



**Student Handbook**  
**Associate Degree in Nursing (ADN)**  
**September 2023-2024**

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Dear Nursing Student:

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

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

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

Sincerely,

A handwritten signature in cursive script that reads "S. Mullings".

Suzanne Mullings, PhD, RN  
Dean of Nursing

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

## **Mission**

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

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

## **Vision**

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

## **Program Philosophy**

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

Registered nurses perform assessments, provide direct client according to the professional nursing Code of Ethics, and revise the plan of care as needed based on assessment and ongoing evaluation of self-care needs. Nurses are client advocates who collaborate and communicate with clients, families, and other members of the health care team. Registered nurses manage and are accountable for the care of their own clients and, at times, that of licensed practical nurses and unlicensed assistive personnel. The registered nurse must function within the legal and ethical scope of nursing practice as defined by the New Jersey State Board of Nursing. Nursing education is based on a program of theoretical knowledge that is integrated with clinical practice. The curriculum design progresses from basic to complex and allows students to

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

### ***Persons***

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

### ***Environment***

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

### ***Health***

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

### ***Nursing***

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

### ***Nursing Education***

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

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

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

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

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

### **The Teaching/Learning Process**

The Nursing Department believes that teaching and learning is a reciprocal, continuous process, one that facilitates personal and professional growth, varying according to individual differences among faculty, agencies, and students. The development of a spirit of inquiry and the ability to think critically is a crucial part of learning for the nursing student. Continual movement of

students toward self-actualization is part of the teaching/learning process as a basic faculty responsibility is to facilitate students becoming contributing and accountable members of the profession and of society.

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

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

**The Nursing Department believes that in a facilitative academic environment:**

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

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

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

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

- Adult learners need to understand why they need to learn something before the undertaking of learning it.
- Learner self-concept: adults need to be responsible for their own decisions and to be treated as capable of self-direction.
- Role of learners' experience: adult learners have a variety of experiences of life which represent a rich resource for learning.

- Readiness to learn adults are ready to learn those things they need to know in order to cope effectively and make life transitions.
- Orientation to learning adults are motivated to learn to the extent they perceive it will help them perform tasks they confront in their life situations.
- The Nursing Department believes that the keys to adult learning are to:
- Let adults direct themselves in the instructional process.
- Integrate new information with previous experiences.
- Make sure the information is relevant and readily useable for the learner.

### **Organizing Framework**

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

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

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

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

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



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

**Goal 1-Communication Literacy:** The student will be able to speak and write effectively, convey an evidence-based argument, and positively relate to, communicate with, and influence others.

### **Student Learning Outcomes**

The student will be able to demonstrate a thorough understanding of context, audience, and purpose that is responsive to the assigned task(s) and focuses on all elements of the work.

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

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

### **Student Learning Outcomes**

1. The student is able to define the scope of the research question or thesis, determine key concepts and types of information (sources) selected directly related to concepts or to answer a research question.
2. The student is able to access information using effective, well-designed search strategies and most appropriate information sources.
3. The student will be able to cite a variety of information sources appropriate to the scope and discipline of the research question in American Psychological Association (APA) format.
4. The student will be able to communicate, organize, and synthesize information
5. from sources to fully achieve a specific purpose, with clarity and depth.
6. The student is able to demonstrate a full understanding of the ethical and legal restrictions

on the use of published, confidential, and/or proprietary information.

**Goal 3-Technology Literacy:** The student will be able to use appropriate technology to access, manage, integrate, evaluate, create, and communicate information in an ethical and responsible manner in order to improve learning across subject areas.

**Student Learning Outcomes**

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

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

**Student Learning Outcomes**

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

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

**Student Learning Outcomes**

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

implications) that are logical and reflect informed evaluation and the ability to place evidence and perspectives.

**Goal 6- Global Competency:** The student will be able to experience and promote inclusivity and diversity in school, work, and community settings, and demonstrate cultural competency through the appreciation of art and interpersonal mediums of expression.

#### **Student Learning Outcomes**

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

**Goal 7- Scientific Reasoning:** The student will be able to demonstrate systematic and logical decision-making that involves empirical observations, investigation of validity of evidence, and developing evidence-based conclusions.

#### **Student learning Outcomes**

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

### **Nursing Program Goals**

The Associate Degree program goals are to:

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

7. Prepare nurses from underrepresented and minority groups for entry level practice.

### **Nursing Program Outcomes**

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

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

### **Program Outcomes**

1. Seventy (70%) of the nursing students will complete the program within thirty-six months.
2. Eighty percent (80%) of program graduates will pass the NCLEX-RN examination on the first attempt.
3. Eighty percent (80%) of program graduates will be employed within 12 months of graduation.
4. Eighty percent (80%) of employers will express satisfaction with program graduates.

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

#### **Admission**

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

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

Meeting the minimum criteria for admission does not guarantee acceptance into the nursing program. Eastern International College may require applicants to successfully complete or meet other conditions prior to acceptance into the nursing program, including, but not limited to,

attending, and successfully completing pre-nursing courses. Applicants who manifest the greatest likelihood for successful completion of the program will be selected for admission.

1. Complete and submit the official admissions application.

2. High school diploma or GED

Along with the application, present a copy of the applicant's high school diploma/transcript, or have the applicant's high school send a copy of his/her diploma/transcript directly to Eastern International College. Electronic transcripts (e-transcripts) are accepted.

Recipients of a State equivalency Diploma (GED) must submit a copy of the transcript of their test results with the application. Applicants whose secondary education was in a country outside the United States must obtain written official evaluation of transcripts showing equivalency from their native country, using one of the approved evaluating companies, such as WES, ECE, etc.

3. Minimum GPA for Admissions Eligibility: 2.00 (*Effective Fall 2022*)

4. For internal and external transfer applicants, the cumulative GPA requirement is 2.00. For students with more than one transcript, the GPA requirement will be based on the latest school attended.

5. Diagnostic Examination:

The Elsevier HESI Admission Assessment Examination (A2) for registered nursing education programs will be used to assess student competencies in the areas measured by the test as these will allow an evaluation of student readiness for entry into the nursing program and the likelihood of student success throughout the program. The entire exam must be taken in a single session; The score in each area will be used to determine course registration and transfer credits. A score of 70% must be achieved. For a student who obtained a cumulative score of less than 70% (<70%) in the HESI-A2, admission is conditional and contingent on registering and completing an **academic readiness course\***

**\* The Launch Nursing Academic Readiness (LNAR) course** must be completed during the student's first semester in the Nursing Program. The student must submit the certificate of completion to the Nursing Department to be allowed to register for the second semester. Failure to complete the ATI Launch course will result in the dismissal of the student from the Nursing Program. The LNAR fee/cost is paid by the student directly to ATI and the completion date is determined by ATI. (Note: EIC may replace the academic readiness course provider at any time)

- *Effective August 1, 2022, all HESI exams must be taken in EIC, and the validity is one year.*
- *Effective Spring 2023, only the HESI exam will be administered.*

6. Proof of Citizenship/Legal Status

7. Applicants must provide an official U.S. birth certificate with seal, green card, or naturalization paperwork. Applicants must be able to work or study legally in the United States.

8. Certified background (Castle Branch) verifies a negative criminal background check and negative drug screen.

**Note:**

Applicants will be notified of conditional and official acceptance or denial of admission by letter.

Meeting the minimum criteria for admission does not guarantee admission to the program. **All prospective students must pass a criminal background check and drug screen with no adverse result as a condition for admission. Students must remain in good standing. It is the student's responsibility to notify the school if their criminal background status changes. Additional documentation may be required. Accepted applicants will need to meet with their admission advisors to complete this process.**

*A student who failed a nursing course or was dismissed from another nursing school within the last 10 years will NOT be accepted in the Nursing program. Due to the cohort nature of the Nursing Programs, no ADN student will be allowed to transfer to the BSN Program or BSN to the ADN Program (Effective Spring 2023)*

### **Clinical and Health Requirements**

Students admitted to the program must have a physical examination and health clearance done by their Healthcare Provider. The student is required to submit a health clearance form signed by their Healthcare Provider indicating their health clearance status and ability to participate in clinical rotations without limitation to the Department of Nursing designee. Students are eligible for advisement and registration after Certified Background verifies negative drug screen and a negative criminal background check.

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

*Withdrawal from NUR 101 does not excuse any student from this policy.*

The health clearance includes required immunizations such as the first two injections of the hepatitis B vaccine and an initial two-step PPD test or Quantiferon Testing. If the healthcare provider determines that regular monitoring of a pre-existing condition or chronic illness is required, evidence of compliance will be necessary for continuation in the program.

The following clinical requirements must be completed:

- Physical examination and health clearance completed by a physician or other qualified Healthcare Provider (Nurse Practitioner or Physician Assistant)
- Immunization records
- Influenza immunization during the flu season - October to March annually
- Fit testing is required by the clinical site.
- Quantitative titers (bloodwork) indicating immunity to measles, mumps, rubella, varicella, and hepatitis B. Those who have not had immunization for hepatitis B must start the immunization process within 1 month of receiving the conditional acceptance letter or sign a declination. Some clinical facilities will not accept students who have not demonstrated immunity to hepatitis B.

- Td or Tdap if more than 10 years
- Documentation of negative 2-step PPD (TB test), or single PPD with documentation of negative PPD within the past 12 months. QuantiFERON tests will be acceptable unless a clinical facility does not accept it.
- For those with positive PPD: Documentation of test results and negative chest x-ray, documentation of negative chest x-ray within the past 6 months, documentation that there is no evidence of active tuberculosis infection; if latent tuberculosis infection, documentation of adequate treatment.
- CPR healthcare provider course certification (American Heart Association BLS Healthcare Provider ONLY)
- Proof of health insurance
- Malpractice insurance
- NSNA membership
- COVID 19 vaccination

Please note: Current EIC Nursing students **MUST** have all required documentation maintained to register for classes.

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

If a student is pregnant, the Nursing faculty must be notified immediately and a medical clearance form from the healthcare provider must be submitted. This form will be placed in the student file. The clinical setting might be hazardous to a developing fetus. Medical clearance is required after a medical leave upon return to school.

**EIC Nursing students MUST have all required documentation maintained and made current to register for succeeding classes to participate in clinicals. Students are required to have all compliances as per the clinical placement site and those requirements must be cleared through Castle Branch. No student will be placed in a clinical without Castle Branch clearance and must meet any additional clearances as per the site. Students will be dropped from clinical and didactic if this clearance is not in place at the time of the clinical site.**

#### **COVID-19 Vaccination Policy (applicable starting September 1, 2021)**

At this time, all Eastern International College students are required to be vaccinated against the COVID-19 virus and this is a condition of enrollment. All students must receive a COVID-19 vaccination or possess an approved exception (medical or religious). Requests will be reviewed on an individual basis and must be approved by the College to satisfy compliance with this policy.

The approved medical and religious exemptions are applicable only to EIC. All students must comply with the Covid-19 vaccination policy of the externship sites and clinical agencies/sites. A student with an approved medical and/or religious exemption for EIC may not be able to complete the clinical and/or externship requirement if the clinical/externship site rejects the

student's religious or medical exemption. The student will be asked to drop out or withdraw from the course. EIC does not provide on campus clinicals for nursing.

### **Academic Progression**

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

### **Course Progression**

It is the responsibility of the students to check their portal for information on final grades. It is also the responsibility of the student to know course prerequisites and inform the advisor or the Dean of any error in a course choice because of a course prerequisite failure. All indicated course prerequisites must be completed. Any student that progresses in error will be dismissed from the program and will not be allowed to appeal.

### **Dismissal from the Program**

Students will be dismissed from the ADN program for any of the following:

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



and will not be allowed to appeal this dismissal.

11. In addition, refer to *Academic Standing* and *Academic Standards* of this handbook.

Students will be informed in writing by the Dean of the Nursing Department of the reason(s) for dismissal.

### **Introduction to Nursing Policy (NUR 101)**

A student who fails NUR 101 will be dismissed from the ADN Program and not eligible for any appeal.

### **Unsafe Practice**

Nursing faculty has an academic, legal, and ethical responsibility to prepare graduates who are competent and to protect the public and health care community from unsafe nursing practice. Within this context, students can be disciplined or dismissed from the program for behavior which threatens or has the potential to threaten the safety of a client, a family member, or substitute familial person, another student, a faculty member, or other health care provider. A student who has been deemed unsatisfactory in providing safe care in the clinical area may not be permitted readmission into the program. The decision not to allow readmission will be made by the Dean of the Nursing Department in collaboration with the clinical instructor and course faculty, based on the severity of the unsafe situation in which the student was involved.

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

### **Student Awareness**

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

### **Grading Criteria**

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

### **Grading Scale**

Courses in the program are either completely didactic and take place only in the classroom or combine classroom didactic content with appropriate laboratory and clinical experiences. Students are expected to attend all classes, clinical experiences, and practice laboratories. Courses will be graded based on their format as described below. To pass a course, a student must obtain passing grades in the lab, clinical, and didactic.

### Didactic/Virtual Component of Nursing Courses

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

#### GRADE SCALE:

Letter Grade	Numerical Grade	Rating	GPA
A	90-100	Excellent	4.00
B+	85 – 89.99	Good	3.50
B	80 – 84.99	Average/Passing	3.00
C+	77 - 79.99	Failing*	2.50
C	75 – 76.99	Failing	2.00
D+	70 – 74.99	Failing	1.50
D	65 – 69.99	Failing	1.00
F	Below 65	Failing	0.00
I	None	Incomplete	N/A
IE	None	Incomplete Extended	N/A
AU	None	Audit, No Credit	N/A
W	None	Withdrawal	N/A
WL	None	Withdrawal due to military service or medical reason	N/A
WF	None	Withdrawal after the official withdrawal date	0.0
TR	None	Transfer	N/A

**\*A grade less than “B” in any nursing course is considered unsatisfactory, and the course must be repeated. Repeating a failed course requires repeating also the lab and clinical components.**

#### GRADE SCALE: Clinical/Virtual Component of Nursing Courses

**Satisfactory = Passing; Unsatisfactory = Failing**

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

Clinical instructors are responsible for identifying students at risk for clinical failure. Students will receive a clinical warning following any episode of unsatisfactory clinical practice. The

circumstances will be documented by the clinical faculty member on a clinical warning form and will include strategies for remediation and improvement. Students may be referred for mandatory skills remediation at the discretion of the clinical instructor. At the end of the course, the faculty member will evaluate whether the student's overall clinical performance has been satisfactory and determine the student's eligibility for removal of the clinical warning. Failure to remediate satisfactorily for a clinical warning will result in a clinical grade of unsatisfactory and failure of the course. The failure will be recorded on the student's permanent record as an F regardless of the classroom grade achieved. If a student receives an unsatisfactory grade in the clinical component of a course, the student will receive an F for the clinical component and will fail the entire course. If a student fails the theoretical or didactic part of the course, the student will similarly fail the entire course.

### **Medication Calculation Testing**

Students will be required to take a basic medication calculation exam in each nursing course with a clinical component. A grade of 100% is required to pass. Students who do not pass on the first attempt will be allowed a second opportunity to retest. **A maximum of three attempts will be provided to students to achieve the required score. Failure to achieve a passing score will result in failure of the course. The student may opt to withdraw from the course, if desired, after failure of the second attempt.**

*Progression through the program is dependent upon students meeting the following criteria:*

- Passing medication calculation exams with a minimum score of 100%
  - Successful passing of all courses with a grade of B or better
  - Satisfactory completion of all clinical/laboratory experiences including skills assessment
- Mid-Curricular HESI Examinations**

### **Mid-Curricular Specialty Standardized HESI Exams Policy for: NUR 102, NUR 105, NUR 202, NUR 203, NUR 204, NUR 205**

The purpose of the HESI assessment is to provide students with the opportunity to identify and address their gaps in learning and application as they progress through the program. This approach facilitates identification of those students who are "at risk" and promotes early intervention to improve retention. The program will utilize the Elsevier resource package which includes practice and proctored Assessments, adaptive quizzing, case studies and reviews and Tutorials in every Nursing Course. A score of **845** is the minimally acceptable level for passing HESI exams. The proctored HESI assessments are given within the last 3 weeks prior to the end of semester to measure students' progress. HESI specialty exams are used to assess student knowledge and decision-making skills in 6 areas: Fundamentals, Maternal Child Health, Nursing Care of Children, Medical-Surgical, Geriatrics, Pharmacology and Mental Health. These online assessments are scheduled each semester as outlined in Table 1. The required HESI exams should contribute 5-10% to overall course points which can be chosen by the course head. Each course that uses a HESI exam must state the points allotted to the HESI exam, the total number of points a student would receive, and the number of remediation hours and process a student must complete in order for the remediation to be considered complete and successful. Failure to complete remediation will result in earning a zero for the HESI test which may result in course failure.

**A conversion score will be awarded to scores less than 845 if the student completes the required HESI remediation assignment. Students who do not remediate will receive a zero. Students who fail the first attempt may NOT retake the exam.**

**Table 1:**

<b>Course</b>	<b>HESI Assessments Planned: All associated with course grade</b>
NUR 102	Fundamentals of Nursing
NUR 105	Pharmacology II
NUR 202	Adult Health II
NUR 203	Mental Health Nursing
NUR 204	Maternal/Newborn Nursing (Obstetrical Nursing)
NUR 205	Pediatric Nursing

All students regardless of score achieved must complete post-assessment focused review and turn in to instructor within 2 weeks of the assessment.

**Students who fail to complete all remediation work from the initial HESI Exam, a grade of Zero will be assigned for the test and may result in course failure.**

**PLEASE REFER TO THE COURSE SYLLABI FOR HESI TEST DATES**

- HESI Specialty Exams are scheduled during Week 13.
- Students are required to take the exam at the scheduled time or receive a zero for the exam.
- A schedule will be posted, please plan accordingly.

**Incomplete Grades**

An incomplete (I) is issued to students not meeting the minimum course requirements. The incomplete must be converted to a letter grade within two (2) weeks of the end of the course. An (IE) is Extended Incomplete. If the minimum course requirements are still not met, the “I” is converted to “F”. An “I” does not count towards the cumulative Grade Point Average (GPA) until a grade is assigned. A “W” is given when a student either withdraws or is dropped from a class for violation of the 14 days attendance policy. The “W” remains on a student’s academic transcript.

Students accepted into the nursing program must follow the identified curriculum and must take all courses in sequence. If a student drops a course that is a prerequisite or corequisite to a nursing course, the student must take a Leave of Absence (LOA) and return the next time the course is offered. Students on LOA are subject to the Validation Policy for Nursing.

**Academic Standing**

Students who are accepted and started the Nursing Program will be covered by the following academic standards and policy:

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

- A grade of “B” is necessary to pass a nursing course.
- A student must achieve a passing grade in each prerequisite course in order to progress to the course for which it is a prerequisite.
- A student will be placed on academic probation when the cumulative GPA falls below
- 2.50 in any given term. The student will be required to participate in remediation activities for all courses in which the student received a grade below a B (80%).

A GPA less than 2.50 for two consecutive semesters will result in dismissal from the program. The student may appeal this dismissal.

A student who fails NUR 101 will be dismissed from the program and will not be allowed to appeal the dismissal.

- A student who fails a nursing course (NUR 102, NUR 103, NUR 104, NUR 105, NUR 201, NUR 202, NUR 203, NUR 204, NUR 205, NUR 207) may repeat the course one (1) time only and must do so the next time the course is offered. Failure of any Nursing course after reinstatement will result in dismissal from the program and will not be subject to appeal. Students who failed two (2) different Nursing courses at any point in the program and are dismissed, but believe that mitigating or extenuating circumstances exist, should submit a written appeal to the Academic Appeals Committee c/o Dean, Nursing Department. Students may only exercise the appeal option during their time attending Eastern International College.
- A student who fails three (3) or more Nursing courses in any given semester will be dismissed from the program and will not be eligible to appeal for reinstatement.
- A student who fails two (2) or more Nursing courses except 206 in any given semester and has failed a previous Nursing course will be dismissed from the program. The dismissal will NOT be subject to appeal.
- The Academic Appeals Committee makes all final decisions regarding probation, dismissal, and reinstatement. The Nursing Dean will provide written notification to students of changes in academic standing.
- The ADN program must be completed within a maximum of two and a half years (36 months) from the date of initial admission to graduation. A student may be dismissed from the Program but may appeal for extension with extenuating circumstances (e.g. pregnancy). A committee will make the decision.

### **Policy for NUR 206 and NUR 207**

#### **Predictor Examination – Remediation and NCLEX Preparation Requirements**

Predictor Exams will be administered in NUR 206 and NUR 207 respectively. The NCLEX 3-Day Live Review offered in NUR 206 is a mandatory requirement for successful completion of the program. The costs for these preparation exams and reviews are included in nursing student fees. These exams are given to help students identify areas of weakness or “knowledge gaps,” and to provide remediation and test preparation plans to mitigate the knowledge gaps and maximize the student’s probability of passing the NCLEX-RN exam on the first attempt.

Remediation and/or test preparation is required for all students regardless of whether they pass the Predictor Exams.

Failure to achieve the benchmark score (**875 for HESI RN Predictor Exam**) on the first proctored exam demonstrates a knowledge gap that requires remediation. All students will initiate remediation or preparation immediately after the first proctored exam, regardless of the score for all questions. **Students who fail to complete all remediation work from the initial HESI Exam, a grade of Zero will be assigned for the test and may result in course failure.**

All scheduled NCLEX LIVE Reviews require mandatory attendance.

***Absence of any portion of the Live Review will result in an “Incomplete” grade for the course.***

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

### **Remediation for Predictor Exam (NUR 206) and RN Predictor (NUR 207)**

Schedule an appointment with the course instructor to create a personalized remediation plan. Remediation activity should start immediately and must be completed within 2 weeks from the test date unless extenuating circumstances arise. (i.e., hospitalization or death in the family).

#### For NUR 206

Procedure for Remediation:

The Remediation plan must include, at a minimum:

1. Review of content knowledge gaps
2. indicated on the Kaplan RN Exit exam analysis report and completion of note cards.
3. Review every question, including questions answered correctly.
4. Review every question for a minimum of one minute per question.
5. Students who fail to complete all remediation work from the initial HESI Exam, a grade of Zero will be assigned for the test and may result in course failure.

#### NUR 207

Procedure for Remediation:

1. After taking a HESI exam, students receive a HESI exam report with their score.
2. Once all students in a cohort have completed the HESI exam, the exams are uploaded for processing in order to generate the remediation materials.
3. Following the generation of remediation materials, students will receive targeted remediation materials online in their HESI portal. They should be instructed to complete their remediation while logged in so that the remediation counts toward their required remediation time. The amount of remediation time is based on their HESI exam score and should be stated in the course syllabus.
4. The faculty will meet with remediating students prior to the end of the course to determine that the student is learning and filling in gaps in understanding key concepts. Each course syllabus will outline the amount of remediation required and the process for the required remediation check-ins.
5. Students must be logged into their HESI Student Access account and the online test

specific remediation content for the number of hours specified. Do not print and log out of HESI remediation to study. Time spent in remediation content is monitored and students can break up the required remediation hours into multiple sessions.

6. When using Adaptive Quizzing as remediation after HESI exams, use Custom Exams and not Mastery Exams. Additionally, it is advised that only one content area be selected for each weakness area (as opposed to combining multiple topic areas into a quiz with more questions).
7. HESI Case Studies that are not used in class assignments can be used. Please ask the course instructor for additional assistance in choosing appropriate case studies as needed.

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

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

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

**Satisfactory Academic Policy (SAP) Policy-** Please refer to the College Catalog

### **Penalties for Violations for Academic Integrity**

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

#### ***Level I***

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

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

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

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

### ***Level II***

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

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

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

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

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

### ***Level III***

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

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

Possible Penalties: A failing grade on the assignment and/or in the course at the discretion of the faculty. Violations at this level will be reported to the Dean of the Nursing

<http://www.aspmn.org/Pages/advocacy.aspx>

Department and the Dean of Academic Affairs and/or Vice President. A notation of plagiarism shall be placed in the student's record following this offense and the student will not be allowed to expunge the grade of F from his/her GPA should the course be retaken.

In the event the faculty member determines that the violation is sufficiently severe, a recommendation may be made to the Department Dean and Dean of Academic Affairs and/or Vice President that the student be placed on probation, suspension, or expulsion for one or more semesters with a notation of "disciplinary suspension" indicated on the student's record, or



that the student be permanently dismissed from the College in case of repeat offenses. The Dean of Academic Affairs and/or the Vice President, in consultation with the Nursing Department Dean and faculty member, will be responsible for deciding the additional penalty.

## **Appeal Process**

### **I. Program dismissal due to poor academic performance**

Any student who meets the criteria as described in the Policy for Academic Standing and believes has mitigating circumstances should submit a written appeal to the Academic Appeals Committee (AAC) c/o Dean, Nursing Department. The Academic Appeals Committee may consist of the Academic Dean (or a designated academic official), Nursing Dean, and one or more faculty members. The letter should include the following:

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

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

**Students are allowed only one program dismissal appeal during their career in EIC.**

### **II. Grade Appeal**

- Students are expected to follow the appeal process and should not escalate appeals without following the process. Any appeal will not be addressed if the process is not followed.
  
- An appeal must be submitted within 3 business days from the date of final grades were posted and/or released. Appeals requested after this time will be denied.

When a student brings forth issues of unfair evaluation of assigned work, the following procedure will be followed:

#### **1. Level One: Faculty**

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

#### **2. Level Two: Department Dean**

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

### **3. Level Three: Academic Appeals Committee**

A student who is not satisfied with the decision rendered by the Department Dean may write a request for further review to the Academic Appeals Committee (AAC). All supporting documents must be included in the letter. The AAC must inform the student, faculty, and Dean of the decision (email is acceptable) within the first week of the upcoming semester. The decision of the AAC is final and not subject to further appeal.

### **III. Other Academic Concerns**

Any academic appeals, other than the ones mentioned above, must be discussed with the Department Dean. The Department Dean determines if the appeal would need to be coursed through the Academic Appeals Committee (AAC) or not. If the appeal must go through the AAC, the Dean advises the student to write a formal letter of appeal to the Academic Appeals Committee. The appeal must be submitted three (3) business days after the final course grades are posted.

The letter must include the following:

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

The decision of the AAC to approve or deny the appeal must be submitted within the first week of the following semester. The decision of the AAC is final and not subject to further appeal.

## **Graduation Requirements**

The requirements for graduation are:

- Pass each course, including labs and clinical, in accordance with program guidelines
- Earn a cumulative GPA of 2.50
- Successfully complete all the Nursing remediation and preparation requirements for the National Council Licensure Examination (NCLEX) required by the Nursing Department and as outlined in this handbook. This includes registration and attendance on an NCLEX-RN review course identified by the Department.
- All financial obligations to Eastern International College must be fulfilled.
- Complete the Clearance form from the Registrar and Career Services Office
- Complete a student loan exit interview.

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

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

**Student Services**

### **Learning Resource Center**

The Learning Resource Center comprises the Nursing Skills Laboratory and the Video Reference Collection. The Nursing Skills Lab is available for students to practice and develop their clinical nursing skills and/or review course manikins, practice models, and hospital equipment and supplies for the effective simulation of client care interventions. Students receive access to Clinical Skills Videos as part of their classroom learning resources. The videos reflect a broad range of nursing clinical specialty areas and contain information and demonstrations of essential psychomotor nursing assessment and intervention skills.

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

### **Library Services**

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

The Librarian works as a resource for reference information for students working on courses or clinical assignments and will assist with online database searches. Students have Internet access to the E-global library and may research and retrieve reference materials on a wide variety of subjects. The library subscribes to eBook Central, an online library which offers over 120,000 eBooks in subjects ranging from Nursing to Allied Health. The library holds subscriptions to PubMed and ProQuest, electronic databases where students can find scholarly journals and periodicals which specialize in areas of Nursing and Allied Health.

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

### **Financial Aid Services**

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

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

deferment options.

### **Student Health Services**

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

### **Placement and Career Planning Services**

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

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

### **Counseling & Academic Advising**

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

Eastern International College students are advised by faculty members, as well as the Department Chairperson or Program Dean, when needed. These Academic Advisors, who are well-versed in program-specific scheduling, grading, and curricula, are motivated to help students achieve their academic goals. In some special circumstances, the Vice-President of Academic Affairs may also advise the students.

Students attending the online program at Eastern International College are advised by the Director of Student Services, Academic Support, and Advising, as well as faculty members and the Department Chairperson or Program Dean. The Director of Student Services, Academic Support, and Advising performs outreach to the students in their orientation module, as well as conducting outreach throughout their regular courses to determine how they are performing and if they have any questions or concerns. This outreach serves to assist online students with transitioning to online learning and developing the skills needed to be successful throughout their coursework. The Director of Student Services, Academic Support, and Advising also works with

the faculty and registrar to determine attendance concerns and provide follow-up activities to assist with student completion. Faculty members and the Department Chairperson or Program Dean work to conduct regular academic advising sessions throughout the quarter with the students to help them achieve their academic goals. The Dean and Director of IT and eLearning may also advise the students.

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

### **Americans with Disabilities Act: *See College Catalog***

#### **Transfer Credit Policy for the Associate of Applied Science in Nursing Program**

Note: *Refer to the College Catalog for General Transfer Credit policy*

Aside from the General Policy, the ADN follows the following guidelines for credit transfer:

1. The ADN Program accepts a maximum of 21 general education credits. Nursing courses will not be accepted for transfer credit.
2. Transfer credit for a science course (Anatomy and Physiology I & II and Microbiology) will be accepted if the course was completed within the last five years.
3. Transfer credit for Microbiology and Anatomy and Physiology I and II will be accepted if the grade in the official transcript of records is B or better. The required grade for the rest of the general education courses is a C or better.
4. Transfer credit for Anatomy and Physiology I & II (A & P) will be accepted only if the student passed the Science section of the HESI-A2 entrance examination with a minimum score of 70% in the A&P section.
5. Transfer credit for English Composition I and II will be accepted if:
  - The student passed the English section of the HESI-A2 with a score of 70%. A student with a score lower than 70% will be required to repeat English Composition even if the student took the class before. If the student took and passed both ENG 101 and ENG 102 (with a grade of “C” or better) from another accredited college but attained a composite score less than 70% in the English section, the student will be required to repeat ENG 102.
6. Transfer credit for Mathematics (College Algebra) will be accepted if the student passed the Math section of the HESI-A2 examination with a score of 70% or better). A student with a score below 70% (HESI-A2) in Math will be required to repeat College Algebra even if the student took the class before.
7. Elementary Algebra Requirement: A student who scored less than 70% in the Math section of the (HESI- A2) will be required to take and pass Elementary Algebra (MAT 099). A student who completed and passed College Algebra or any Calculus course within the last ten years from an accredited college (with a minimum grade of “C”) but scored 70% in the HESI- math will be exempt from taking Elementary Algebra (MAT 099). The following courses can be accepted for Math transfer credit: College Algebra, Statistics, Pre-Calculus, Calculus, Differential or Integral Calculus, Differential Equations, Linear Algebra, College Math, Trigonometry.

A degree earned outside the United States must be evaluated using one of the approved evaluating companies, such as World Education Services (WES) or Educational Credential Evaluators (ECE) for United States degree equivalency. Transcript evaluation is the responsibility of the applicant. Credit transfer for foreign-earned credit is subject to the approval of the Admissions Committee.

**Petition to Review Transfer Credit**

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

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

**Registrar Office  
Eastern International College  
684 Newark Avenue  
Jersey City NJ 07306**

**Associate of Applied Science in Nursing (ADN)**

**Curriculum List and Sequence of Courses (70 Credits)**

**GENERAL EDUCATION REQUIREMENTS *24 Credits***

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

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

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

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

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

**Mathematics **3 Credits****

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

NUR 101	Introduction to Nursing	3
NUR 102	Nursing Fundamentals	6
NUR 103	Health Assessment	1
NUR 104	Pharmacology I	3
NUR 105	Pharmacology II	3
NUR 201	Adult Health I	6
NUR 202	Adult Health II	6
NUR 203	Mental Health	3
NUR 204	Obstetrical Nursing	3
NUR 205	Pediatric Nursing	3
NUR 206	Nursing Synthesis Capstone	3
NUR 207	Senior Clinical Practicum	6
<b>Total</b>	<b>Degree Course Credits</b>	<b>70 Credits</b>

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

#### **SEQUENCE OF COURSES (without MAT 099)**

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

## SEQUENCE OF COURSES (With MAT 099)

<b>First Semester</b>	<b>16 Credits</b>
ENG 101	3
MAT 099	3
BIO 101	
PSY 102	3
NUR 101	3
<b>SECOND SEMESTER</b>	<b>18 Credits</b>
MAT 103	3
BIO 102	4
NUR 104	3
NUR 102	6
NUR 103	2
<b>THIRD SEMESTER</b>	<b>15 Credits</b>
MIC 101	4
NUR 201	6
NUR 105	2
ENG 102	3

### SEMESTERS 4 AND 5 ARE SAME AS ABOVE

All General Education courses must be completed by the third semester.

## Nursing Program Requirements

### CRIMINAL BACKGROUND CHECKS

Clinical agencies mandate criminal history background checks for all individuals participating in client care. All students must undergo criminal history background checks upon admission.

**Adverse reports from a criminal background check, regardless of severity, will disqualify students from admission.**

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

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

### CPR CERTIFICATION

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



absence.

### **HEALTH CLEARANCE**

**Health Clearance** which includes physical examination, immunization records, quantitative titers, PPD, and proof of health insurance is required. Health clearance from a licensed independent health care practitioner is required for participation in clinical rotation. The health clearance form can be obtained from the nursing department. Drug screen, 2 – Step PPD or QuantiFERON testing unless the Clinical site will not accept it, and immunizations/titers are required for all students prior to clinical rotation. Individuals with positive PPD or who received BCG at birth require a CXR within 3 months of the start date of the program. TB questionnaires must be submitted annually. For all health clearance requirements, see the medical clearance form/checklist. Effective Spring 2019, a student who has not completed and downloaded all clinical and health requirements in Castle Branch within the student’s first semester in the Nursing Program will automatically be dismissed and will have no eligibility to appeal.

### **MALPRACTICE INSURANCE**

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

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

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

Membership in NSNA is mandatory for all students in the nursing major. NSNA is the largest independent student organization in the country and the only national organization for students in nursing. Details and membership applications are available on the NJNS website: <https://www.njnsinc.org>. Proof of membership must be uploaded to Castle Branch.

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

### **Attendance Policies**

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

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

Attendance will be taken by the course instructor in all courses. Students who fraudulently sign for another student are demonstrating a lack of academic honesty and integrity. Such students will be subject to sanctions up to and including dismissal from the program.

At the start of each course the student will receive a course syllabus in which attendance requirements are included. Attendance will be taken in every class and records maintained to comply with institutional requirements.

### **Tardiness**

Students are expected to be on time for each class, laboratory, and clinical experience on time. Students are also expected to return on time from scheduled class breaks and to remain in class until dismissed by the instructor. Students who are more than 15 minutes late will be dismissed from the lab or clinical and will result in an unexcused absence.

If student is going to be late for class or lab or clinical, the student is responsible to:

- Notify their faculty/lab and clinical instructor of the tardiness at least one hour prior to the start of the class or lab and clinical session.
- Notify the school or lab and clinical agency of their tardiness at least one hour prior to the start of the class or lab and clinical session.
- Submit appropriate documentation for the reason of the tardiness to the faculty/lab and clinical instructor.

Failure to notify the faculty of tardiness in lab or clinical will result in course, lab and clinical failure. Notifying a third party of the tardiness is not acceptable. A student should not call the College to report an absence.

### **Attendance Policy for Laboratory and Clinical**

Making up a clinical absence is a privilege offered to students to lessen the risk of course failure because of a breach in clinical attendance. Clinical Make Up sessions that do not meet the following requirements will be forfeited and the clinical absence will remain.

1. Students must submit necessary medical documentation to the Dean for approval within 48 hours of a clinical absence in order to be considered for a Clinical Makeup session.
2. Clinical Makeups must be completed within 2 weeks from the date of the occurrence.
3. Students must report to the scheduled Clinical Make up session, unless unforeseen circumstances arise, which will require documentation.

One excused absence will be permitted for lab and/or clinical. A second absence will result in course failure. An absence must be made up and all make-up hours must be completed by the last week of class. Any clinical day for which a student is absent must be made up within two weeks. Failure to do so results in course failure. Students will coordinate any make-up hours with the

instructor. Makeup sessions will take place on the EIC campus and proctored by an instructor. Once your makeup is scheduled it is a committed laboratory or clinical session. If unable to attend lab and clinical, the student is responsible to:

1. Notify their lab and clinical instructor of the absence at least one hour prior to the start of the lab or clinical session.
2. Notify the lab or clinical instructor of their absence at least one hour prior to the start of the lab and clinical session.
3. Submit appropriate documentation for the reason for the absence to the lab and clinical instructor.
4. Provide medical clearance to return to school.

An *excused absence* will be granted for any of the following criteria:

1. Illness requiring medical attention supported by documentation.
2. Curricular or extracurricular activities approved in advance by the Dean of Nursing or designer.
3. Personal obligations claimed by the student and approved in advance by the Dean of Nursing or designee.
4. Recognized religious holidays.

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

### **Remediation Policy**

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

Remediation is defined as a way of addressing unsatisfactory performance in the overall course (final letter grade of "F") and is an opportunity for students to demonstrate improvement and satisfactory performance in course content without having to repeat the course. Remediation as a registered student in the Nursing Program is a privilege given to students with regular course attendance and participation and is predicated upon active and complete cooperation with any warnings or interventions. As such, students are required to attend remediation at the time assigned by the faculty member during the operational hours of the Nursing Program. Academic

remediation is not intended to allow students to progress in the curriculum with substandard knowledge of required course material, nor is it intended to provide students a path forward in the curriculum for which they are not adequately prepared. It is not a means to permit students to enroll in courses for which they have not demonstrated competency in prerequisite material. This policy is intended to advance communication about student progress among the student, faculty, and staff, and is intended to promote transparency and clarify procedures for when student performance is substandard. Students who do not comply with the Nursing Program Remediation Policy requirements are in violation of this academic policy of the Program and are subject to denial of course progression, academic probation, or academic dismissal.

### **Enrollment Termination**

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

A student who violates the fourteen consecutive calendar days of absence without establishing an approved leave of absence or fails to inform in writing the Registrar's Office will be awarded a grade of WO (Withdrawal without permission). If it violates the attendance policy in the course syllabus resulting in automatic failure, the grade will be an F (failed). A grade of W or WF prior to the violation of the fourteen (14) consecutive days policy will not change.

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

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

### **Students Called to Military Service Obligation**

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

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

The following policy applies:

1. Withdrawal from classes for a military service obligation

a. Returning Student

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

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

b. New Student

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

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

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

c. Nursing (ADN) students

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

A student re-entering any clinical course after one full semester of absence must pass a comprehensive skills test-off related to the last clinical course completed, demonstrate competency in oral and parenteral medication administration, and pass a written medication dosage calculation examination. The student will be allowed two chances to pass these skills to the satisfaction of the nursing faculty. A skills review packet will be provided to the student. These skills must be performed satisfactorily before the student is allowed to proceed to the clinical area. If the skills are not demonstrated satisfactorily, the student will be dropped from the nursing program, or a student’s application for re-admission will be denied.

It is the responsibility of the student to contact the Lab Coordinator to schedule a test-off time with a nursing faculty. A comprehensive standardized examination from the previous nursing course will be used to validate knowledge of the didactic portion of the course. All validation assessments must be completed the week prior to the first day of class.

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

2. Re-enrollment after military service obligation

A student who completed military service may return to EIC without penalty for having left due

to such service and will be promptly re-admitted with the same academic status. The student may be asked to comply with specific departmental policy (e.g. Validation Policy for Nursing) before registration.

### **Leave of Absence (LOA)**

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

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

If a student fails to return from an approved Leave of Absence, then the College will terminate the student and apply its refund policy. The LOA must be requested prior to the beginning of the semester start for the designated semester. The LOA cannot be requested during the semester for that same semester. Changes to enrollment status, and failure to return from Leave of Absence, are reported to the National Student Loan Data System (NSLDS) by the Financial Aid Officer and confirmed by the Registrar on the subsequent Enrollment Roster Report.

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

### **Pregnancy Leave of Absence or Withdrawal**

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

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

If a student chooses to withdraw all courses due to pregnancy or pregnancy-related issues, they are entitled to return to the same academic program with no loss of academic standing, credit,

satisfactory academic progress, and grade point average as long as the withdrawal is consistent with the policy of the College. Completion of the official Add/Drop Form is necessary. A grade of 'WL' will be assigned to each course. This grade will not affect a student's Satisfactory Academic Progress status.

### **Medical Withdrawal**

A student who experiences physical and/or mental health issues that impair their ability to function successfully as a student may file a Medical Withdrawal within or after the withdrawal deadline.

Documentation of the student's medical issue is necessary to approve a medical withdrawal. Courses that are withdrawn will be noted as "W" and will be included in determining the student's Satisfactory Academic Progress. Completion of the official Withdrawal Form is necessary.

### **Maximum Time Frame to Complete a Degree Program**

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

### **Academic Evaluation**

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

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

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

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

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

placed in the student's folder. The copies should be signed by the student and the instructor.

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

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

### **Academic Standing (Nursing Program)**

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

1. A student must achieve a passing grade in each prerequisite course in order to progress to the course for which it is a prerequisite.
2. A student will be placed on academic probation when their GPA falls below a 2.0 in any given term. Such students will be required to participate in remediation activities for all courses in which the student received a grade below a B (80%).
3. A student who fails any nursing course *except for NUR 101* may repeat the course one time only and must do so the next time the course is offered. A student who fails two nursing courses will be dismissed from the program. Failure of NUR 101 results in dismissal from the Nursing Program with no chance of appeal.
4. Any student who believes that they were dismissed according to Eastern International College policies but has mitigating circumstances should submit a written appeal to the Academic Appeals Committee (AAC) c/o the Nursing Dean. Nursing students may only exercise their appeal option once during their career at EIC.
5. The Academic Appeals Committee makes all final decisions regarding probation, dismissal, and reinstatement. The Nursing Dean will provide written notification to students of changes in academic standing.
6. It is the responsibility of the student to seek academic advising from the designated advisor, Dean, or Associate Dean regarding a course failure and change in course due to a failed prerequisite/s. An add/drop must be completed by the student on or before the last day of the Add/drop period. Failure to comply with this policy and non-compliance with course prerequisite requirements may result in dismissal from the Nursing Program.

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

1. Students who officially withdraw from a program may be eligible for a refund of tuition



charges.

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

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

1. A student who officially withdraws from a course after the drop period will earn a grade of *W*. This *W* grade will not be computed into the student's GPA but will be counted toward attempted credits, which may affect the student's Satisfactory Academic Progress. Any course withdrawal will not result in a change in Financial Aid received by the student, and the student will be responsible for the full fee of the course(s). The Office of the Registrar is the only office of the College that can withdraw students. Students must see the Registrar to conduct the process of withdrawal. Official withdrawal from all registered courses for the semester may affect the student's financial aid status (e.g. student loan grace period, Return to Title IV funds calculation, enrollment-based academic benefits, etc.). Please consult the Financial Aid officer for questions and/or clarifications. If a withdrawal is unofficial, the final grade will be a WF.
2. A student may withdraw from a course once. The second withdrawal in the same course will result in dismissal from the program and must successfully appeal this decision to the Academic Appeals Committee (AAC) for reinstatement.
3. A student who officially withdraws from all courses and wishes to return must comply with the *Readmission Policy for Nursing*. A student who withdraws from a course and has been out for more than one (1) semester must comply with the *Validation Policy for Nursing*.

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

A student who officially withdraws from a course within the withdrawal period will earn a grade of *W*. Withdrawing the same course twice will result in dismissal from the program. The student may appeal this dismissal.

### **Repeating a Nursing Course**

**A student who fails NUR 101 will be dismissed from the Nursing program and will not be allowed to appeal the dismissal.**

A student who fails any other Nursing course (NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, NUR 107, NUR 201, NUR 202, NUR 203, NUR 204, NUR 205, NUR 206, NUR 207) may repeat the course one (1) time *only* and must do so the next time the course is offered, depending upon seat availability. A failing grade in a repeated Nursing course will result in dismissal from the Nursing program, ***and the student may not appeal the dismissal***. Any student who fails two (2) Nursing courses will be dismissed from the Nursing program but may appeal for reinstatement.

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

*Failure of more than two (2) nursing courses except NUR 206 at any point in the program will result in dismissal from the nursing program and will not be subject to appeal.*

Students who failed two (2) Nursing courses at any point in the program and are dismissed but believe that mitigating or extenuating circumstances exist, should submit a written appeal to the Academic Appeals Committee c/o Dean, Nursing Department. *Students may only exercise the appeal option once during their time attending Eastern International College.*

### **Re-Admission Policy**

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

1. The student must have good academic standing at the College. Failure in any general education or nursing course disqualifies a student from reinstatement.
2. The student must not have been out of the nursing program for more than one semester.
3. All college obligations (e.g., Library, Financial Aid, etc.) must have been settled prior to application for readmission
4. Write a letter to the Dean of Nursing asking to be reinstated. The letter must include the following:
  - a. Updated transcript of all college courses
  - b. Name, ID number, working phone number, email and mailing address
  - c. Semester in which the student wishes to be reinstated.
  - d. Mitigating or extenuating circumstances that resulted in the withdrawal from the program or all courses.
  - e. Supporting documents
  - f. Any resolution of the problem (s) that previously resulted in the need to withdraw from or failure to achieve a satisfactory grade in the last nursing or nursing curriculum must also be included.
  - g. Supporting documents
5. Submit the letter at least four (4) weeks prior to the start of the next semester.
6. Interview with the Nursing Admissions Committee
7. A student who has been out of the program for one semester must comply with the *Validation Policy*.
8. Application for re-admission does not guarantee reinstatement into the Nursing program.
9. **Failure or withdrawal from a nursing course terminates active status in the nursing program. An application for re-admission will be considered after 2 years away from the program required.**

### **Validation Policy**

A student re-entering any nursing course after one full semester of absence must pass a comprehensive skills test-off related to the last nursing course completed. The student will be required to demonstrate competency in oral and parenteral medication administration and pass a

written medication dosage calculation examination with a grade of 90%. The student will be given the opportunity to practice the required skills prior to skills testing and will then be allowed two (2) chances to pass the required skills to the satisfaction of the nursing faculty. If the skills are not demonstrated satisfactorily, the student will be dismissed from the nursing program, or a student application for re-admission will be denied.

*It is the responsibility of the student to contact the Nursing Dean to schedule test-off time with a member of the Nursing faculty. The student must pass both the didactic and clinical portions of the Validation process to be considered for reinstatement.*

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

*All validation assessments must be scheduled and completed prior to the first day of class*

### **Nursing Admission Deferment**

A student who deferred admission must re-apply through the Admissions Office. Acceptance is not guaranteed.

### **PROGRAM COMPLETION**

To graduate from the nursing program, the student must:

- a. Complete all courses listed on the Nursing curriculum guide with a grade of B (80%) or better.
- b. Successfully complete the Nursing Concept Synthesis Capstone Course and all associated remediation.
- c. Register and attend an NCLEX-RN review course identified by the program faculty.

### **STUDENT RESPONSIBILITIES DURING DIDACTIC/VIRTUAL CLASSES**

Students must:

1. Participate in discussion; ask questions when unsure about major concepts.
2. Request clarification of any information presented in reading materials, learning labs, or lectures.
3. Perform written and oral examinations and written materials at a minimum of B (80%) to maintain acceptable standing in the course. All computerized answer sheets and test booklets must be turned in at the completion of the exam and/ concept review. Failure to return the papers to the instructor prior to leaving the classroom will result in the student receiving a grade of zero (0) on the exam.
4. Attend local and/or regional conferences and lectures as required. When appropriate and available to enhance learning, students will be asked to attend such programs as part of the class assignment and for their professional growth. Students may be asked to pay a minimal registration fee for some of these educational opportunities.
5. Demonstrate honesty and integrity including not altering or falsifying documents or cheating on examinations/quizzes or any other assignments given by the instructor, whether case studies, computer-based assignments, etc.

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

## **REQUIREMENTS FOR ASSIGNMENTS**

The student will:

1. Exhibit a clear understanding of the guidelines for written work using APA FORMAT. The library has the APA Manual available. You may also go to [www.apastyle.org](http://www.apastyle.org) or Purdue Online Writing Lab (OWL) for a general overview <https://owl.english.purdue.edu/>
2. Demonstrate organizational ability.
3. Express ideas with clarity. Spell correctly, punctuate properly, and write legibly and neatly.
4. Exhibit scholarship by depth and breadth of content and extent of bibliography.
5. Show originality and creative thinking.
6. Demonstrate critical thinking, relate, and correlate knowledge gained from resource materials.
7. Complete projects on schedule.

## **Rules And Regulations**

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

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

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

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

in the classroom and at clinical externship sites. The following is a list of violations:  
Noncompliance with netiquette policy that applies to emails, all online correspondence, and online courses.

- Noncompliance with the civil law at the local, state or federal levels
- Smoking on the College premises including vaping, and e-cigarettes
- Eating or drinking in any laboratories, patient care facilities, or classrooms
- Noncompliance with the dress code/uniform policy, including clinical uniforms.
- Verbal or physical abuse towards peers, faculty, administrative and/or support staff
- Furnishing false, incomplete, altered, or misleading information in College-related documents, including entrance applications or Program-related documentation
- Major violations contrary to principles of academic honesty (i.e. plagiarism, cheating)
- Unauthorized use of electronic gadgets (e.g. mobile phone/cellphone, unauthorized laptop or any computer gadget) during examinations
- Destruction of College or building property
- Harassing, stalking, threatening, abusing, insulting or humiliating any student, instructor, administrator or member of the support staff
- Demonstrated demeaning written or oral comments of an ethnic, sexist, or racist nature.
- Unwanted sexual advances or intimidation
- Carrying or concealing firearms or any unlawful weapon
- Use or under the influence of alcohol or illegal drugs on the College premises or in any affiliating agency.
- Disruptive classroom behavior and persistent violation of College rules and regulations.
- Students are not permitted to use cellular phones, iPods, or any other electronic devices, while in the classroom, unless permitted by the instructor for educational purposes. Students may be asked to surrender electronic devices during examinations or other testing times.
- Slander or libel against the College
- Refusal to wear the personal protective equipment (PPE) in the lab or designated place where PPE is required.
- Refusal to comply with EIC's COVID-19 protocol for safety and protection (social distancing, face cover, temperature check, PPE, etc.)
- Other actions deemed unethical or unprofessional by the faculty and administration.

EIC reserves the right to impose discipline upon students for conduct committed while enrolled and occurring off- campus that:

1. has a relationship to the College.
2. constitutes a violation of law (whether or not the charged conduct is related to the College).
3. affects a member of the community's ability to fulfill his or her responsibilities; and/or
4. poses a risk of harm to a member of the College Community.

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

### **Suspension, Probation and Dismissal**

The College reserves the right to discipline a student, including suspension, probation, or dismissal from their Program classes and campus at any time for behavior that is deemed by the Academic Coordinating Committee as unethical, an interruption to instructional activities, or is verbally or physically uncivil.

Depending on the breach of the Code of Conduct, students may be subject to a formal administration panel hearing. Unethical or unprofessional behavior includes, but is not limited to:

Eastern International College reserves the right to institute suspension, probation, or dismissal of a student for any of the following reasons:

- Failure to comply with the professional behavior policy or other school policies and procedures.
- Cheating
- Failure to pass a course after the second attempt.
- Failure to maintain satisfactory academic progress.
- Failure to pay school fees and/or tuition by applicable deadlines.
- Disruptive, defiant, or interruptive behavior that impacts academic or operational delivery.
- Posing a danger to students, faculty, staff, or affiliates
- Making any false statements in connection with their enrollment.

Tuition, fees and supplies become due and payable immediately upon a student's dismissal from the school. The college will determine if any Title IV funds need to be returned. Students wishing to appeal probation or dismissal can make a written request to the Appeal Committee for review. The Appeal Committee will conduct the review and make the appropriate determination.

### **Program Dismissal Grading Policy**

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

### **Course Progression**

It is the responsibility of the students to check their portal for information on final grades. It is also the responsibility of the student to know course prerequisites and inform the advisor or the Dean of any error in a course choice because of a course prerequisite failure. All indicated course prerequisites must be completed. Any student that progresses in error will be dismissed from the program and will not be allowed to appeal.

### **Grievance/Complaint and Academic Complaint Protocol (Refer to College Catalog)**

### **Student Complaint Procedure (Refer to College Catalog)**

## **COLLEGE SKILLS LABORATORY**

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

### **Student Responsibilities**

1. Study the concepts, principles, anatomy, physiology, and technique necessary for each skill.
2. Demonstrate ability to state the objectives for each skill.
3. Complete the laboratory guide objectives related to the skill, prior to the laboratory presentation.
4. Prepare for a return demonstration following the instructor’s presentation.
5. Evaluate one’s own and peer performance.
6. Seek tutorial assistance, if needed, to develop competency in the skill.
7. Use a sign in/out book for attendance.

### **Instructor Responsibilities**

1. Briefly discuss the skills, principles, and concepts.
2. Demonstrate a specific skill.
3. Clarify questions presented.
4. Provide assistance necessary for the development of competence in the performance of the skills.
5. Plan validation of specific skills.
- 6.

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

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

Faculty assistance or supervision will be available to the student.

The determination of whether the student receives full credit for the clinical day will be made by the clinical instructor. (See referral form in the appendix section)

## **CLINICAL LABORATORY / UNIFORM REGULATIONS**

1. Each student must have:
  - An EIC student uniform that must be purchased from the uniform vendor. The uniform consists of a jacket, shirt, slacks or skirt, shoes, and appropriate hose.
  - One functioning wristwatch with a second hand.
  - An EIC emblem is placed in the center, one inch below the shoulder seam of the left

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

## **UNIFORM REGULATIONS/DIDACTIC CLASSES**

1. Students must be in complete uniform when on campus. Nursing students must wear teal scrubs.
2. Footwear must be solid white, professional type leather, rubber soled shoes with good support. White stockings must be worn with skirts; white socks must be worn with pants.
3. In case of inclement weather, the student must bring the required footwear to the College to be changed into for classes. NO boots, moccasins, or shoes of any color other than white are permitted.
4. Outerwear must be solid black or white, no hoodies.
5. A solid black or white shirt may be worn under the scrub top for comfort. No patterns, stripes, etc.
6. No headwear may be worn indoors, unless for religious reasons. Headwear required for religious reasons must be black or white only, with no additional ornamentation.
7. Uniforms must be always clean and in good condition. Uniform skirt length is at or below the knee, whichever looks best on the individual. Pant length must be to the top of the shoe.



8. Fingernails must be short (no longer than the tip of the finger) and neatly filed. Only clear nail polish may be worn. Artificial fingernails/wraps are not permitted.
9. Hair must be neatly arranged so that it does not fall on the face or hang over the shoulders. No elaborate hair fasteners or hair bands are allowed.
10. Wear only plain band rings, small post earrings, and a functioning watch with a second hand. No visible tattoos or body piercings, including on the face, is permitted.
11. Light makeup is permissible. The student is responsible for appropriate personal hygiene.
12. Scrubs are to be worn to class only. The Eastern International College may not be worn by the student in any agency in which the student is employed.
13. Failure to comply with the dress code will result in the student being excluded from class, and the student will be subject to the disciplinary policy of the College.

## **GUIDELINES FOR CLINICAL AGENCY BEHAVIOR**

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

1. Arrive in the clinical area in full school uniform ten (10) minutes before designated time so that:
  - a. Personal items are secured e.g., handbag, books, coats.
  - b. A client's chart may be read quickly before an actual report is given.
  - c. Students are fully prepared to participate in pre-conference at the start of the clinical day.
2. Communicate with faculty members and/or with team leaders or nurse managers about patient behaviors on an ongoing basis and before leaving the clinical area.
3. Continually use resources available at the clinical agency, charts, text, and/or other health workers, to enhance understanding about client's present or past circumstances.
4. Investigate specific nursing protocols, policies and procedures used within a particular agency so that "rules are not broken" and/or communication patterns between student and health agency personnel are continually open.
5. Apply safety measures whenever functioning in a clinical setting.
6. If you are ill or have an emergency, call the assigned clinical unit one hour prior to the start of clinical and leave a message for the instructor. In addition, contact the faculty via e-mail or telephone, directly.

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

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

### **Body Substance Exposure Protocol**

Health care providers are at risk for body fluids that may carry blood-borne pathogens. Conversely, the provider may be a host for pathogens that may be transmitted to clients and

others. Pathogens at risk for transmission in healthcare environments include tuberculosis bacillus; staphylococcus; hepatitis B, C, D; and the human immunodeficiency virus (HIV), as well as others. All health care agencies have specific policies, and it is the student's responsibility to be informed of such a policy for each clinical site attended.

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

**Exposure Prevention:**

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

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

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

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

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

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

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

**Exposure Guidelines:**

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

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

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

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

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

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

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

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

- Written
- Oral
- Electronic

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

- Alteration
- Destruction
- Loss
- Disclosure to unauthorized persons
- 

### **HIPAA Terms**

**Protected Health Information (PHI)** applies to individually identifiable health information

transmitted or maintained that relates to:

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

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

- Names
- All Geographies
- All Dates
- Telephone Numbers
- Fax Numbers
- E-mail Addresses
- Social Security Numbers
- Medical Record Numbers
- Health Plan Numbers
- Account Numbers
- Certificate/License Numbers
- Vehicle IDs and Serial Numbers
- Device Identifiers
- URLs
- Internet Protocol Address Numbers
- Biometric Identifiers
- Photographic Images
- Any other unique numbers or code
- 

### **More HIPAA Terms**

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

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

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

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

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

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

### **Minimum Necessary**

- HIPAA requires healthcare facilities to use or disclose the least amount of information necessary to accomplish their job functions.

- Healthcare facilities may designate job classifications for electronic client folder access.

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

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

### **Business Associates**

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

## **THE FOCUS FOR NURSING PROGRAMS IS SECURITY AND PRIVACY OF CLIENT INFORMATION**

### **Enforcement**

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

### **HIPAA Resources and Websites**

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

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

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

### **SOCIAL MEDIA**

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

A student's online presence reflects the College and Department of Nursing. Be aware that actions captured via images, posts, or comments can reflect that of Eastern International College. In a professional role as a healthcare provider, students are not to mention any information

related to clinical experiences or agencies, client care, or the personal health information (PHI) of any individual, on any internet social media site (Facebook, Twitter, emails, Whatsapp, etc). Removal of an individual's name does not constitute proper deidentification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, type of treatment, or clinical agency may still allow the reader to recognize the identity of specific individuals. Future employers often review these network sites when considering potential candidates for employment. Information can "live" beyond its removal from the original website and continue to circulate. Therefore, students should think very carefully before posting any information on the website or any other social networking site. Inappropriate behaviors related to confidentiality of a client and/or other information are of a very serious nature **and will result in program dismissal.**

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

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

## **SCHOOL CLOSINGS**

When severe weather warrants, closing of the college will send out push notifications to EIC app users and send out notification via email messages. Announcements will also be posted to eicollege.edu and on the college's social media that includes Facebook, Instagram, and Twitter. All clinical and laboratory classes are canceled following the initiation of campus closing notification.

## **State Board of Nursing Eligibility Requirements**

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

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

1. Graduates must be at least eighteen years old.
2. Is of good moral character, is not a habitual user of drugs and has never been convicted or has not pleaded nolo contendere, non vult contender or non vult to an indictment, information or complaint alleging a violation of any Federal or State law relating to narcotic drugs.
3. Holds a diploma from an accredited four-year high school or the equivalent thereof as

determined by the New Jersey State Department of Education

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

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

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

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

(N.J.A.C. Chapter 37:1-21, NJ Board of Nursing website:  
[www.njconsumeraffairs.gov/medical/nursing.html](http://www.njconsumeraffairs.gov/medical/nursing.html))

## Accrediting Agencies

Eastern International College is institutionally accredited by the:

**Middle States Commission on Higher Education**

1007 North Orange Street  
4th Floor, MB #166  
Wilmington, DE 19801

Eastern International College Nursing Program was granted full accreditation by:

**New Jersey Board of Nursing**

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

Eastern International College ADN Program is accredited by:

**Accrediting Commission of Education in Nursing (ACEN)**

3390 Peachtree Road NE, Suite 1400, Atlanta GA 30326  
Tel: (404) 975-5000  
Web address: [www.acenursing.org](http://www.acenursing.org)

*Eastern International College urges current and prospective students with concerns or complaints to attempt to resolve them with the appropriate administrative or academic office. When the concern or complaint cannot be resolved internally, current and prospective students may contact the College's external accrediting and authorizing bodies, listed above.*



**Appendices**

**Clinical Performance Warning**

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

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

**Problem Assessment**

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

**Comments**

**Interventions**

The student will:

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

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

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

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

**Evaluation**

Goal achieved       Goal not achieved    Action:

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

**EASTERN INTERNATIONAL COLLEGE DEPARTMENT OF NURSING**

**Release of Information Consent Form**

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

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

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

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

**GENERAL CONFIDENTIALITY AGREEMENT**

I, the undersigned, reviewed and understand the following statements:

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

**COMPUTER ACCESS CONFIDENTIALITY AGREEMENT - *Persons with***

*Computer Access*

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

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

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

Print: \_\_\_\_\_  
          First Name                                      Middle Initial                                      Last Name

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

**EASTERN INTERNATIONAL COLLEGE DEPARTMENT OF NURSING MENTAL  
AND PHYSICAL ABILITIES STATEMENT**

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

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

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

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

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

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

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

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

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

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

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

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

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

**Please print:**

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

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

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

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

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

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

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

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