

PROFESSIONAL AND PRACTICAL NURSING PROGRAMS

Frequently Asked Questions



JERSEY COLLEGE

Updated: July 2023

This Q&A provides a synopsis of information regarding the nursing program at Jersey College. We take reasonable steps to ensure that the information contained in this sheet is accurate and up-to-date. However the information presented is subject to change without notice and its accuracy is not guaranteed. As such, individuals are directed to review the website of Jersey College at www.jerseycollege.edu and the Academic Catalog of the College available at www.jerseycollege.edu/student-resources/college-catalog/ for current information.

Nothing in this Q&A implies or guarantees that graduates of the program will become employed or that graduates will receive any particular level of compensation following completion of the program. Employment is not a certainty upon graduation.



GENERAL INFORMATION:

What programs does Jersey College offer?

- A.** Jersey College is a singularly focused institution of higher education offering diplomas and degrees in nursing. The College offers a Professional Nursing program and a Practical Nursing program.

The Professional Nursing program educates and prepares students for entry level registered nursing positions in a variety of health care settings. The Professional Nursing program has two options.¹ The generic option is for individuals without existing nursing licenses. The advanced placement option (also known as the LPN to RN bridge) is for individuals holding a current, unencumbered practical nursing license. Students requesting advanced placement in the Professional Nursing program are required to provide Jersey College with an official transcript from their Practical Nursing education to obtain credit for prior learning. Students earn an Associate degree in Nursing upon successful completion of the Professional Nursing program.²

The Practical Nursing program has been developed to prepare students to perform tasks core to the provision of healthcare, including support and restorative care. The program is comprehensive and includes both theory and clinical components to enable program graduates to develop the knowledge, skills and competencies necessary for employment as a Practical Nurse. The Practical Nursing program is a diploma program.

Q. What is Jersey College's accreditation and licensure status?

- A.** Jersey College is institutionally accredited by The Council on Occupational Education (COE), an institutional accrediting agency recognized by the U.S. Secretary of Education. COE may be contacted at 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350; (770) 396-3898; www.council.org.

The Professional Nursing program at certain campuses is programmatically accredited by the Accreditation Commission for Education in Nursing (ACEN), a specialized accrediting agency recognized by the U.S. Secretary of Education. A full listing of the ACEN accredited campuses is available at www.jerseycollege.edu/about/accreditation-licensing/. The ACEN may be contacted at: 3343 Peachtree Road NE; Suite 850; Atlanta, GA 30326; (404) 945-5000; www.acenursing.org.

Each Jersey College campus is licensed, authorized, and/or approved by its respective State governing educational body and the nursing programs are licensed, authorized, accredited, and/or approved by the respective State Board of Nursing. Additional information regarding State and Board of Nursing authorizations, approvals and licenses is available at www.jerseycollege.edu/about/accreditation-licensing/.

Q. What are the requirements for becoming a nurse?

- A.** Individuals seeking to become a nurse must, among other things, graduate from an approved and/or accredited nursing program, submit an application to their State Board of Nursing, and pass the NCLEX examination (which is administered by the Board of Nurse Examiners). Moreover, a criminal history background check is a prerequisite for licensure as a nurse. The Board of Nurse Examiners and State Boards of Nursing may refuse to issue a license or certificate of registration, for a number of reasons, including, but not limited to:

- Missing, incomplete or illegible documentation.
- The violation or attempted violation of any provisions of the law regulating the practice of nursing.
- Conviction of a crime of the grade of felony, or of a crime of a lesser grade which involves moral turpitude.
- The use of any nursing license, certificate or diploma that has been fraudulently purchased, issued, counterfeited or altered materially.
- The impersonation of or the acting as proxy for, another person in any examination required by the law to obtain a license as a nurse.
- Intemperate use of alcohol or drugs that, in the opinion of the board, endangers patients.
- Unprofessional or dishonorable conduct that, in the opinion of the board, endangers patients.
- Unprofessional or dishonorable conduct that, in the opinion of the board, is likely to injure the public.

Each application for licensure is typically evaluated on a case-by-case basis. The Board of Nurse Examiners and Boards of Nursing typically consider the nature, severity, and recency of offenses, as well as rehabilitation and other factors. Applicants are responsible for contacting their State Board of Nursing to determine their eligibility.

¹ Not all options are available at all campuses.

² Depending on the State and campus the degree earned is an Associate of Science Degree in Nursing or an Associate of Applied Science Degree in Nursing. Applicants should contact their Admissions Representative for type of degree and/or review our Academic Catalog (available at www.jerseycollege.edu/student-resources/college-catalog/).

Q. What is the mission, vision, values and goals of Jersey College?

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

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

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

- **Professionalism:** Judiciously use reasoning, knowledge, technical skills, communication, and reflection
- **Respect:** Value the beliefs, opinions, and contributions of others
- **Integrity:** Embody and demonstrate honest and ethical behaviors
- **Diversity:** Appreciate differences through the exchange of ideas, perspectives, and constructive discourse
- **Excellence:** Embrace challenges, pursue innovative ideas, and strive for academic distinction

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

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

Q. What is the time commitment that I need to make to Jersey College?

A. Applicants are advised that our programs are academically challenging, especially our nursing programs. Our programs require both in classroom attendance and out-of-class work. For each one hour of classroom instruction there is a minimum of two (2) hours of out-of-class student academic activities. Applicants should anticipate completing between three (3) and six (6) hours of out-of-class student academic activities (reading, reviewing notes, practicing NCLEX questions, etc.) each day. Applicants need to plan on adjusting and balancing outside employment and outside responsibilities with their academic responsibilities.

Q. Where are the campuses of Jersey College located?

A. Jersey College has campuses located in multiple states in the U.S. The College offers the nursing programs through stand-alone campuses and hospital-based campuses. For additional information regarding locations of campuses and program offerings within each campuses review the Academic Catalog of the College available at www.jerseycollege.edu/student-resources/college-catalog/.

Q. What is a hospital-based nursing program and what are the objectives of the program?

A. Hospitals throughout the United States have recognized that new graduate nurses lack skills needed to succeed in the hospital environment, which in turn has led to high turnover. To assist with combating this concern, Jersey College is partnering with hospitals and establishing a collaborative nursing program that seeks to incorporate the benefits of a diploma nursing program with traditional college-based education. The objectives of this new paradigm are to:

- Provide alternative pathways for individuals seeking to enter the nursing profession;
- Produce competent nurses prepared to enter the acute care setting and other healthcare environments;
- Complement and supplement graduate nursing residency programs established at hospitals;
- Offer students opportunities to learn about the inner workings of a hospital;
- Assimilate the nursing values and philosophies of our affiliated hospitals into the nursing curriculum;
- Expose students to patients and the healthcare environment early in the nursing program with an emphasis on patient bedside care; and
- Establish a pipeline of nursing graduates for associated hospitals that have been orientated to their mission, goals and nursing philosophies.

These objectives are being pursued through the establishment of on-site hospital based nursing programs. Jersey College is responsible for the education, while our affiliated hospital provides access to health care professionals and evidenced-based practice. At the conclusion of the hospital-based nursing program, graduates are expected to understand the patient care system, nursing philosophy and healthcare initiatives of the hospital, and have developed collegial and professional relationships with members of the interdisciplinary team at the hospital.

ADMISSION REQUIREMENTS:

Q. What requirements must I meet in order to be eligible for admission?

A. The following contains a brief description of the admission criteria for our programs.³ Individuals interested in attending the College are directed to also see “State Policies” in our Academic Catalog (available at www.jerseycollege.edu/student-resources/college-catalog/) for State specific admission criteria and policies.

General Standards for Admission

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

- Be at least eighteen (18) years of age.
- Present proof of high school education or its equivalent (as defined by the US DOE).⁴ The high school education can be from a foreign school if it is equivalent to a U.S. high school diploma.⁵ Jersey College does not offer admission based on Ability to Benefit (ATB).
- Present proof of U.S. citizenship or a permanent resident card (aka green card).⁶
- Complete an admission application.
- Participate in interviews with administration and/or faculty members and obtain a recommendation for admission, based on information received during the application process.
- Make an advance program deposit for tuition and fees. The deposit will be applied against the total tuition and fees of the program that is in effect on the date of enrollment.⁷

School of Nursing Standards for Admission

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

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

In lieu of demonstrating minimum skills through an aptitude test, applicants may seek admission into the Professional Nursing program by submitting proof of successful completion of prior nursing education from an approved/accredited Practical Nursing program and proof of a current, active, unencumbered LPN license.^{8, 9, 10} Students admitted based on prior education and licensure may be provided with advanced placement in the Professional Nursing program.

Q. How are applicants evaluated?

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

³ Admission, enrollment and registration conditions are subject to reasonable accommodations and considerations as determined by Jersey College.

⁴ Under limited circumstances as approved by the Academic Standards Committee and allowable by federal and state law, an applicant who is unable to produce the required proof of high school education or its equivalent, may attest to high school education or its equivalent by completing a self-attestation form.

⁵ Jersey College may require students with foreign diplomas to verify the diploma and education. Such verification may include, but is not limited to, requests for high school transcripts, proof of equivalency and authentication and notarization of the diploma by the issuing body, and evaluation of the diploma and/or transcript by an approved third-party evaluation company.

⁶ Applicants with asylum status in the United States pursuant to the Immigration and Nationality Act must submit a completed Form I-94 as proof of granting of asylum. The completed Form I-94 will serve as an alternative to a green card for purposes of admission.

⁷ The minimum deposit is \$500.00 (subject to financial considerations). The deposit funds are applied against a student's account and the total cost of the program.

⁸ Graduates of any of Jersey College's Practical Nursing programs may seek advanced placement into the Professional Nursing program without a LPN license; however, such students may not enroll in and register for nursing courses with clinical and practicum experiences without providing proof of a current, active, unencumbered LPN license.

⁹ An unofficial copy of a transcript and/or an official notification from a state agency that the applicant has graduated from an approved/accredited Practical Nursing program may be utilized in lieu of an official transcript in limited circumstances. Such use is at the sole discretion of Jersey College.

¹⁰ Graduates of Jersey College's Practical Nursing program are not required to submit an official transcript.

ENROLLMENT AND REGISTRATION REQUIREMENTS:

Q. What requirements must I meet in order to enroll and register in courses?

- A. To enroll and register in courses at Jersey College, students must undertake the following activities:
- Make arrangements for the payment of tuition and associated program fees.
 - Satisfactorily pass a background check.
 - Execute an Enrollment Agreement.
 - Determine sequence of courses.
 - Attend a comprehensive orientation session.
 - Complete all documents and paperwork associated with enrollment, including, but not limited to attestations of receipt of policies, acknowledgments of responsibilities, emergency contacts and other documentation.

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

- Present evidence of good physical health (including a physical examination from the past six months) and documentation of fitness to work in health care.
- Present proof of current Mantoux test, Tetanus, Hepatitis B (or a waiver), and vaccination and laboratory titer evidence for measles, mumps, rubella, and varicella.
- Provide proof of current certification in Basic Life Saving for Health Care Providers from the American Heart Association.¹¹
- Provide proof of a current, active, unencumbered LPN license.¹²
- Meet the technical standards of the nursing programs (see below).

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

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

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

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

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

Q. What technology is required to participate in coursework at Jersey College?

- A. Students are advised that Jersey College utilizes electronic systems for assessments, academic and social announcements and dissemination of other information. Moreover, most courses at Jersey College require students to utilize a computer or a computerized device for completion of course assignments, including, but not limited to, accessing the student learning system, creating of PowerPoint-style presentations, developing academic papers (word processing and typing skills), presenting data in tables, graphs, or charts, and employing database, Internet or other electronic research. The Academic Catalog (available at www.jerseycollege.edu/student-resources/college-catalog/) contains the minimum computer specifications and competencies for participation in coursework at Jersey College.

¹¹ Certain clinical facilities may require CPR for Health Professionals from the American Red Cross.

¹² This provision applies to students granted advanced placement in the Professional Nursing program.

Q. What are the technical standards for the nursing programs?

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

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

JERSEY COLLEGE ACADEMIC APTITUDE TEST (AKA ENTRANCE EXAM):

Q. What does Jersey College’s entrance exam cover?

- A.** The entrance exam involves Math and Reading Comprehension tests. The Math test may cover, among other things, whole numbers, decimals, fractions, ratios, percentages, and number conversions. The Reading Comprehension test may cover, among other things, inferential reading, main idea of passage, and predicting of outcomes.

Q. Is there anything that I can do to study or prepare for the entrance exam?

- A.** We recommend that students attend our complimentary tutoring sessions.¹³ These sessions are offered at no cost to individuals who register for the entrance exam. The sessions are typically offered prior to entrance testing. Students should contact their Admissions Representative to obtain an upcoming tutoring schedule.

We also recommend that students purchase a study guide. There are numerous study guides available for entrance exam testing for nursing programs. These guides help students to polish their current skills, contain information on how to read test questions and provide practice questions.

Q. When is the entrance exam offered?

- A.** The days and times for the entrance exam vary by campus. Students should contact their Admissions Representative to obtain an upcoming testing schedule.

CURRICULUM PLAN AND SAMPLE SCHEDULES:

Q. How are academic credits calculated in the nursing programs?

- A.** The Professional Nursing program is offered on a semester and quarter term basis. The semester plan involves approximately 16 weeks of classes each term with 1 credit equalling 15 hours of didactic instruction, 30 hours of lab instruction and 45 hours of practicum instruction. The quarter plan involves approximately 12 weeks of classes each term with 1 credit equalling 10 hours of didactic instruction, 20 hours of lab instruction and 30 hours of practicum instruction.

The Practical Nursing program is offered on a clock hour basis with approximately 12 weeks of instruction in the day schedule each term and 18 weeks of instruction in the evening schedule each term.

Q. What courses are included in each nursing program and what does a typical schedule encompass?

- A.** Sample course schedules, along with course descriptions are available at <https://www.jerseycollege.edu/policies>.

13 Tutoring sessions may not be offered at all campuses.

GRADUATION AND CLASS INFORMATION:

Q. What are the graduation requirements for the nursing programs?

- A. Students at Jersey College will graduate from and receive a diploma from the College when they (i) complete each required course with a satisfactory grade; and (ii) satisfy all financial obligations to Jersey College.

Q. What Grade Point Average must I maintain?

- A. To successfully complete a course students are required to maintain a "C" or higher grade point average in the course. In addition, students are required to pass the practicum portion of each course. Students who fail to meet these standards are subject to academic probation or dismissal from their nursing program. Jersey College does allow students to repeat a limited number of failed courses, subject to certain conditions (see the Academic Catalog at www.jerseycollege.edu/student-resources/college-catalog/).

Q. When are didactic classes, practicum experiences and exams scheduled?

- A. Didactic classes and practicum experiences are typically scheduled between 7:00 a.m. and 10:00 p.m., Monday through Friday. Didactic classes and practicum experiences on weekends typically occur between 7:00 a.m. and 4:00 p.m.

Days and times for didactic classes, practicum experiences and exams change from term to term and schedules may be different from campus to campus. Moreover, practicum experiences can occur at times different from students' didactic class schedules. Experiences could include early-morning, day, and mid-night shifts with weekday or weekend rotations that may include more than eight hours of practicum activities in a day.

FINANCING OPTIONS - PAYING FOR THE PROGRAM:

Q. What is the cost of the nursing programs at Jersey College?

- A. Tuition and fee schedules are available at www.jerseycollege.edu/financial-aid/tuition-and-fees. Tuition and fees are charged on a term-by-term basis in the Professional Nursing program and on a program basis in the Practical Nursing program. Students are charged the tuition and fees in effect at the time of enrollment and registration in classes, unless otherwise specified. All tuition and fee schedules are subject to change without notice, at any time.

Q. Can I get financial aid to study at Jersey College?

- A. Jersey College is approved to offer federal financial aid (also known as Title IV aid). Federal financial aid is available to those who qualify. The financial aid planners at Jersey College are available to assist students with applying for federal financial aid and discussing the types of aid (Stafford Loans and Pell Grants) that they may qualify to receive.

Q. Does Jersey College offer alternative payment options, such as an installment plan?

- A. Jersey College does offer installment plans for payment of tuition and fees. These plans typically require a certain up front payment, with the remainder of the tuition and other fees paid off in monthly installments pursuant to an installment note. The installment note is typically payable over the term of the program. Students can obtain additional information regarding these plans from their financial aid planners.

Q. Does my program require a commitment deposit?

- A. A minimum commitment deposit of \$500 is due prior to the start of the program. This deposit is required to hold a student's seat in the upcoming class. Without paying a deposit, the seat in the upcoming class remains open and may be awarded to another student. The deposit funds are applied against a student's account and the total cost of the program. Please note that after a student makes the deposit his/her student account will be credited and the total amount that he/she owes Jersey College will be reduced by \$500. Financial aid may not be used to pay the deposit, since the deposit is supposed to be paid in advance of the program.

TRANSFER OF CREDIT, PROMOTION AND GRADUATION REQUIREMENTS:

Q. What is Jersey College's policy with respect to transfer of credits to other institutions and from other institutions?

A. Transfer to Other Institutions: Decisions to accept credits from another educational institution rest entirely with each receiving institution and are usually reviewed and considered on a case by case, course by course basis. Prospective students of Jersey College should consider this fact if they plan to continue their educational studies and desire to obtain credit for course work completed at Jersey College. Students are responsible to confirm whether or not Jersey College credits will be accepted by another institution of their choice.

A. Transfer from Other Institutions: Credit-bearing coursework from a college or university accredited by an agency recognized by the U.S. Department of Education may be eligible for transfer credit at Jersey College.¹⁴ To be approved for credit, each course and associated college must be validated and confirmed by Jersey College. Students may be required to take and pass a Challenge Exam to receive transfer credit. Evaluations typically take two to three weeks to process. The general guidelines below provide the limitations and process for obtaining credit for coursework completed at other institutions.

- Coursework must be from a post-secondary institution accredited by an agency recognized by the U.S. Department of Education
- Courses eligible for transfer credit are limited to the following:
 - Basic Anatomy and Physiology
 - College Algebra
 - Composition I
 - Human Body in Health and Disease
 - Human Body in Health and Disease I
 - Human Body in Health and Disease II
 - Human Body in Health and Disease III
 - Math for Problem Solving & Research
 - Microbiology
 - Sociology
- Courses submitted for consideration must (i) have been taken at a college or university that meets academic rigor standards established by Jersey College¹⁵ and (ii) be equivalent to the course requirements of the program selected¹⁶. The College will evaluate each request for transfer of credit on an individual basis. Course descriptions, objectives, syllabi, projects, examinations and other documentation may be requested by Jersey College to demonstrate the equivalency.
- Official transcripts are required to be submitted for transfer credit evaluation.
- A grade of "C" or better or their respective equivalents (i.e., numeric grade). Credit will not be awarded for Pass/Fail, remedial, College prep, or non-College level courses.
- Coursework must have been completed in the last five (5) years. Students who seek credit for courses older than five (5) years must take and pass a Challenge Exam.
- Semester credits to quarter credits will be converted based on a 1 to 1.5 ratio.
- Requests for transfer credits must be made in writing prior to a student's initial enrollment at Jersey College.

Note: The above policies with respect to transfer of credit from other institutions can change from time to time, including, but not limited to, courses eligible for transfer, grade requirements, time taken, etc. Individuals are directed to review the Academic Catalog of the College available at www.jerseycollege.edu/student-resources/college-catalog/ for changes to the transfer of credit policy.

¹⁴ Coursework from other colleges and universities is not eligible to be transferred into the Practical Nursing program.

¹⁵ Such standards include, but are not limited to, accrediting body, type of institution (public, private, proprietary), NCLEX pass-rates, etc. These standards are established at Jersey College's sole discretion.

¹⁶ Equivalency standards include, but are not limited to, content of course, hours of instruction, and evaluation and assessment standards. These standards are established at Jersey College's sole discretion.

ACCOMMODATIONS:

Q. What is Jersey College's policy with respect to Special Accommodations?

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

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

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

Professionals conducting assessments and rendering diagnoses of disabilities must be qualified. This means that comprehensive training in the differential diagnosis of various disabilities is required. The evaluator must have appropriate professional credentials, including licensure or certifications in the area being assessed. Acceptable Qualified Professionals/Practitioners are listed in the Academic Catalog available at www.jerseycollege.edu/student-resources/college-catalog/. If coexisting disabling conditions are indicated assessments for each condition must be conducted by a Qualified Professional/Practitioner.

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

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

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

OTHER COMMON QUESTIONS:

Q. Where can I find NCLEX Pass Rates for colleges and universities offering nursing programs?

A. NCLEX pass rates are typically accessible through Board of Nursing websites. These sites may be accessed through the National Council on State Boards of Nursing at www.ncsbn.org/contact-bon.htm.

Q. How may I obtain a copy of Jersey College's Campus Security and Safety Annual Report?

A. The Campus Security and Safety Annual Report is made available through the College's website. The report is located under www.jerseycollege.edu/policies. This report contains various policy statements and procedures Jersey College uses in case of emergency. Additionally, the report contains campus crime statistics for the three (3) preceding years. The Campus Security and Safety Annual Report is made available to students in paper format upon request through the office of the Campus Director.

Q. What is NurseLife?

A. Nursing is not just a job -- it's a lifestyle -- it's NurseLife. Nursing is about compassion, dedication, excellence, and drive. It's what our students learn and what our faculty live and breathe. At Jersey College, we take great PRIDE in our institution and living the NurseLife. Additional information about NurseLife at Jersey College may be found at www.nurselife.org.

Q. Where can I obtain additional information regarding Jersey College's policies and procedures?

A. Additional information regarding Jersey College is available in our Academic Catalog. The Academic Catalog is located at www.jerseycollege.edu/student-resources/college-catalog/ and contains information on (i) each program offered at the campus (admission, promotion, graduation, tuition and fees, refund policies, appeal process, complaint process, transfer policies, etc.), (ii) accreditation status of Jersey College, including the name, address and phone numbers of accrediting agencies and regulatory bodies, (iii) curriculum plans and course descriptions, and (iv) program missions, organizing frameworks and philosophies.

