the Campus Director) and request an investigation into the grade issued (a "grade complaint"). The written complaint must include:

- The course number, course name and faculty member;
- Specific details regarding the instance(s) of non-compliance with the policy or procedure applicable -- the fraud, bad faith, or mistake;
- The name and contact information for any witnesses with knowledge of the formal complaint or subject of the formal complaint; and
- A proposed solution or action.

Non-Grade Complaints

Individuals who wish to file a complaint about an academic concern unrelated to grades (complaints involving a violation of the College's code of conduct) or other non-academic concerns (a "non-grade complaint") should first attempt to informally resolve through open and respectful communication with the individual(s) involved. If resolution is not achieved through informal interaction, the individual may direct the complaint—verbally or in writing—to their Program Administrator, who will attempt to facilitate resolution between the parties. If resolution is not achieved through the initial intervention of the Program Administrator, the individual may file a formal complaint with the Campus Director. The formal complaint must be written and include:

- A detailed description of the issue and negative impact
- The date, time, and place of the event(s) pertaining to the formal complaint
- The name and contact information for any witnesses with knowledge of the formal complaint or subject of the formal complaint.
- Specific details regarding the instance(s) of non-compliance with the policy or procedure applicable or violations of codes of conduct.
- A proposed solution or action.

Investigation of Complaints

Complaints shall be investigated utilizing, among other things, the following standards:¹⁰⁴

- The College will endeavor to resolve every allegation in a fair, impartial, and timely manner (with a goal of five business days). The College recognizes that each case has its own unique circumstances, and that time frames for each stage of the process may vary depending on the details of a case and at certain times of the academic year (for example, during breaks, study periods, or final exams). Time frames may be extended for informal resolution or other good cause as necessary to ensure the integrity and completeness of the process. Other reasons for an extension of time frames include, but are not limited to: (i) compliance with a request by law enforcement; (ii) accommodation of the availability of witnesses; (iii) accounting for exam periods, school breaks or vacations; and/or (iv) accounting for complexities of a specific case, including the number of witnesses and volume of information provided by the parties.
- Investigations into each allegation will be conducted: (i) in the case of a grade complaint, by the Program Administrator and/or designees appointed by the Program Administrator and/or the President of the College or (ii) in the case of a non-grade complaint, by the Campus Director and/or designees appointed by the Campus Director or the President of the College) (such individuals, the "Fact Finder"). Legal Counsel of the College may also participate in the investigation and provide support and guidance to ensure a fair, impartial and timely investigation and resolution of each allegation.
- The Fact Finder has the responsibility to gather evidence and interview all parties who may have relevant information related to the complaint. All parties involved with the allegations have the right to identify witnesses.
- The investigation process will endeavor to include a review of all relevant evidence, which may include review of photographs, videos, computer files, email accounts, phones, texts, voice mail records, social media accounts, and other records. Notwithstanding the foregoing, the Fact Finder shall not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the College obtains that party's voluntary, written consent to do so.
- At the conclusion of the investigation, the Fact Finder may (in the Fact Finder's sole discretion) prepare an investigation report (the "Complaint Report") that fairly summarizes relevant evidence. The Complaint Report is not required to catalog all evidence obtained by

¹⁰⁴ Complaints involving harassment and/or discrimination shall be investigated and adjudicated utilizing the policies and procedures under "Civil Rights Policies" and "Title IX and VAWA Policies".

the Fact Finder, but only to provide a fair summary of that evidence. Only relevant evidence (including both inculpatory and exculpatory – tending to prove or disprove the allegation) should be referenced in the Complaint Report. The Complaint Report may detail a time-line of the case and summarize relevant supporting documentation. The report may also include the Fact Finder’s assessment of individual credibility.

Determinations and Findings

The Fact Finder shall be responsible rendering a decision on the allegations in a grade and non-grade complaint (such determination referred hereafter to as the “Institutional Determination” and such individual hereafter referred to as “Institutional Decision Maker”). The “preponderance of the evidence” evidentiary standard shall be used in the Institutional Decision Maker’s burden of proof analysis. Under the preponderance standard, the burden of proof is met when the Institutional Decision Maker determines that there is a greater than 50% chance that the allegation is true.

If the Institutional Decision Maker determines that the allegations are true, the Institutional Decision Maker has the right to impose corrective actions and/or sanctions. The corrective actions and sanctions the Fact Finder imposes should reflect, reasonably, the circumstances surrounding the infraction. In imposing any corrective action, or reviewing penalty recommendations an Institutional Decision Maker should consider the following important factors:

- *Extent of Violation:* Some violations constitute only minor infractions while others represent the most extreme form of violation. Penalties should correspond to the nature of the offense.
- *Extenuating Circumstances:* Extenuating circumstances which an individual faced at the time in question may help explain the action taken on their part, and due weight should be attached to those circumstances.
- *Accountability:* If an individual admits accepts responsibility for his/her action, and is amenable to remedies, the Fact Finder may find it justified to levy a less severe penalty.
- *Prior/multiple Incidents:* If the offense is a second (or subsequent) one for an individual and/or is in combination with another offense, then a severe penalty should be considered.

The following are corrective actions and/or sanctions that an Institutional Decision Maker may impose:

- *Grade Correction:* a grade change to correct the identified fraud, bad faith or mistake. If required (i.e., due to bad faith) such change should be based on the a reassessment of the quality of the student’s work.
- *Oral or Written Disciplinary Warning or Reprimand:* a warning or

reprimand shall consist of either an oral or written statement from Jersey College explaining the reasons for the sanction. The warning or reprimand may include any condition which must be fulfilled in lieu of an alternative or additional sanction.

- *Suspension:* termination of an individual’s status with the College for a specified period of time, including an academic term or terms with reinstatement subject to specified conditions, the violation of which may be cause for further disciplinary action, normally in the form of dismissal.
- *Dismissal:* termination of individual’s status at Jersey College.
- *Restitution:* reimbursement for damage to or misappropriation of either College or private property; may be imposed exclusively or in combination with other disciplinary actions (Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed on any individual who, either alone or through group or concerted activities, participates in causing the damages or costs).
- *Transcript Notations:* In instances where it is determined that a student misconduct resulting in the suspension or dismissal is of both an intentional and egregious nature, the conduct sanction may be recorded on the student’s official transcript with a transcript notation. The transcript of the student shall be marked Disciplinary Notation due to Offense. For example, for dismissal as a result of academic dishonesty, the transcript would be marked Withdrawal due to Academic Dishonesty. The transcript notation shall occur only upon completion of the student conduct proceedings. Students may file a written petition to the Academic Standards Committee to have the notation removed from their transcript. The decision to remove the conduct sanction notation shall rest in the sole discretion and judgment of a majority of the Academic Standards Committee.

The Decision Maker is responsible for notifying, in writing or verbally, the complainant (to the extent allowable by law and the College’s policies) and the individual(s) against whom the complaint was made of the determination.

Institutional Appeals

Grade and non-Grade Complaint Appeals

Students who believe that an Institutional Determination (decision or sanction) is unfair have the right to appeal (an “Appeal”) to an Appeal Board by filing a written notice of appeal. The written notice of appeal (the “Appeal Request Form”) is available at www.jerseycollege.edu/policies. The appeal request must be: (i) addressed to the Appeal Board; (ii) contain information, facts and supporting documentation for a prima facie¹⁰⁵ case of an Actionable Error (defined below); and (iii) be received by the Appeal Board within five (5) business days of being informed of the decision. The request for Appeal must be sent via (i) email with a confirmation request to grievance@jerseycollege.edu; (ii) regular or express mail to Jersey College, Attention: Appeal Board, 546 US Highway 46, Teterboro, NJ 07608; or (iii) personally delivered to the Campus Director. An Appeal will not be considered without completion of the Appeal Request Form. Failure to submit an Appeal within the five (5) business day period forfeits the right to appeal the Institutional Determination.

Appeal Board Authority

The purpose of an appeal is not to retry a case but rather to correct injustices involving an Actionable Error (defined below), which reasonably could have affected the decision. The Appeal Board only has the authority to hear and pass judgment on a request for based on an (i) procedural irregularity that affected the outcome of the matter; (ii) new evidence that was not reasonably available at the time the determination was made, that would have affected the outcome of the decision; and/or (iii) the Institutional Decision Maker had a conflict of interest or bias that affected the outcome of the matter (individual and collectively, an “Actionable Error”). Disagreement with the finding or sanctions of a determination is not, by itself, grounds for an Appeal.

The Appeal Board does not have the authority to hear or pass judgment on any of the following requests (i) Financial Assistance or SAP Warning appeals¹⁰⁶; (ii) Admissions appeals¹⁰⁷; (iii) Title IX Appeals; (iv) Civil Rights Appeals; or (v) other matters not specifically set forth in the preceding paragraph.

Formation and Composition of Appeal Board

The formation of an Appeal Board is not automatic. The decision to convene an Appeal Board and hear a case is subject to the appealing party presenting in the Appeal Request Form a prima facie case of an Actionable Error. The President of the College (or designated appointee) is responsible for determining that the Appeal request includes facts and/or documentation that present a prima facie case of an Actionable Error.

¹⁰⁵ “at first look,” or “on its face”

¹⁰⁶ Financial assistance appeals should be directed to the Financial Assistance Appeals Board.

¹⁰⁷ Unless otherwise provided in the policies in this Academic Catalog, Admission decisions are not appealable.

The Appeal Board is comprised of a three-member hearing board drawn from Jersey College’s faculty and administration, and appointed by the President of the College (or designated appointee). The Appeal hearings are overseen by the President of the College (or designated appointee); the President (or designated appointee) is not a voting member of the Appeal Board. The Appeal Board will be free of conflict of interest and bias.

Appeal Hearings

The conduct of the appeal hearing (the “Appeal Hearing”) is essentially informal. Appeal Hearings are conducted in accordance with the investigatory model of administrative hearings, in which the hearing panel assumes responsibility for the questioning of witnesses and the eliciting of relevant evidence. The Appeal Hearing is private and not open to the public or non-involved members of Jersey College’s community and members of the bar may not act as a representative within an Appeal Hearing. Appeal Hearing procedures are not to be considered analogous to court proceedings and only that degree of formality has been included in such procedures that are considered necessary to insure a well-functioning and equitable system.

The appealing party in an Appeal Hearing must through “clear and convincing” evidence demonstrate the existence of an Actionable Error . The “clear and convincing standard” means that the evidence presented by the appealing student must be highly and substantially more probable to be true than not and the trier of fact must have a firm belief or conviction in its factuality. Formal rules of evidence are not applicable in Appeal Hearings. The Appeal Board has the discretion to admit all matters into evidence that reasonable persons would accept as having probative value. Appeal Board members may take into consideration matters that would be within the general experience of students and faculty members.

Appeal Decisions

The Appeal Board’s function is to not assess the merits of the case, but rather to determine whether an Actionable Error occurred - an error that affected the outcome of the case. As such, the Appeal Board, by majority rule, will either (i) affirm the determination if no Actionable Error is found; or (ii) if an Actionable Error is determined to exist, remand the case for a new review and adjudication by the Institutional Decision Maker or a new Institutional Decision Maker in the case of finding a conflict of interest or bias. In making a determination the Appeal Board may consider (1) character witnesses, (2) mitigating circumstances, (3) past record of disciplinary sanctions of the party complained against, and (4) other factors that the board considers relevant. Appeal Board findings will be provided in writing to the appealing party within thirty (30) calendars of the completion of the Appeal Hearing.

Civil Rights Appeals

The parties involved in the Civil Rights Matter may appeal a decision in the Civil Rights Complaint Process (a “Civil Rights Appeal”) by completing and filing the Civil Rights Appeal Request Form. This form is available at www.jerseycollege.edu/policies. The Civil Rights Appeal Request Form must be: (i) addressed to the Civil Rights Appeal Board; (ii) contain information, facts and supporting documentation of a Civil Rights Actionable Error (defined below); and (iii) be received by the Civil Rights Appeal Board within five (5) business days after receiving a determination. The Civil Rights Appeal must be sent via (i) email with a confirmation request to CivilRightsAppeals@jerseycollege.edu; or (ii) regular or express mail to Jersey College, Attention: Civil Rights Appeal Board, 546 US Highway 46, Teterboro, NJ 07608. Appeals of Civil Rights Violations determinations will not be considered without completion of the Civil Rights Appeal Request form.

The time for a Civil Rights Appeal shall be offered equitably to all parties in the Civil Rights Complaint Process and shall not be extended for any party solely because the other party filed an appeal. Failure to submit a Civil Rights Appeal within the five (5) business day period forfeits the right to appeal, regardless of the outcome of the other party’s appeal (if submitted).

If either party to a Civil Rights Matter files a Civil Rights Appeal, the Civil Rights Compliance Coordinator will as soon as practicable notify the other party in writing that a Civil Rights Appeal has been filed and the grounds of the Civil Rights Appeal. The non-appealing party may submit a written response within three (3) business days after notice of the Civil Rights Appeal. If both parties to a Civil Rights Matter appeal, the Civil Rights Appeals of each party will be considered concurrently.

Civil Rights Appeal Board Authority

The purpose of a Civil Right Appeal is not to retry a case but rather to correct injustices, which reasonably could have affected the decision. The Civil Rights Appeal Board only has the authority to hear and pass judgment on a request for reconsideration based on an (i) procedural irregularity that affected the outcome of the matter; (ii) new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that would have affected the outcome of the decision; and/or (iii) the Civil Rights Compliance Coordinator, Investigator, or Civil Rights Adjudicator had a conflict of interest or bias that affected the outcome of the matter (individual and collectively, a “Civil Rights Actionable Error”).

Formation and Composition of Civil Rights Appeal Board

The formation of a Civil Rights Appeal Board is not automatic. The decision to convene a Civil Rights Appeal Board and hear a case is subject to the appealing party presenting in the appealing party’s written appeal a prima facie case of a Civil Rights Actionable Error.

The Civil Rights Appeal Board is comprised of a three-member hearing board composed of the President of the College, the Provost of the College and the Director of Educational Services (or other designees appointed by the President). The President (or designated appointee) shall oversee the Civil Rights Appeal. The President is responsible for (i) determining that the written Civil Rights Appeal request includes facts and/or documentation that present a prima facie case of a Civil Rights Actionable Error; (ii) confirming and if necessary appointing the members of the Civil Rights Appeal Board; and (iii) overseeing the Civil Rights Appeal process.

Disagreement with the finding or sanctions of a determination is not, by itself, grounds for a Civil Rights Appeal. The fact that any criminal charges based on the same conduct were dismissed, reduced, or resolved in favor of the Respondent does not require, and will not necessarily result in, a change in the disciplinary decisions and/or sanctions.

The Civil Rights Appeal Board will be free of conflict of interest and bias, and no member of the Civil Rights Appeal Board may have served as the Investigator, Civil Rights Compliance Coordinator, or Civil Rights Adjudicator in the same matter.

Solicitation of Evidence for Civil Rights Appeal Board

Civil Rights Appeals are decided upon the record of the original proceeding and any written information submitted by any of the parties in the appeal. The Civil Rights Appeal Board may solicit written clarification on any issue raised on appeal from the Civil Rights Adjudicator assigned to the case, the Civil Rights Compliance Coordinator, the Investigator, the Complainant, or the Respondent.

Civil Rights Appeal Decisions

The Civil Rights Appeal Board’s function is to not assess the merits of the case, but rather to determine whether a Civil Rights Actionable Error occurred - an error that affected the outcome of the case. As such, within thirty (30) calendar days of completion of the Civil Rights Appeal Board’s review of all information submitted by the parties in a Civil Rights Appeal, the Civil Rights Appeal Board, by majority rule, will either (i) affirm the determination if no Civil Rights Actionable Error is found; or (ii) if a Civil Rights Actionable Error is determined to exist, remand the case for a new review and adjudication by the Civil Rights Adjudicator a new Civil Rights Adjudicator in the case of finding a conflict of interest or bias.

Title IX Appeals

Either party involved in a Title IX Complaint may appeal the decision (a “Title IX Appeal”) by completing and filing the Title IX Appeal Request Form. This form is available at www.jerseycollege.edu/policies. The Title IX Appeal Request Form and supporting documentation must be: (i) addressed to the Title IX Appeal Board; (ii) contain information, facts and supporting documentation of a Title IX Actionable Error (defined below); and (iii) be received by the Title IX Appeal Board within five (5) business days after receiving a determination. The Title IX Appeal must be sent via (i) email with a confirmation request to TitleIXAppeals@jerseycollege.edu; or (ii) regular or express mail to Jersey College, Attention: Title IX Appeal Board, 546 US Highway 46, Teterboro, NJ 07608. Appeals of Title IX determinations will not be considered without completion of the Title IX Appeal Request form.

The time for a Title IX appeal shall be offered equitably to all Title IX Parties and shall not be extended for any Title IX Party solely because the other Title IX Party filed an appeal. Failure to submit a Title IX Appeal within the five (5) business day period forfeits the right to appeal under this policy, regardless of the outcome of the other party’s appeal (if submitted).

If either Title IX Party submits a Title IX Appeal, the Title IX Compliance Coordinator will as soon as practicable notify the other Title IX Party in writing that a Title IX appeal has been filed and the grounds of the Title IX appeal. The non-appealing party may submit a written response within three (3) business days after notice of the Title IX appeal. If both the Title IX Complainant and Title IX Respondent appeal, the Title IX appeals will be considered concurrently.

Title IX Appeal Board Authority

The purpose of a Title IX Appeal is not to retry a case but rather to correct injustices, which reasonably could have affected the decision. The Title IX Appeal Board only has the authority to hear and pass judgment on a request for reconsideration based on an (i) procedural irregularity that affected the outcome of the matter; (ii) new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or (iii) the Title IX Compliance Coordinator, Title IX Investigator, or Case Decision-Maker had a conflict of interest or bias that affected the outcome of the matter (individual and collectively, a “Title IX Actionable Error”).

Formation and Composition of Title IX Appeal Board

The formation of a Title IX Appeal Board is not automatic. The decision to convene a Title IX Appeal Board and hear a case is subject to the appealing party presenting in the appealing party’s written appeal a prima facie case of a Title IX Actionable Error.

The Title IX Appeal Board is comprised of a three-member hearing board composed of the Chancellor of the College, the Provost of the College and the Director of Educational Services (or other designees appointed by the Chancellor). The Chancellor (or designated appointee) shall oversee the Title IX appeal. The Chancellor is responsible for (i) determining that the Title IX Appeal request includes facts and/or documentation that present a prima facie case of a Title IX Actionable Error; (ii) confirming and if necessary appointing the members of the Title IX Appeal Board; and (iii) overseeing the Title IX Appeal process.

Disagreement with the finding or sanctions in a determination is not, by itself, grounds for appeal. The fact that any criminal charges based on the same conduct were dismissed, reduced, or resolved in favor of the Title IX Respondent does not require, and will not necessarily result in, a change in the disciplinary decisions and/or sanctions.

The Title IX Appeal Board will be free of conflict of interest and bias, and no member of the Title IX Appeal Board may have served as the Title IX Investigator, Title IX Compliance Coordinator, or Case Decision-Maker in the same matter.

Solicitation of Evidence for Title IX Appeal Board

Title IX appeals are decided upon the record of the original proceeding and any written information submitted by any of the Title IX Parties. The Title IX Appeal Board may solicit written clarification on any issue raised on appeal from the Case Decision-Maker assigned to the case, the Title IX Compliance Coordinator, the Title IX Investigator, the Title IX Complainant, or the Title IX Respondent.

In preparation for a Title IX Appeal, the Title IX Respondent and Title IX Complainant may have access to the recording of the Title IX Hearing.

Title IX Appeal Decisions

The Title IX Appeal Board’s function is to not assess the merits of the case, but rather to determine whether a Title IX Actionable Error occurred - an error that affected the outcome of the case. As such, within thirty (30) calendar days of completion of the Title IX Appeal Board’s review of all information submitted by the parties in a Title IX Appeal, the Title IX Appeal Board, by majority rule, will either (i) affirm the determination if no Title IX Actionable Error is found; or (ii) if a Title IX Actionable Error is determined to exist, remand the case for a new review and adjudication by the Title IX Adjudicator or a new Title IX Adjudicator in the case of finding a conflict of interest or bias.

SAP Appeals

Students on SAP Warning who are ineligible to receive financial aid due to failure to meet SAP or the 150% maximum time frame in the subsequent payment period may appeal the withdrawal determination and seek reinstatement per the policies under “Satisfactory Academic Progress.”

Other Appeals

If students are not satisfied with the outcome of an institutional appeal, students may file inquiries or complaints with:

- The Commission of the Council on Occupational Education at Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, Georgia 30350, www.council.org, or (770) 396-3898; and/or
- Regulatory bodies (see “State Policies - Complaints”)

National Council (NC) for State Authorization Reciprocity Agreement (SARA)

- Complaints against an Institution operating under SARA policies go first through the Institution’s own procedures for resolution of grievances. Allegations of criminal offenses or alleged violations of a State’s general-purpose laws may be made directly to the relevant State agencies.
- Complaints regarding student grades or student conduct violations are governed entirely by institutional policy and the laws of the SARA Institution’s Home State.
- If a person bringing a Complaint is not satisfied with the outcome of the institutional process for handling Complaints, the Complaint (except for Complaints about grades or student conduct violations) may be appealed, within two years of the incident about which the Complaint is made, to the SARA Portal Entity in the Home State of the Institution against which the Complaint has been lodged. That Portal Entity shall notify the SARA Portal Entity for the State in which the student is located of receipt of that appealed Complaint. The resolution of the Complaint by the Institution’s Home State SARA Portal Entity, through its SARA complaint resolution process, will be final, except for Complaints that fall under the last bullet in this section below.
- While the final resolution of the Complaint rests with the SARA Portal Entity in the Home State of the Institution against which the Complaint has been lodged, the Portal Entity in the complainant’s location State may assist as needed. The final disposition of a Complaint resolved by the Home State shall be communicated to the Portal Entity in the State where the student lived at the time of the incident leading to the Complaint, if known.
- While final resolution of Complaints (for purposes of adjudication of the Complaint and enforcement of any resultant remedies or redress) resides in certain cases with institutions (Complaints about grades or student conduct violations), or more generally with the relevant

Institution’s Home State SARA Portal Entity (all other Complaints), the Regional Compact(s) administering SARA may consider a disputed Complaint as a “case file” if concerns are raised against a SARA member State with regard to whether that State is abiding by SARA policies, as promulgated in the SARA Manual. The Regional Compact may review such institutional concerns in determining whether a State under its SARA purview is abiding by SARA policies. Similarly, a Complaint “case file” may also be reviewed by NC-SARA in considering whether a Regional Compact is ensuring that its SARA member States are abiding by the SARA policies required for their membership in SARA.

- SARA State Portal Entities shall report quarterly to NC-SARA the number and disposition of appealed Complaints that are not resolved at the institutional level. NC-SARA shall make that information publicly available on its website. Such data will create transparency and can be used in determining whether a Regional Compact is ensuring that its SARA member States and those States’ Institutions are abiding by the policies required for State membership and institutional participation in SARA.
- Nothing in the SARA Manual precludes a State from using its laws of general application to pursue action against an Institution that violates those laws.

SARA Institution’s Home State Complaint Process

The Office of the Secretary of Higher Education (OSHE) will not review a complaint until all grievance procedures at the institution have been followed, all avenues of appeal exhausted, and documentation provided that such procedures have been exhausted. OSHE handles only those complaints that concern educational programs or practices of degree-granting institutions subject to the Regulations of OSHE.

OSHE does not:

- Handle anonymous complaints.
- Intervene in matters concerning an individual’s grades or examination results as these are the prerogative of the College’s faculty.
- Intervene in matters concerning tuition and fee refunds.
- Intervene in matters concerning student conduct violations.
- Intervene in human resources matters.
- Handle complaints concerning actions that occurred more than two years ago.
- Intervene in matters that are or have been in litigation.

Residents of other states and territories who are seeking information about filing a complaint about a New Jersey institution operating outside of New Jersey under SARA, as well as New Jersey residents seeking information about filing a complaint about an out-of-state institution operating under SARA can find more information by viewing the SARA Agreement (www.state.nj.us/highereducation/SARA.shtml).

Additional information regarding OSHE Complaint Process may be obtained at www.state.nj.us/highereducation/OSHEComplaintInstructions.shtml.



JERSEY COLLEGE



Teterboro Campus

Student Services

Planning for Success

Jersey College is committed to the success of each member of our community. Our institutional values of PRIDE have been established to promote success. Success not only embodies the principles of PRIDE, but also the following characteristics:

- **Sacrifice**
- **Understanding**
- **Commitment**
- **Community**
- **Empowerment**
- **Support**
- **Strength**

A commitment to each principle within SUCCESS is paramount for achievement of personal goals.

Sacrifice. A goal worth achieving requires effort and sacrifice; be prepared to adjust workloads and personal and family commitments to succeed.

Understanding. All individuals seek respect and understanding. Don't judge but understand.

Commitment. Pursue educational goals with vigor and zeal; be responsible for success and take ownership of the outcome.

Community. Look to family, friends, classmates, teachers and others for strength and support throughout one's journey; no person should be an island.

Empowerment. Become an empowered learner. Create an environment focused on self-efficacy and energy. Find meaning in each task and activity. Feel qualified and capable in performing the work.

Support. Encourage positive thinking, while providing compassion and understanding for frustrations and anxieties. Support each other and work together for success.

Strength. Strength doesn't come from what a person can do. Instead it comes from overcoming the things one thought improbable. Have the courage to challenge and the wisdom to understand that success is in the effort.

The student services described below are specifically designed to address the needs of all students, and to promote student retention, graduation, and employment.

Orientation Program

To assist students with understanding the policies, procedures and expectations of the College, Jersey College conducts a formal orientation program prior to scheduled class start. All students are expected to attend the orientation. The orientation typically includes a review of the courses in each program, requirements of academic progress, student code of conduct (including, but not limited to academic honesty, attendance, conduct in a classroom and at clinical sites), complaint and appeal policy, refund policy, course schedule, graduation requirements, and other items. At orientation each student is provided with a copy of this Catalog and anticipated course schedule for their program of study.

Financial Aid Planning

Jersey College recognizes how confusing and frustrating the financing process can be. As such, Jersey College offers financial aid planning assistance, including budgeting and personal financial planning skills. Such services include entrance counseling information before loan funds are disbursed and all borrowers receive exit loan counseling before graduation. Any and all questions regarding financial aid or for assistance with budgeting, financial planning and completing financial aid should documentation be directed towards the Financial Aid Office and Financial Aid Planners. For more information, on financial services students are advised to review the Financial Aid and Funding of Tuition policy in this Catalog.

Academic Support

Jersey College recognizes academic support and advising to be a critical component of the educational experience of its students. Moreover, academic support is critical to student retention, promotion and graduation. Academic and support services can include (i) tutoring and advising; (ii) access to review books, workbooks and other preparation and remediation materials; (iii) supplemental seminars and workshops; (iv) access to the institution's on-line and physical library and learning resource; (v) review of attendance, grade, and progression records; and (vi) testing services. Students who need academic assistance must contact their instructor, the Campus Administrator or Campus Librarian. Academic support services are intended to supplement, not replace, student's responsibilities to attend class, complete assignments and study. For more information on academic support services students are advised to review Campus Resources - Library, Campus Resources - Simulation and Skills Lab, Academic Policies - Attendance, Academic Policies - Distance Learning Platform and Support, Academic Policies - Remediation Support, Academic Policies - Special Accommodations in this Catalog.

Technical Support

For technical issues not able to be resolved by the eLearning platform's technological professionals, students may contact the Technology office. The Technology office is available during normal campus hours and may be contacted through the online ticketing system or via email at itsupport@jerseycollege.edu. Students can expect to receive a response within 24 hours of submitting their help ticket on weekdays and 48 hours on weekends. For more information on technical support services students are advised to review *Academic Policies - Distance Learning Platform and Support* in this Catalog.

Personal Coaching

Student learning and competence are enhanced and accelerated as the student develops confidence in themselves and Jersey College. As such, all staff members are available to students outside of class for personal coaching relating to non-academic matters, coping skills, general personal growth and development related to higher education. Faculty members are available during their normal office hours for student conferences, and staff members are available during normal business hours.

Career Placement Advising

Jersey College assists students with their attempts to obtain employment from prospective employers in their field of study. Such services may include career coaching, workshops, or seminars. In addition, campuses may offer resuming writing seminars, interviewing workshops, career fairs and posting/distribution/maintaining of job listings. Jersey College makes no explicit or implied guarantee of job placement, starting salary, and income expectations for current students or graduates.

Library and Learning Resources

At select campuses, Jersey College maintains on-campus libraries and learning resource centers. These facilities contain a variety of supplemental reference materials (textbooks, study guides, publications, videos, access to on-line sample questions, and other similar materials) that help with understanding of coursework and preparing for examinations. The resources are open to all enrolled students during posted hours.

Librarians and/or other learning resource coordinators are available remotely to assist students with questions, facilitate student evaluation and use of the resource materials and aid students in their research and learning process. The library website (available at www.jerseycollege.edu) contains additional information for contacting the librarians and/or other coordinators. For more information on library and learning resources services students are advised to review *Campus Resources - Library*.

Leaves

Jersey College offers students experiencing life disruptions an opportunity to temporarily pause their enrollment by pursuing an Extended Leave. For more information, including financial and other consequences, students are advised to review the *Withdrawals and Leaves of Absences* policy in this Catalog and the *Readmissions* policy under *Admissions and Enrollment*.

Student Safety and Well-Being

Jersey College is committed to ensuring the safety and well-being of its students and employees. For more information, students are advised to review the *Health and Safety Services* policy in this Catalog.

Community Resources

While the College does not offer on-campus residential life, staff in the administrative office are available to provide references for community resources (e.g., housing, transportation, or child care). Student are advised to contact the Administration Office for assistance with community resources.





JERSEY COLLEGE



Teterboro Campus

Health and Safety Services

Health Services

Health services provided at Jersey College are limited to first aid treatment only for minor injuries. First aid kits are typically located in the administrative office, as well as in certain classrooms and labs. Although some staff members are health care professionals, they will not assume any greater or lesser responsibility than would be expected of any other staff member during a medical emergency.

All medical emergencies should be immediately reported to administration who will call 911 for assistance. Students are solely responsible for bills incurred in connection with medical treatment. Students must report any incidents to an administrator within 72 hours unless hospitalized and in that event, within 48 hours upon release from the hospital.

Student Health

Jersey College recommends that all students attending our institution maintain personal health insurance coverage. All students, regardless of age, are required to complete an emergency medical form and have such form on file with the Administration Office. Failure to do so may result in cancellation of registration. Students are also required to maintain and meet any technical standards for their program of study.

Students are expected to make intelligent, rational and reasonable judgments regarding their health and attendance at lectures and clinical sites. A student who is prevented by illness from attending a scheduled academic activity must inform his/her instructor and Jersey College, as soon as possible, and may be required to provide medical certification.

Jersey College reserves the right to exclude from classes and/or campus activities, or send home any student who, in the judgment of Jersey College authorities, is not medically qualified (including meeting the technical standards) to carry on the regular activities required of Jersey College students. Students returning to Jersey College from medical leave must present a statement from the appropriate professional clinician that they are able to return to continue their studies and, if necessary, provide evidence that appropriate arrangements for follow-up treatment have been made.

Infection Control

Students are expected to comply with standard precautions and preventive measures as published by The Centers for Disease Control and Prevention.

Accidents and Dangerous Incidents

Each student has a duty to take reasonable care for their own health and safety. To avoid accidents and dangerous incidents, Jersey College has adopted the following rules:

- All safety, health, patient, etc. rules, procedures and policies of Jersey College and each clinical facility and preceptorship must be adhered to at all times.
- For programs with patient care (i) in administering any patient care, faculty members', practicum facility staffs' and preceptorship staffs' instructions must be requested and followed at all times; and (ii) if practicing an invasive procedure, an instructor or preceptor qualified to perform that invasive procedure (such as injection, venipuncture, or IV start) must be present.
- Disruptive behavior, throwing equipment, and causing hazardous conditions will be grounds for disciplinary action, up to and including dismissal.
- Supplies and equipment in the lab and practicum facilities may contain controlled substances and/or devices. Students are never, under any circumstances, permitted to remove such supplies or equipment or use such supplies or equipment for personal use.

Faculty, staff and students are instructed to report all medical, potentially dangerous incidents and other emergencies immediately to Jersey College's administrators or if they are not available to their instructor who is responsible for handling the situation, including obtaining outside assistance (police, fire, etc.). Although some faculty members are medical professionals, they are required only to assume responsibility that would be expected of any other faculty members during a medical emergency or that would be required as part of their professional duties. When an incident occurs, parties involved are required to complete an incident form promptly after the event (such form is available from the Administration Office). This form must be forwarded to the corporate office for follow-up and additional investigation, where necessary. Students must report any incidents to an administrator within 72 hours unless hospitalized and in that event, within 48 hours upon release from the hospital.

Students are advised that laboratory and practicum participation involve certain inherent risks and dangers, including, without limitation, exposure to environmental hazards, exposure to x-ray radiation hazards, exposure to contagious diseases, exposures to noxious odors, and resulting emotional, physical or other distress or discomfort (e.g., vomiting, fainting, etc.). Students are further advised that laboratory and practicum participation may involve procedures that may expose students to pathogens and may require substantial physical demands (patient lifting, moving, etc.). Such activities may be harmful to an unborn child. Through participation in laboratory and practicum experiences students knowingly and voluntarily waive any and all causes of actions, claims and liability that may result from or arise out of the laboratory and practicum environment and experience.

Security and Safety

Jersey College strives to provide its students with a secure and safe environment. Classrooms, laboratories and other College facilities are inspected by various Federal, State and local agencies, including the Fire Marshal.

Students are responsible for their own security and safety both on and off the College campus and must be considerate of the security and safety of others. Jersey College has no responsibility or obligations for any student's personal belongings that are lost, stolen or damaged whether on or off College premises or during any College activity. Jersey College has no responsibility or obligation with respect to any altercation, dispute or injury occurring on or off College premises.

Jersey College encourages all students, members of faculty and staff to be involved in campus crime prevention. Students should immediately report any medical, criminal, or other emergency occurring on the College premises to the Campus Director (or any other College employee if the director is not available). Upon receipt of any report of a medical or criminal emergency, the College will on behalf of the student, obtain the services of medical or security professionals, as required. Students are encouraged to promptly and accurately report all crimes to College officials, who will subsequently call the appropriate law enforcement agency. In addition, the foregoing policies with respect to security and safety, students should also (i) report any faults with lighting in communal areas or grounds, (ii) report any situation involving a threat to life or property, any suspicious strangers, behavior and (iii) decide on their route home before hand and if possible use well lit roads and avoid dark shortcuts and walk with others. Students should report any criminal activities occurring on the College premises to the Administration Office at a student's campus. The Administration Office will obtain the services of security professionals, as required. Crime statistics are also available at www.ope.ed.gov/security.

Campus Closings and Delayed Openings Related to Hazardous Situations

Jersey College academic calendar is constructed with the expectation that instructional and other programs will be carried out as scheduled. As a general practice, Jersey College does not close or delay the start of a program unless the health, safety, and security of Jersey College's personnel and student body are seriously brought into question.

These guidelines outline the procedures Jersey College follows with respect to campus closings and delayed openings in response to safety concerns, emergency situations and inclement weather conditions (hereinafter referred to as "hazardous situations").

The Campus Director or appropriate designee is responsible for initiating closing or delayed opening procedures for a campus. The campus will be closed or openings will be delayed when the Campus Director determines that a hazardous situation will occur or has occurred. Factors to be considered in delaying or closing a campus include, but are not limited to:

- Type of forecast conditions (i.e., wind, hurricanes, tropical storms)
- Severity of forecast conditions
- Reliability of the forecast
- Temperature
- Visibility
- Conditions of campus roads, parking areas, sidewalks and exterior steps
- Traffic and roadway conditions in surrounding vicinity
- Conditions at the campus
- Impact on the academic program
- Implications for the academic calendar, including the commencement and program module breaks

Where the terms "delayed opening," "early closing," and "campus closed" are used in notices, they will be understood to mean that, for a specified period of time, all classes will be canceled, and all offices will be closed, except those specifically excepted in the notices.

Generally, students are expected to report for classes (including practicums), as scheduled, unless otherwise notified through established campus procedures. Notwithstanding the foregoing, each student is expected to and should exercise good judgment regarding his/her own personal circumstances regarding attendance. Students must notify their instructors in the event that the students are unable to attend class due to weather or other conditions that do not result in delayed openings or campus closings.

Jersey College typically uses the SchoolCast System, television, the College's administrative voice mail on the main number for the campus, and its website to notify Jersey College's community about closure or delayed openings in the event of hazardous situations.

If instructional time is lost because of a hazardous situation, additional instructional time may be scheduled. Students will be expected to attend any and all rescheduled instruction.

Fire Precautions

Jersey College has established the following procedures to assist with preventing fires and fire related injuries. Each member of Jersey College's community is expected to understand and abide by these policies.

Jersey College prohibits all members of its community from overloading electrical sockets, smoking in any facility (except in designated areas), utilizing inflammable solvents, or undertaking other activities likely to cause a fire.

In case of a fire, faculty, staff and students should: (i) sound the fire alarm, (ii) immediately evacuate the building, and (iii) report to the designated assembly point and stay there until released by the administrative staff of Jersey College. While leaving the building, faculty, staff and students should shut doors and windows. In no circumstances should anyone be allowed to stop to collect personal belongings. Faculty members are responsible for directing their students to the designated assembly point and, if possible, conducting a roll call (this requires the instructor to take the attendance sheet with them upon exiting the building) immediately upon reaching the assembly point. The Campus Director should be notified immediately of the fire and of any missing person known to have been in the building before the fire started. No one should attempt to extinguish a fire, unless he/she can do so without any risk of injury to oneself or others. Additional information with respect to Jersey College's fire evacuation procedures may be found in Jersey College's Supplemental Emergency Response Plan (a copy of which may be obtained from the Administration Office).

All fire doors and exits are clearly marked. No member of Jersey College's community should prop open or obstruct any fire door, or tamper with the self-closing mechanism. Faculty, staff and students are expected to know the location of fire extinguishers and how to operate them. Faculty, staff and students should report any missing or damaged fire appliances or fire detectors to the Administration Office without delay. No party is authorized to remove or disable any smoke/heat detectors or tamper with fire appliances or detectors.

All fire alarms and fire extinguishers are expected to be tested at regular intervals to ensure their serviceability. In addition, from time to time, on both a scheduled and unannounced basis, fire drills are expected to be conducted. All students, faculty and staff are expected to attend and participate in any fire drill. Such drills are essential to the maintenance of safety standards within Jersey College.

Emergency Plan and Team

Jersey College has adopted a Emergency Plan for the purpose of facilitating the flow of information to administrators, key staff members, faculty and the media when an emergency event occurs at Jersey College or involves Jersey College students or members. Jersey College's Supplemental Emergency Response Plan (a copy of which may be obtained from the Administration Office) contains detailed information and policies for handling of emergency situations. The following provides a summary of the plan.

When Jersey College is threatened in an emergency situation, the Campus Director will confirm that a significant emergency situation exists. Upon confirmation, the Campus Director or his/her designee will organize an Emergency Response Team. The Emergency Response Team is normally comprised of the Campus Director and Deans (supplemented when possible with the Jersey College's CEO, President).

The Emergency Response Team is responsible for:

- Establishing an emergency headquarters and command post;
- Establishing and directing, if needed, a primary evacuation and temporary housing site for students, faculty and staff;
- Verbally informing each classroom of the emergency;
- Assessing if an ongoing or immediate threat exists and whether or not additional information should be disseminated to the community;
- Determining the content of the notification and who the notification will be presented to;
- Ensuring that all staff are informed of the emergency and providing direction, including, but not limited to, advising staff to check/close all doors, ready first-aid and health care kits, and make ready other precautions;
- Contacting emergency personnel; and
- Issuing media releases to the outside community, if necessary.

Jersey College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. The notification will be coordinated through the use of the SchoolCast mass alert system, which allows communication through voice, email, text message, or a combination of these three methods.

Students are advised that due to the nature of emergency response, the outcome is not always easy to predict. Therefore, it should be recognized that the emergency response plan is meant to serve as a guideline and that the outcome of the response may be limited by the scope, magnitude and duration of the event. To facilitate the response, students are expected to follow the directions of the Emergency Response Team and remain calm at all times.

Drug and Alcohol-free Policy

Jersey College is committed to providing an academic environment which is free from drugs or alcohol, and abides by all local, state and federal statutes regarding the use and prohibition of alcohol and drugs. All students, faculty and staff are hereby notified of the following:

- *Policy.* It is the policy of this institution that the manufacture, distribution, possession, use or abuse of alcohol and/or illicit drugs on Jersey College's campus or on property owned or controlled by Jersey College is strictly prohibited. All categories of employees and students are subject to this policy and to applicable federal, state and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary actions.
- *Standards of Conduct.* Jersey College's employees and students are prohibited from engaging in the manufacture, distribution, dispensation, possession, use or being under the influence of alcohol or illegal drugs on Jersey College's campus, and at off-campus facilities affiliated with Jersey College, including clinical sites. At off-campus events, to the extent that off-campus activities are considered to be Jersey College activities, the standards of conduct in this drug and alcohol policy apply.
- *Federal, State and Local Statutes.* Various federal, state and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell or possess with intent to manufacture, distribute dispense, deliver or sell, controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved; the number of prior offenses, if any; whether death or serious bodily injury resulted from the use of such substance; and whether any other crimes were committed in connection with the use of the controlled substance. Conviction can lead to imprisonment, fines and assigned community service. Courts do not lift prison sentences in order for convicted persons to attend College or continue their jobs. A felony conviction for such an offense can prevent a person from entering many fields of employment or professions. The Board of Nurse Examiners and State Boards of Nursing may refuse to issue a license or certificate of registration, for conviction of a crime of the grade of felony, or of a crime of a lesser grade which involves moral turpitude (including alcohol and drug violations) and for intemperate use of alcohol or drugs that, in the opinion of the boards, endanger patients.

The possession of drugs is illegal without valid authorization. While penalties for possession are generally not as great as for manufacture and distribution of drugs, possession of a relatively large quantity may be considered distribution. Under both state and federal laws, penalties for possession, manufacture and distribution are much greater for second and subsequent convictions. Many laws dictate

mandatory prison terms and the full minimum term must be served. Persons convicted of drug possession under state or federal laws may be ineligible for federal student grants and loans for up to one year after the first conviction, five years after the second. The penalty for distributing drugs is loss of benefits for five years after the first conviction, 10 years after the second, and permanently after the third conviction. Moreover, under Federal law, distribution of drugs to persons under age 21 is punishable by twice the normal penalty (with a mandatory one year in prison) and after a third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs in or within 1,000 feet of a College or school. Federal law sets greatly heightened prison sentences for manufacture and distribution of drugs if death or serious injury results from the use of the substance.

Under state law, no one under the age of 21 may purchase, possess, or consume alcohol. Transporting an open alcoholic beverage container in any kind of vehicle, on or off campus, is a violation of the law. The sale or distribution of alcoholic beverages to persons under the legal drinking age is a serious criminal offense. Individuals can be held both criminally and civilly liable for the injury or death of any person resulting, either directly or indirectly, from the distribution of alcoholic beverages by them to a person under the legal drinking age. Moreover, under state law it is unlawful for any person, knowingly or purposely, to manufacture, distribute, or dispense, possess or have under his/her control with the intent to manufacture, distribute, or dispense, a controlled dangerous substance or controlled substance analog. It is unlawful for any person, knowingly or purposely, to obtain or to possess a controlled dangerous substance unless the substance was obtained directly by a valid prescription from a practitioner (physician, dentist, etc.). Violations of these laws are punishable with mandatory imprisonment and/or fines and either as misdemeanors or in some cases felonies.

- *Health Risks Associated With Use of Illicit Drugs and/or Abuse of Alcohol.* Every drug, including alcohol, is a potential poison which may cause disability and death if it is taken incorrectly into the body, consumed in wrong amounts or mixed indiscriminately with other drugs. Drugs cause physical and emotional dependence. Drugs and their harmful side effects can remain in the body long after use has stopped. The extent to which a drug is retained in the body depends on the drug's chemical composition, that is whether or not it is fat-soluble. Fat-soluble drugs such as marijuana, phencyclidine (PCP), and lysergic acid diethylamide (LSD) seek out and settle in the fatty tissues. As a result, they build up in the fatty parts of the body such as the brain and reproductive system. Such accumulations of drugs and their slow release over time

may cause delayed effects weeks, months and even years after drug use has stopped. There are many health risks associated with the use of illicit drugs and the abuse of alcohol including organ damage; impairment of brain activity, digestion, and blood circulation; impairment of physiological processes and mental functioning; and physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects or fetal alcohol syndrome. Additionally, the illicit use of drugs can increase the risk of contracting hepatitis, AIDS and other infections. The use of alcohol or drugs singly or in certain combinations can cause death.

- *Drug and Alcohol Counseling, Treatment and Rehabilitation.* The Campus Director maintains information for students and employees on drug and alcohol related problems. Referral services are also provided for professional counseling, treatment and rehabilitation programs that are available. The counseling services are voluntary and strictly confidential.
- *Drug Violations and Loss of Financial Aid.* Students are advised that any conviction for any offense, during a period of enrollment for which a student is receiving Title IV, Higher Education Act (HEA) program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance.
- *Institutional/School Sanctions.* Jersey College will impose appropriate sanction(s) on any employee or student who fails to comply with the terms of this drug and alcohol-free policy.

(1) *Employees.* As a condition of employment, each employee, including student employees, must abide by the terms of this policy, and must notify their department head/supervisor of any criminal drug statute conviction for a violation no later than five days after such conviction. A conviction includes a finding of guilt, a plea of nolo contendere, or imposition of a sentence by any state or federal judicial body. Possible disciplinary sanctions for failure to comply with this policy, including failure to notify of conviction, may include one or more of the following:

- A. Termination
- B. Suspension
- C. Mandatory participation in, and satisfactory completion of, a drug/alcohol abuse program, or rehabilitation program
- D. Recommendation for professional counseling
- E. Referral for prosecution
- F. Letter of warning
- G. Probation

(2) *Students.* Any alleged violation of this drug and alcohol-free policy by a student of Jersey College shall be reported to the Campus Director. Possible disciplinary sanctions for failure to comply with the terms of this policy may include one or more of the following:

- A. Termination
- B. Suspension
- C. Mandatory participation in, and satisfactory completion of, a drug/alcohol abuse program, or rehabilitation program
- D. Recommendation for professional counseling
- E. Referral for prosecution
- F. Letter of warning
- G. Probation

- *Compliance with Drug-free Schools and Communities Act Amendment of 1989.* As required by the U.S. Department of Education, the Drug-free Schools and Communities Act Amendment of 1989, P.L. 101-226 20 U.S.C.'s 114 5g Higher Education Act of 1965, Section 1213 and other regulations annually Jersey College will provide a written statement to employees and students covering, among other things: (i) standards of conduct concerning drugs and alcohol; (ii) federal, state and local legal sanctions governing the unlawful possession or distribution of illicit drugs or alcohol; (iii) health risks associated with the use of illicit drugs and the abuse of alcohol; (iv) a description of counseling and treatment programs available for alcohol and drug abuse; and (v) Jersey College's disciplinary sanctions imposed for possession, use or distribution of illicit drugs and alcohol in violation of Jersey College's policies.

Hazing

Hazing is any conduct or initiation into any organization, which willfully or recklessly endangers the physical or mental health of any person. Its imposition or its use in any form for initiation is prohibited at Jersey College. Violation of this policy will result in disciplinary actions against the violator.

Help Services

The following national hotlines are available for additional help with Sex-Based Offenses and other issues:

AIDS Crisis Line	800-221-7044
Alcoholism & Drug Dependency Hope Line	800-622-2255
Ambulance & Police 24 Hours	9-1-1
American Association of Poison Control Centers	800-222-1222
Drug Abuse Hotline	800-662-4357
CDC AIDS Information	800-342-2437
Family Violence Helpline	800-996-6228
GLBT Hotline	888-843-4564
National Crisis Line, Anorexia and Bulimia	800-233-4357
National Domestic Violence Hotline	800-799-7233
National Hopeline Network	800-366-8288
National Runaway Hotline	800-621-4000
National Suicide Prevention Lifeline	800-273-8255
Missing & Exploited Children	800-843-5678
Planned Parenthood Hotline	800-230-7526
Self-Harm Hotline	800-366-8288
The Childhelp National Child Abuse Hotline	800-422-4453
TREVOR Crisis Hotline (Suicide)	866-488-7386
Youth Crisis Hotline	800-448-4663
Poison Control Center	800-764-7661
The Trans Lifeline	877-565-8860

In addition, the following chat lines are available:

Lifeline Crisis: www.contact-usa.org/chat.html

Veterans Crisis: www.veteranscrisisline.net

Suicide Prevention Wiki: www.suicideprevention.wikia.org/wiki/International_Suicide_Prevention_Directory

Child Help: www.childhelp.org/childhelp-hotline/

Trans Lifeline: www.translifeline.org/hotline

Students are directed to see “State Policies” for State hotlines that are available for additional help with Sex-Based Offenses s and other issues.





JERSEY COLLEGE



Teterboro Campus

Administration

Administration

Jersey College is a private, New Jersey sub-chapter S corporation. The official name of the corporation is SSS Education, Inc. The institution conducts operations under the doing-business-as name of "Jersey College." The names and titles of the corporate directors and officers of the corporation and the key administrators of the College are provided below. A listing of campus staff members and faculty at each campus is provided in the campus specific supplement to this Catalog.

Corporate Directors and Officers

Mr. Greg Karzhevsky	Chairman of the Board of Directors, CEO, Chief Financial Officer, Chancellor, and Treasurer
Mr. Steven B. Litvack, Esq.	Member of Board of Directors, President, Chief Operating Officer, Chief Legal Counsel and Secretary

Central Office Administration

Mr. Greg Karzhevsky	Chancellor
Mr. Steven B. Litvack	President
Ms. Julia Sergeyeva	Vice President for Operations
Ms. Colette Gargiulo	Provost and Vice President
Mr. Daniel Klain	Associate Vice President of Financial Aid
Ms. Maggie Jeffers	Associate Vice President of Hospital Operations
Ms. Melissa Popovich	Associate Vice President of Instructional Excellence
Ms. Nicole Saks	Associate Vice President of Educational Services
Ms. Brenda Simpson	Associate Vice President of Clinical Relations
Mr. Park Smith III	Associate Vice President of Institutional Effectiveness
Ms. Amanda Cruz	Director of Compliance
Mr. Shane Metzler	Director of Information Technology Services
Ms. Tabatha Teal	Director of Instructional Compliance
Ms. Betty Van Stadum	Director of Education for Hospital Programs
Mr. Ryan Swiezbin	In-house Counsel
Mr. David Beckford	Campus Director
Ms. Toni Castillo	Campus Director
Ms. Tamara Davis	Campus Director
Ms. Daisy Molina	Campus Director
Ms. Becky Oravec	Campus Director
Mr. Brandon Shefsky	Campus Director
Ms. Erica Babushkin	Campus Administrator
Ms. Rachel Birri	Campus Administrator
Ms. Lois Boginski	Campus Administrator
Ms. Peggy Christensen	Campus Administrator
Ms. Angela Harris	Campus Administrator
Ms. Amy Hoagland	Campus Administrator
Mr. Tesfa Miller	Campus Administrator
Mr. Brian Owens	Campus Administrator
Ms. Maribel Perez	Campus Administrator
Ms. Michele Sandlin	Campus Administrator
Ms. Laura Wagner	Campus Administrator
Ms. Constance White	Campus Administrator
Ms. Patricia Voelpel	Campus Administrator

Ms. Paige Boon	Manager of Educational Services
Ms. Keli Cherrington	Manager of Talent Acquisition
Ms. Grace Collins	Manager of Educational Services
Mr. Shawn Gilmartin	Manager of Simulation Services
Ms. Chyna Grogan	Manager of Admissions Coordinators
Ms. Jeannine Lavallo	Manager of Human Resources
Ms. Dana Littlefield	Manager of Student and Alumni Support Programs
Ms. Brittany Schrecengost	Manager of Operations
Ms. Jessica Tillett	Manager of Recruitment

The Board of Directors of Jersey College has established a Board Trustee's to assist with the academic quality of the College. The trustees are:

Ms. Judy Schmidt (Chair)	Mr. Jack Foster
Ms. Michelle Marano (Vice Chair)	Ms. Pam Rudisill
Ms. Marcia Bynoe	Mr. Vernon Zeger
Mr. Anthony Degina	Mr. David Zeltsman





JERSEY COLLEGE



Teterboro Campus

Academic Calendars

Professional Nursing Program Calendar

Teterboro, Ewing, Fort Lauderdale, Jacksonville and Tampa Campuses
(Day and Evening Classes)

2025*

Academic Terms

Winter Term	February 10, 2025 – May 2, 2025
Spring Term	May 12, 2025 – August 1, 2025
Summer Term	August 11, 2025 – October 31, 2025
Fall Term	November 10, 2025 – February 13, 2026

Breaks and Holidays

New Years Day	January 1, 2025
Good Friday	April 18, 2025
Spring Break	May 5, 2025 – May 9, 2025
Memorial Day	May 26, 2025
Independence Day	July 4, 2025
Summer Break	August 4, 2025 – August 8, 2025
Labor Day	September 1, 2025
Fall Break	November 3, 2025 – November 7, 2025
Thanksgiving	November 27, 2025 – November 28, 2025
Winter Break	December 22, 2025 – December 26, 2025
Winter Holiday	December 29, 2025 – January 2, 2026

2026*

Academic Terms

Winter Term	February 16, 2026 – May 8, 2026
Spring Term	May 18, 2026 – August 7, 2026
Summer Term	August 17, 2026 – November 6, 2026
Fall Term	November 16, 2026 – February 12, 2027

Breaks and Holidays

Good Friday	April 3, 2026
Spring Break	May 11, 2026 – May 15, 2026
Memorial Day	May 25, 2026
Summer Break	August 10, 2026 – August 14, 2026
Labor Day	September 7, 2026
Fall Break	November 9, 2026 – November 13, 2026
Thanksgiving	November 26, 2026 – November 27, 2026
Christmas Day	December 25, 2026
Winter Break	December 28, 2026 – January 1, 2027

* Program start and ends dates, vacation weeks and holidays is subject to change. Students are directed to syllabi for specific information regarding start and end dates for courses.

Professional Nursing Program Calendar

Brooksville, Cleveland, Dothan, Fort Wayne, Jenkintown, Knoxville, Largo, Mesa, Melbourne, Naples, Port Charlotte, Scranton,
Tucson and York Campuses
(Day Classes)

2025**Academic Terms*

Winter Term	January 6, 2025 – April 25, 2025**
Summer Term	May 5, 2025 – August 22, 2025
Fall Term	September 2, 2025 – December 19, 2025

Breaks and Holidays

New Years Day	January 1, 2025
Good Friday	April 18, 2025
Spring Break	April 28, 2025 – May 2, 2025
Memorial Day	May 26, 2025
Independence Day	July 4, 2025
Summer Break	August 25, 2025 – August 29, 2025
Labor Day	September 1, 2025
Thanksgiving	November 27, 2025 – November 28, 2025
Winter Break	December 22, 2025 – December 26, 2025
Winter Holiday	December 29, 2025 – January 2, 2026

2026**Academic Terms*

Winter Term	January 5, 2026 – April 24, 2026
Summer Term	May 4, 2026 – August 21, 2026
Fall Term	August 31, 2026 – December 18, 2026

Breaks and Holidays

Good Friday	April 3, 2026
Spring Break	April 27, 2026 – May 1, 2026
Memorial Day	May 25, 2026
Independence Day	July 4, 2026
Summer Break	August 24, 2026 – August 28, 2026
Labor Day	September 7, 2026
Thanksgiving	November 26, 2026 – November 27, 2026
Christmas Day	December 25, 2026
Winter Break	December 28, 2026 – January 1, 2027

* Program start and ends dates, vacation weeks and holidays is subject to change. Students are directed to syllabi for specific information regarding start and end dates for courses.

** January 2, 2025 and January 3, 2025 are regular working days for the College with faculty and staff on-campus.



Practical Nursing Program Calendar

Teterboro, Ewing, Jacksonville and Tampa Campuses

(Day Classes)

2025*

Academic Terms

Winter Term	January 2, 2025 – March 21, 2025
Spring Term	March 31, 2025 – June 20, 2025
Summer Term	June 30, 2025 – September 19, 2025
Fall Term	September 29, 2025 – December 19, 2025

Breaks and Holidays

New Years Day	January 1, 2025
Good Friday	April 18, 2025
Spring Break	March 24, 2025 – March 28, 2025
Memorial Day	May 26, 2025
Summer Break	June 23, 2025 – June 27, 2025
Independence Day	July 4, 2025
Labor Day	September 1, 2025
Fall Break	September 22, 2025 – September 26, 2025
Thanksgiving	November 27, 2025 – November 28, 2025
Winter Break	December 22, 2025 – December 26, 2025
Winter Holiday	December 29, 2025 – January 2, 2026

2026*

Academic Terms

Winter Term	January 5, 2026 – March 27, 2026
Spring Term	April 6, 2026 – June 26, 2026
Summer Term	June 30, 2026 – September 25, 2026
Fall Term	October 5, 2026 – December 24, 2026

Breaks and Holidays

Good Friday	April 3, 2026
Spring Break	March 30, 2026 – April 3, 2026
Memorial Day	May 25, 2026
Summer Break	June 29, 2026 – July 3, 2026
Labor Day	September 7, 2026
Fall Break	September 28, 2026 – October 2, 2026
Thanksgiving	November 26, 2026 – November 27, 2026
Christmas Day	December 25, 2026
Winter Break	December 28, 2026 – January 1, 2027

* Program start and ends dates, vacation weeks and holidays is subject to change. Students are directed to syllabi for specific information regarding start and end dates for courses.

Practical Nursing Program Calendar

Teterboro, Ewing, Jacksonville and Tampa Campuses

(Evening Classes)

2025*

Academic Terms

Winter/Spring Term	March 31, 2025 – August 3, 2025**
Winter Term	January 6, 2025 – April 27, 2025†
Summer Term	May 5, 2025 – August 24, 2025†
Fall Term	September 2, 2025 – December 21, 2025†

Breaks and Holidays

New Years Day	January 1, 2025
Break	March 24, 2025 - March 30, 2025**
Easter	April 20, 2025
Spring Break	April 28, 2025 – May 4, 2025†
Memorial Day	May 26, 2025
Independence Day	July 4, 2025
Summer Break	August 25, 2025 – August 31, 2025†
Labor Day	September 1, 2025
Thanksgiving	November 27, 2025 – November 28, 2025
Winter Break	December 22, 2025 – December 28, 2025
Winter Holiday	December 29, 2025 – January 2, 2026

2026*

Academic Terms

Winter Term	January 5, 2026 – April 26, 2026
Summer Term	May 4, 2026 – August 23, 2026
Fall Term	August 31, 2026 – December 20, 2026

Breaks and Holidays

Easter	April 5, 2026
Spring Break	April 27, 2026 – May 1, 2026
Memorial Day	May 25, 2026
Independence Day	July 4, 2026
Summer Break	August 24, 2026 – August 28, 2026
Labor Day	September 7, 2026
Thanksgiving	November 26, 2026 – November 27, 2026
Christmas Day	December 25, 2026
Winter Break	December 28, 2026 – January 1, 2027

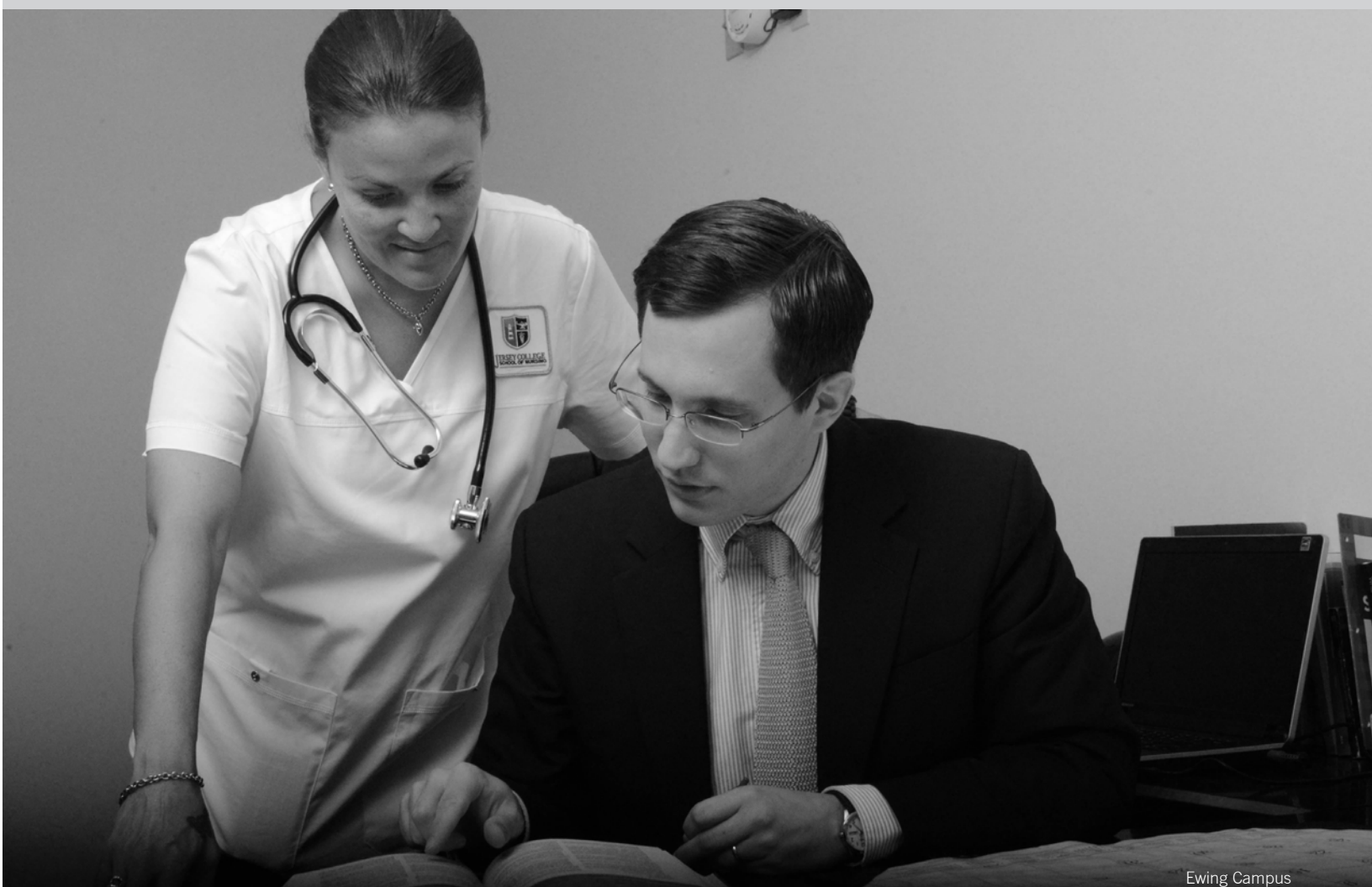
* Program start and ends dates, vacation weeks and holidays is subject to change. Students are directed to syllabi for specific information regarding start and end dates for courses.

** Students with initial enrollments prior to September 3, 2024.

† Students with initial enrollments after September 3, 2024 and those students that join such cohorts.



JERSEY COLLEGE



Ewing Campus

State Policies

The following information and policies are applicable based on the state of enrollment (listed by State alphabetical order).

Alabama

State and Regulatory Licensing and Approvals

Students enrolled in programs in the State of Alabama may contact these entities to obtain additional information or address concerns.

The Private School Licensure Division, Alabama Community College System
135 South Union Street
Montgomery, AL 36104

Alabama Board of Nursing
770 Washington Avenue
Montgomery, AL 36104

Campuses

The addresses, contact details and general hours for the campuses of Jersey College in Alabama is:

Dothan Campus (Instructional Service Center)

3850 West Main Street, Suite 500, Dothan, AL 36305
Phone: (334) 525-8711

The Dothan instructional service center is situated in Houston County. The facility is located within 0.5 miles from Flowers Hospital, the sponsoring healthcare facility for the campus. Flowers Hospital is a 235-bed, accredited hospital that offers a wide range of services. The instructional service center occupies approximately 14,000 square feet of classroom, lab, learning center and office space. The Dothan campus is typically open Monday–Thursday from 7:00 a.m.–5:00 p.m. and Fridays 7:00 a.m.–4:00 p.m.

Clinical Ratio in the Nursing Programs

The student to faculty ratio for nursing clinicals in the State of Alabama is 8:1.

Nursing Professional Development

Alabama State Nurses Association
360 N Hull Street
Montgomery, AL 36104

<https://alabamannurses.nursingnetwork.com/>

Complaints

Student complaints that have not been resolved at the institutional level may be submitted to and filed with the The Private School Licensure Division, Alabama Community College System by mail at 135 South Union Street, Montgomery, AL 36104 or by phone at 334-293-4500. For additional information on the state complaint process students are directed to <https://www.accs.edu/about-accs/private-school-licensure/complaints/>.

Board of Nursing Licensure Information

The following provides an overview of the regulations, policies and procedures related to nursing licensure in State of Alabama.¹ The information is disclosed to provide students with a summary of the licensure requirements and promote an informed decision prior to enrollment at Jersey College.

Requirements for Licensure by Examination

1. Applicants must have a valid Social Security Number. Applicants will not be able to complete the application without submitting your SSN.
2. Applicants must be a citizen or legal U.S. resident. For information on meeting this requirement, please refer to the Citizenship/Legal Presence FAQs. Applicants must complete and submit the appropriate form and supporting documentation to the Board of Nursing.
3. Applicants must have graduated from a nursing program (RN or PN) which substantially meets the same educational criteria as Alabama nursing programs.

Items to Complete for Licensure

1. Applicants must request their nursing program to submit an official transcript to the Alabama Board of Nursing in a sealed envelope. Faxed transcripts are not accepted.
2. Although Pearson Vue will allow registration for the NCLEX without an applicant submitting a middle name or Social Security Number (SSN), the Alabama Board of Nursing requires all applicants to submit this information to Pearson Vue to ensure accurate processing. The name on the ID applicants use for testing should match their Alabama Board of Nursing and Pearson Vue registration.

Licensure Fees²

Application Fee: \$125

Transaction Fee: \$3.50

-
- 1 The licensure information presented (including fees) is not intended to be an exhaustive disclosure of licensure related activities and policies. Students are advised to contact the Alabama State Board of Nursing and/or review the statutes, regulations and other procedures established by the State of Alabama and the Alabama State Board of Nursing for additional information and licensure requirements in the State of Alabama.
 - 2 The licensure fees are presented for advisory purposes only and may not include all fees required for licensure. Students are advised to visit the Arizona Board of Nursing website for licensure fees - <https://www.abn.alabama.gov/>.

State Definitions for Sexual Violence Terms

Domestic Violence: In Alabama:

“a person commits the crime of domestic violence in the first degree if the person commits the crime of assault in the first degree pursuant to Section 13A-6-20; aggravated stalking pursuant to Section 13A-6-91; or burglary in the first degree pursuant to Section 13A-7-5 and the victim is a current or former spouse, parent, step-parent, child, step-child, any person with whom the defendant has a child in common, a present household member, or a person who has or had a dating relationship with the defendant.” Alabama Code Title 13A. Criminal Code § 13A-6-130

“a person commits the crime of domestic violence in the second degree if the person commits the crime of assault in the second degree pursuant to Section 13A-6-21; the crime of intimidating a witness pursuant to Section 13A-10-123; the crime of stalking pursuant to Section 13A-6-90; the crime of burglary in the second or third degree pursuant to Sections 13A-7-6 and 13A-7-7; or the crime of criminal mischief in the first degree pursuant to Section 13A-7-21 and the victim is a current or former spouse, parent, step-parent, child, step-child, any person with whom the defendant has a child in common, a present household member, or a person who has or had a dating relationship with the defendant.” Alabama Code Title 13A. Criminal Code § 13A-6-131

“a person commits domestic violence in the third degree if the person commits the crime of assault in the third degree pursuant to Section 13A-6-22; the crime of menacing pursuant to Section 13A-6-23; the crime of reckless endangerment pursuant to Section 13A-6-24; the crime of criminal coercion pursuant to Section 13A-6-25; the crime of harassment pursuant to subsection (a) of Section 13A-11-8; the crime of criminal surveillance pursuant to Section 13A-11-32; the crime of harassing communications pursuant to subsection (b) of Section 13A-11-8; the crime of criminal trespass in the third degree pursuant to Section 13A-7-4; the crime of criminal mischief in the second or third degree pursuant to Sections 13A-7-22 and 13A-7-23; or the crime of arson in the third degree pursuant to Section 13A-7-43; and the victim is a current or former spouse, parent, step-parent, child, step-child, any person with whom the defendant has a child in common, a present household member, or a person who has or had a dating relationship with the defendant.” Alabama Code Title 13A. Criminal Code § 13A-6-132

Dating Violence: The law does not define dating violence in Alabama.

Sexual Assault: In Alabama:

“a person commits the crime of sexual misconduct if he or she does any of the following: (1) Engages in sexual intercourse with another person without his or her consent, under circumstances other than those covered by Sections 13A-6-61 and 13A-6-62; or with consent where consent was

obtained by the use of any fraud or artifice. (2) Engages in sodomy with another person, without his or her consent, under circumstances other than those covered by Sections 13A-6-63 and 13A-6-64; or with consent where consent was obtained by the use of fraud or artifice. (3) Engages in sexual contact with another person without his or her consent under circumstances other than those under Sections 13A-6-66, 13A-6-67, and 13A-6-69.1; or with consent where consent was obtained by the use of fraud or artifice.” Alabama Code Title 13A. Criminal Code § 13A-6-65

“a person commits the crime of sexual torture if he or she does any of the following: (1) Penetrates the vagina, anus, or mouth of another person with an inanimate object, by forcible compulsion, with the intent to sexually torture, sexually abuse, or to gratify the sexual desire of either party. (2) Penetrates the vagina, anus, or mouth of a person who is incapable of consent by reason of being incapacitated, with an inanimate object, with the intent to sexually torture, sexually abuse, or to gratify the sexual desire of either party. (3) Penetrates the vagina, anus, or mouth of a person who is less than 12 years old, with an inanimate object, by a person who is 16 years old or older with the intent to sexually torture, sexually abuse, or to gratify the sexual desire of either party. (4) By inflicting physical injury, including, but not limited to, burning, crushing, wounding, mutilating, or assaulting the sex organs or intimate parts of another person, with the intent to sexually torture, sexually abuse, or to gratify the sexual desire of either party.” Alabama Code Title 13A. Criminal Code § 13A-6-65.1

“a person commits the crime of sexual abuse in the first degree if he or she does either of the following: (1) Subjects another person to sexual contact by forcible compulsion. (2) Subjects another person to sexual contact who is incapable of consent by reason of being incapacitated.” Alabama Code Title 13A. Criminal Code § 13A-6-66

“a person commits the crime of sexual abuse in the second degree if he or she does either of the following: (1) Subjects another person to sexual contact who is incapable of consent by reason of some factor other than being less than 16 years old. (2) Being 19 years old or older, subjects another person to sexual contact who is less than 16 years old, but more than 12 years old.” Alabama Code Title 13A. Criminal Code § 13A-6-67

Consent: Alabama defines lack of consent as resulting “from either of the following: (1) Forcible compulsion. (2) Being incapable of consent. ... A person is deemed incapable of consent if he or she is either: (1) Less than 16 years old. (2) Incapacitated.” Alabama allows consent to engage in “sexual intercourse, sodomy, sexual acts, or sexual contact may be communicated by words or actions. The existence of a current or previous marital, dating, social, or sexual relationship with the defendant is not sufficient to constitute consent. Evidence that the victim suggested, requested, or otherwise communicated to the defendant that the defendant use a condom or other birth control device or sexually transmitted disease

State Policies

protection, without additional evidence of consent, is not sufficient to constitute consent.” Alabama Code Title 13A. Criminal Code § 13A-6-70

Stalking: In Alabama, stalking occurs when:

“a person who intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm is guilty of the crime of stalking in the first degree.” Alabama Code Title 13A. Criminal Code § 13A-6-90

“a person who, acting with an improper purpose, intentionally and repeatedly follows, harasses, telephones, or initiates communication, verbally, electronically, or otherwise, with another person, any member of the other person’s immediate family, or any third party with whom the other person is acquainted, and causes material harm to the mental or emotional health of the other person, or causes such person to reasonably fear that his or her employment, business, or career is threatened, and the perpetrator was previously informed to cease that conduct is guilty of the crime of stalking in the second degree.” Alabama Code Title 13A. Criminal Code § 13A-6-90.1

“a person who violates the provisions of Section 13A-6-90(a) [or 13A-6-90.1] and whose conduct in doing so also violates any court order or injunction is guilty of the crime of aggravated stalking in the first degree”

Sexual Offenders Registry: <https://www.alea.gov/node/43>

The following hotlines are available in the State of Alabama for additional help with Sex-Based Offenses and other issues:

National STD Hotline:	919-361-8488
Lifelines Family Counseling Center Crisis Line:	800-718-7273
Alabama Domestic Violence Hotline:	800-650-6522
24/7 Addiction Helpline	844-307-1760
Women, Infants, and Children (WIC) Hotline:	800-252-1818

Refund Policies

Jersey College adheres to the following policy in determining refunds of tuition and fees paid in advance or sums due to the College when a student withdraws or is terminated from the College prior to the completion of a course or a program. For purposes of the refund policies, a working day means a day other than a Saturday, Sunday, or state or federal holiday.

Cancellation of Program or Course

If tuition and fees are collected in advance of the start date of a program or course and Jersey College cancels the program or course, as applicable, 100% of the tuition and fees (including fees identified as non-refundable) collected are refundable. Such refunds, when due, will be made by Jersey College within forty-five (45) days of the planned start date. Where a program or course is canceled, an individual is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.

Withdrawal or Termination On or Before the First Day of Class or Within Three Days of Enrollment Agreement

Individuals accepted into a program or course at Jersey College may withdraw from the scheduled program or course in person or in writing before or on the first day of the scheduled start date for such program/course or within three (3) working days from the individual signing an enrollment agreement. Refunds of tuition paid in advance or sums due the college when a person withdraws or is terminated from Jersey College prior to or on the first day of class or within three (3) working days from the individual signing an enrollment agreement will be determined as follows:

1. All tuition paid by students will be refunded.
2. All fees paid by students will be refunded, except any obligation or other fee (equipment, supplies, books, kits, background checks, drug screenings, uniforms or other materials) which are not returnable as a result of use or not returned within three (3) days of the date of withdrawal/termination.
3. Refunds, when due, will be made without requiring a request from the individual withdrawing or being terminated.
4. Refunds, when due, will be made within forty-five (45) days of the program/class start date.

A person accepted into a program or course not requesting withdrawal on or before the scheduled starting date or within three (3) working days from the individual signing an enrollment agreement will be considered a student and refunds, when due, will be calculated as set forth under “State Policies - Alabama - Refund Policies - Withdrawal or Termination After the First Day of Class”.

Students Enrolled Prior to Visiting the Institution

Students who have not visited Jersey College's facilities prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at orientation or a tour of the facilities and inspection of the equipment. A student who has not visited Jersey College's facilities prior to enrollment and has not withdrawn within the three-day period will be considered a student and refunds, when due, will be calculated as set forth under "State Policies - Alabama - Refund Policies - Withdrawal or Termination After the First Day of Class".

Refunds, when due under this section will be made within forty-five (45) days of the withdrawal date. A student withdrawing under this section is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.

Withdrawal or Termination After the First Day of Class

Refunds of tuition and fees in a credit hour program paid in advance or sums due to the college when students withdraw or are terminated from Jersey College after the first day of class will be determined as follows:

1. Students will be responsible to Jersey College for tuition and tuition will be refundable as set forth in the following charts.

16 Week Course Time of Withdrawal/ Termination and Period of Obligation	Refundable Amount	Student Responsibility to Jersey College
Weeks 1 - 2	90% of tuition	10% of tuition
Weeks 3 - 4	50% of tuition	50% of tuition
Weeks 5 - 8	25% of tuition	75% of tuition
Weeks 9 - 16	No refund	100% of tuition

14 Week Course Time of Withdrawal/ Termination and Period of Obligation	Refundable Amount	Student Responsibility to Jersey College
Weeks 1 - 2	90% of tuition	10% of tuition
Weeks 3 - 4	50% of tuition	50% of tuition
Weeks 5 - 7	25% of tuition	75% of tuition
Weeks 8 - 14	No refund	100% of tuition

2. Students will be responsible to Jersey College for incurred term-based fees (enrollment, and technology and verification fees).
3. Students will be responsible to Jersey College for all equipment, supplies, books, kits, drug screenings, uniforms or other materials issued to or purchased on behalf of the student.
4. For all other fee amounts owed, refunds shall be based upon the extent to which the student has benefited.
5. A student who withdraws or is terminated after the first day of class is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.
6. Refunds, when due, will be made within forty-five (45) days of the effective date of withdrawal or termination.

Return of Title IV Funds

The federal government has established a Return of Title IV Funds (R2T4) Policy. This policy requires Jersey College to perform a Return of Title IV funds calculation for Title IV recipients withdrawing or being terminated from their program of study after entering the institution and before completing 60.1% of the payment period. This calculation determines the amount of Title IV funds that a student has earned and the amount that must be returned to the federal programs. The amount of assistance that a student has earned is determined on a pro rata basis. For example, if a student completed 30% of a payment period or period of enrollment, the student earns 30% of the assistance the student was originally scheduled to receive. Once the student has completed more than 60% of the payment period or period of enrollment, the student earns all the assistance that such student was scheduled to receive for that period.

All unearned Title IV funds will be returned to the applicable federal program within forty-five (45) days from the effective date of withdrawal or termination. Students remain liable to Jersey College for all tuition and fees earned and not paid from Title IV or other funds.

Course Repeats

Tuition, fees and instructional charges related to course repeats in a credit program are refundable as set forth under "State Policies - Alabama - Refund Policies - Withdrawal or Termination After the First Day of Class".

Violation of Code of Alabama §16-46-1(7) and (8) (1975)

A full refund is due students whose contracted educational services are denied by Jersey College as a result of economic or academic fraud as defined in the Code of Alabama §16-46-1(7) and (8) (1975).

Arizona

State and Regulatory Licensing and Approvals

Students enrolled in programs in the State of Arizona may contact these entities to obtain additional information or address concerns.

Arizona State Board for Private Post Secondary Education
1740 W. Adams Street, #3008
Phoenix, AZ 85007

Arizona State Board of Nursing
1740 W Adams Street
Phoenix, AZ 85007

Campuses

The addresses, contact details and general hours for the campuses of Jersey College in Arizona are:

Mesa Campus (Instructional Service Center)

10238 East Hampton Avenue
Mesa, AZ 85209
Phone: (480) 520-8911

Tucson Campus (Instructional Service Center)

1980 West Hospital Drive
Tucson, AZ 85704
Phone: (520) 210-8900

The Mesa instructional service center is situated in Maricopa County. The facility is located in Mesa, Arizona. The instructional service center is composed of approximately 11,000 square feet of classroom, lab, learning center and office space. The Mesa campus is typically open Monday–Thursday from 7:00 a.m.–5:00 p.m. and Fridays 7:00 a.m.–4:00 p.m.

The Tuscon instructional service center is situated in Pima County. The facility is located within the Northwest Medical Center campus in Tucson, Arizona. Northwest Medical Center is a 300-bed Joint Commission Accredited full-service hospital. The instructional service center is composed of approximately 11,000 square feet of classroom, lab, learning center and office space. The Tuscon campus is typically open Monday–Thursday from 7:00 a.m.–5:00 p.m. and Fridays 7:00 a.m.–4:00 p.m.

Clinical Ratio in the Nursing Programs

The student to faculty ratio for nursing clinicals in the State of Arizona ranges from 5:1 to 10:1.

Nursing Professional Development

Arizona Nurses Association
1850 E Southern Ave #1
Tempe, AZ 85282
www.aznurse.org

Appeals to Arizona Board for Private Postsecondary

Any person may report to the Arizona Board for Private Postsecondary Education any information which shows that a person licensed pursuant to Chapter 32 of the Arizona Revised Statutes constitutes a threat to the public health, safety and welfare.

If a student's complaint cannot be resolved after exhausting Jersey College's appeal process, a student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details.

The Arizona Board for Private Postsecondary Education may be contacted at:
1740 W. Adams Street, #3008
Phoenix, AZ 85007
Phone #: 602-542-5709
Website address: <http://ppse.az.gov>

For additional information on the state complaint process students are directed to <https://ppse.az.gov/student-complaint-procedure>.

Board of Nursing Licensure Information

The following provides an overview of the regulations, policies and procedures related to nursing licensure in State of Arizona.¹ The information is disclosed to provide students with a summary of the licensure requirements and promote an informed decision prior to enrollment at Jersey College.

Requirements for Licensure by Examination

1. Registered nursing applicants must hold a Diploma, Associate Degree or Baccalaureate Degree in Nursing from an approved program. Licensed Practical Nursing applicants must hold a Diploma or Certificate from an approved program.
2. Applicants must achieve a passing score on National Council Licensure Examination ("NCLEX exam").

¹ The licensure information presented (including fees) is not intended to be an exhaustive disclosure of licensure related activities and policies. Students are advised to contact the Arizona State Board of Nursing and/or review the statutes, regulations and other procedures established by the State of Arizona and the Arizona State Board of Nursing for additional information and licensure requirements in the State of Arizona.

- Applicants that graduated from out of state schools (i.e., non-Arizona approved nursing programs) must provide the Arizona State Board of Nursing with an official transcript that includes graduation dates and type of degree, and such transcript must be sent directly from the school to the Board.
- Applicants under investigation must obtain prior Board of Nursing approval prior to applying.

Items to Complete for Licensure

- Complete NCLEX registration
- Request official transcripts be sent to the Board of Nursing
- Submit Citizenship/Nationality/Alien status documentation to Board of Nursing
- Submit Fingerprint card: Applicants are required to submit a full set of fingerprints, unless you have submitted a fingerprint card to the Arizona State Board of Nursing within the previous two years.

Felony Convictions

The Board of Nursing shall revoke a nursing license or multistate privileges or deny licensure if the applicant has one or more felony convictions that have not previously been disclosed to the Board and such applicant has not received an absolute discharge from the sentences for all felony convictions three (3) or more years prior to the date of filing an application. In such cases, the nursing application will be processed, and either (i) the application will be denied by the Board of Nursing or (ii) proceedings for revocation of the Arizona license or multistate privileges in Arizona shall be instituted by the Board of Nursing.

Reporting of Criminal Charges

Applicants for licensure/certification must notify the Arizona State Board of Nursing of criminal charges within ten (10) days of being charged.

Licensure Fees²

Application Fee: \$150

NCLEX Fee: \$150

Background Check Fee: up to \$50 (required, unless submitted within the previous two years.

² The licensure fees are presented for advisory purposes only and may not include all fees required for licensure. Students are advised to visit the Arizona Board of Nursing website for licensure fees - <https://www.azbn.gov/>. Fees are subject to change without notice by the Arizona State Board of Nursing or other applicable agencies.

State Definitions for Sexual Violence Terms

Domestic Violence: The State of Arizona defines domestic violence as, “any act that is a dangerous crime against children as defined in section 13-705 or an offense prescribed in section 13-1102, 13-1103, 13-1104, 13-1105, 13-1201, 13-1202, 13-1203, 13-1204, 13-1302, 13-1303, 13-1304, 13-1406, 13-1425, 13-1502, 13-1503, 13-1504, 13-1602 or 13-2810, section 13-2904, subsection A, paragraph 1, 2, 3 or 6, section 13-2910, subsection A, paragraph 8 or 9, section 13-2915, subsection A, paragraph 3 or section 13-2916, 13-2921, 13-2921.01, 13-2923, 13-3019, 13-3601.02 or 13-3623, if any of the following applies:

- The relationship between the victim and the defendant is one of marriage or former marriage or of persons residing or having resided in the same household.
- The victim and the defendant have a child in common.
- The victim or the defendant is pregnant by the other party.
- The victim is related to the defendant or the defendant’s spouse by blood or court order as a parent, grandparent, child, grandchild, brother or sister or by marriage as a parent-in-law, grandparent-in-law, stepparent, step-grandparent, stepchild, step-grandchild, brother-in-law or sister-in-law.
- The victim is a child who resides or has resided in the same household as the defendant and is related by blood to a former spouse of the defendant or to a person who resides or who has resided in the same household as the defendant.
- The relationship between the victim and the defendant is currently or was previously a romantic or sexual relationship. The following factors may be considered in determining whether the relationship between the victim and the defendant is currently or was previously a romantic or sexual relationship:
 - The type of relationship.
 - The length of the relationship.
 - The frequency of the interaction between the victim and the defendant.
 - If the relationship has terminated, the length of time since the termination.” ARS 13-3601

Sexual Assault: In the State of Arizona a “person commits sexual assault by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.” ARS 13-1406(A)

Consent: The State of Arizona defines “without consent to include[] any of the following:

- The victim is coerced by the immediate use or threatened use of force against a person or property.
- The victim is incapable of consent by reason of mental disorder, mental defect, drugs, alcohol, sleep or any other similar impairment of cognition and such condition is known or should have reasonably been known

to the defendant. For the purposes of this subdivision, “mental defect” means the victim is unable to comprehend the distinctively sexual nature of the conduct or is incapable of understanding or exercising the right to refuse to engage in the conduct with another.

(c) The victim is intentionally deceived as to the nature of the act.

(d) The victim is intentionally deceived to erroneously believe that the person is the victim’s spouse.” ARS 13-1401(A)(7)

Stalking: In the State of Arizona a “person commits stalking if the person intentionally or knowingly engages in a course of conduct that is directed toward another person and if that conduct causes the victim to:

1. Suffer emotional distress or reasonably fear that either:
 - (a) The victim’s property will be damaged or destroyed.
 - (b) Any of the following will be physically injured:
 - (i) The victim.
 - (ii) The victim’s family member, domestic animal or livestock.
 - (iii) A person with whom the victim has or has previously had a romantic or sexual relationship.
 - (iv) A person who regularly resides in the victim’s household or has resided in the victim’s household within the six months before the last conduct occurred.
2. Reasonably fear death or the death of any of the following:
 - (a) The victim’s family member, domestic animal or livestock.
 - (b) A person with whom the victim has or has previously had a romantic or sexual relationship.
 - (c) A person who regularly resides in the victim’s household or has resided in the victim’s household within the six months before the last conduct occurred.” ARS 13-2923

Sexual Offenders Registry: <https://www.azdps.gov/services/public/offender>.

The following hotlines are available in the State of Arizona for additional help with Sex-Based Offenses and other issues:

AZ Coalition to End Sexual & Domestic Violence	602-279-2900
Arizona Rape Crisis Center	877-698-0899
AZ Dept. of Corrections Victim Assistance	866-787-7233
AZ AIDS/HIV Hotline	800-448-0440
AZ Family Resource Guide	800-656-4673
AZ Statewide Crisis Hotline	844-534-4673

Refund Policies

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Cancellation of Program or Course

If tuition and fees are collected in advance of the start date of a program or course and Jersey College cancels the program or course, as applicable, 100% of the tuition and fees collected are refundable. Such refunds, when due, will be made by Jersey College within thirty (30) days of the planned start date. Where a program or course is canceled, an individual is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.

Withdrawal or Termination On or Before the First Day of Class or Within Three Days of Enrollment Agreement

Individuals accepted into a program or course at Jersey College may withdraw from the scheduled program or course in person or in writing before or on the first day of the scheduled start date for such program/course or within three (3) working days from the individual signing an enrollment agreement. Refunds of tuition paid in advance or sums due the college when a person withdraws or is terminated from Jersey College prior to or on the first day of class or within three (3) working days from the individual signing an enrollment agreement will be determined as follows:

1. All tuition paid by students will be refunded.
2. All fees paid by students will be refunded, except any obligation or other fee (equipment, supplies, books, kits, background checks, drug screenings, uniforms or other materials) which are not returnable as a result of use or not returned within three (3) days of the date of withdrawal/termination.
3. Refunds, when due, will be made without requiring a request from the individual withdrawing or being terminated.
4. Refunds, when due, will be made within thirty (30) days of the program/class start date.

A person accepted into a program or course not requesting withdrawal on or before the scheduled starting date or within three (3) working days from the individual signing an enrollment agreement will be considered a student and refunds, when due, will be calculated as set forth under “State Policies - Arizona - Refund Policies - Withdrawal or Termination After the First Day of Class”.

Students Enrolled Prior to Visiting the Institution

Students who have not visited Jersey College's facilities prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at orientation or a tour of the facilities and inspection of the equipment. A student who has not visited Jersey College's facilities prior to enrollment and has not withdrawn within the three-day period will be considered a student and refunds, when due, will be calculated as set forth under "State Policies - Arizona - Refund Policies - Withdrawal or Termination After the First Day of Class".

Refunds, when due under this section will be made within thirty (30) days of the withdrawal date. A student withdrawing under this section is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.

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Refunds of tuition and fees in a credit hour program paid in advance or sums due to the college when students withdraw or are terminated from Jersey College after the first day of class will be determined as follows:

1. Students will be responsible to Jersey College for tuition and tuition will be refundable as set forth in the following charts.

16 Week Course Time of Withdrawal/ Termination and Period of Obligation	Refundable Amount	Student Responsibility to Jersey College
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Weeks 5 - 8	25% of tuition	75% of tuition
Weeks 9 - 16	No refund	100% of tuition

14 Week Course Time of Withdrawal/ Termination and Period of Obligation	Refundable Amount	Student Responsibility to Jersey College
Weeks 1 - 2	90% of tuition	10% of tuition
Weeks 3 - 4	50% of tuition	50% of tuition
Weeks 5 - 7	25% of tuition	75% of tuition
Weeks 8 - 14	No refund	100% of tuition

2. Students will be responsible to Jersey College for incurred term-based fees (enrollment, and technology and verification fees).
3. Students will be responsible to Jersey College for all equipment, supplies, books, kits, drug screenings, uniforms or other materials issued to or purchased on behalf of the student.
4. For all other fee amounts owed, refunds shall be based upon the extent to which the student has benefited.
5. A student who withdraws or is terminated after the first day of class is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.
6. Refunds, when due, will be made within thirty (30) days of the effective date of withdrawal or termination.

Return of Title IV Funds

The federal government has established a Return of Title IV Funds (R2T4) Policy. This policy requires Jersey College to perform a Return of Title IV funds calculation for Title IV recipients withdrawing or being terminated from their program of study after entering the institution and before completing 60.1% of the payment period. This calculation determines the amount of Title IV funds that a student has earned and the amount that must be returned to the federal programs. The amount of assistance that a student has earned is determined on a pro rata basis. For example, if a student completed 30% of a payment period or period of enrollment, the student earns 30% of the assistance the student was originally scheduled to receive. Once the student has completed more than 60% of the payment period or period of enrollment, the student earns all the assistance that such student was scheduled to receive for that period.

All unearned Title IV funds will be returned to the applicable federal program within forty-five (45) days from the effective date of withdrawal or termination. Students remain liable to Jersey College for all tuition and fees earned and not paid from Title IV or other funds.

Course Repeats

Tuition, fees and instructional charges related to course repeats in a credit program are refundable as set forth under "State Policies - Arizona - Refund Policies - Withdrawal or Termination After the First Day of Class".

Florida

State and Regulatory Licensing and Approvals

Students enrolled in programs in the State of Florida may contact these entities to obtain additional information or address concerns.

Licensed by: Florida Commission for Independent Education, Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
(888) 224-6684

The Florida Board of Nursing
4052 Bald Cypress Way, Bin #C02
Tallahassee, Florida 32399-3257

Programmatic Nursing Accreditation

The Professional Nursing (Associate Degree) programs at the Fort Lauderdale, Jacksonville, and Tampa campuses located in Sunrise, FL; Jacksonville, FL and Tampa, FL, respectively are 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 Professional Nursing programs is Continuing Accreditation. View the public information disclosed by the ACEN regarding these programs at www.acenursing.us/accreditedprograms/programSearch.htm.

The Professional Nursing (Associate Degree) programs at the Largo and Port Charlotte campuses located in Largo, FL and Port Charlotte, FL, respectively are 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 Professional Nursing programs is Initial Accreditation. View the public information disclosed by the ACEN regarding these programs at www.acenursing.us/accreditedprograms/programSearch.htm.

Campuses

The addresses, contact details and general hours for the campuses of Jersey College in Florida are:

Brooksville Campus (Instructional Service Center)

17222 Hospital Boulevard
Brooksville, FL 34601
Phone: (352) 325-2550

The Brooksville instructional service center is situated in Hernando County. The facility is located within the Tampa General Hospital Brooksville campus in Brooksville Florida. Tampa General Hospital Brooksville is a 120-bed Joint Commission Accredited acute care facility. The instructional service center is composed of approximately 13,000 square feet of classroom, lab, learning center and office space. The Brooksville campus is typically open Monday–Thursday from 7:00 a.m.–5:00 p.m. and Fridays 7:00 a.m.–4:00 p.m.

Fort Lauderdale Campus

7775 West Oakland Park Boulevard
Sunrise, FL 33351
Phone: (954) 321-8890

The Fort Lauderdale campus is located in Broward County. The campus is located close to Interstate 95, Interstate 595 and Route 869 (Sawgrass Expressway) on Oakland Park Blvd. The facility offers educational opportunities for residents in Broward, Miami-Dade, Hendry and Collier County in Florida. Our facility occupies over 40,000 square feet of classroom, lab, learning center and office space. The Fort Lauderdale campus is typically open Monday–Thursday from 7:00 a.m.–10:00 p.m. and Fridays 7:00 a.m.–4:00 p.m and Saturdays from 7:00 a.m.–3:30 p.m.

Jacksonville Campus

8131 Baymeadows Circle West
Jacksonville, FL 32256
Phone: (904) 733-3588

The Jacksonville campus is located in Duval County on the Southside in the Baymeadows area. The campus is dedicated to the memory of Ms. Maryanne Moore, who was instrumental in the development and support of students, faculty and staff. The facility is approximately ten miles from downtown Jacksonville. The campus is conveniently located off of Interstate 95 on Baymeadows. The facility offers educational opportunities for residents in Duval, Clay, St. Johns and Nassau County in Florida. Our facility occupies more than 30,000 square feet of classroom, lab, learning center and office space. The Jacksonville campus is typically open Monday–Thursday from 7:00 a.m.–10:00 p.m. and Fridays 7:00 a.m.–4:00 p.m.

Largo Campus (Instructional Service Center)

2025 Indian Rocks Road
 Largo, FL 33774
 Phone: (727) 202-9191

The Largo instructional service center is situated in Pinellas County. The facility is located in the Indian Rocks campus of Largo West Hospital. HCA Largo Hospital is a 455-bed teaching hospital with three campuses and other facilities in Largo, Florida. The instructional service center occupies approximately 5,000 square feet of classroom, lab, learning center and office space in the hospital. The Largo campus is typically open Monday–Thursday from 7:00 a.m.–5:00 p.m. and Fridays 7:00 a.m.–4:00 p.m.

Melbourne Campus (Instructional Service Center)

240-250 N Wickham Road
 Melbourne, FL 34114
 Phone: (321) 378-0097

The Melbourne instructional service center is situated in Brevard County. The facility is located within the Orlando Health Melbourne Hospital campus in Melbourne Florida. Orlando Health Melbourne Hospital is a 105-bed Joint Commission Accredited acute care facility. The instructional service center is composed of approximately 15,000 square feet of classroom, lab, learning center and office space. The Melbourne campus is typically open Monday–Thursday from 7:00 a.m.–5:00 p.m. and Fridays 7:00 a.m.–4:00 p.m.

Naples Campus (Instructional Service Center)

8340 Collier Boulevard
 Naples, FL 34114
 Phone: (239) 203-2700

The Naples instructional service center is situated in Collier County. The facility is located within the Physicians Regional Medical Center - Collier Boulevard campus in Naples Florida. Physicians Regional Medical Center is a 209-bed Joint Commission Accredited acute care facility. The instructional service center is composed of approximately 10,000 square feet of classroom, lab, learning center and office space. The Naples campus is typically open Monday–Thursday from 7:00 a.m.–5:00 p.m. and Fridays 7:00 a.m.–4:00 p.m.

Port Charlotte Campus (Instructional Service Center)

2450 Harbor Boulevard
 Port Charlotte, FL 33952
 Phone: (941) 300-2310

The Port Charlotte instructional service center is situated in Charlotte County. The facility is located within the ShorePoint Health campus in Port Charlotte, Florida. ShorePoint Health Port Charlotte is a 254-bed Joint Commission Accredited full-service hospital. The instructional service center is composed of approximately 7,000 square feet of classroom, lab, learning center and office space. The Port Charlotte campus is typically open Monday–Thursday from 7:00 a.m.–5:00 p.m. and Fridays 7:00 a.m.–4:00 p.m.

Tampa Campus

3625 Queen Palm Drive
 Tampa, FL 33619
 Phone: (813) 246-5111

The Tampa campus is located in Tampa, Florida in the Greater Brandon Area. The facility is approximately five miles from downtown Tampa located off I-75 and easily accessible to I-4. The building is situated off of Falkenburg Road, between Martin Luther King Boulevard and Route 60 (Brandon Boulevard) in Sabal Business Center VII. The facility offers educational opportunities for residents in Hillsborough, Pinellas and Pasco Counties in Florida. Our facility occupies more than 40,000 square feet of classroom, lab, learning center and office space. The Tampa campus is typically open Monday–Thursday from 7:00 a.m.–10:00 p.m. and Fridays 7:00 a.m.–4:00 p.m.

Florida State Grants and Scholarships

Jersey College is eligible to participate in the following programs in the State of Florida:

- Florida Bright Futures Scholarship Program
- Florida Postsecondary Student Assistance Grant Program (FSAG)
- José Martí Scholarship Challenge Grant
- Scholarships for Children/Spouses of Deceased or Disabled Veterans

The Florida Student Assistance Grant is a need-based grant program available to degree-seeking, resident, undergraduate students who demonstrate substantial financial need and are enrolled in participating postsecondary institutions.

To be eligible for the FSAG grant, a student must: (i) be a Florida resident and a U.S. citizen or eligible non-citizen; (ii) not owe a repayment or be in default under any state or federal grant, loan, or scholarship program unless satisfactory arrangements to repay have been made; (iii) not have previously received a baccalaureate degree; (iv) enroll for a minimum of 12 credit hours per term, or the equivalent, in an associate or baccalaureate degree program; and (v) meet Florida's general eligibility requirements for receipt of state aid. In addition, eligibility for the FSAG grant requires the demonstration of financial need, which is accomplished by completing the Free Application for Federal Student Aid (FAFSA) -- in time and error free. The amount of financial need is based on a methodology established by the State of Florida, which determines needs as follows: Institutional Cost of Education less (i) Expected Family Contribution, (ii) Pell Award and (iii) Other sources of financial aid (except student loans).

To be eligible to renew the FSAG grant, a student must have earned (i) at least a 2.0 cumulative GPA for each term in which an award was received during the previous academic year, and (ii) at least 12 credit hours (on average) for each term in which the award was received during the previous academic year.

Eligibility for the FSAG grant and demonstration of financial need does not guarantee any award under the FSAG program. Grants under the FSAG are limited by (i) the funding Jersey College receives from the State of Florida, (ii) the minimum and maximum award level per student set by the State of Florida, (iii) the maximum award level established by Jersey College each August, (iv) number of eligible participants and (v) a student's determined need as set forth below.

Term-based grants are typically disbursed during the Fall, Winter and Spring academic terms based on student need in that term. Awards are disbursed based on a need-based ranking methodology, with the student demonstrating the greatest need receiving funds first. In the event that more than one student demonstrates equal need while utilizing the need-based ranking methodology, Jersey College will distribute grant funding based on (i) the initial FAFSA filing date of each such student

(with the earlier date receiving funds first) and (ii) alphabetical order by last name and then first name if the FAFSA filing dates are the same.

Jersey College Scholarships and Group-Specific Tuition Rates

Students enrolling in the Advanced Placement option of the Professional Nursing program at the Largo campus are eligible to receive the Largo NurseLife Award, which is a tuition rate reduction of \$67.00 per semester credit by submitting proof of successful completion of prior nursing education from an approved/accredited Practical Nursing program and proof of a current, active, unencumbered LPN license. This award is available to students with an initial College enrollment date of May 2, 2022 or thereafter.

Supplemental Admission Policies

In addition to meeting the US DOE definition for high school education, applicants must meet the following: For a Florida campus-based program "evidence of a high school graduation diploma, general equivalency diploma, or its equivalent" (Florida Statutes Rule 6E-2.004(4)(m)3, Fla. Admin. Code).

Clinical Ratio in the Nursing Programs

The student to faculty ratio for nursing clinicals in the State of Florida ranges from 5:1 to 18:1.

Nursing Professional Development

Florida Nurses Association

P.O. Box 566985

Orlando, FL 32853-6985

www.fnsa.net

Complaints

Student complaints that have not been resolved at the institutional level may be submitted to and filed with the Florida Commission for Independent Education, Florida Department of Education by mail at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400 or by phone at (888) 224-6684. For additional information on the state complaint process students are directed to <https://www.fldoe.org/policy/cie/student-concerns.stml>.

Supplemental Student Conduct Policies

It is a breach of the Student Conduct Policies to violate Rule 6E-7.001 of 553.865, F.S.

Board of Nursing Licensure Information

The following provides an overview of the regulations, policies and procedures related to nursing licensure in State of Florida.¹ The information is disclosed to provide students with a summary of the licensure requirements and promote an informed decision prior to enrollment at Jersey College.

Requirements for Licensure by Examination

1. Graduation from a Florida approved or accredited nursing education program as defined in Section 464.003, F.S.;
2. Graduation from an Accreditation Commission for Education in Nursing (ACEN) or Commission on Collegiate Nursing Education (CCNE) accredited nursing program that has been issued an NCLEX code by NCSBN;
3. Graduation from a nursing education program that is approved or recognized by the jurisdiction in which it is based and that has been issued an NCLEX code by the National Council of State Boards of Nursing (NCSBN);
4. Graduation from a military nursing education program that has been issued an NCLEX code by NCSBN;
5. Graduation from a generic Master of Science in Nursing (MSN) or higher program that has been issued an NCLEX code by NCSBN;
6. Graduation from a non-NCSBN jurisdiction, i.e., Puerto Rico, or international nursing education program that the board determines to be equivalent to an approved program; or
7. Canadian Registered Nurses who took the Canadian Nurses Association Testing Service (CNATS) Examination after August 5, 1995, must take the NCLEX Examination unless licensed in another state or territory. If test scores are in an acceptable range, Canadian Registered Nurse applicants who took the CNATS prior to August 8, 1995, may be eligible for endorsement. Unless licensed in another U.S. state or territory, or have taken the NCLEX, Canadian Licensed Practical Nurses are required to apply by examination

Applicants with Criminal History

Any applicant who has ever been found guilty of, or pled guilty or no contest/nolo contendere to any charge other than a minor traffic offense must list each offense on the application. Reckless driving, driving while license suspended or revoked (DWLSR), driving under the influence (DUI) or driving while impaired (DWI) are not considered minor traffic offenses by the Florida Board of Nursing. Failure to disclose criminal history may result in denial of an application. Each application is reviewed on its own merits.

¹ The licensure information presented (including fees) is not intended to be an exhaustive disclosure of licensure related activities and policies. Students are advised to contact the Florida State Board of Nursing and/or review the statutes, regulations and other procedures established by the State of Florida and the Florida State Board of Nursing for additional information and licensure requirements in the State of Florida.

The Florida Board of Nursing has created guidelines for specific offenses to be cleared in the board office; however, the staff of the Florida Board of Nursing cannot make determinations in advance as laws and rules do change over time. Violent crimes and repeat offenders are required to be presented to the Florida Board of Nursing for review. Evidence of rehabilitation is important to the Florida Board Members when making licensure decisions.

Applicants with prior criminal convictions may be required to submit the following documentation to the Florida Board of Nursing:

- *Final Dispositions/Arrest Records* – Final disposition records for offenses can be obtained at the clerk of the court in the arresting jurisdiction. If the records are not available, applicants must have a letter on court letterhead sent to the Florida Board of Nursing from the Clerk of the Court attesting to their unavailability.
- *Completion of Probation/Parole/Sanctions* – Probation and financial sanction records for offenses can be obtained at the clerk of the court in the arresting jurisdiction. Parole records for offenses can be obtained from the Department of Corrections or at the clerk of the court in the arresting jurisdiction. If the records are not available, applicants must have a letter on court letterhead sent from the clerk of the court to the Florida Board of Nursing attesting to their unavailability.
- *Self-Explanation* – Applicants who have listed offenses on the application must submit a letter in their own words describing the circumstances of the offense.
- *Letters of Recommendation* – Applicants who have listed offenses on the application must submit 3-5 professional letters of recommendation from individuals the applicants have worked for or with.

Health Care Fraud: Disqualification for License, Certificate, or Registration Effective July 1, 2012, Section 456.0635, Florida Statutes (F.S.), provides that health care boards or the department shall refuse to issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant:

1. Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under Chapter 409, F.S., (relating to social and economic assistance), Chapter 817, F.S., (relating to fraudulent practices), Chapter 893, F.S., (relating to drug abuse prevention and control) or a similar felony offense(s) in another state or jurisdiction unless the candidate or applicant has successfully completed a drug court program for that felony and provides proof that the plea has been withdrawn or the charges have been dismissed. Any such conviction or plea shall exclude the applicant from licensure, examination, certification, or registration, unless the sentence and any subsequent period of probation for such conviction or plea ended:

State Policies

- For the felonies of the first or second degree, more than 15 years from the date of the plea, sentence and completion of any subsequent probation;
 - For the felonies of the third degree, more than 10 years from the date of the plea, sentence and completion of any subsequent probation;
 - For the felonies of the third degree under section 893.13(6) (a), F.S., more than five years from the date of the plea, sentence and completion of any subsequent probation;
2. Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970 (relating to controlled substances) or 42 U.S.C. ss. 1395-1396 (relating to public health, welfare, Medicare and Medicaid issues), unless the sentence and any subsequent period of probation for such conviction or pleas ended more than 15 years prior to the date of the application;
 3. Has been terminated for cause from the Florida Medicaid program pursuant to section 409.913, F.S., unless the candidate or applicant has been in good standing with the Florida Medicaid program for the most recent five years;
 4. Has been terminated for cause, pursuant to the appeals procedures established by the state or Federal Government, from any other state Medicaid program, unless the candidate or applicant has been in good standing with a state Medicaid program for the most recent five years and the termination occurred at least 20 years before the date of the application;
 5. Is currently listed on the United States Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities.

Licensure Fees²

\$110.00	Application and Licensing Fee to Board of Nursing
\$200.00	Pearson VUE, Testing Vendor
Varies	Livescan Service Provider

² The licensure fees are presented for advisory purposes only and may not include all fees required for licensure. Students are advised to visit the Florida Board of Nursing website for licensure fees - <https://floridasnursing.gov/>. Fees are subject to change without notice by the Florida State Board of Nursing or other applicable agencies.

State Definitions for Sexual Violence Terms

Domestic Violence: The State of Florida defines domestic violence as, “any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.” 741.28, F.S.

Dating Violence: The State of Florida defines dating violence as, “violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors: (i) A dating relationship must have existed within the past 6 months; (ii) The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and (iii) The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship. 784.046, F.S.

Sexual Assault: The State of Florida defines sexual battery as “oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include an act done for a bona fide medical purpose.” 794.011, F.S.

Consent: The State of Florida defines consent as follows: “Consent” means intelligent, knowing, and voluntary consent and does not include coerced submission. “Consent” shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender. 794.011, F.S.

Stalking: The State of Florida defines stalking as, “a person who willfully, maliciously, and repeatedly, follows, harasses, or cyberstalks another person.” 784.048, F.S.

Sexual Offenders Registry: <https://offender.fdle.state.fl.us/offender/sops/home.jsf>. The FDLE toll-free number is 888-357-7332 for TTY Accessibility the number is 877-414-7234.

The following hotlines are available in the State of Florida for additional help with Sex-Based Offenses and other issues:

FL Coalition Against Domestic Violence	800-500-1119
FCASV Rape Crisis Hotline	888-956-RAPE
FL Dept. of Corrections Victim Assistance	850-488-9166
FL AIDS Hotline	800-FLA-AIDS
Family Source Parent HelpLine	800-FLA-LOVE
Project Hope Disaster Crisis Counseling	866-518-1825

Use of Restrooms and Changing Facilities - Rule 6E-7.001 of 553.865, F.S.

Restrooms and changing facilities at the Florida campuses are designated for exclusive use by males or females, as defined 553.865(3), F.S. To the extent a restroom or changing facility is unisex, that restroom or changing facility may be individually used by either sex. Co-mingling in a unisex restroom or changing facility is prohibited. Notwithstanding the foregoing, an individual may enter a restroom or changing facility designated for the opposite sex or co-mingle a unisex restroom or changing facility under the following circumstances (“permissible reason”):

- to accompany a person of the opposite sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person as defined in 825.101, F.S., a person with a disability as defined in 760.22, F.S., or a developmental disability as defined in 393.063 F.S.;
- for law enforcement or governmental regulatory purposes;
- for the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk;
- for custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use; or
- if the appropriate designated restroom or changing facility is out of order or under repair and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex.

Jersey College reserves the right, under circumstances it deems appropriate and subject to applicable laws and regulations, to impose disciplinary measures, up to and including dismissal from the College or termination of employment, upon students, faculty, or staff who willfully enter, for a purpose other than for a permissible reason, a restroom or changing facility designated for the opposite sex on the premises of the College and refuse to depart when asked to do so by a College administrative personnel, faculty member, security personnel, or law enforcement agent. Such actions shall be considered breaches of the Student Conduct Policy and Staff Conduct Policy (as applicable).

To the extent an individual who is not enrolled at or employed by Jersey College willfully enters, for a purpose other than for a permissible reason, a restroom or changing facility designated for the opposite sex on the premises of the College and refuses to depart when asked to do so by a College administrative personnel, faculty member, security personnel, or law enforcement agent, the College shall notify law enforcement of such action and seek the State to prosecute such individual for the offense of trespass as provided in 810.08, F.S.

Notice: Students, administrative personnel, instructional personnel, security personnel and law enforcement agents have the right to file a complaint with the Attorney General alleging that Jersey College has failed to meet the minimum requirements for restrooms and changing facilities under 553.865(4) and (5), F.S.

Refund Policies

Jersey College adheres to the following policy in determining refunds of tuition and fees paid in advance or sums due to the College when a student withdraws or is terminated from the College prior to the completion of a course or a program. For purposes of the refund policies, a working day means a day other than a Saturday, Sunday, or state or federal holiday.

Cancellation of Program or Course

If tuition and fees are collected in advance of the start date of a program or course and Jersey College cancels the program or course, as applicable, 100% of the tuition and fees (including fees identified as non-refundable) collected are refundable. Such refunds, when due, will be made by Jersey College within thirty (30) days of the planned start date. Where a program or course is canceled, an individual is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.

Withdrawal or Termination On or Before the First Day of Class or Within Three Days of Enrollment Agreement

Individuals accepted into a program or course at Jersey College may withdraw from the scheduled program or course in person or in writing before or on the first day of the scheduled start date for such program/course or within three (3) working days from the individual signing an enrollment agreement. Refunds of tuition paid in advance or sums due the college when a person withdraws or is terminated from Jersey College prior to or on the first day of class or within three (3) working days from the individual signing an enrollment agreement will be determined as follows:

1. All tuition paid by students will be refunded.
2. All fees paid by students will be refunded, except any obligation or other fee (equipment, supplies, books, kits, background checks, drug screenings, uniforms or other materials) which are not returnable as a result of use or not returned within three (3) days of the date of withdrawal/termination.
3. Refunds, when due, will be made without requiring a request from the individual withdrawing or being terminated.
4. Refunds, when due, will be made within thirty (30) days of the program/class start date.

A person accepted into a program or course not requesting withdrawal on or before the scheduled starting date or within three (3) working days from the individual signing an enrollment agreement will be considered a student and refunds, when due, will be calculated as set forth under “State Policies - Florida - Refund Policies - Withdrawal or Termination After the First Day of Class”.

Students Enrolled Prior to Visiting the Institution

Students who have not visited Jersey College's facilities prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at orientation or a tour of the facilities and inspection of the equipment. A student who has not visited Jersey College's facilities prior to enrollment and has not withdrawn within the three-day period will be considered a student and refunds, when due, will be calculated as set forth under "State Policies - Florida - Refund Policies - Withdrawal or Termination After The First Day of Class".

Refunds, when due under this section will be made within thirty (30) days of the withdrawal date. A student withdrawing under this section is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.

Withdrawal or Termination After the First Day of Class

Students Enrolled in a Clock Hour Program

Refunds of tuition and fees in a clock hour program paid in advance or sums due to the College when students withdraw or are terminated from Jersey College after the first day of class will be determined as follows:

1. Students will be responsible to Jersey College for tuition for each Academic Year.* Tuition for each Academic Year will be refundable on a prorated basis up through 20% of the Academic Year (measured in clock hours) in which the student withdraws or is terminated by the College. If a student withdraws after the 20% point of the Academic Year (measured in clock hours) there is no refund.
2. Students will be responsible to Jersey College for any registration fees. Such fees are non-refundable and will be deducted from any monies collected in advance.
3. For all other fee amounts owed, refunds shall be based upon the extent to which the student has benefited.
4. A student who withdraws or is terminated after the first day of class is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.
5. Refunds, when due, will be made within thirty (30) days of the effective date of withdrawal or termination.

* A full academic year is defined as 900 clock hours of instructional time. A partial academic year is defined as a period of instructional time less than 900 clock hours.

Students Enrolled in a Credit Hour Program

Refunds of tuition and fees in a credit hour program paid in advance or sums due to the College when students withdraw or are terminated from Jersey College after the first day of class will be determined as follows:

1. Individuals registered for a course at Jersey College may withdraw from the registered course prior to the end of the drop/add period for such course. The drop/add period for a course begins the day that the course starts, and ends seven (7) days later. For example, if a course starts on January 1st at 7:00 a.m., the drop/add period would end on January 8th, at 7:00 a.m.
2. Refunds of tuition and fees paid in advance or sums due to Jersey College when a person withdraws or is terminated from the College on or before the end of the drop/add period for a course will be determined as follows:
 - All tuition and fees paid by students will be refunded, less incurred term-based fees (enrollment, and technology and verification fees), and all equipment, supplies, books, kits, background checks, drug screenings, uniforms or other materials received by or purchased on behalf of a person that are not returned to Jersey College in new condition within three (3) days of the date of withdrawal/termination or that are non-returnable due to use.
 - Refunds, when due, will be made without requiring a request from the individual withdrawing or being terminated.
 - Refunds, when due, will be made within thirty (30) days of the withdrawal date.
3. Students are responsible for all tuition and fees when they withdraw or are terminated from a course after the end of the drop/add period.

Return of Title IV Funds

The federal government has established a Return of Title IV Funds (R2T4) Policy. This policy requires Jersey College to perform a Return of Title IV funds calculation for Title IV recipients withdrawing or being terminated from their program of study after entering the institution and before completing 60.1% of the payment period. This calculation determines the amount of Title IV funds that a student has earned and the amount that must be returned to the federal programs. The amount of assistance that a student has earned is determined on a pro rata basis. For example, if a student completed 30% of a payment period or period of enrollment, the student earns 30% of the assistance the student was originally scheduled to receive. Once the student has completed more than 60% of the payment period or period of enrollment, the student earns all the assistance that such student was scheduled to receive for that period.

All unearned Title IV funds will be returned to the applicable federal program within thirty (30) days from the effective date of withdrawal or termination. Students remain liable to Jersey College for all tuition and fees earned and not paid from Title IV or other funds.

Course Repeats

Tuition, fees and instructional charges related to course repeats in a clock hour program are non-refundable after the start of the course.

Tuition, fees and instructional charges related to course repeats in a credit program are refundable as set forth under “State Policies - Florida - Refund Policies - Withdrawal or Termination After the First Day of Class - Students Enrolled in a Credit Program”.

Indiana

State and Regulatory Licensing and Approvals

Students enrolled in programs in the State of Indiana may contact these entities to obtain additional information or address concerns.

This institution is authorized by:
Indiana Board for Proprietary Education
101 West Ohio Street, Suite 300
Indianapolis, IN 46204-4206

Indiana State Board of Nursing
402 W Washington Street, Room W072
Indianapolis, Indiana 46204

Campuses

The addresses, contact details and general hours for the campuses of Jersey College in Indiana are:

Fort Wayne Campus(Instructional Service Center)

7836 West Jefferson Boulevard
Fort Wayne, IN 46804
Phone: (260) 800-1516

The Fort Wayne campus is situated in Allen County and is located within the campus of Lutheran Hospital of Indiana, a Community Health Systems facility. Lutheran Hospital is a 396 bed tertiary-care facility serving northeastern Indiana, northwestern Ohio and southern Michigan. The campus occupies approximately 3,000 square feet of classroom, lab, learning center and office space in the hospital. The Fort Wayne campus is typically open Monday–Thursday from 7:00 a.m.–5:00 p.m. and Fridays 7:00 a.m.–4:00 p.m.

Supplemental Admission Policies

Students in enrolling in a nursing program in the State of Indiana must provide “a complete high school transcript” and applicants providing a GED must provide “a copy of the test results listing individual and total scores on the GED test ...” with satisfactory test scores (848 IAC 1-2-11(e),(f)).

Clinical Ratio in the Nursing Programs

The student to faculty ratio for nursing clinicals in the State of Indiana is 10:1.

Nursing Professional Development

Indiana State Nurses Association
2250 W. 86th Street, Suite 110
Indianapolis, IN 46260

www.indiananurses.nursingnetwork.com/

Complaints

Student complaints that have not been resolved at the institutional level may be submitted to and filed with the Indiana Board for Proprietary Education by mail at 101 West Ohio Street, Suite 300, Indianapolis, IN 46204-4206 or by phone at (317) 464-4400. For additional information on the state complaint process students are directed to <https://www.in.gov/che/student-complaints/>.

Board of Nursing Licensure Information

The following provides an overview of the regulations, policies and procedures related to nursing licensure in State of Indiana.¹ The information is disclosed to provide students with a summary of the licensure requirements and promote an informed decision prior to enrollment at Jersey College.

Requirements for Licensure by Examination

1. *File an Application by Examination:* Applicants may be submitted online at mylicense.in.gov. The application fee for a single state LPN or RN license is \$50.00. This fee can be paid by a credit or debit card.²
2. *Criminal Background Check:* Applicants are required to complete the fingerprinting/criminal background check for every new application submitted to the Indiana Board of Nursing for licensure.
3. *Positive Response Documentation:* If an applicant answers “Yes” to any questions on the application, the applicant must provide a personal statement that explains the “Yes” response. In such response, the applicant must include the violation, location, date, cause number and disposition, and submit copies of court documents for each instance to support the statement where applicable. If the “Yes” response relates to malpractice, the applicant must provide the name(s) of the plaintiff(s). The positive response statement and all supporting documents must either be uploaded via the applicant’s MyLicense account or emailed to pla2@pla.in.gov.
4. *Name Change Documentation:* Applicants must provide all legal name change documents if their name differs from that on any documents submitted. Documentation may include a copy of the applicant’s marriage certificate, divorce decree, or legal name change document. Documents can be must be uploaded via the applicant’s MyLicense account or emailed to pla2@pla.in.gov.

¹ The licensure information presented (including fees) is not intended to be an exhaustive disclosure of licensure related activities and policies. Students are advised to contact the Indiana State Board of Nursing and/or review the statutes, regulations and other procedures established by the State of Indiana and the Indiana State Board of Nursing for additional information and licensure requirements in the State of Indiana.

² The licensure fee is presented for advisory purposes only. Students are advised to visit the Indiana Board of Nursing website for licensure fees - <https://www.in.gov/pla/professions/nursing-home/>. Fees are subject to change without notice by the Indiana State Board of Nursing or other applicable agencies.

5. *GED/High School Education:* Applicants must enter their high school information (name and graduation date) on the online application. If an applicant did not complete high school, a copy of the applicant's GED scores must be submitted via mail, email, or uploaded to the online application.
6. *Nursing Education:* Applicants must enter their nursing program information on the application. After graduation, a Certificate of Completion must be completed by the Dean, Director, or Designee of a domestic nursing program with an original signature and sent directly to the Board's address via mail or digitally.
7. *Verification of Licensure:* Official verification(s) from all US states, territories, and countries where an applicant holds or has held a license in the health profession, regardless of its current status, must be submitted.
8. *Citizenship Documentation for Non-US Citizens:* Applicants that are not US citizens must provide documentation from USCIS that shows proof of their qualified alien status or documentation indicating that they are authorized by the federal government to work in the United States.

Items to Complete for Licensure

The NCLEX registration process must be completed according to the instructions in the NCLEX Candidate Bulletin. Applicants may register by mail, telephone (1-866-496-2539), or online at <http://nclex.com/>. The current fee for the NCLEX is \$200.00, payable to the National Council of State Boards of Nursing in the form of a certified check, cashier's check, or money order.³

Special Accommodations

Applicants who require special accommodations or a modification of the normal examination procedures must notify the Indiana Board of Nursing via mail or electronically and submit the following items:

1. A signed letter identifying the diagnosis or Form A - completed by a qualified healthcare provider with expertise in the area of the diagnosed disability or interpretation of results.
2. A signed letter or Form B - completed by the applicant's nursing program identifying the accommodations provided during nursing school. If no prior testing accommodations were provided, the applicant might so indicate by signing the bottom of Form B.
3. A signed letter of request or Form C - completed by the applicant with a statement to explain the nature of the disability and the specific accommodation(s) being requested.

Forms for all three required documents above with printable instructions are provided on the Indiana State Board of Nursing website. The applicant, healthcare provider, and nursing program representative may also each provide their required information in signed letters instead. Applicants

³ Id.

are solely responsible for any costs that may incur in obtaining the required documentation.

All accommodation requests are subject to the Board's approval and the testing site's availabilities. In order to grant testing accommodations, the Board of Nursing must submit documentation to NCSBN after the initial reviewing process. Applicant must complete their NCLEX registration and pay the exam fee to Pearson Vue before such a procedure can occur.

Applicants should not schedule an appointment to take the NCLEX until accommodations have been granted and listed on the ATT or the applicants have received a finalized approval or denial of their accommodation request from a staff member at the Board of Nursing.

Any modifications to granted accommodations must be submitted in writing with applicable documentation in a timely manner for processing and approval by the Indiana Board of Nursing. If a test date has been set, the exam appointment must be unscheduled before any modification can occur. If an ATT was granted prior to such modifications request, the ATT shall be retracted, and a new ATT will be issued with updated accommodations.

Licensure Fees⁴

Application Fee: \$50

NCLEX Registration: \$200

State Definitions for Sexual Violence Terms

Domestic Violence: Domestic violence in the State of Indiana includes conduct that is an element of an offense under IC 35-42 or a threat to commit an act described in IC 35-42 by a person against a person who: (1) is or was a spouse of; (2) is or was living as if a spouse of; (3) has a child in common with; (4) is a minor subject to the control of; or (5) is an incapacitated individual under the guardianship or otherwise subject to the control of; the other person regardless of whether the act or threat has been reported to a law enforcement agency or results in a criminal prosecution. IC 35-42 refers to Domestic Battery which occurs when: "a person who knowingly or intentionally: (1) touches a family or household member in a rude, insolent, or angry manner; or (2) in a rude, insolent, or angry manner places any bodily fluid or waste on a family or household member". IC 35-42-2-1.3

Dating Violence: The State of Indiana does not define dating violence.

Sexual Assault: The State of Indiana defines sexual assault "as conduct that constitutes: (1) a misdemeanor or felony under IC 35-42-4 (sex

⁴ The licensure fees are presented for advisory purposes only and may not include all fees required for licensure. Students are advised to visit the Indiana Board of Nursing website for licensure fees - <https://www.in.gov/pla/professions/nursing-home/>. Fees are subject to change without notice by the Indiana State Board of Nursing or other applicable agencies.

crimes) or IC 35-46-1-3 (incest); (2) a misdemeanor or felony under the laws of: (A) the United States; (B) another state; or (C) an Indian tribe; that is substantially similar to an offense described in subdivision (1); or (3) an attempt to engage in conduct described in subdivision (1) or (2); regardless of whether the conduct results in criminal prosecution or whether the person who engages in the conduct is an adult.” A sex crime involves “a person who knowingly or intentionally has sexual intercourse with a member of the opposite sex when: (1) the other person is compelled by force or imminent threat of force; (2) the other person is unaware that the sexual intercourse is occurring; (3) the other person is so mentally disabled or deficient that consent to sexual intercourse cannot be given; commits rape or (4) the person disregarded the other person’s attempts to physically, verbally, or by other visible conduct refuse the person’s acts;...” IC 35-42-4

Consent: The State of Indiana defines lack of consent when “the person disregarded the other person’s attempts to physically, verbally, or by other visible conduct refuse the person’s acts;...” IC 35-42-4

Stalking: The State of Indiana defines stalking as, “a knowing or an intentional course of conduct involving repeated or continuing harassment of another person that would cause a reasonable person to feel terrorized, frightened, intimidated, or threatened and that actually causes the victim to feel terrorized, frightened, intimidated, or threatened.” IC 35-45-10-1

Sexual Offenders Registry: <https://www.in.gov/idoc/sex-and-violent-offender-registry/>.

The following hotlines are available in the State of Indiana for additional help with Sex-Based Offenses and other issues:

IN Coalition Against Domestic Violence	317-917-3685
Rape Crisis Hotline	765-643-0200
IN Coalition to End Sexual Assault	317-624-2370
IN Victim Services Division	866-891-0300
HIV/AIDS Hotline	800-243-2437
IN Addiction Hotline	800-662-HELP

Refund Policies

Jersey College adheres to the following policy in determining refunds of tuition and fees paid in advance or sums due to the College when a student withdraws or is terminated from the College prior to the completion of a course or a program. For purposes of the refund policies, a working day means a day other than a Saturday, Sunday, or state or federal holiday.

Cancellation of Program or Course

If tuition and fees are collected in advance of the start date of a program or course and Jersey College cancels the program or course, as applicable, 100% of the tuition and fees (including fees identified as non-refundable) collected are refundable. Such refunds, when due, will be made by Jersey College within thirty (30) days of the planned start date. Where a program or course is canceled, an individual is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.

Withdrawal or Termination On or Before the First Day of Class or Within Six Days of Enrollment Agreement

Individuals accepted into a program or course at Jersey College may withdraw from the scheduled program or course in person or in writing before or on the first day of the scheduled start date for such program/course or within six (6) working days from the individual signing an enrollment agreement. Refunds of tuition paid in advance or sums due the college when a person withdraws or is terminated from Jersey College prior to or on the first day of class or within six (6) working days from the individual signing an enrollment agreement will be determined as follows:

1. All tuition paid by students will be refunded.
2. All fees paid by students will be refunded, except any obligation or other fee (equipment, supplies, books, kits, background checks, drug screenings, uniforms or other materials) which are not returnable as a result of use or not returned within three (3) days of the date of withdrawal/termination.
3. Refunds, when due, will be made without requiring a request from the individual withdrawing or being terminated.
4. Refunds, when due, will be made within thirty (30) days of the program/class start date.

A person accepted into a program or course not requesting withdrawal on or before the scheduled starting date or within six (6) working days from the individual signing an enrollment agreement will be considered a student and refunds, when due, will be calculated as set forth under “State Policies - Indiana - Refund Policies - Withdrawal or Termination After the First Day of Class”.

Students Enrolled Prior to Visiting the Institution

Students who have not visited Jersey College's facilities prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at orientation or a tour of the facilities and inspection of the equipment. A student who has not visited Jersey College's facilities prior to enrollment and has not withdrawn within the three-day period will be considered a student and refunds, when due, will be calculated as set forth under "State Policies - Indiana - Refund Policies - Withdrawal or Termination After the First Day of Class".

Refunds, when due under this section will be made within thirty (30) days of the withdrawal date. A student withdrawing under this section is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.

Withdrawal or Termination After the First Day of Class

Refunds of tuition and fees in a credit hour program paid in advance or sums due to the college when students withdraw or are terminated from Jersey College after the first day of class will be determined as follows:

1. Students will be responsible to Jersey College for tuition and tuition will be refundable as set forth in the following charts.

16 Week Course Time of Withdrawal/ Termination and Period of Obligation	Refundable Amount	Student Responsibility to Jersey College
Weeks 1 - 2	90% of tuition	10% of tuition
Weeks 3 - 4	50% of tuition	50% of tuition
Weeks 5 - 8	25% of tuition	75% of tuition
Weeks 9 - 16	No refund	100% of tuition

14 Week Course Time of Withdrawal/ Termination and Period of Obligation	Refundable Amount	Student Responsibility to Jersey College
Weeks 1 - 2	90% of tuition	10% of tuition
Weeks 3 - 4	50% of tuition	50% of tuition
Weeks 5 - 7	25% of tuition	75% of tuition
Weeks 8 - 14	No refund	100% of tuition

2. Students will be responsible to Jersey College for incurred term-based fees (enrollment, and technology and verification fees).
3. Students will be responsible to Jersey College for all equipment, supplies, books, kits, drug screenings, uniforms or other materials issued to or purchased on behalf of the student.
4. For all other fee amounts owed, refunds shall be based upon the extent to which the student has benefited.
5. A student who withdraws or is terminated after the first day of class is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.
6. Refunds, when due, will be made within thirty (30) days of the effective date of withdrawal or termination.

Special Refunds

A student is entitled to a full refund of tuition if one (1) or more of the following criteria are met:

- The student does not meet Jersey College's minimum admission requirements.
- The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by Jersey College.

Refunds, when due, under this section will be made within thirty (30) days of the effective date of withdrawal or termination.

Return of Title IV Funds

The federal government has established a Return of Title IV Funds (R2T4) Policy. This policy requires Jersey College to perform a Return of Title IV funds calculation for Title IV recipients withdrawing or being terminated from their program of study after entering the institution and before completing 60.1% of the payment period. This calculation determines the amount of Title IV funds that a student has earned and the amount that must be returned to the federal programs. The amount of assistance that a student has earned is determined on a pro rata basis. For example, if a student completed 30% of a payment period or period of enrollment, the student earns 30% of the assistance the student was originally scheduled to receive. Once the student has completed more than 60% of the payment period or period of enrollment, the student earns all the assistance that such student was scheduled to receive for that period.

All unearned Title IV funds will be returned to the applicable federal program within forty-five (45) days from the effective date of withdrawal or termination. Students remain liable to Jersey College for all tuition and fees earned and not paid from Title IV or other funds.

Course Repeats

Tuition, fees and instructional charges related to course repeats in a credit program are refundable as set forth under "State Policies - Indiana - Refund Policies - Withdrawal or Termination After the First Day of Class".

New Jersey

State and Regulatory Licensing and Approvals

Students enrolled in programs in the State of New Jersey may contact these entities to obtain additional information or address concerns.

Office of the Secretary of Higher Education
20 West State Street, Trenton, NJ 08608
(609) 292-4310

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

Programmatic Nursing Accreditation

The Professional Nursing (Associate Degree) programs at the Ewing and Teterboro campuses located in Ewing, NJ and Teterboro, NJ are 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 Professional Nursing programs is Continuing Accreditation. View the public information disclosed by the ACEN regarding these programs at www.acenursing.us/accreditedprograms/programSearch.htm.

Campuses

The addresses, contact details and general hours for the campuses of Jersey College in New Jersey are:

Teterboro Campus (Main)

546 U.S. Highway 46 West
Teterboro, NJ 07608
Phone: (201) 489-5836

The Teterboro campus is centrally located on U.S. Highway 46 West in Teterboro, New Jersey. The campus is approximately five miles from Manhattan, New York offering educational opportunities for students residing in Northern and Central, New Jersey, the Five boroughs of Manhattan, Long Island and Southern Connecticut. Our facility occupies more than 40,000 square feet of classroom, lab, learning center and office space. The facility houses both our educational programs and our executive offices. The main campus is typically open Monday–Thursday from 7:00 a.m.–10:00 p.m.; Fridays 7:00 a.m.–4:00 p.m. and Sundays from 7:00 a.m.–3:30 p.m.

Ewing Campus

1001 Spruce Street, Suite 7
Ewing, NJ 08638
Phone: (609) 777-9035

The Ewing campus is located in the township of Ewing, New Jersey, which borders Trenton township and is approximately five miles from the New Jersey/Pennsylvania border. The campus is conveniently located in Capital Plaza. The facility offers educational opportunities for residents in Burlington, Mercer and Camden County in New Jersey and Bucks, Montgomery, North Hampton and Lehigh County in Pennsylvania. Our facility occupies more than 30,000 square feet of classroom, lab, learning center and office space. The Ewing campus is typically open Monday–Thursday from 7:00 a.m.–10:00 p.m.; Fridays 7:00 a.m.–4:00 p.m. and Saturdays from 7:00 a.m.–3:30 p.m.

Clinical Ratio in the Nursing Programs

The student to faculty ratio for nursing clinicals in the State of New Jersey is 10:1.

Nursing Professional Development

New Jersey League for Nursing
332 North Ave, Box 165
Garwood, New Jersey 07027
www.njnl.org

Complaints

Student complaints that have not been resolved at the institutional level may be submitted to and filed with the Office of the Secretary of Higher Education by mail at 20 West State Street, Trenton, NJ 08608 or by phone at (609) 292-4310. For additional information on the state complaint process students are directed to <https://www.nj.gov/highereducation/OSHEComplaintInstructions.shtml>.

Immunizations and Enrollment in Courses

In New Jersey, degree students are required to provide Jersey College with immunization records for Measles, Mumps, and Rubella, and Hepatitis B (or a waiver) by completion of their first term. Failure to provide such documentation may prevent students from being in registered and enrolled in future coursework.

Board of Nursing Licensure Information

The following provides an overview of the regulations, policies and procedures related to nursing licensure in State of New Jersey.¹ The information is disclosed to provide students with a summary of the licensure requirements and promote an informed decision prior to enrollment at Jersey College.

Requirements for Licensure by Examination

1. Meet the requirements for licensure in New Jersey (state of residency);
2. Have graduated from a board-approved education program; or has graduated from an international education program (approved by the authorized accrediting body in the applicable country and verified by an independent credentials review agency);
3. Have passed an English proficiency examination (applies to graduates of an international education program not taught in English or if English is not the individual's native language);
4. Have passed an NCLEX-RN® or NCLEX-PN® Examination or predecessor exam;
5. Be eligible for or holds an active, unencumbered license (i.e., without active discipline);
6. Have submitted to state and federal fingerprint-based criminal background checks;
7. Have not been convicted or found guilty, or has entered into an agreed disposition, of a felony offense under applicable state or federal criminal law;
8. Have no misdemeanor convictions related to the practice of nursing (determined on a case-by-case basis);
9. Not currently a participant in an alternative program;
10. Be required to self-disclose current participation in an alternative program; and
11. Have a valid United States Social Security number.

Licensure Fees²

Application Fee: \$75

Initial License Fee: \$120

¹ The licensure information presented (including fees) is not intended to be an exhaustive disclosure of licensure related activities and policies. Students are advised to contact the New Jersey State Board of Nursing and/or review the statutes, regulations and other procedures established by the State of New Jersey and the New Jersey State Board of Nursing for additional information and licensure requirements in the State of New Jersey.

² The licensure fees are presented for advisory purposes only and may not include all fees required for licensure. Students are advised to visit the New Jersey Board of Nursing website for licensure fees - <https://www.njconsumeraffairs.gov>. Fees are subject to change without notice by the New Jersey State Board of Nursing or other applicable agencies.

State Definitions for Sexual Violence Terms

Domestic Violence: The State of New Jersey defines domestic violence as, “the occurrence of one or more of the following acts inflicted upon a person protected under this act by an adult or an emancipated minor: (i) Homicide, (ii) Assault, (iii) Terroristic threats, (iv) Kidnapping, (v) Criminal restraint, (vi) False imprisonment, (vii) Sexual assault, (viii) Criminal sexual conduct, (ix) Lewdness, (x) Criminal mischief, (xi) Burglary, (xii) Criminal trespass, (xiii) Harassment, (xiv) Stalking, (xv) Criminal coercion, (xvi) Robbery, (xvii) Contempt of a domestic violence order pursuant to subsection b. of N.J.S.2C:29-9 that constitutes a crime or disorderly persons offense, or (xviii) Any other crime involving risk of death or serious bodily injury to a person protected under the ‘Prevention of Domestic Violence Act of 1991,’ P.L. 1991, c.261. [. . .] ‘Victims of domestic violence’ means a person protected under this act and shall include any person who is 18 years of age or older or who is an emancipated minor and who has been subjected to domestic violence by a spouse, former spouse, or any other person who is a present household member or was at any time a household member. ‘Victim of domestic violence’ also includes any person, regardless of age, who has been subjected to domestic violence by a person with whom the victim has a child in common, or with whom the victim anticipates having a child in common, if one of the parties is pregnant. ‘Victim of domestic violence’ also includes any person who has been subjected to domestic violence by a person with whom the victim has had a dating relationship.” 2C:25-19 NJRS

Dating Violence: The State of New Jersey does not define dating violence.

Sexual Assault: The State of New Jersey defines sexual assault as “an act of sexual penetration with another person under any one of the following circumstances:

1. The victim is less than 13 years old;
2. The victim is at least 13 but less than 16 years old; and
 - The actor is related to the victim by blood or affinity to the third degree, or
 - The actor has supervisory or disciplinary power over the victim by virtue of the actor's legal, professional, or occupational status, or
 - The actor is a resource family parent, a guardian, or stands in loco parentis within the household;
3. The act is committed during the commission, or attempted commission, whether alone or with one or more other persons, of robbery, kidnapping, homicide, aggravated assault on another, burglary, arson or criminal escape;
4. The actor is armed with a weapon or any object fashioned in such a manner as to lead the victim to reasonably believe it to be a weapon and threatens by word or gesture to use the weapon or object;
5. The actor is aided or abetted by one or more other persons and the actor uses physical force or coercion;
6. The actor uses physical force or coercion and severe personal injury is sustained by the victim; or

State Policies

7. The victim is one whom the actor knew or should have known was physically helpless, mentally incapacitated, or had a mental disease or defect which rendered the victim temporarily or permanently incapable of understanding the nature of his conduct, including, but not limited to, being incapable of providing consent. 2C:14-2 NJRS.

Consent: New Jersey Courts have defined the lack of consent as to include sexual acts occurring “without the affirmative and freely-given permission of the alleged victim.” State in Interest of M.T.S., 129 N.J. 422 (1992).

Stalking: The State of New Jersey defines stalking as, “purposefully or knowingly engag[ing] in a course of conduct directed at a specific person that would cause a reasonable person to fear for his safety or the safety of a third person or suffer other emotional distress.” 2C:12-10 NJRS

Sexual Offenders Registry: www.njsp.org/info/reg_sexoffend.html.

The following hotlines are available in the State of New Jersey for additional help with Sex-Based Offenses and other issues:

Coalition for Battered Women	888-883-2323
Domestic Violence Hotline	800-572-7233
Rape Crisis Hotline	201-488-7110
Drug Hotline (NJ)	800-225-0196
Crisis Intervention Hotline	973-540-0100
Emotional and Substance Abuse	800-LIFE-NET
NJ AIDS Hotline	800-624-2377

Refund Policies

Jersey College adheres to the following policy in determining refunds of tuition and fees paid in advance or sums due to the College when a student withdraws or is terminated from the College prior to the completion of a course or a program. For purposes of the refund policies, a working day means a day other than a Saturday, Sunday, or state or federal holiday.

Cancellation of Program or Course

If tuition and fees are collected in advance of the start date of a program or course and Jersey College cancels the program or course, as applicable, 100% of the tuition and fees (including fees identified as non-refundable) collected are refundable. Such refunds, when due, will be made by Jersey College within forty-five (45) days of the planned start date. Where a program or course is canceled, an individual is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.

Withdrawal or Termination On or Before the First Day of Class or Within Three Days of Enrollment Agreement

Individuals accepted into a program or course at Jersey College may withdraw from the scheduled program or course in person or in writing before or on the first day of the scheduled start date for such program/course or within three (3) working days from the individual signing an enrollment agreement. Refunds of tuition paid in advance or sums due the college when a person withdraws or is terminated from Jersey College prior to or on the first day of class or within three (3) working days from the individual signing an enrollment agreement will be determined as follows:

1. All tuition paid by students will be refunded.
2. All fees paid by students will be refunded, except any obligation or other fee (equipment, supplies, books, kits, background checks, drug screenings, uniforms or other materials) which are not returnable as a result of use or not returned within three (3) days of the date of withdrawal/termination.
3. Refunds, when due, will be made without requiring a request from the individual withdrawing or being terminated.
4. Refunds, when due, will be made within forty-five (45) days of the program/class start date.

A person accepted into a program or course not requesting withdrawal on or before the scheduled starting date or within three (3) working days from the individual signing an enrollment agreement will be considered a student and refunds, when due, will be calculated as set forth under “State Policies - New Jersey - Refund Policies - Withdrawal or Termination After the First Day of Class”.

Students Enrolled Prior to Visiting the Institution

Students who have not visited Jersey College’s facilities prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at orientation or a tour of the facilities and inspection of the equipment. A student who has not visited Jersey College’s facilities prior to enrollment and has not withdrawn within the three-day period will be considered a student and refunds, when due, will be calculated as set forth under “State Policies - New Jersey - Refund Policies - Withdrawal or Termination After the First Day of Class”.

Refunds, when due under this section will be made within forty-five (45) days of the withdrawal date. A student withdrawing under this section is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.

Withdrawal or Termination After the First Day of Class

Students Enrolled in a Clock Hour Program

Refunds of tuition and fees in a clock hour program paid in advance or sums due to the College when students withdraw or are terminated from Jersey College after the first day of class will be determined as follows:

1. Students will be responsible to Jersey College for tuition for each Academic Year.* Tuition will be refundable as set forth in the following chart.

Time of Withdrawal / Termination **	Refundable Amount	Student Responsibility to Jersey College
Program start through completion of 10% of the Academic Year	90% of tuition	10% of tuition
After completion of more than 10% of the Academic Year and until the end of completion of 25% of the Academic Year	55% of tuition	45% of tuition
After completion of 25% of the Academic Year and until the end of completion of 50% of the Academic Year	30% of tuition	70% of tuition
After completion of 50% of the Academic Year	No refund	100% of tuition

* A full academic year is defined as 900 clock hours of instructional time. A partial academic year is defined as a period of instructional time less than 900 clock hours.

** The percentage of an Academic Year completed is determined by dividing the total number of scheduled clock hours as of the date of withdrawal/termination by the total scheduled clock hours in the Academic Year.

2. Students will be responsible to Jersey College for any registration fees. Such fees are non-refundable and will be deducted from any monies collected in advance.
3. Students will be responsible to Jersey College for all equipment, supplies, books, kits, background checks, drug screenings, uniforms or other materials issued to or purchased on behalf of the student.

4. For all other fee amounts owed, refunds shall be based upon the extent to which the student has benefited.
5. A student who withdraws or is terminated after the first day of class is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.
6. Refunds, when due, will be made within forty-five (45) days of the effective date of withdrawal or termination.

Students Enrolled in a Credit Hour Program

Refunds of tuition and fees in a credit hour program paid in advance or sums due to the college when students withdraw or are terminated from Jersey College after the first day of class will be determined as follows:

1. Students will be responsible to Jersey College for tuition and tuition will be refundable as set forth in the following chart.

Time of Withdrawal/ Termination and Period of Obligation	Refundable Amount	Student Responsibility to Jersey College
Weeks 1 - 2	90% of tuition	10% of tuition
Week 3	50% of tuition	50% of tuition
Weeks 4 - 6	25% of tuition	75% of tuition
Weeks 7 - 12	No refund	100% of tuition

2. Students will be responsible to Jersey College for incurred term-based fees (enrollment, and technology and verification fees).
3. Students will be responsible to Jersey College for all equipment, supplies, books, kits, drug screenings, uniforms or other materials issued to or purchased on behalf of the student.
4. For all other fee amounts owed, refunds shall be based upon the extent to which the student has benefited.
5. A student who withdraws or is terminated after the first day of class is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.
6. Refunds, when due, will be made within forty-five (45) days of the effective date of withdrawal or termination.

Return of Title IV Funds

The federal government has established a Return of Title IV Funds (R2T4) Policy. This policy requires Jersey College to perform a Return of Title IV funds calculation for Title IV recipients withdrawing or being terminated from their program of study after entering the institution and before completing 60.1% of the payment period. This calculation determines the amount of Title IV funds that a student has earned and the amount that must be returned to the federal programs. The amount of assistance that a student has earned is determined on a pro rata basis. For example, if a student completed 30% of a payment period or period of enrollment, the student earns 30% of the assistance the student was originally scheduled to receive. Once the student has completed more than 60% of the payment period or period of enrollment, the student earns all the assistance that such student was scheduled to receive for that period.

All unearned Title IV funds will be returned to the applicable federal program within forty-five (45) days from the effective date of withdrawal or termination. Students remain liable to Jersey College for all tuition and fees earned and not paid from Title IV or other funds.

Course Repeats

Tuition, fees and instructional charges related to course repeats in a clock hour program are non-refundable after the start of the course.

Tuition, fees and instructional charges related to course repeats in a credit program are refundable as set forth under "State Policies - New Jersey - Refund Policies - Withdrawal or Termination After the First Day of Class - Students Enrolled in a Credit Program".



Pennsylvania

State and Regulatory Licensing and Approvals

Jersey College holds a Certificate of Authority to operate an education enterprise for the purpose of offering credit toward the Associate of Applied Science in Nursing in the Commonwealth of Pennsylvania. Degrees are awarded under the degree-granting authority of the State of New Jersey.

Students enrolled in programs in the Commonwealth of Pennsylvania may contact these entities to obtain additional information or address concerns.

Commonwealth of Pennsylvania Department of Education
333 Market Street
Harrisburg, Pennsylvania 17126

The Pennsylvania State Board of Nursing
2601 North 3rd Street
Harrisburg, PA 17110

Campuses

The addresses, contact details and general hours for the campuses of Jersey College in Pennsylvania are:

Jenkintown Campus

610 Old York Road
Jersey College Plaza
Jenkintown, Pennsylvania 19046
Phone: (215) 650-6301

The Jenkintown campus is situated in Montgomery County. The campus is approximately ten miles from Center City, Philadelphia. The campus offering educational opportunities for students residing in Pennsylvania, as well as Pennsylvania, including: Philadelphia, PA, King of Prussia, PA, Mount Laurel, NJ, Burlington, NJ and Cherry Hill, NJ. Our facility occupies approximately 40,000 square feet of classroom, lab, learning center and office space. The facility houses both our educational programs and our executive offices. The campus is typically open Monday–Thursday from 7:00 a.m.–5:00 p.m.; Fridays 7:00 a.m.–4:00 p.m.

Scranton Campus (Instructional Service Center)

700 Quincy Avenue
Scranton, Pennsylvania 18510
Phone: (570) 866-3311

The Scranton instructional service center is situated in Lackawanna County. The facility is located in Moses Taylor Hospital, which is a 122-bed hospital. The instructional service center occupies approximately 12,000 square feet of classroom, lab, learning center and office space in the hospital. The Scranton campus is typically open Monday–Thursday from 7:00 a.m.–5:00 p.m. and Fridays 7:00 a.m.–4:00 p.m.

York Campus (Instructional Service Center)

1409 Williams Road
York, Pennsylvania 17402
Phone: (717) 851-8733

The York instructional service center is situated in York County. The facility is located in the WellSpan Education Center, an extension campus of WellSpan Health System. The instructional service center occupies approximately 16,000 square feet of classroom, lab, learning center and office space in the hospital. The York campus is typically open Monday–Thursday from 7:00 a.m.–5:00 p.m. and Fridays 7:00 a.m.–4:00 p.m.

Supplemental Admission Policies

For applicants seeking admission into the Professional Nursing program, such applicants shall have completed work equal to a standard high school course with a minimum of 16 units, including 4 units of English, 3 units of Social Studies, 2 units of Mathematics (one of which is Algebra) and 2 units of Science with a related laboratory or the equivalent. Title 49 Pa.C.S. §21.101(c)

For applicants seeking admission into the Practical Nursing program, such applicants shall have completed work equal to a standard high school course¹ as recognized by the Pennsylvania Department of Education. A valid high school diploma typically refers to a diploma issued by: (i) a Public or Private High School, (ii) a Home Education Program; or (iii) a General Educational Development (GED) Certificate, HiSet Certificate or a Commonwealth Secondary School Diploma (CSSD).²

Clinical Ratio in the Nursing Programs

The student to faculty ratio for nursing clinicals in the Commonwealth of Pennsylvania ranges from 5:1 to 12:1.

1 aka a high school diploma

2 The Commonwealth Secondary School Diploma (CSSD) is a high school equivalency credential available to Pennsylvania residents who do not possess a high school diploma and who have met criteria specified in the Pennsylvania Code (22 PA Code §4.72). The CSSD may be issued to by the Pennsylvania Department of Education to an individual who:

- Is a resident of Pennsylvania;
- Is at least 18 years of age;
- Does not possess a secondary school diploma from the United States;
- Is not enrolled in a public, licensed private, registered accredited, or licensed nonpublic secondary school; AND
 - Has completed 30 semester hours of study at a U.S. accredited institution of postsecondary education; OR
 - Has either scored a passing score on a high school equivalency test in either language. Individuals must pass:
 - All four subtests of the GED® test OR
 - All five subtests of the HiSET® exam OR
 - A combination of subtests from the GED® test and HiSET® exam that covers all subject areas.

(See <https://www.pa.gov/agencies/education/programs-and-services/instruction/high-school-equivalency-and-commonwealth-secondary-school-diploma-cssd.html>).

Nursing Professional Development

Pennsylvania State Nurses Association

605 Vartan Way #203

Harrisburg, PA 17110

www.psna.org

Complaints

Student complaints that have not been resolved at the institutional level may be submitted to and filed with the Commonwealth of Pennsylvania Department of Education by mail at 333 Market Street, Harrisburg, Pennsylvania 17126 or by phone at (717) 783-6788. For additional information on the state complaint process students are directed to <https://www.education.pa.gov/Postsecondary-Adult/CollegeCareer/Pages/Students-Complaints.aspx>.

Board of Nursing Licensure Information

The following provides an overview of the regulations, policies and procedures related to nursing licensure in the Commonwealth of Pennsylvania.³ The information is disclosed to provide students with a summary of the licensure requirements and promote an informed decision prior to enrollment at Jersey College.

Requirements for Licensure by Examination

1. *Application:* Applicants must follow all directions in the application. Any discrepancies will cause a delay in the issuance of a license. If the application is not completed within one year, an applicant may be required to complete a new application and resubmit the application fee and any necessary documents. Applicants may not practice in the Commonwealth of Pennsylvania until they have been issued a temporary practice permit or a license.
2. *Child Abuse CE:* All health-related licensees/certificate holders and funeral directors are considered “mandatory reporters” under section 6311 of the Child Protective Services Law (23 P.S. § 6311). Therefore, all persons applying for issuance of an initial license or certificate from any of the health-related boards (except the State Board of Veterinary Medicine) or from the State Board of Funeral Directors are required to complete, as a condition of licensure, 3 hours of approved training by the Department of Human Services (DHS) on the topic of child abuse recognition and reporting. After applicants have completed the required course, the approved provider will electronically submit their name, date of attendance, etc. to the

Bureau. For that reason, it is imperative that applicants register for

³ The licensure information presented (including fees) is not intended to be an exhaustive disclosure of licensure related activities and policies. Students are advised to contact the Pennsylvania State Board of Nursing and/or review the statutes, regulations and other procedures established by the Commonwealth of Pennsylvania and the Pennsylvania State Board of Nursing for additional information and licensure requirements in the Commonwealth of Pennsylvania.

the course using the information provided on their application for licensure/certification. A list of DHS-approved child abuse education providers can be found on the Department of State Website for the Commonwealth of Pennsylvania.

3. *Criminal History Check:* Applicants must all of the states they have lived or worked in during the last 10 years. Applicants must also provide a recent Criminal History Records Check (CHRC) from the state police or other state agency for every state in which they have lived, worked, or completed professional training/studies for the past ten (10) years. The report(s) must be dated within 180 days of the date the application is submitted.
4. *Education Verification:* Upon the completion of the RN education program, Pennsylvania programs automatically forward the Education Verification to the Board. Applicants should contact their nursing program with questions regarding the Education Verification.

Licensure Fees⁴

Application Fee: \$95

Permit Fee: \$70

State Definitions for Sexual Violence Terms

Domestic Violence: The Commonwealth of Pennsylvania defines abuse as “the occurrence of one or more of the following acts between family or household members, sexual or intimate partners or persons who share biological parenthood:

- (1) Attempting to cause or intentionally, knowingly or recklessly causing bodily injury, serious bodily injury, rape, involuntary deviate sexual intercourse, sexual assault, statutory sexual assault, aggravated indecent assault, indecent assault or incest with or without a deadly weapon.
- (2) Placing another in reasonable fear of imminent serious bodily injury.
- (3) The infliction of false imprisonment pursuant to 18 Pa.C.S. § 2903 (relating to false imprisonment).
- (4) Physically or sexually abusing minor children, including such terms as defined in Chapter 63 (relating to child protective services).
- (5) Knowingly engaging in a course of conduct or repeatedly committing acts toward another person, including following the person, without proper authority, under circumstances which place the person in reasonable fear of bodily injury. The definition of this paragraph applies only to proceedings commenced under this title and is inapplicable to any criminal prosecutions

⁴ The licensure fees are presented for advisory purposes only and may not include all fees required for licensure. Students are advised to visit the Pennsylvania Board of Nursing website for licensure fees - <https://www.pa.gov/en/agencies/dos/department-and-offices/bpoa/boards-commissions/nursing.html>. Fees are subject to change without notice by the Pennsylvania State Board of Nursing or other applicable agencies.

commenced under Title 18 (relating to crimes and offenses).” 23 Pa.C.S. § 6102

Dating Violence: The Commonwealth of Pennsylvania does not define the term dating violence.

Sexual Assault: The Commonwealth of Pennsylvania defines sexual assault “as a person engaging in sexual intercourse or deviate sexual intercourse with another person without their consent.” The defendant may have committed statutory sexual assault if the victim was under 16 years of age, and the defendant is more than four years older than the victim, and they were not married to each other at the time of the offense. Pennsylvania also has a separate charge titled “indecent assault.” It involves indecent contact with the victim, including the victim’s contact with the defendant’s seminal fluid, urine, or feces for the purpose of arousing sexual desire in either the victim or defendant, and it is done without the victim’s consent, forcibly or under threat of force, or performed under some severe incapacity of the victim (i.e. unconsciousness, mental incapacity, intoxication of the victim, youth of the victim). Title 18 Pa.C.S § 3123 - 3124

In addition, the Title 49 Pa.C.S. § 21.1 defines sexual violation to include “the following offenses:

- (i) Sexual intercourse between a registered nurse and a patient during the professional relationship.
- (ii) Genital to genital contact between a nurse and a patient during the professional relationship.
- (iii) Oral to genital contact between a nurse and a patient during the professional relationship.
- (iv) Touching breasts, genitals, or any other body part for any purpose other than appropriate examination or treatment, or using prolonged or improper examination techniques, or after the patient has refused or withdrawn consent.
- (v) Encouraging a patient to masturbate in the presence of the nurse or masturbating while a patient is present.
- (vi) Providing or offering to provide drugs or treatment in exchange for sexual favors.
- (vii) Using or causing the use of anesthesia or any other drug affecting consciousness for the purpose of engaging in conduct that would constitute a sexual impropriety or sexual violation.”

Consent: The Commonwealth of Pennsylvania defines consent as follows: “The consent of the victim to conduct charged to constitute an offense or to the result thereof is a defense if such consent negatives an element of the offense or precludes the infliction of the harm or evil sought to be prevented by the law defining the offense.” Title 18 Pa.C.S § 311

Stalking: A person commits the crime of stalking in the Commonwealth of Pennsylvania “when the person either:

(1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or

(2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person. Title 18 Pa.C.S § 3123 - 3124

Sexual Offenders Registry: <http://www.pameganslaw.state.pa.us/>.

The following hotlines are available in the State of Florida for additional help with Sex-Based Offenses and other issues:

PA Coalition Against Domestic Violence	717-545-6400
PA Coalition Against Rape	888-772-7227
PA Commission on Crime and Delinquency	717-705-0888
PA AIDS Hotline	800-662-6080
PA Department of Health	800-692-7462

Refund Policies

Jersey College adheres to the following policy in determining refunds of tuition and fees paid in advance or sums due to the College when a student withdraws or is terminated from the College prior to the completion of a course or a program. For purposes of the refund policies, a working day means a day other than a Saturday, Sunday, or state or federal holiday.

Cancellation of Program or Course

If tuition and fees are collected in advance of the start date of a program or course and Jersey College cancels the program or course, as applicable, 100% of the tuition and fees (including fees identified as non-refundable) collected are refundable. Such refunds, when due, will be made by Jersey College within forty-five (45) days of the planned start date. Where a program or course is canceled, an individual is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.

Withdrawal or Termination On or Before the First Day of Class or Within Three Days of Enrollment Agreement

Individuals accepted into a program or course at Jersey College may withdraw from the scheduled program or course in person or in writing before or on the first day of the scheduled start date for such program/course or within three (3) working days from the individual signing an enrollment agreement. Refunds of tuition paid in advance or sums due to the college when a person withdraws or is terminated from Jersey College prior to or on the first day of class or within three (3) working days from the individual signing an enrollment agreement will be determined as follows:

1. All tuition paid by students will be refunded.
2. All fees paid by students will be refunded, except any obligation or other fee (equipment, supplies, books, kits, background checks, drug screenings, uniforms or other materials) which are not returnable as a result of use or not returned within three (3) days of the date of withdrawal/termination.
3. Refunds, when due, will be made without requiring a request from the individual withdrawing or being terminated.
4. Refunds, when due, will be made within forty-five (45) days of the program/class start date.

A person accepted into a program or course not requesting withdrawal on or before the scheduled starting date or within three (3) working days from the individual signing an enrollment agreement will be considered a student and refunds, when due, will be calculated as set forth under “State Policies - Pennsylvania - Refund Policies - Withdrawal or Termination After the First Day of Class”.

Students Enrolled Prior to Visiting the Institution

Students who have not visited Jersey College’s facilities prior to enrollment will have the opportunity to withdraw without penalty within three (3)

days following either attendance at orientation or a tour of the facilities and inspection of the equipment. A student who has not visited Jersey College’s facilities prior to enrollment and has not withdrawn within the three-day period will be considered a student and refunds, when due, will be calculated as set forth under “State Policies - Pennsylvania - Refund Policies - Withdrawal or Termination After the First Day of Class”.

Refunds, when due under this section will be made within forty-five (45) days of the withdrawal date. A student withdrawing under this section is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.

Withdrawal or Termination After the First Day of Class

Refunds of tuition and fees in a credit hour program paid in advance or sums due to the college when students withdraw or are terminated from Jersey College after the first day of class will be determined as follows:

1. Students will be responsible to Jersey College for tuition and tuition will be refundable as set forth in the following charts.

16 Week Course Time of Withdrawal/ Termination and Period of Obligation	Refundable Amount	Student Responsibility to Jersey College
Weeks 1 - 2	90% of tuition	10% of tuition
Weeks 3 - 4	50% of tuition	50% of tuition
Weeks 5 - 8	25% of tuition	75% of tuition
Weeks 9 - 16	No refund	100% of tuition

14 Week Course Time of Withdrawal/ Termination and Period of Obligation	Refundable Amount	Student Responsibility to Jersey College
Weeks 1 - 2	90% of tuition	10% of tuition
Weeks 3 - 4	50% of tuition	50% of tuition
Weeks 5 - 7	25% of tuition	75% of tuition
Weeks 8 - 14	No refund	100% of tuition

2. Students will be responsible to Jersey College for incurred term-based fees (enrollment, and technology and verification fees).
3. Students will be responsible to Jersey College for all equipment, supplies, books, kits, drug screenings, uniforms or other materials issued to or purchased on behalf of the student.
4. For all other fee amounts owed, refunds shall be based upon the extent to which the student has benefited.
5. A student who withdraws or is terminated after the first day of class is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.
6. Refunds, when due, will be made within forty-five (45) days of the effective date of withdrawal or termination.

Return of Title IV Funds

The federal government has established a Return of Title IV Funds (R2T4) Policy. This policy requires Jersey College to perform a Return of Title IV funds calculation for Title IV recipients withdrawing or being terminated from their program of study after entering the institution and before completing 60.1% of the payment period. This calculation determines the amount of Title IV funds that a student has earned and the amount that must be returned to the federal programs. The amount of assistance that a student has earned is determined on a pro rata basis. For example, if a student completed 30% of a payment period or period of enrollment, the student earns 30% of the assistance the student was originally scheduled to receive. Once the student has completed more than 60% of the payment period or period of enrollment, the student earns all the assistance that such student was scheduled to receive for that period.

All unearned Title IV funds will be returned to the applicable federal program within forty-five (45) days from the effective date of withdrawal or termination. Students remain liable to Jersey College for all tuition and fees earned and not paid from Title IV or other funds.

Course Repeats

Tuition, fees and instructional charges related to course repeats in a credit program are refundable as set forth under “State Policies - Pennsylvania - Refund Policies - Withdrawal or Termination After the First Day of Class”.



Tennessee

State and Regulatory Licensing and Approvals

Students enrolled in programs in the State of Tennessee may contact these entities to obtain additional information or address concerns.

Authorized for operations as a post-secondary institution to confer degrees at the Associate level by:
Tennessee Higher Education Commission
312 Rosa Parks Avenue, 9th Floor
Nashville, TN 37243

Tennessee Board of Nursing
665 Mainstream Drive, 2nd Floor
Nashville, TN 37243

Campuses

The addresses, contact details and general hours for the campuses of Jersey College in Tennessee are:

Cleveland Campus (Instructional Service Center)

2305 Chambliss Avenue NW, Cleveland, TN 37311
Phone: (423) 250-5199

The Cleveland instructional service center is situated in Bradley County. The facility is located within Bradley Medical Center. Bradley Medical Center is a 350-bed, Joint Commission accredited hospital that offers a wide range of services. The instructional service center occupies approximately 11,000 square feet of classroom, lab, learning center and office space in the hospital. The Cleveland campus is typically open Monday–Thursday from 7:00 a.m.–5:00 p.m. and Fridays 7:00 a.m.–4:00 p.m.

Knoxville Campus (Instructional Service Center)

10820 Parkside Drive, Knoxville, TN 37934
Phone: (865) 500-3026

The Knoxville instructional service center is situated in Knox County. The facility is located within Tennova Healthcare - Turkey Creek Network. Tennova Healthcare - Turkey Creek Network is a 628-bed, Joint Commission accredited facility that offers a wide range of services. The instructional service center occupies approximately 10,000 square feet of classroom, lab, learning center and office space in the hospital. The Knoxville campus is typically open Monday–Thursday from 7:00 a.m.–5:00 p.m. and Fridays 7:00 a.m.–4:00 p.m.

Clinical Ratio in the Nursing Programs

The student to faculty ratio for nursing clinicals in the State of Tennessee is 12:1.

Nursing Professional Development

Tennessee Nurses Association
545 Mainstream Drive, Suite 405
Nashville, TN 37228-1296
<https://tna.nursingnetwork.com/>

Complaints

Student complaints that have not been resolved at the institutional level may be submitted to and filed with the Tennessee Higher Education Commission by mail at 312 Rosa Parks Avenue, 9th Floor, Nashville, TN 37243 or by phone at 615-741-1346. For additional information on the state complaint process students are directed to <https://www.tn.gov/thecc/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html>.

Board of Nursing Licensure Information

The following provides an overview of the regulations, policies and procedures related to nursing licensure in State of Tennessee.¹ The information is disclosed to provide students with a summary of the licensure requirements and promote an informed decision prior to enrollment at Jersey College.

Requirements for Licensure by Examination

1. *Application:* The required application for RN or LPN, whichever is applicable, for licensure by examination shall be completed by the applicant and signed by the applicant under penalty of perjury.
 - The name as signed by the applicant shall be the name carried in the records of the Tennessee Board of Nursing, absent a change of name.
 - An official transcript from the approved school of nursing from which the applicant graduated or the approved school shall certify via official transcript, that the applicant has met all requirements for a diploma, degree, or certificate.
 - The completed application, accompanied by the examination fee, shall be submitted to the Tennessee Board of Nursing.
 - The application shall include the result of a biometric criminal background check that the applicant has caused to be submitted to the Tennessee Board of Nursing's administrative office directly from the vendor identified in the Board's licensure application materials

¹ The licensure information presented (including fees) is not intended to be an exhaustive disclosure of licensure related activities and policies. Students are advised to contact the Tennessee State Board of Nursing and/or review the statutes, regulations and other procedures established by the State of Tennessee and the Tennessee State Board of Nursing for additional information and licensure requirements in the State of Tennessee.

- Explanation and supporting documentation regarding the applicant's background and information contained in the application may be required.
 - Only a person who has filed the required application, paid the fee, and been notified of acceptance by the Tennessee Board of Nursing shall be permitted to take the examination. An RN applicant shall take and pass National Council Licensure Examination (NCLEXRN®). An LPN applicant shall take and pass National Council Licensure Examination (NCLEX-PN®).
 - Every applicant must be either: a United States citizen, a "qualified alien" or a nonimmigrant who meets the requirements set out at 8 U.S.C. § 1621. Applicants claiming qualified alien status must provide two forms of documentation of identity and immigration status as determined by the United States Department of Homeland Security.
 - Applicants may be required to submit to an evaluation by a qualified expert as determined by the Tennessee Board of Nursing.
2. *Qualifications:* Successful completion of a course of study in an approved school of nursing shall be required before the day of the examination.
- The Tennessee Board of Nursing may request submission of evidence of satisfactory mental and physical health.
 - An applicant who graduated from a school of nursing approved by a board in another U.S. jurisdiction shall have had substantially the same course of study as stated in the minimum curriculum requirements for Tennessee approved schools of nursing at the time of application or shall remove deficiencies as directed by the Tennessee Board of Nursing.
 - Applicants who completed the course of study more than ten (10) years prior to the date of application to take the examination shall be considered for eligibility to take the examination in Tennessee only on an individual basis.

Licensure Fees²

Application Fee: \$100

State Definitions for Sexual Violence Terms

Domestic Violence: In Tennessee, "a person commits domestic assault who commits an assault as defined in § 39-13-101 against a domestic abuse victim... A domestic abuse victim means any person who falls within the following categories: (1) Adults or minors who are current or former spouses; (2) Adults or minors who live together or who have lived together; (3) Adults or minors who are dating or who have dated or who have or had a sexual relationship, but does not include fraternization between two (2) individuals in a business or social context; (4) Adults or minors related by blood or adoption; (5) Adults or minors who are related or were formerly related by marriage; or (6) Adult or minor children of a person in a relationship that is described in subdivisions [](1)-(5)." Tennessee Code § 39-13-111

Dating Violence: The law does not define dating violence in Tennessee.

Sexual Assault: In Tennessee, sexual assault refers to a range of sex offenses, including: (i) Rape, (ii) Sexual battery, (iii) Statutory Rape and (iv) Rape.

Rape is one specific kind of sexual assault. It means that one person has had sex (including oral sex) with another, or has inserted any other object into that person's private parts without consent and under the following conditions

- By force or coercion;
- When the person knew or had reason to know that the other person did not consent;
- When the person had reason to know that the other person was mentally defective incapacitated, or physically helpless; or
- When the act was perpetrated under conditions of fraud.

Sexual battery refers to having sexual contact or touching a person in a sexual way without consent and under the same conditions that are specified in the definition of rape.

Persons under the age of 18 cannot legally consent to sexual conduct. Statutory rape, then, refers to engaging in sex with a person under the age of 18 at the time, and when the offender was at least four years older than the victim.

² The licensure fees are presented for advisory purposes only and may not include all fees required for licensure. Students are advised to visit the Tennessee Board of Nursing website for licensure fees - <https://www.tn.gov/health/health-program-areas/health-professional-boards/nursing-board/nursing-board/about.html>. Fees are subject to change without notice by the Tennessee State Board of Nursing or other applicable agencies.

Consent: Tennessee does not define the term consent.

Stalking: In Tennessee, stalking is defined as “a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.” Tennessee Code § 39-17-315

Sexual Offenders Registry: <https://sor.tbi.tn.gov/home>.

The following hotlines are available in the State of Tennessee for additional help with Sex-Based Offenses and other issues:

HIV/STD Hotline:	800-525-2437
Health Access Hotline:	800-659-3010
Rape Crisis & Support Hotline:	216-619-6192
Tennessee Domestic Violence Hotline:	800-356-6767
TennCare Mental/Substance Abuse Resource:	800-758-1638
Tennessee Redline (Drugs/Alcohol)	800-889-9789
Women, Infants, and Children (WIC) Hotline:	800-342-5942

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Students Enrolled Prior to Visiting the Institution

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days following either attendance at orientation or a tour of the facilities and inspection of the equipment. A student who has not visited Jersey College’s facilities prior to enrollment and has not withdrawn within the three-day period will be considered a student and refunds, when due, will be calculated as set forth under “State Policies - Tennessee - Refund Policies - Withdrawal or Termination After the First Day of Class”.

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Weeks 8 - 14	No refund	100% of tuition

2. Students will be responsible to Jersey College for incurred term-based fees (enrollment, and technology and verification fees).
3. Students will be responsible to Jersey College for all equipment, supplies, books, kits, drug screenings, uniforms or other materials issued to or purchased on behalf of the student.
4. For all other fee amounts owed, refunds shall be based upon the extent to which the student has benefited.
5. A student who withdraws or is terminated after the first day of class is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.
6. Refunds, when due, will be made within forty-five (45) days of the effective date of withdrawal or termination.

Return of Title IV Funds

The federal government has established a Return of Title IV Funds (R2T4) Policy. This policy requires Jersey College to perform a Return of Title IV funds calculation for Title IV recipients withdrawing or being terminated from their program of study after entering the institution and before completing 60.1% of the payment period. This calculation determines the amount of Title IV funds that a student has earned and the amount that must be returned to the federal programs. The amount of assistance that a student has earned is determined on a pro rata basis. For example, if a student completed 30% of a payment period or period of enrollment, the student earns 30% of the assistance the student was originally scheduled to receive. Once the student has completed more than 60% of the payment period or period of enrollment, the student earns all the assistance that such student was scheduled to receive for that period.

All unearned Title IV funds will be returned to the applicable federal program within forty-five (45) days from the effective date of withdrawal or termination. Students remain liable to Jersey College for all tuition and fees earned and not paid from Title IV or other funds.

Course Repeats

Tuition, fees and instructional charges related to course repeats in a credit program are refundable as set forth under “State Policies - Tennessee - Refund Policies - Withdrawal or Termination After the First Day of Class”.

Notes





MAIN CAMPUS

546 U.S. Highway 46 West
Teterboro, New Jersey 07608
Phone: (201) 489-5836

EWING

1001 Spruce Street, Suite 7
Ewing, New Jersey 08638
Phone: (609) 777-9035

JENKINTOWN

610 Old York Road
Jersey College Plaza
Jenkintown, Pennsylvania 19046
Phone: (215) 650-6301

MELBOURNE

240-250 N Wickham Road
Melbourne, FL 32935
Phone: (321) 378-0097

TAMPA

3625 Queen Palm Drive
Tampa, Florida 33619
Phone: (813) 246-5111

BROOKSVILLE

17222 Hospital Boulevard
Brooksville, FL 34601
Phone: (352) 325-2550

FORT LAUDERDALE

7775 West Oakland Park Boulevard
Sunrise, Florida 33351
Phone: (954) 321-8890

KNOXVILLE

10820 Parkside Drive
Knoxville, Tennessee 37934
Phone: (865) 500-3026

NAPLES

8340 Collier Boulevard
Naples, Florida 34114
Phone: (239) 203-2700

TUCSON

1980 West Hospital Drive
Tucson, AZ 85704
Phone: (520) 210-8900

CLEVELAND

2305 Chambliss Avenue NW
Cleveland, Tennessee 37311
Phone: (423) 250-5199

FORT WAYNE

7836 West Jefferson Boulevard
Fort Wayne, Indiana 46804
Phone: (260) 800-1516

LARGO

2025 Indian Rocks Road
Largo, Florida 33774
Phone: (727) 202-9191

PORT CHARLOTTE

2450 Harbor Boulevard
Port Charlotte, Florida 33952
Phone: (941) 500-3331

YORK

1409 Williams Road
York, Pennsylvania 17402
Phone: (717) 851-8733

DOTHAN

3850 West Main Street
Suite 500
Dothan, AL 36305
Phone: (334) 525-8711

JACKSONVILLE

8131 Baymeadows Circle West
Jacksonville, Florida 32256
Phone: (904) 733-3588

MESA

10238 East Hampton Avenue
Mesa, AZ 85209
Phone: (480) 520-8911

SCRANTON

700 Quincy Avenue
Scranton, Pennsylvania 18510
Phone: (570) 866-3311