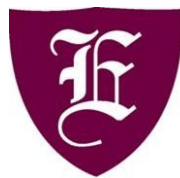

**LICENSED PRACTICAL
NURSING PROGRAM**
Student Handbook



Eastwick College

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LICENSED PRACTICAL NURSING PROGRAM Student Handbook

COLLEGE MISSION STATEMENT

Eastwick College is an institution of higher education whose mission is to prepare students for meaningful careers and/or advanced undergraduate study in the nursing, medical, and business sciences, to help address the employment and healthcare needs of the community. Through high academic standards, and a variety of instructional methods, the institution fosters learning opportunities and academic advancement that integrate our students' lives and educational goals.

Eastwick College embraces the value of higher education to the cultural and ethnic diversity of the students we serve. Our unique programs are available to all students who want a quality education, as well as those seeking an alternate pathway to conventional post-secondary education.

PROGRAM PHILOSOPHY

The faculty of the Eastwick College Licensed Practical Nursing Program believes that the objectives of nursing education are dependent on the conceptual beliefs about humans, health, environment, nursing, and the teaching-learning process.

The faculty believes that an individual is a unique being, consisting of physiological, psychological, sociocultural, intellectual, and spiritual needs. These needs exist regardless of gender, culture, or race. These needs are hierarchical and span the life cycle. Humans are autonomous, self-directed individuals of worth and should be treated with dignity and respect.

The faculty views health as a changing phenomenon affected by physiological, psychological, sociocultural, and environmental factors. Health exists on a continuum ranging from high level wellness to illness to death.

We believe an individual's environment shapes his or her values, growth, behavior, needs, and the ability to make choices. An individual's interaction with the environment directly influences his or her level of wellness and ability to reach full potential as a human being. This environment is dynamic, ever changing, and shaped by events, cultural values, beliefs and morals.

The faculty believes that nursing is a profession that utilizes knowledge from the natural and social sciences. The nurse, through application of the nursing process and critical thinking skills, facilitates the delivery of health care and maximizes an individual's health potential.

The faculty believes that nursing education is an ongoing and dynamic process that takes place between instructors and students. Learning involves integration of skills and knowledge, and changes in attitudes and behaviors. The faculty supports a collaborative learning environment. The nursing faculty understands that individuals learn in a variety of ways and works to provide strategies for all learning styles. The instructor is a facilitator of learning, providing the tools to maximize the learning process for each student. Students are recognized as autonomous and self-directed individuals making their own decisions concerning their learning needs. The faculty is committed to educating students with diverse social, cultural, and educational backgrounds. The faculty creates an educational environment that fosters students to become independent learners, to realize nursing education is an ongoing lifelong process, and to develop professional attributes.

PROGRAM OBJECTIVES

The administration and faculty of Eastwick College believe the program is designed to prepare the graduate to practice nursing at the entry level of the practical nursing profession.

The following objectives have been derived from the program philosophy and are integral components of all nursing courses.

1. Practice nursing using a holistic approach to assist individuals of different ages, genders, races, and cultures to meet their basic needs and maintain homeostasis.
2. Utilize critical thinking and the nursing process when assisting individuals to reach their maximum level of wellness.
3. Communicate and collaborate effectively with clients, families, and members of the health care team.
4. Perform skills and responsibilities safely and effectively in a variety of settings within the legal and ethical framework of the practical nursing profession
5. Reinforce patient and family teaching for the provision of supportive and restorative care in a variety of settings
6. Demonstrate a commitment to the profession of nursing and demonstrate accountability for professional practice

PROGRAM OUTCOMES

1. The graduate will be prepared to practice nursing at the entry level of the practical nursing profession, caring for clients of all ages in a variety of structured settings.
2. The graduate will be eligible to sit for the National Council Licensure Examination for licensure as a practical nurse.
3. The graduate will be a competent, accountable provider of care consistent with the New Jersey Nurse Practice Act and Standards of Practice for the practical nurse.
4. The graduate organizes client care using Maslow's need theory and the nursing process.
5. The graduate will be a culturally aware person respecting differences in individuals.
6. The graduate understands the role of the LPN within the health care team.
7. The graduate will demonstrate intellectual curiosity and recognize that nursing education is a lifelong process.

CONCEPTUAL FRAMEWORK

The organizing framework of the nursing program is derived from the major concepts concerning humans, health, environment, nursing, and the teaching-learning process as defined in the program philosophy. By utilizing the nursing process and critical thinking skills, the nurse interacts with humans in the environment to maximize their health potential. These concepts are introduced in the beginning courses of Nursing Process (N104) and Nursing Fundamentals/Gerontology Nursing (N101). In subsequent nursing courses, students are assisted to apply these major concepts to more complex situations. Each nursing course is structured using two subconcepts; Maslow's hierarchy of needs and body systems. The nursing process is used to guide course objectives and presentation of course content.

ANTI-DISCRIMINATION STATEMENT

Eastwick College implements all educational and admission policies, and scholarship and loan programs without regard to race, creed, color, national origin, ancestry, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, genetic information, sex, gender identity or expression, disability or atypical hereditary cellular or blood trait, liability for service in the Armed Forces of the United States, nationality, refusal to submit to genetic testing, refusal to make available the results of a genetic test, or any other classification protected by law. All faculty and students are

granted equal rights and privileges as they pertain to employment and advancement opportunities, as well as available programs and activities.

ACCREDITATION AND APPROVALS

- Eastwick College is licensed by the New Jersey Commission on Higher Education, 20 West State Street, 7th Floor, Trenton, NJ 08608-1206.
- Eastwick College is accredited by the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC 20002-4241.
- Eastwick College is approved by the New Jersey Board of Nursing under the standards for approval to teach nursing and by the New Jersey Department of Health and Long Term Care under the standards for approval to teach certified nurse aides.
- Eastwick College is a member in good standing of both the Career College Association and the Private Career School Association of New Jersey.
- Eastwick College is an eligible institution under the Federal Pell Grant, Federal Family Educational Loan Program, Sallie Mae Loan Programs, Direct Loan Program, and the New Jersey Tuition Aid Grant (TAG*).
- Eastwick College is authorized under federal laws to enroll non-immigrant alien students.
- Both the Office of Workforce Development and the Office of Vocational Rehabilitation recognize Eastwick College as an eligible institution and often refer clients for re-training.
- Eastwick College is approved by the New Jersey Department of Education to train eligible veterans under Title 38, US Code.

* TAG available July 2009.

AFFILIATIONS

Eastwick College is affiliated with the following institutions for clinical rotations in the Licensed Practical Nursing Program:

Bergen Regional Medical Center
Care One Westwood
Care One Paramus
Plaza Regency at Park Ridge
Wanaque Rehabilitation Center
Palisades Medical Center

ADMISSIONS

For admission to Eastwick College, applicants interview with the admissions department, certify that graduation from high school or equivalent was accomplished, complete an application for admission, and successfully complete an admission examination. The corporate director of admissions reviews the application and admission examination, and makes the final decision for acceptance. Applicants are notified promptly after this review.

HEALTH, CRIMINAL BACKGROUND CHECKS, AND LIABILITY

Students are responsible to meet all health requirements, including, but not limited to, physical health forms and immunization records. Students in the licensed practical nursing program will not be permitted to begin the program until all health requirements are met. A copy of the required Eastwick College health form must be submitted and kept on file. The impact of any changes in a student's health status and his or her ability to safely perform in the clinical area will be determined by the individual clinical instructor.

Criminal background checks will be completed on all students in the program. Prospective students must have a clean record to be eligible to enroll in the program, as prior felony and misdemeanor convictions will make them ineligible to participate in clinical experiences and take the NCLEX-PN licensing exam. If a student is convicted of a felony or misdemeanor during the time he or she is enrolled in the program, it is the student's responsibility to notify the program director. For any questions or concerns regarding criminal background checks, please contact the admissions office.

Nursing students must purchase liability insurance prior to the beginning of the program, and maintain their insurance coverage through graduation.

ADVANCED STANDING – TRANSFER CREDITS

Previous training is recognized. The dean of academics processes transfer credits according to the following procedures and regulations:

1. Administrative Procedure:

The prospective student requests an official transcript which must be mailed by the institution directly to Eastwick College. Once received, the admissions representative submits it along with a completed "Transfer Credit Form" to the dean of academics.

The dean of academics returns the "Transfer Credit Form" with an official response. The prospective student receives a copy of the document. If transfer credit is approved, the student does not need to attend the course(s) specified in the form.

If the transcript is not received before the program start date, the dean of academics will honor transfer credit requests made during the pre-enrollment period, as long as the official transcript is received before the end of the first week of the program. In such case, the student must attend the course(s) for which transfer credit is requested, until he or she receives an official notification from the dean of academics through a “Change of Status Form”. If transfer credit is approved, the student is not required to attend the corresponding class(es) and the course will be listed as transfer credit on his or her school transcript. If the request is denied, the student must continue taking the course(s) in question; otherwise, a failing grade (“F”) will be entered for the corresponding course(s), which will need to be retaken when they become available, possibly incurring in additional financial obligations, and an extension of the enrollment period.

2. General Guidelines for Approval of Transfer Credits

- a. An official transcript is always required.
- b. The course(s) must have been taken at institutions of higher education accredited by agencies recognized by the United States Department of Education.
- c. Courses taken abroad may be considered when the foreign institution’s accreditation is similar to that of American institutions described above; in this case, Eastwick College requires a credential evaluation and a course-by-course analysis conducted by an organization recognized by the National Association of Credential Evaluation Services (NACES).
- d. Courses from American post-secondary institutions may be considered when submitted as college credit recommendations on an American Council on Education (ACE) transcript.
- e. Course(s) must be similar in content, contact hours, and credit calculation, with an earned grade of “C” or better. Transfer credit for core courses from Eastwick Education, Inc. affiliated institutions requires an earned grade of C+ or better.
- f. There is a time limit of ten years for academic courses (i.e. anatomy, English, etc.), and five years for skill courses (i.e. computer software, clinical laboratory, etc).
- g. Eastwick College does not to accept transfer credits for core courses in any program, with the exception of credits transferred from Eastwick Education affiliated institutions through American Council on Education (ACE) college credit recommendations.
- h. Transfer credit is not accepted for Freshman Seminar.

- i. Credit for transferable courses through CLEP (College Level Examination Program) testing may be considered, when the CLEP transcript is received within the time frame specified for transfer credits.
- j. Graduates of Eastwick Education, Inc. affiliated institutions (this includes graduates from the former HoHoKus School of Business and Medical Sciences) must present American Council of Education (ACE) transcripts in order to apply for transfer credit into Eastwick College degree programs

Students may also earn credit through challenge examinations. Test out procedures are available only for computer courses. A student may test out of a maximum of two computer courses per program. Only students who obtain a score of “A” in the challenge examination may test out of the subject. The challenge test grade will be entered for that course and will be used for GPA calculations. There are no tuition refunds for credit earned through challenge examination.

NEW STUDENT ORIENTATION

An orientation for new students is held prior to the beginning of each quarter. A presentation and review of college regulations is given by the dean of academics. Books are issued and class schedules are distributed and explained. Orientation gives new students the opportunity to become familiar with the campus and to meet informally with their teachers and other beginning students. The school reserves the right to revise class schedules, redistribute groups, cancel courses and make enhancements to the curriculum at any time. Students returning to school after a prolonged absence (leave of absence, reinstatement after withdrawal) are required to attend the new student orientation.

PROGRAM POLICIES

A. ATTENDANCE

1. Non-Nursing Courses:

Absences are permitted only for illness or for other unavoidable reasons (death in the immediate family, military duty, court-ordered appearance, inoperable car or accident). Excessive absences should be avoided. Ten percent unexcused absences per class per phase (12 weeks during the day and 16 weeks in the evening) may result in the student’s grade being lowered for that particular course. Lateness will not be tolerated. If it is necessary that a student interrupt training for more than ten days, a leave of absence must be requested in writing and, if approved, will be granted by the dean of academics. More information regarding “Leave of Absence” is on the following pages.

2. Nursing Courses

Nursing students are required to attend all classes and participate in activities. Continuous absences could result in failure of a course. In the case of an unavoidable absence your instructor must be notified prior to class or clinical experience. Failing grades will be reported for students who have exceeded the number of allowed absences. There are no make-ups for missed clinical experiences. Missed clinical is a clinical absence due to illness or personal reasons. Please check with your instructor for each course concerning the allowed number of absences.

B. CODE OF CONDUCT

1. General School Policy

The college expects students to conduct themselves at all times in an acceptable manner. The forms of misconduct listed below are considered to be in conflict with the educational objectives of the college and may be reasons for disciplinary action.

- a. All types of dishonesty including: cheating, plagiarism, knowingly furnishing false information to the institution, and forgery.
- b. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, meetings and programs, or other college activities.
- c. Physical or verbal abuse of any person on college premises or at functions sponsored or supervised by the college.
- d. Theft or damage to the college premises or damage to the property of a member of the college community on the college premises.
- e. Failure to comply with directions of institutional officials acting in the performance of their duties.
- f. Failure to observe dress code guidelines.
- g. Violation of the law on college premises. This includes, but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances (or being under their influence) on college premises.

2. Student Conduct at Clinical Sites

The following guidelines have been established for the clinical component, these will remain in effect for all clinical sites and modules:

- a. You are required to be in complete uniform which includes Eastwick College scrubs, clean white nursing shoes (if tennis shoes are used they must be all white), white socks, name badge, stethoscope, and a watch with a second hand. A lab coat or white sweater may be worn.
- b. Jewelry may not be worn with the uniform, except wedding ring and small pierced ear posts.
- c. Hair must be neat and above the collar.
- d. Nails should be at a length that will not injure clients.
- e. No eating or gum chewing is permitted on the clinical floor.
- f. No perfume/cologne may be worn in the clinical setting.
- g. The clinical instructor will establish a meeting time at the clinical site. Lateness cannot be accommodated. In the event of lateness, students will not be permitted on the clinical floors and will be recorded absent. Students are required to attend all scheduled lectures and tests that follow clinical time.
- h. You are guests in the hosting clinical facility and must have your I.D. visible at all times. Courtesy is expected at all times to clients and staff at clinical sites. Obey parking rules at the clinical site and park only in assigned spots. Some facilities have limited spots and carpooling is required.
- i. Clinical start times vary with each module. For day students, clinical rotations can begin as early as 6:45 am and may end at 3:30 pm (a normal nursing shift). For evening students, clinical rotations run from 5:30pm to 10pm with only occasional variations. Clinical times are set to obtain the maximum educational experience from each rotation. Make sure you are aware of the time requirements well ahead of each clinical rotation, as arrangements for child care, work, and other obligations must be made in order for you to fulfill your clinical requirements.
- j. Any student demonstrating unsafe behavior may be asked to leave the clinical floor at any time and could be subject to dismissal from the program. Unsafe behavior is any behavior that endangers the safety or well-being of a client and will be determined by the individual clinical instructor.

3. Cell Phones and Pagers

All cell phones and pagers must be turned off or set to vibrate during class. Students are not permitted to leave class to answer calls unless prior arrangements are made concerning an emergency situation. Any return calls must be made during break or after class. Cell phones and pagers are not allowed in the clinical settings. Cell phones may only be used out of doors of the clinical facility away from the building.

Instructors may refer students with disciplinary problems to the director of licensed practical nursing for counseling.

4. Recording Lectures

Recording of any lecture requires the permission of the instructor. Recording devices will not be permitted during test review.

GRADING POLICIES

A. NON-NURSING COURSES*

The following grading scale applies to all non-nursing courses

LETTER GRADE	NUMBER GRADE	QUALITY POINTS
A	90-100	4.0
B+	85-89	3.5
B	80-84	3.0
C+	75-79	2.5
C	70-74	2.0
D+	65-69	1.5
D	60-64	1.0
F	below 60	0
DRP (Student is withdrawn from program)	N/A	0
WF (Student withdraws while failing)	N/A	0
WD (Student withdraws from course)	N/A	0
INC (Incomplete course work)	N/A	0

* A grade of C or better in foundation courses (identified in the program outline) is required to graduate.

B. NURSING COURSES

Students are required to maintain a 75% average in all nursing courses to pass. The grading scale is as follows.

LETTER GRADE	NUMBER GRADE	QUALITY POINTS
A	90-100	4.0
B+	85-89	3.5
B	80-84	3.0
C+	75-79	2.5
F	below 75	0
DRP (Student is withdrawn from program)	N/A	0
WD (Student withdraws from course)	N/A	0
INC (Incomplete course work)	N/A	0

The following scale applies to course number FS01 (Freshman Seminar FS01):

Grade	Quality Points
Pass	4.0
Fail	0

Final grades will not be rounded. The criteria for calculating grades can be found in each course syllabus. In the nursing courses with a clinical component, all students are required to pass both theory and clinical. Failure to pass either will cause the student to fail the entire course.

C. POLICIES ON REPEATING COURSES AND MAKING UP WORK

1. Non-Nursing Courses

If an incomplete is given, the missing work must be made up within four weeks of the start of the next module. Once the required work is made up, the instructor will submit a change of grade form, and the assigned grade will be recorded on the student's transcript. If the work is not made up or a change of grade form is not submitted, an "F" will be recorded on the student's transcript. If a student fails a class, the course credits are not earned, and the class must be retaken. When the student successfully repeats a course, it will count toward the completion of the program. The original "F" will remain in her or his Cumulative Grade Point Average (CGPA) until the student has successfully completed the course. When the course is successfully retaken, the new grade will replace the "F" in the calculation of the student's CGPA. However, the original course credits

are included in the total number of credits attempted in the determination of the percentage of credits completed. The original course credits are considered as not successfully completed. The CGPA indicates the overall achievement of the student for all subjects completed. It is computed by dividing the sum total of all applicable grade points earned by the total number of credits. Successful completion of the prescribed curriculum and a CGPA of 2.5 are necessary to graduate. Retaking courses is subject to availability and authorization from the financial aid administrator.

2. Nursing Courses

In the event a student fails a nursing course, or withdraws from it while failing, repeating the course is contingent upon availability. **The following situations will result in academic dismissal and withdrawal from the Licensed Practical Nursing Program:**

1. Failure of two nursing courses (either with “F” or “WF” grades), or
2. Failure of a nursing course with a numerical grade of less than 65.
3. Failure of the same nursing course twice.

NOTE: The following are classified as nursing courses within the Licensed Practical Nursing Program: N101, N103, N104, N105, N106, N108, N110, N112, N113 and N114.

Students seeking to be readmitted to the program must wait one academic module and appeal in writing within two weeks to the director of licensed practical nursing. The appeal letter should include reasons why the student should be readmitted. If the appeal is granted, any readmission is subject to availability.

A quarter credit hour is determined by the number of class meetings (one clock hour consists of a minimum of 60 consecutive minutes of which a minimum of 50 minutes is dedicated to instruction) each phase. A ratio of 10 clock hours is equal to one quarter credit earned (10:1) for lecture classes. A ratio of 20 clock hours is equal to one quarter credit earned (20:1) for laboratory classes. A ratio of 30 clock hours is equal to one quarter credit earned (30:1) for clinical practice. Certain courses may be considered to be comprised of both lecture/theory and laboratory components and will be awarded quarter credits reflecting that combined composition.

D. TRANSFER CREDITS, REPEATED COURSES, COURSE OR PROGRAM CHANGES

Transfer credits are not included in the calculations of the CUM GPA and the total number of credits attempted. However, they are included in credits

successfully completed. A grade achieved in a repeated course replaces the original grade in the calculation of CUM GPA. However, the original course credits are included in the total number of credits attempted in the determination of the percentage of credits completed. The original course credits are considered as not successfully completed. A leave of absence taken over an entire academic term has no effect upon satisfactory progress. A leave of absence that begins during an academic term does have an effect upon the measurement of progress toward completion as the student will have to be withdrawn from all courses and receive a “WD” for each course. These courses will be counted as attempted but not successfully completed. In the event that the student wishes to change programs within the school or return to school from a withdrawal, a surcharge of \$350 will be added to the student account for each occurrence. Absolutely no course or program changes will be accepted after 50% of the course or program is completed. Students wishing to make changes after 50% of the course or program is completed must accept a “WF” grade and will be responsible for total tuition due for that course or program.

LEAVE OF ABSENCE

In the event a student finds it necessary to be absent from school for an extended period of time, he/she may request an official leave of absence from the institution. Students may request official leaves of absence subject to the following U.S. Department of Education limitations:

1. A single leave of absence may be granted for up to 180 days in a twelve month period.
2. A second leave of absence in the same twelve month period may be granted providing the second leave does not exceed 30 days; the leave is due to unexpected circumstances; and the combined number of days in both leaves does not exceed 180 days.
3. Additional leaves in the same twelve month period may be granted providing the additional leaves are for documented jury duty, military leave, or Family Medical Leave Act (FMLA) provisions, and the combined number of days in all leaves does not exceed 180.
4. The twelve month period referenced in these provisions starts on the first day of the first leave.

A student’s request for a leave of absence must be submitted in writing, and must be approved by the institution to be considered an official leave of absence. Students will not incur additional charges from the institution for any absences during an official leave of absence period. Students who fail to return to school as scheduled from an official leave of absence will be considered as

withdrawn as of the start of the leave of absence. This policy may affect any grace periods relative to federal student loan repayments

ACADEMIC PROGRESS

A. STANDARDS OF SATISFACTORY PROGRESS

Students must maintain satisfactory academic progress in order to remain eligible to continue as students of Eastwick College. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving financial assistance. Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress toward completion of the academic program.

B. GRADUATION REQUIREMENTS

All of the following requirements must be met in order to graduate from Eastwick College programs:

1. Pass all subjects in the prescribed curriculum.
2. Attendance must be 80% or better.
3. Cumulative grade point average (CGPA) of 2.5
4. Authorization from the financial aid department.

Licensed practical nursing students must meet all academic and financial requirements in order for the institution to release paperwork for licensure examination.

C. MAXIMUM TIME IN WHICH TO COMPLETE

The maximum time for completion of the program is limited to one of the following: a period equal to 1.5 times the standard program length for normally progressing students of the same enrollment status; or a period of time during which a student attempts 1.5 times the number of credit hours required in order to complete the program. For purposes of this standard, credit hours attempted shall mean any such hours for which a student has incurred a financial obligation.

D. PERCENTAGE SUCCESSFULLY COMPLETED

In addition to the CUM GPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be maintaining satisfactory academic progress. Credits attempted are those credits for which students are enrolled at the end of the add/drop period of the academic term.

These percentage requirements are listed in the Satisfactory Progress Table along with CUM GPA requirements. As with the determination of the CUM GPA, the percentage completion requirements will be reviewed at the end of each academic quarter to determine if the student is progressing in a satisfactory manner. For determining progression toward completion, grades of “F” (failure) and “WD” (withdrawal) are counted as hours attempted but not successfully completed. Grades of “I” (incomplete) will also be counted as hours attempted but not as hours successfully completed; the Mod GPA, the CUM GPA, and satisfactory progress determination will be recalculated based on that letter grade.

E. ACADEMIC PROBATION

At the end of each term, each student’s CUM GPA is reviewed to determine whether the student is meeting the requirements outlined in the Satisfactory Progress Table. Students will be placed on academic probation when the CUM GPA does not meet these requirements. Students will remain on academic probation as long as their CUM GPA remains in the probation range. When the student’s CUM GPA is above the probation range, the student is removed from probation. During the period of academic probation, students are considered to be making satisfactory progress both for academic and financial aid eligibility.

As a condition of their probation, students must participate in counseling sessions as deemed necessary by Eastwick College. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions. Students who fail to comply with these requirements are subject to withdrawal even though their CUM GPA may be above the withdrawal level.

F. ACADEMIC WITHDRAWAL

If the student’s CUM GPA falls into the withdrawal range outlined in the Satisfactory Progress Table for CUM GPA requirements, the student is considered not to be making satisfactory progress; at this point, the student must be withdrawn from Eastwick College unless the student is placed in an extended enrollment status. Licensed practical nursing students who fail any two core courses, or a core course with a grade of 65% or less, will be withdrawn from the program. A student who is placed on extended enrollment must agree to the following terms in writing.

- The student is not eligible for additional student aid at the institution while in an extended enrollment status and is responsible for all financial arrangements with the institution. This change in student status must be communicated to the financial aid lender, if applicable.

- While in an extended enrollment status, the student must seek to correct academic deficiencies in order to reestablish satisfactory progress. However, in no case can a student exceed one and one half the standard time frame either as a regular student or in an extended status and receive the original academic credential for which he or she enrolled.

Students who have been determined not to be making satisfactory academic progress and who feel that there are mitigating or extenuating circumstances that led to their failure to maintain satisfactory progress may appeal by requesting in writing a review of their situation. Such a review shall be conducted by the Academic Review Committee. Should the appeal be granted, the student will receive one additional academic term in which to regain satisfactory progress.

G. READMITTANCE FOLLOWING WITHDRAWAL

Students who have been withdrawn may apply for readmittance to Eastwick College after one academic term by appealing in writing to the president. Licensed practical nursing students appeal in writing to the director of licensed practical nursing. Students will be readmitted based on their desire to succeed, willingness to attend academic counseling sessions, and academic ability. A personal interview is required. Students readmitted at this point are considered to be on probation and must bring their CUM GPA or percentage completed above the probation range by the end of their first academic term after readmittance. If it is mathematically impossible for the student's CUM GPA or percentage completed to reach the probation range by the end of the first academic term after readmittance, or if, in the judgment of the dean of academics, it is highly improbable that the student's CUM GPA or percentage completed will reach the probation range, the student will not be readmitted.

SATISFACTORY PROGRESS TABLE ACADEMIC STANDARDS OF SATISFACTORY PROGRESS

Total # of credits attempted (no later than)	Probation if CUM GPA is below:	Suspension* if CUM GPA is below:	Suspension*/Probation if % of credit hours completed of credit hours attempted is below:
25% of maximum time frame	1.25	NA	55% Probation
50% of standard program length	1.50	NA	60% Probation
If less than one academic year or end of first academic year			
50% of maximum time frame	1.75	1.50	60% Suspension*
End of second academic year	2.00	NA	60% Probation
100% of maximum time frame	—	2.00	100% Suspension*

* Student not meeting standards is not eligible for financial aid but may be suspended or remain in an extended enrollment status; probation not allowed at this point.

H. ACADEMIC DISMISSAL

Students who have been readmitted following academic withdrawal for CUM GPA requirements who fail to improve their CUM GPA or percentage completed above the probation range by the end of their first academic term after readmittance will receive an academic dismissal from Eastwick College. Students who have been dismissed are not eligible for readmittance to Eastwick College.

APPEALS PROCEDURES

A student with a problem relating to school or a particular class is asked to discuss it first with the instructor, then with the program director, then with the dean of students or the dean of academics. If the problem is not resolved, the student then meets with the vice president of academic affairs. If the problem is still not resolved, the president reviews the situation with all parties concerned, meets with the student, and returns a decision within five business days. The president's decision is considered final relating to all college matters. If the problem is not resolved to the satisfaction of the student, then any disputes or controversies shall be resolved by binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association through an arbitrator agreed upon by both parties, with both parties sharing the cost of arbitration and taking responsibility for their own attorney fees. While letters of complaint may be sent to the following organizations, they do not constitute appeals of the president's decision:

New Jersey Commission on Higher Education
20 West State Street, 7th Floor
Trenton, NJ 08608-1206

Accrediting Council for Independent Colleges and Schools
750 First Street, NE, Suite 980
Washington, DC 20002-4241
(202) 336-6780

New Jersey Board of Nursing
PO Box 45010
Newark, NJ 07101
(973) 504-6430

Eastwick College does not respond to anonymous complaints.

DRUG PREVENTION PROGRAM

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies.

As a matter of policy, Eastwick College prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by student and employees on its property and at any school activity. Any violation of this policy will result in appropriate disciplinary action up to and including expulsion in the case of student and termination in the case of employees, even for a first offense. When it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities must be notified.

In certain cases, students or employees may be referred to counseling sources and/or substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. For additional information, see the admissions department in the college.

SCHOOL DATA

Upon request, prospective and enrolled students may review college data and credentials concerning accreditation, licensing, retention, and placement. Inquires should be addressed to the president.

A. TRANSCRIPTS AND RECORDS

An official academic record called a “student transcript” is kept for each student. The student transcript provides a complete history of course grades. A financial record is kept for each student. It chronicles a student’s tuition charges, payments, refunds, and financial transactions. Students receive grades on an official report card at the completion of each phase. It is the college’s policy that no personal or academic information will be released without the student’s written consent. This policy has been derived from the Family Education Rights and Privacy Act of 1974 (FERPA). To receive a transcript, a written request accompanied by a \$5 fee should be sent to the college. Students have the right to:

1. Inspect and review their education records,
2. Request an amendment to their records, and
3. Request a hearing if the request for an amendment is denied.

However, FERPA regulations also establish rules for disclosure without student’s prior written consent. Several of these conditions are as follows:

1. Disclosure may be made to an authorized representative of the U.S.D.O.E., the Office of the Inspector General, and state and local education authorities.
2. Disclosure may be made if it is in connection with financial aid that the student has received or applied for.

3. Disclosure may be made to the student's parent, if the student is a dependent of the parent, as defined by the IRS.
4. Disclosure may be made to organizations that are conducting studies concerning the administration of student aid programs on behalf of educational agencies or institutions.

CAMPUS SECURITY

It is the responsibility of Eastwick College to provide a safe environment for study and to prevent crime. Eastwick College is concerned about the safety and security of its students and employees. Therefore, Eastwick College has implemented for the protection of students, staff, and faculty a security policy. This policy is in compliance with the Student Right-to-Know and Campus Security Act (P.L. 101-542) and is available upon request.

STUDENT SERVICES

The dean of students provides guidance services throughout the enrollment period either upon the student's request or through referral from instructors, the corporate director of nursing, or the dean of academics. If necessary, the dean of students provides the student with information about external sources that may be useful to help solve or alleviate personal issues, which may interfere with the student's satisfactory progress. The dean of students also assists students with advice on study and time management skills, coordinates peer tutoring and cooperates with the dean of academics in the school's awards program. After graduation, the dean of students assists graduates who wish to process HoHoKus credits through the American Council on Education (ACE), in order to use them towards attaining higher education.

CAREER DEVELOPMENT SERVICES

Eastwick College prepares students for today's job market. Our programs emphasize skills required to meet the needs of business and medical facilities. We provide students with state-of-the-art education. Our career development department takes it from there: career counseling, resume review, and a professional development course prepare students to reach their career objective.

Upon graduation, Eastwick College will help you find the job that is right for you. Eastwick College's career development service assists you in matching your skills and personality with the current positions available.

Since 1968, Bergen, Essex, Hudson, Orange, Passaic, and Rockland County employers have relied on our graduates to fill their hiring needs. Unlike many other institutions, Eastwick College does not charge a placement fee to either employer or graduate. As a result, many employers list positions with us first. Employers have also recognized our

outstanding service by contributing to the Eastwick College Scholarship Foundation, a recognized 501(c)(3) non-profit organization.

Eastwick College, like all other colleges, does not guarantee placement. However, at Eastwick College, our record of successful job placement for graduates is excellent. Hundreds of employers contact the placement office to fulfill vacancies in their facilities or businesses. The demand for our graduates far exceeds the supply, a reflection of 40 years of experience in providing the community with well-trained employees.

The director of career development will also assist you in your future job-search needs. As an Eastwick College graduate, you have on-going job placement assistance.

PINNING AND LAMP LIGHTING CEREMONY

Families, friends, and Eastwick College faculty come together to honor the graduating nurses in a traditional pinning and lamp lighting ceremony, followed by a reception as an opportunity for all to celebrate the graduates' accomplishments.

COMMENCEMENT CEREMONY

Eastwick College holds a formal commencement ceremony twice a year. In addition to presenting certificates, diplomas, and degrees, the institution acknowledges student success as follows:

1. Cumulative Grade Point Average (CGPA) Awards:

Presented as additional seals on certificates or diplomas, this category includes:

- President's List: 4.0 CGPA
- Dean's List: 3.6 to 4.0 CGPA

2. Attendance Awards:

Also as additional seals, these include:

- Perfect Attendance: 100%
- Excellent Attendance: 95 to 99%

3. Program Awards*

These acknowledge the best students in each one of the programs of the institution in both day and evening divisions.

4. President's Award*

Our most distinguished award, reserved for students with excellent academic performance, who have also demonstrated willingness to help others through peer tutoring or community service. This award is available to students in both day and evening sessions.

*The dean of students conducts a survey among the members of the faculty to determine which students will receive program and president's awards. Recipients are presented with a plaque at graduation.

LICENSING EXAMINATION

Students must pass the HESI exit exam in order to pass the nursing course N110 – NCLEX Exam Preparation, which is taken during the last module of the day and evening sessions. The HESI test is an excellent predictor of success in the NCLEX-PN exam, which must be passed in order to obtain a practical nursing license.

The school will send the appropriate paperwork to the New Jersey Board of Nursing, which is necessary to take the NCLEX-PN exam, upon completion of the program, and subject to the following requirements:

1. Authorization from the financial aid administrator
2. Cumulative grade point average (CGPA) of 2.5 or higher
3. Completion of all prescribed curriculum, with no failing or incomplete grades on the student's transcript

Upon request, and subject to compliance with the above requirements, the school will send required paperwork to boards of nursing of other states.

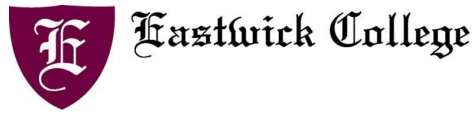
PROGRAM SESSIONS AND SCHEDULES

A. DAY SESSION

Day division classes meet Monday through Friday between the hours of 7 a.m. and 5 p.m. (Saturday classes between 7 a.m. and 4 p.m. may be required). The school year is divided into four 12-week modules.

B. EVENING SESSION

Classes meet Monday through Thursday evenings from 5:30 p.m. until 10:00 p.m. (Saturday classes between 7 a.m. and 4 p.m. are required in some courses). The school year is divided into three 16-week modules.



**DAY PROGRAM DESCRIPTION
(48 Weeks; 12 months)**

		QUARTER CREDITS
MODULE 1 (12 WEEKS)		
BIO101 ²	Anatomy & Physiology I BIO101	6
CCA101	Computer Concepts & Applications CCA101	3
FS01	Freshman Seminar FS01	0
M159 ²	Medical Terminology M159	3
N101 ¹	Nursing Fundamentals/Gerontology Nursing Theory & Clinic N101	7
N104 ¹	Nursing Process N104	2
 MODULE 2 (12 WEEKS)		
BIO201 ²	Anatomy & Physiology II BIO201	6
M160 ²	Medical Terminology M160	3
N108 ¹	Medical-Surgical Nursing Theory and Clinic N108	9
 MODULE 3 (12 WEEKS)		
C107	Medical Law C107	2
N103 ¹	Pediatric Nursing Theory and Clinic N103	5
N105 ¹	Maternal/Child Nursing Theory and Clinic N105	5
N112 ¹	Pharmacology I N112	2
 MODULE 4 (12 WEEKS)		
C106	Professional Development C106	1
N106 ¹	Psychiatric Nursing Theory and Clinic N106	10
N110 ¹	NCLEX-PN Exam Preparation N110	3
N113 ¹	Pharmacology II N113	2
N114 ¹	Clinical Nursing Skills Review N114	1
TOTAL QUARTER CREDITS TO GRADUATE		70

¹ Core nursing course

² Foundation course



**EVENING PROGRAM DESCRIPTION
(68 Weeks; 24 months)**

		QUARTER CREDITS
MODULE 1 (16 WEEKS)		
BIO106 ²	Anatomy & Physiology BIO106	4
CCA101	Computer Concepts and Applications CCA101	3
FS01	Freshman Seminar FS01	0
M166 ²	Medical Terminology M166	2
N101 ³	Nursing Fundamentals/Gerontology Nursing Theory and Clinic N101	7
N104 ¹	Nursing Process N104	2
MODULE 2 (16 WEEKS)		
BIO207 ⁴	Anatomy & Physiology BIO207	4
M167 ²	Medical Terminology M167	2
N108 ¹	Medical-Surgical Nursing Theory and Clinic N108	9
MODULE 3 (16 WEEKS)		
BIO208 ²	Anatomy & Physiology BIO208	4
M168 ²	Medical Terminology M168	2
N103 ¹	Pediatric Nursing Theory and Clinic N103	5
N105 ¹	Maternal/Child Nursing Theory and Clinic N105	5
MODULE 4 (16 WEEKS)		
N106 ¹	Psychiatric Nursing Theory and Clinic N106	10
N112 ¹	Pharmacology I N112 (Weeks 1-8)	2
N113 ¹	Pharmacology II N113 (Weeks 9-16)	2
N114 ¹	Clinical Nursing Skills Review N114	1
MODULE 5 (8 WEEKS)		
C106	Professional Development C106	1
C107	Medical Law C107	2
N110 ¹	NCLEX-PN Exam Preparation N110	3
TOTAL QUARTER CREDITS TO GRADUATE		70

³ Core nursing course

⁴ Foundation course

COURSE DESCRIPTIONS

The following is an overview of each course offered by Eastwick College. Please realize that course contents are occasionally amended to meet the needs of individual instructors, schedules, programs, and divisions. Due to the unique modular design of classes, no prerequisites for classes exist unless otherwise noted within the course description.

COURSE #	QUARTER CREDITS	COURSE NAME & DESCRIPTION
C107	2	MEDICAL LAW C107 This course examines the legal relationships between employer and employee, patient relationships, and legalities as they pertain to the health care professions.
CCA101	3	COMPUTER CONCEPTS AND APPLICATIONS CCA101 This course is designed to explain the fundamentals of computer nomenclature, particularly with respect to personal computer hardware and software and the World Wide Web. It teaches students to: make use of the World Wide Web as a repository of the latest information and an integrated learning tool; develop an in-depth understanding of why computers are essential components in the medical world and society in general. Students will focus on the computer as a valuable productivity tool; recognize the personal computer's position as the backbone of the computer industry and emphasize its use as a stand-alone and networked device; present strategies for purchasing, installing, and maintaining a personal computer system.
FS01	0	FRESHMAN SEMINAR FS01 This course is designed to help freshman level students become successful learners. Reading texts, listening in class, and taking lecture notes are emphasized. The human relations component of this course is designed to help students learn to succeed on the job by emphasizing social skills and personal characteristics and habits necessary for workplace success.
BIO101	6	ANATOMY AND PHYSIOLOGY I BIO101 This course is an introduction to the basic principles of human anatomy and physiology that emphasizes some common diseases in relation to the various body systems. The topics covered include an understanding of cells, tissues, integumentary, skeletal, muscular, blood, lymphatic, and respiratory systems.
BIO106	4	ANATOMY AND PHYSIOLOGY BIO106 This course is an introduction to the basic principles of human anatomy and physiology that emphasizes some common diseases in relation to the various body systems. The topics covered include an understanding of cells, tissues, integumentary, skeletal and muscular systems, and blood.
BIO201	6	ANATOMY AND PHYSIOLOGY II BIO201 This course is an introduction to the basic principles of human anatomy and physiology that emphasizes some common diseases in relation to the various body systems. The topics covered include an understanding of digestive, urinary, cardiovascular, nervous, endocrine, and reproductive systems.
BIO207	4	ANATOMY AND PHYSIOLOGY BIO207 This course is an introduction to the basic principles of human anatomy and physiology that emphasizes some common diseases in relation to the various body systems. The topics covered include an understanding of cardiovascular, lymphatic/immunity, respiratory, digestive, and urinary systems.

COURSE #	QUARTER CREDITS	COURSE NAME & DESCRIPTION
BIO208	4	ANATOMY AND PHYSIOLOGY BIO208 This course is an introduction to the basic principles of human anatomy and physiology that emphasizes some common diseases in relation to the various body systems. The topics covered include an understanding of nervous, senses, endocrine, and reproductive systems.
C106	1	PROFESSIONAL DEVELOPMENT C106 Students work closely with the director of career development. Interviewing techniques, resume planning, and proper attire for the job interview are discussed.
M159	3	MEDICAL TERMINOLOGY M159 This course is a systematic learning experience in which students build a professional vocabulary based on the meanings of word parts, prefixes, roots, and suffixes. Cells and tissues, integumentary, musculoskeletal, blood and lymphatic, and respiratory systems are studied.
M160	3	MEDICAL TERMINOLOGY M160 This course is a systematic learning experience in which students build a professional vocabulary based on the meanings of word parts, prefixes, roots, and suffixes. Digestive, urinary, cardiovascular, nervous, endocrine, and reproductive systems are studied.
M166	2	MEDICAL TERMINOLOGY M166 This course is a systematic learning experience in which students build a professional vocabulary based on the meanings of word parts, prefixes, roots, and suffixes. Cells, tissues, integumentary, skeletal, muscular, and blood systems are studied.
M167	2	MEDICAL TERMINOLOGY M167 This course is a systematic learning experience in which students build a professional vocabulary based on the meanings of word parts, prefixes, roots, and suffixes. Cardiovascular, lymphatic/immunity, respiratory, digestive, and urinary systems are studied.
M168	2	MEDICAL TERMINOLOGY M168 This course is a systematic learning experience in which students build a professional vocabulary based on the meanings of word parts, prefixes, roots, and suffixes. Nervous, senses, endocrine, and reproductive systems are covered.
N101	7	NURSING FUNDAMENTALS/GERONTOLOGY NURSING THEORY AND CLINIC N101 This course focuses on nursing fundamentals skills and theoretical knowledge. The unique needs of the elderly as they interact with their environment will be stressed. Application of the nursing process in maintaining health and wellness is emphasized in caring for the older adult. Using a systems approach and assessing needs based on Maslow's hierarchy, students learn to plan and implement care for elderly clients with a variety of conditions. Students will attend an affiliated long term care facility performing fundamental nursing procedures on the gerontological client. Corequisite: N104.
N103	5	PEDIATRIC NURSING THEORY AND CLINIC N103 Integrating principles, skills, and concepts previously learned in N101 and N108, this course studies the care of both well and sick children. It covers preventive healthcare and restorative nursing care. Infancy, toddler hood, preschool, school age, and adolescence development and health problems are covered using a systems approach. Application of the nursing process and Maslow's human need framework is emphasized in planning and prioritizing care for the pediatric client and families as they interact with stressors in their internal and external

COURSE #	QUARTER CREDITS	COURSE NAME & DESCRIPTION
		environment related to a variety of health conditions. Students attend an affiliated hospital, laboratory and/or clinical site assisting and performing actual pediatric nursing procedures. Prerequisites: N101, N104, and N108.
N104	2	NURSING PROCESS N104 Students learn about the roles and responsibilities of the LPN as part of the health care team. Using the nursing process as a problem solving approach, students learn to assess needs of clients with emphasis on the elderly client. The role of the LPN in providing culturally sensitive care and delegating tasks is discussed. Effective communication, documentation, and teaching techniques are explored. Corequisite: N101.
N105	5	MATERNAL/CHILD NURSING THEORY AND CLINIC N105 Integrating principles, skills, and concepts previously learned in N101 and N108, this course studies obstetrical procedures that ensure a normal pregnancy and a safe prenatal and postnatal experience. Students will use the nursing process and Maslow's human needs framework to plan and prioritize care for the mother, newborn and family. Health services offered to the childbearing mother, her baby, and family are reviewed. The role of the nurse as a teacher in meeting the needs of the family as they cope with the change in family dynamics will be explored. Students attend an affiliated hospital, laboratory, and/or clinical site assisting and performing actual maternal/child health nursing procedures. Prerequisites: N101, N104, N108. Corequisite: N103.
N106	10	PSYCHIATRIC/SUBSTANCE ABUSE NURSING THEORY AND CLINIC N106 This course focuses on mental health principles in a variety of settings. The study of mental illness and substance abuse, their treatment, and relationship to all areas of nursing is included. Faculty-supervised learning in both classroom and clinical settings provide opportunity for students to use the nursing process to promote sound mental health and develop nursing interventions for the client with a mental illness and/or substance abuse. Prerequisites: N101, N103, N104, N105, and N108.
N108	9	MEDICAL-SURGICAL NURSING THEORY AND CLINIC N108 Integrating principles, skills, and concepts previously learned in N101, this course focuses on health care of the medical-surgical client and is grouped according to the body system affected. Students will use the nursing process and Maslow's human needs framework to plan and prioritize care of individuals and families as they interact with stressors in their internal and external environment related to medical-surgical conditions. Faculty supervised learning in classroom and laboratory as well as clinical experience in an acute care facility provide the opportunity to develop cognitive and psychomotor skills in the nursing care of the medical-surgical client. Prerequisites: N101 and N104.
N110	3	NCLEX-PN EXAM PREPARATION N110 This course prepares the student with the knowledge necessary to successfully complete the NCLEX-PN (National Council Licensure Examination for Practical Nurses) exam. Prerequisites M108-M110, M121-M123, N101, N103, N105, N106, and N108, (Day) or M126-M131, M133-M138, N101, N103, N105, N106, and N108 (Evening).
N112	2	PHARMACOLOGY I N112 This course provides a framework for learning pharmacological concepts and applying them to clinical situations. Pharmacology is presented from an interdisciplinary perspective drawing upon the student's knowledge of anatomy, physiology, pathology, medical terminology, mathematics, and the nursing process. The course is organized according to body systems and diseases. Respiratory,

COURSE #	QUARTER CREDITS	COURSE NAME & DESCRIPTION
		antiinfective, antineoplastic, cardiovascular, and renal medications are presented in context with how they are used therapeutically. A medication calculation and administration review is included.
N113	2	<p>PHARMACOLOGY II N113</p> <p>This course provides a framework for learning pharmacological concepts and applying them to clinical situations. Pharmacology is presented from an interdisciplinary perspective drawing upon the student's knowledge of anatomy, physiology, pathology, medical terminology, mathematics, and the nursing process. The course is organized according to body systems and diseases. CNS, GI, dermatologic, immunologic, hormone, steroid, analgesic, musculoskeletal and integumentary medications, as well as vitamins, minerals, and electrolytes are presented in context with how they are used therapeutically.</p>
N114	1	<p>CLINICAL SKILLS REVIEW N114</p> <p>This course provides a supervised clinical experience designed to review and strengthen nursing skills that the student has acquired during the licensed practical nursing program. The course also strives to enhance the student's knowledge of the roles and responsibilities of the graduate LPN as he or she transitions to the workplace.</p>

COLLEGE ADMINISTRATION

Thomas M. Eastwick
President
BS, St. John's University

Rafael Castilla
Vice President of Academic Affairs
MD, Juan N. Corpas School of Medicine, Colombia

Joyce Marchione-Traina
Dean of Academics
JD, Seton Hall University School of Law; MBA, Fairleigh Dickinson University; BS, Montclair State University

Roberta Davies
Dean of Students
MA, Montclair State College. BEd, Cambridge University

NURSING DEPARTMENT ADMINISTRATION

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Susan Sarnoski
Director of Licensed Practical Nursing
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Beatrice Augustin
BSN, Dominican College

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