



capitalhealth

School of Nursing -
Regional Medical Center

Catalog

Spring 2025

Revised March 17, 2025



Celebrating over 100 years of Nursing Education!

FALL 2025

Greetings:

We at Capital Health School of Nursing – Regional Medical Center are pleased to know of your interest in our program. We are now accepting applications for **Fall 2025; the application deadline is May 15, for the generic program and March 31, for the LPN to RN Transition Program, however, we have a rolling admission here at Capital Health School of Nursing. We accept students for the Fall of 2025 beginning September 2024.**

The School of Nursing offers three full-time, day curriculum options: (a) 3-year extended program, (b) 2-year generic program, and (c) 10-month LPN to RN transitional program. Our academic year begins every August, with commencement in May. Graduates receive a Diploma in Nursing from Capital Health and an Associate in Science degree from Mercer County Community College. Enclosed is our *School Catalog* to give you an overview of the program, the Admission Requirements and Application Procedures. Also enclosed are the Application and Reference forms (*review them carefully*).

You may also visit our website at:

<https://www.capitalhealth.org/professionals/school-of-nursing>

Should you decide to submit an admissions application, **ALL** of the following items **MUST** be received to be considered for admission to the nursing program (*there are no exceptions to the requirements listed below*):

- Applicant Submission Form
- Application and Non-Refundable Application Fee (**\$50.00**) payable by personal check, cashier's check, certified check or money order only, made payable to Capital Health School of Nursing – Regional Medical Center.
- - Three Professional References (*submitted in sealed envelope w/appl or emailed to CHSON@CapitalHealth.org*)
 - One Official high school transcripts
 - One Official college transcripts from each college attended
 - Entrance Testing Results

Please allow up to three weeks for initial processing of your application.

We are interested in helping you reach your goal of becoming a professional nurse. Please feel free to email questions regarding the admissions process, or the many preparations for entering the program that you can make during the next several months.

CHSON@CapitalHealth.org



832 Brunswick Avenue Trenton NJ 08638

MAIN OFFICE (609) 599-5190 STUDENT AFFAIRS (609) 599-5239 FAX (609) 599-5799

ACCREDITATIONS

The School of Nursing is accredited by the New Jersey Board of Nursing (P.O. Box 45010, Newark, NJ 07101; telephone: 973-504-6430).

The diploma nursing program at Capital Health Regional Medical Center at the Capital Health School of Nursing – Regional Medical Center located in Trenton, New Jersey is accredited by the:

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

The most recent accreditation decision made by the ACEN Board of Commissioners for the diploma nursing program is Continuing Accreditation.

The School is a member of the National League for Nursing, the National Coalition of Hospital Associated Schools and Colleges of Nursing and the Association of Diploma Schools of Professional Nursing of New Jersey. It is certified by the New Jersey Department of Education for the education of veterans.

NON-DISCRIMINATORY STATEMENT

Capital Health School of Nursing – Regional Medical Center admits students of any age, race, creed, color, gender, religion, national or ethnic origin, marital status, civic union, domestic partnership status, sexual orientation, or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, race, creed, color, gender, religion, national or ethnic origin, marital status, civic union, domestic partnership status, sexual orientation, or disability in the administration of its educational policies, admissions policies, scholarship or loan programs, or other school administered programs.

NOTICE

Public Disclosure and Consumer Information regarding licensing exam pass rates, student retention, employment of graduates and crime statistics are posted and available from the Dean's Office. Complaints regarding the program may be sent to the New Jersey Board of Nursing (P.O. Box 45010, Newark, NJ 07101; telephone: 973-504-6430).

DISCLAIMER

The information contained in this handbook is not to be considered an irrevocable contract between a student and the School. Capital Health School of Nursing - Regional Medical Center administration and faculty reserve the privilege of changing policies, curriculum, costs, and practices, at any time.

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CONTACT INFORMATION

Main Office	(609) 599-5190
Student Affairs Coordinator / Registrar	(609) 599-5239
Dean	(609) 599-5192
Fax	(609) 599-5799
E-Mail Address	CHSON@CapitalHealth.org
Website	https://www.capitalhealth.org/professionals/school-of-nursing

DEANS WELCOME

Thank you for your interest in Capital Health School of Nursing - Regional Medical Center.

The choice of a career, whether it is a first or second career, is one of the most important decisions in the life of an individual. Few careers offer so great a challenge as nursing. Few professions have so proud a heritage. Few are so dedicated to such high ideals. Few offer so much inner satisfaction to the practitioner.

Nursing demands the best of those who choose it as their life's work. It calls for a keen mind, physical fitness, initiative, courage, and perhaps most important of all, a compassion for others and a genuine desire to have an active, responsible role in the daily dramas of life.

To the person who possesses these qualifications, nursing opens the door to unlimited opportunities. If you should decide that nursing best answers your hopes for the future, Capital Health School of Nursing - Regional Medical Center offers you an outstanding education in a warm caring environment.

The reputation of the faculty, staff, and graduates of Capital Health School of Nursing - Regional Medical Center has always been one of excellence and caring. The faculty and staff are known for providing a caring environment for learning while demanding excellence from their students.

From the inception of Capital Health School of Nursing - Regional Medical Center in 1905, over 3,900 graduates have contributed to various aspects of nursing and health care throughout the United States and other countries. Many nurses, including administrators and educators, in the New Jersey and Trenton area are graduates of Capital Health - Regional Medical Center.

When you first come to Capital Health School of Nursing - Regional Medical Center, you will find that you are learning a whole range of valuable lessons - about the world of nursing, about the world beyond nursing, about people, about yourself. Come discover how much you care and how much you can learn in two years at Capital Health Center School of Nursing - Regional School of Nursing Medical.

Ana Maria Catanzaro, PhD, RN
Dean of Capital Health School of Nursing -
Regional Medical Center

CAPITAL HEALTH SCHOOL OF NURSING -

REGIONAL MEDICAL CENTER

MISSION STATEMENT

Capital Health School of Nursing - Regional Medical Center (CHSON-RMC), formerly St. Francis Medical Center School of Nursing, is committed to providing excellence in nursing education. Consistent with Capital Health's mission, the School of Nursing seeks to educate nurses in an environment dedicated to improving the health and well-being of the populations we serve in urban and suburban communities.

Dedicated to providing nursing education to students in Trenton, New Jersey and the surrounding areas, the nursing program strives to instill the Capital Health values of Integrity, Excellence, Compassion, and Teamwork while preparing nursing students to become integral members of our health care community. We will do this while expecting students to display the Capital Health standards of behavior: by promoting positive behavior through professionalism; communicating effectively with patients, staff, colleagues and faculty; maintaining a professional appearance; and enhancing teamwork, while always exhibiting nursing ethics.

ST. FRANCIS MEDICAL CENTER SCHOOL OF NURSING HISTORY

St. Francis Medical Center School of Nursing has been educating nurses for over 115 years. In 1905 when nursing schools were still a brand-new idea in America, the Third Order of the Sisters of St. Francis received a charter from the State of New Jersey to establish a "TRAINING SCHOOL FOR NURSES OF SAINT FRANCIS HOSPITAL." The seven students who comprised the first class, and their teachers were indeed pioneers in this avant garde venture. St. Francis School of Nursing stands as evidence of the Sisters of St. Francis' long commitment to quality education for nursing students.

Under the leadership of Sister Hyacintha, the School was organized and chartered by the State of New Jersey in 1905. The first class, seven women, graduated in 1908. Miss Anna Cunningham was the first Dean of the School, which was registered by the New Jersey Board of Nursing in 1912. Originally housed in the hospital, the School moved to the educational building on St. Francis Avenue in 1925. Classes were admitted annually except between the years of 1944 and 1948 when there were double class entrances. In 1956, St. Francis School of Nursing became the first School of Nursing in the area to be accredited by the National League for Nursing. The program remained three years in length until 1964 when a two-year program was instituted. During 1964, there were two graduating classes. The School, which formerly provided residence facilities, became a commuter-only school in 1978. The purchase of college credits for non-nursing courses was initiated in 1980 and provided the graduates with thirty transferable college credits and a diploma in professional nursing. In 1998, the School developed a cooperative nursing agreement with Mercer County Community College. In the cooperative program, graduates receive general education credits from Mercer County Community College and nursing credits from St. Francis School of Nursing. Graduates obtain an Associate in Science Degree from Mercer County Community College and a Diploma in Nursing from Capital Health School of Nursing - Regional Medical Center (formerly St. Francis Medical Center School of Nursing).

CAPITAL HEALTH SCHOOL OF NURSING -
REGIONAL MEDICAL CENTER

PHILOSOPHY AND OBJECTIVES

Capital Health School of Nursing - Regional Medical Center (CHSON-RMC) prepares its graduates to make sound decisions based upon critical thinking and clinical judgment. Graduates are prepared to provide quality care through the integration of current evidence-based practice and clinical expertise. They will exhibit professionalism, teamwork, collaboration, therapeutic communication and safe practice while providing care throughout our patients' lives in a variety of settings.

Our educational program is based on the Capital Health values of Integrity, Excellence, Compassion and Teamwork.

The faculty at Capital Health School of Nursing - Regional Medical Center believes in the commitment to safe practice, teamwork, collaboration, communication, quality care, evidence-based practice, compassion, competency and professionalism across the lifespan and emphasizes this when educating nursing students. The faculty is responsible for developing and implementing a curriculum that meets the mission, philosophy and outcomes of the school of nursing. The nursing education experience at Capital Health School of Nursing - Regional Medical Center aligns its education with the Capital Health mission by serving the urban and suburban communities at all stages of patients' lives.

CHSONRMC's philosophy recognizes that nursing is an art and a science, a heart and a mind. The heart gives fundamental respect for human dignity and compassionate intuition for a patient's needs. The mind experiences rigorous core learning that allows for complex skills in nursing education, which will be facilitated within this program. (ANA)

At CHSON-RMC we believe that nursing education is the incorporation of nursing and education in the pursuit of expanding the knowledge of the nursing student leading to critical thinking and clinical judgement. This educational focus provides a cooperative process that is effective for all learners in this nursing program. In addition, we seek to instill in our students a lifelong commitment to nursing education so they can further their professional development.

End of Program Student Learning Outcomes

A graduate of Capital Health School of Nursing - Regional Medical Center will:

- Evaluate nursing care provided to clients and families from diverse backgrounds in a variety of settings to ensure that it is compassionate, age and culturally appropriate with consideration of the client's preferences, values, and needs.
- Integrate the best current evidence and clinical expertise when making clinical decisions in the provisions of patient-centered care.
- Arrange with members of the interprofessional health care team for the management and provision of safe, quality care for clients and families.
- Integrate effective use of strategies to mitigate errors and reduce the risk of harm to clients, self and others in health care, home, and community settings.
- Synthesize communication strategies with clients and families from diverse backgrounds that promote an exchange of information, development of therapeutic relationships.
- Integrate professional standards into patient-centered practices that uphold established regulatory, legal and ethical principles.

Program Outcomes

- Graduates will demonstrate achievement of end of program student learning outcomes
- Graduate classes will achieve an NCLEX pass rate at or above the national mean.
- 75% of graduates will be employed at 9 months post-graduation.

EDUCATIONAL PROGRAM

The educational program has been developed from the philosophy and student learning outcomes of the School of Nursing. The program provides education and guidance for students in preparation for their delivery of comprehensive professional nursing care as graduate nurses.

Capital Health School of Nursing - Regional Medical Center provides a cooperative nursing program with Mercer County Community College in which the graduate will receive a Diploma in nursing from Capital Health and an Associate in Science degree from Mercer County Community College. It is a progressive, fast paced curriculum composed of 40 credits in professional nursing courses and 30 general education credits.

The School offers three program options: Extended, Generic, and the LPN to RN Track.

- The **Extended Program** is typically three years and ideal for students who seek admission to the program directly from high school. This is accomplished by completing all of the required general education courses in the year prior to beginning the nursing course sequence. All required courses must be completed within a five-year time frame from date of admission.
- The **Generic Program** is a two year, full-time, day program. This program is ideal for students with post-secondary education in progress or completed.
- **LPN to RN Track Program** is a 10-month, full-time, day program for qualified LPN's who wish to enter into NSG 136 (LPN Transition – Nursing through the Lifespan) and finish the nursing part of the program in ten months. Upon satisfactory completion of NSG 136, 16 credits will be granted for the LPN licensure.

Throughout the program extensive clinical experience is closely correlated with classroom instruction. While the majority of clinical experiences are provided at Capital Health School of Nursing - Regional Medical Center, additional institutions and agencies are also utilized. At all times the clinical education is taught by Capital Health instructors.

When the student has successfully completed the planned program of studies, completed all planned comprehensive testing and pre-graduation requirements, and fulfilled all financial obligations, he/she is eligible for graduation. Graduates are then eligible to take the **NATIONAL COUNCIL OF STATE BOARDS OF NURSING EXAMINATION** (NCLEX-RN), to become a registered nurse.

The following pages list the courses and pre and co-requisites for each program option.

GENERIC PROGRAM OUTLINE & PRE-REQUISITE COURSE GUIDE

CODE	Pre-Requisite Courses to be completed	CREDITS
◆	Anatomy & Physiology I (with lab)	4
◆	Anatomy & Physiology II (with lab)	4
◆	Microbiology (with lab) (100 level or higher)	4
◆ **	Math Elective Intermediate Algebra or Statistics	3
	Introductory Psychology	3
	Developmental Psychology Across the Life Span	3
	English Composition I	3
	English Composition II	3
■	PHI 205 Moral Choices –or- PHI 204 Ethics	3
	Pharmacology in Nursing	3
	PRE-REQS TOTAL CREDITS	33

CODE	CHSON-RMC GENERIC PROGRAM COURSES (Lecture, Lab, Clinical)	CREDITS
FALL		
★NSG-131	Concepts of Nursing I	6
★NSG-137	Physical Assessment	3
SPRING		
★NSG-135	Concepts of Nursing II	7
SUMMER		
★NSG-133	Concepts of Nursing III	3
FALL		
★NSG-234	Concepts of Nursing IV	9
SPRING		
★NSG-232	Concepts of Nursing V	9
	CHSON-RMC TOTAL CREDITS	37
	TOTAL CREDITS	70

★NSG - Courses for Capital Health School of Nursing – Regional Medical Center

** Intermediate Algebra or Statistical Math 100 level or higher.

Need strong Algebraic skills. Only take Stats if you have a very good foundation in Algebra.

Minimum GPA for application is **2.5**

Preferences given to applicants that have all non-nursing courses completed.

Generic application must be postmarked by March 31st.

■ PHI- Ethics or Moral Choices must be completed by the end of the program.

◆ **NOTE: Science and Math courses must be less than 10 years old at the time of enrollment in the School of Nursing.**

LPN - RN TRACK PROGRAM OUTLINE RECOMMENDED COURSE SEQUENCE

CODE	Pre-Requisite Courses to be completed	CREDITS
♦	Anatomy & Physiology I (with lab)	4
♦	Anatomy & Physiology II (with lab)	4
♦	Microbiology (with lab) (100 level or higher)	4
♦ **	Math Elective Intermediate Algebra or Statistics	3
	Introductory Psychology	3
	Developmental Psychology Across the Life Span	3
	English Composition I	3
	English Composition II	3
■	PHI 205 Moral Choices –or- PHI 204 Ethics	3
	Pharmacology in Nursing	3
	PRE-REQS TOTAL CREDITS	33

CODE	CHSON-RMC LPN-RN PROGRAM COURSES (Lecture, Lab, Clinical)	CREDITS
SUMMER	NSG-137 Pre-requisite at SON May/June. Must pass before enrolled in Fall.	
★NSG-137	Physical Assessment	3
FALL		
★NSG-136	LPN Transition: Nursing Through the Lifespan	9
	16 credits granted for LPN licensure after satisfactory completion of NSG 136	16
SPRING		
★NSG-232	Concepts of Nursing V	9
	CHSON-RMC TOTAL CREDITS	37
	TOTAL CREDITS	70

★NSG - Courses for Capital Health School of Nursing – Regional Medical Center

** Intermediate Algebra or Statistical Math 100 level or higher.

Need strong Algebraic skills. Only take Stats if you have a very good foundation in Algebra.

Minimum GPA for application is **2.5**

Preferences given to applicants that have all non-nursing courses completed.

LPN-RN applicant must have current licensure as an LPN and one-year clinical experience (acute care, sub-acute, long-term or rehab areas.)

LPN-RN application must be postmarked by February 28th.

■ PHI- Ethics or Moral Choices must be completed by the end of the program.

♦ **NOTE: Science and Math courses must be less than 10 years old at the time of enrollment in the School of Nursing.**

ADMISSION REQUIREMENTS

The application deadline is May 15 for the generic program and March 31 for the LPN to RN Transition Program, however, we have a rolling admission here at Capital Health School of Nursing - Regional Medical Center .

We accept students for the Fall of 2025 beginning September 2024.

The minimum requirements for initial acceptance to the School of Nursing for **ALL** Applicants are:

- A. **High School Diploma:** Graduation from an accredited high school or satisfactory completion of a General Equivalency Diploma (GED)
- B. **Entrance Test:** Achievement of the national mean on each section of the Test of Essential Academic Skills (TEAS) www.atitesting.com (*if taken at an outside location, an official ATI transcript reflecting TEAS scores must be submitted*)
- C. **New Jersey College Skills Placement Test:** Satisfactory performance on the New Jersey College Skills Placement Test (CSPT) or completion of any required academic foundations courses
- D. **Transcripts:** Submission of one (1) Official Transcripts from high school and one (1) official transcripts from all other educational institutions attended since high school
- E. **References:** Submission of three (3) professional references (i.e. teacher, employer, community service representative.) Friends and/or family are not considered valid references.
- F. **Cumulative GPA:** A minimum 2.5 Cumulative Grade Point Average
- G. A personal interview (by invitation only) initiated by the Admissions Committee

Preference is given to those applicants who have successfully completed college coursework, particularly Anatomy & Physiology. * Science and math courses must be less than 10 years old.

- II. **Applicants educated outside the USA for high school and/or college:** Additional requirements include:
 - A. The TOEFL (Test of English and as a Foreign Language) is required for any student educated outside the USA for high school (*unless you have achieved a GED*) and/or college; the School of Nursing TOEFL Destination Code (*or DI Code*) is 2858.
 - B. Achievement of a score of 83 or better on the TOEFL IBT (Internet version of Test of English as a Foreign Language)

***** To Register for the TOEFL IBT go online to <http://www.ets.org/toefl/ibt/about> *****

- III. **Applicants to the LPN – RN Track:** Additional requirements to the LPN – RN track include:

- A. Current licensure as an LPN
- B. Completion of the following courses with a minimum grade of “C”:

Anatomy and Physiology I	4 credits
Anatomy and Physiology II	4 credits
English Composition	3 credits
Introductory Psychology	3 credits
Developmental Psychology	3 credits
Across The Life Span	3 credits
Pharmacology in Nursing	3 credits
Physical Assessment	3 credits (taken at Capital Health SON in May/June prior to fall admission).

*** Science and math courses must be less than 10 years old at time of enrollment.**

- C. One Year clinical work experience (acute care, sub-acute, long-term care or Rehab areas)

- **Final acceptance is based on:**

1. Successfully passing a drug screening.
2. Undergoing and successfully passing a criminal background check prior to enrolling. In order to take part in the educational program an applicant must not have been convicted of, or pled guilty to, a violent crime, illegal sale, use or theft of controlled dangerous substances or a sexual offense. An applicant whose criminal background check discloses a conviction or unresolved arrest for a crime or misdemeanor that could jeopardize the health, safety or welfare of any patient, employee, student or visitor, may also be barred from entrance to the School.

- **Prior to enrolling, all accepted applicants must submit the following:**

1. Required health history, physical examination and immunization records with all required immunizations and immune titers. (COVID vaccine and booster required, no exceptions.)
2. Documentation of satisfactory completion of the American Heart Association Basic Cardiac Life Support course for Health Care Providers (HCP) with AED Program.
3. Documentation of Professional Liability Insurance coverage.
4. Documentation of medical insurance coverage.

* Students wishing to transfer from another accredited RN program should contact the Student Affairs Coordinator for further details.

APPLICATION PROCEDURES

The applicant is responsible for gathering all required information and submitting the documentation in one packet with the **Applicant Submission Form** to Capital Health School of Nursing - Regional Medical Center by **MAT 15TH for the generic program and March 31st for the LPN to RN Program** however, we have a rolling admission here at Capital Health School of Nursing, we accept students for the Fall of 2024 beginning September 2025.

All official documents must be in separate sealed envelopes with an original signature or official stamp across the seal. This will expedite the admission process. If unable to obtain official documents in this manner, the documents must be sent directly to the school. The application procedures include the following.

1. **APPLICATION**--Complete the Application for Admission, at end of this catalog. Indicate any previous names under which you attended school. Do not overlook the essay requested on Page 4 of the application. Remember to notify the School in writing of any **Change of Address, Telephone Number or Email Address** which may occur after you submit your application.
 2. **APPLICATION FEE**--Submit the Application for Admission with the \$50.00 non-refundable Application Fee to the School of Nursing office. **Make personal check, cashier's check, certified check or money order payable to:** Capital Health School of Nursing - Regional Medical Center
 3. **ENTRANCE EXAM** – **Official** TEAS (Test of Essential Academic Skills) scores must be included with the application. Go online to www.atifesting.com to register for the TEAS.
 4. **REFERENCES** - We require three (3) professional references (*teacher/professor, employer/supervisor, community service representative*). References from family members and/or friends are not valid. Please give the blank reference forms found at end of this catalog, directly to the persons you wish to complete them. They should be returned to you in a sealed envelope with an original signature across the seal. Please read the waiver statement on the back of each form and decide if you wish to sign it. Your decision will **not** affect consideration of your application.
 5. **TRANSCRIPTS** – Submit one (1) copy of **Official** high school transcripts and one (1) copies of **Official** transcripts of **ALL** other educational institutions you have attended since high school. (*Official Transcripts bear a signature and/or the school's seal and are sent to you in a sealed envelope with the school stamp or signature across the seal or is sent directly to us by the institution.*) Be sure to include "School of Nursing" in the address you give to your previous schools. **A high school transcript or G.E.D. certification is required even if you have attended college.**
 6. **L.P.N.'s** - If you are an L.P.N. you must request that an Official transcript of your L.P.N. program be sent to us. If you are interested in the LPN Track, please contact the Student Affairs Coordinator.
 7. **APPLICANTS WITH FOREIGN TRANSCRIPTS** – Applicants with transcripts from schools outside of the United States must have them evaluated by an accredited credentialing service, at the applicant's expense. If you would like to receive credit for specific courses the evaluation must be done on a course-by-course basis. For applicants who are not U.S. citizens, a proper visa must be secured. The **TOEFL IBT** is required for any student educated outside the USA for high school (*unless you have achieved a GED*) and/or college.
 8. **THE PROCESS** - Although we attempt to notify applicants of documents missing throughout the admissions process, ***it is the applicant's responsibility to ensure that all required documents are submitted.*** Once all required documents are received, they will be reviewed by the Admissions Committee. You may be invited to a personal interview after the committee review. **Admissions decisions are made at regularly scheduled admission committee meetings throughout the year. Application deadline is May 15th for the generic program and March 31st for the LPN to RN Program.**
- * Students wishing to transfer from another accredited RN program must have all of the above-outlined documents prepared and ready for submission to the school (*to include course descriptions of all nursing courses completed*). Further details for **Advanced Placement/Transfer of Credits** provided on page 22.

APPLICATION CHECKLIST

To ensure all credentials are received, please send them in one packet by the deadline:
May 15th for the Generic Program and March 31st for the LPN to RN Program.

A completed application includes the following:

- Applicant Submission Form
- Application for Admission
- \$50.00 nonrefundable application processing fee
(*Personal check, cashier's check, certified check or money order, payable to Capital Health SON*)
- One (1) official high school transcript.
- One (1) official transcript from ALL other educational institutions you have attended since high school.
(*Official transcripts must be in separate sealed envelopes with an official signature or stamp across the seal.*)
- Three (3) professional references.
(*teacher/ instructor, employer/ supervisor, community service representative*)
- Official Entrance Exam results (*if taken at Capital Health, you will not need to include the results*).
 - **TEAS** all applicants
 - **TOEFL IBT** – (**applicants educated outside of the U.S.A. high school, unless you have achieved a GED or college**)
- **LPNs ONLY:** A transcript that reflects an approved 3 credit Pharmacology course with a minimum grade of "C" that is less than 2 years old. **REQUIRED PREREQUISITE COURSE**

See Page 34 for Submission Form to be included with application for admission.

FACILITIES AND RESOURCES

EDUCATIONAL FACILITIES

The School of Nursing is located at 832 Brunswick Ave, Trenton NJ, with classrooms and skills clinical laboratories. There are additional classrooms and a computer lab at 51 Scotch Road, Ewing NJ. The Medical Library, is located at Capital Health Hospitals in Trenton and Ewing.

Capital Health Regional Medical Center and Capital Health Medical Center in Hopewell provides the primary clinical facility for the correlation of theory to practice for required nursing courses. It may be necessary to attend evening or weekend clinical session depending on facility availability. Additional clinical facilities are selected to provide a broad range of learning experiences to meet the curriculum objectives. Some of these sites may be: St. Christopher's Hospital for Children, Hampton Behavioral Health Center, University Medical Center at Princeton, Capital Health, Centra State and various clinics, as well as grade and high schools.

COMPUTER FACILITIES

Capital Health School of Nursing Regional Medical Center provides students with additional learning experience through a comprehensive computer lab at 51 Scotch Road, Ewing NJ.

Media are used as integral segments of lectures, course assignments and independent study. Faculty and staff will assist you with your search for materials and their use. We recognize the busy lifestyle of our family-oriented commuter students. Therefore, many programs are available online and certain audiovisual programs are available for overnight or weekend loan.

PARKING

Parking is available for student use. Directions will be provided where to park. When parking on the local streets be very careful to check the posted restrictions for the block where you park.

TRANSPORTATION

Costs and arrangements for transportation to and from the School of Nursing and clinical affiliations are each student's responsibility.

STUDENT SERVICES AND ACTIVITIES

The Office of Student Affairs, the faculty and the Student Government Association work together and along with other offices to provide programs and services which promote student development. All Capital Health students are also MCCC students and are entitled to use all of their resources. See the MCCC Student Calendar/Handbook.

ORIENTATION

An orientation program is held for all incoming students prior to the official opening of the School in the Fall semester. All students beginning the nursing part of the program are required to attend.

ADVISOR PROGRAM

The Advisor Program has been established to assist students to succeed in the nursing program. Students will be assigned an academic advisor at the beginning of classes. An advisor will be available to the student throughout the student's academic career to discuss academic or personal issues that affect progress in the program. Each student is expected to meet with his/her advisor each semester and may be required to meet with their advisor on a regularly scheduled basis. Each student also has access to the faculty members teaching the course in which they are enrolled.

The Admissions, Progression and Graduation Committee will review any student academic or advisement issue which has been referred to it by the advisor, course faculty, dean, or student. The Committee will make recommendations and/or referrals as necessary.

ACADEMIC SUPPORT PROGRAM

An Academic Support Program is provided for students identified at risk for academic difficulty. The purpose is to promote successful completion of the academic program. Students who meet the established criteria for the program must confer with the Faculty Course Coordinator to develop an action plan.

STUDENT HEALTH

A Health program under the auspices of the Medical Center Health Service is provided to establish positive health attitudes and habits, and to provide an opportunity for maintaining them. Each student must accept responsibility for his/her own health, and is expected to maintain high standards of mental, physical, and emotional health.

For the protection of students, clients, and other employees, students are required to provide documentation of immunity to certain communicable diseases that can be prevented by immunization. Pre-admission physical examination records must be provided to the nursing school office prior to arrival into the nursing program.

The following immunizations/screenings are required:

- Measles

- Mumps

- Tetanus – Diphtheria – Pertussis (Tdap)

- Rubella screening with immune titer

- P.P.D. (TB) screening, (required annually) with a two-step on admission or a QuantiFERON – Gold Test.

- A chest X-ray will be required if P.P.D. or QuantiFERON – Gold Test is positive.

- Varicella Zoster (positive history or screening with immune titer)

- Hepatitis B Virus – First dose required prior to clinical experience.

- A waiver must be signed if the immunization is declined.

- COVID-19 – vaccine and booster(s), no exceptions.

All students must have the required immunizations on admission, except hepatitis (series must be started before classes begin) and maintain all immunizations and screenings throughout their attendance in the program. After admission to the program, the student may obtain the PPD (TB) screening through Employee Health. Further immunizations and documentation may be required as administration determines necessary.

All students are required to carry some form of health / hospitalization insurance. Students should check to see if they are covered by family insurance. If not, students are responsible for health-care costs.

The employee health office is available if a student becomes ill or injured while attending class or clinical. When the health office is closed, the student may be taken to the Emergency Room for treatment at a cost to the student.

STUDENT ASSISTANCE PROGRAM

Carebridge is available to you 24 hours a day, seven days per week by calling 800-437-0911. Carebridge also maintains a website at www.myliferesouce.com. This program is a system-wide referral service designed to direct individuals with stress related problems to the appropriate resource. Any problem that interferes with scholastic performance, i.e. marital difficulties, parent-child conflicts, school-related stress, substance abuse, depression etc. is referable. Any contact with the Employee/student assistance program is strictly confidential. Visit the website to access online services, which include a great deal of additional information including: a legal document center, shopper's discount center and wellness tutorials. To access these resources, please enter the SON access code: **HW9KT**. You will be able to create your own access code after your first login. If you have questions, please contact your Advisor, Course Coordinator, Assoc Dean or Dean.

STUDENTS WITH SPECIAL NEEDS

Capital Health School of Nursing - Regional Medical Center , in compliance with section 504 of the Rehabilitation Act of 1973, does not restrict admission of any individual on the basis of a disability. All applicants are considered on an individual basis. Acceptance is determined by the persons' ability to perform required nursing functions.

Continuing support for students with documented disabilities is provided through MCCC office of Special Services at (609) 586-4800 x3422. Further information about the services provided can be found on MCCC's website at www.mccc.edu.

STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

The Student Bill of Rights and the Grievance and Appeal Policy and Procedure are based on the NSNA Student Bill of Rights. It can be found in the Capital Health School of Nursing - Regional Medical Center Student Handbook.

STUDENT GOVERNMENT ASSOCIATION

All students are members of the Student Government Association. The Association's purpose is to promote social and professional responsibility and to foster a spirit of cooperation among the students. Each class has its own organization and officers. Faculty members are designated by the Director as class advisors. Class activities and projects are planned and conducted by each class.

Each class elects representatives to participate on Faculty Organization Committees such as Curriculum, Admissions, Progression and Graduation, and Grievance. Students are encouraged to take an active part in their association. Participation in the Student Government Association as a leader or a class member provides an opportunity to develop self-direction, leadership and team member skills.

FINANCIAL INFORMATION

Students at Capital Health School of Nursing - Regional Medical Center have several financial aid programs available to them, which can assist eligible students in meeting the cost of their nursing education. All federal financial aid for Capital Health students is administered by Mercer County Community College (MCCC). **Students should apply for federal aid through MCCC (Federal School Code # 002641).** For further financial aid information refer to MCCC's web site. The Student Affairs Coordinator at Capital Health is also available to provide information and advice relating to financial aid. Brief summaries of the major federal financial aid programs follow.

FEDERAL PELL GRANT

This federal program awards grants to eligible students who have not yet earned a bachelor's degree. To determine if you are eligible, the Department of Education uses a standard formula, passed into law by Congress, to evaluate the information you report on your student aid application. These grants DO NOT have to be paid back, however; you must file a new application for each academic year. The application form is known as the *Free Application for Federal Student Aid (FAFSA)* which is processed by the federal central processing center. FAFSA's are available from the Student Affairs Office and most high schools and colleges, or directly from the U.S. Department of Education toll-free telephone information center at (800) 4 FED AID. Individuals with Internet access may complete a FAFSA online at [FAFSA® Application | Federal Student Aid](#)

FEDERAL STAFFORD LOANS (FSL)

These are low-interest loans made to students. They **MUST BE REPAID** after you leave school. There are two types of FSL's: Subsidized and Unsubsidized. Eligibility for government subsidy of the interest is determined by a needs analysis based on the information submitted on your FAFSA. Before your loan application can be certified, your eligibility for a Federal Pell Grant must be determined. Therefore, you must file a FAFSA as indicated above, even if you are only interested in a loan.

FINANCIAL AID ELIGIBILITY

To be eligible to receive financial aid you must maintain satisfactory academic progress toward completion of the program. Financial aid is awarded without discrimination on the basis of age, race, color, gender, religion, national or ethnic origin, marital status, sexual orientation or disability.

PRIVATE SCHOLARSHIPS

The School of Nursing annually receives scholarships from private donors. These scholarships are for varying amounts and have varying criteria.

TUITION AND FEE PAYMENTS

School of Nursing tuition and fees must be paid in full prior to the beginning of each term. If you submit documentation to the Student Affairs Coordinator that you are eligible to receive Financial Aid from Mercer County Community College, payment will be deferred pending receipt of funds. However, if you are receiving Financial Aid which does not cover all charges, you are personally responsible for any remaining balance by the INVOICE PAYMENT date.

Students who register for courses at Mercer County Community College (MCCC) through the School of Nursing will be billed at the current tuition rate for Mercer County residents regardless of their actual address. The charges for MCCC courses are included on the Capital Health Tuition Invoice. **Do not pay MCCC directly.**

Any student unable to pay his / her outstanding balance in full by the payment date must make an appointment with the Student Affairs Coordinator prior to the payment date to discuss the situation. Late Payment and Delayed Payment service fees will be charged to those students whose tuition and fees are not paid in full by the invoice payment date. The School reserves the right to withhold services and/or impose sanctions in any case where a student has an unpaid balance. This may include prohibiting class and clinical attendance as well as the withholding of transcripts and other certifications.

REFUND POLICY

Separate refund policies exist for the School of Nursing and Mercer County Community College. They are outlined as follows:

School of Nursing

In order to be eligible for a refund the student must submit a Request for Leave of Absence or Withdrawal Form. The only exception made to this regulation is in the case of a student who is dismissed by the School. The date of withdrawal is determined after review of the student's request and appropriate attendance records.

A student who withdraws from the school after beginning classes must pay a percentage of the tuition charge for the term. A student who withdraws on or before the first day of classes will receive a refund of 100%. Refunds to students who officially withdraw after the beginning of a regular term are granted according to the following schedule:

- During first two calendar weeks of a term - 75 %
- During third calendar week of a term - 50 %
- After third week of a term - 0 %

Mercer County Community College

- 14-week terms:

Full refunds are available for classes dropped within the first seven days of the associated term (NOT the class start date).

- Terms shorter than 14 weeks:

Full refunds are available for classes dropped within the first two days of the associated term (NOT the class start date).

A course dropped any time after refund eligibility for that course ends will be processed as a withdrawal. No refund of tuition or fees will be made to a student who is withdrawn from a course by an instructor due to non-attendance or who is dismissed from the college for cause.

RECEIPT OF FINANCIAL AID FUNDS

Disbursement of funds from Federal Pell Grants and Federal Stafford Loans will be made according to procedures established by the Financial Aid Office at Mercer County Community College.

TUITION & FEES 2025-2026 are found on the following pages.

ADDITIONAL EXPENSES

Uniforms & Equipment	Approx.	\$300
Books required on admission	Approx.	\$1,200
Additional books through the program.	Approx.	\$500
Lab Supplies	Approx.	\$350
Criminal Background check & drug screening	Approx.	\$150
Entrance Test--TEAS	Approx.	\$115
TOEFL IBT (for international students)	Approx.	\$225
Liability Insurance	Approx.	\$35

GENERIC RN TUITION

2025– 2026

COURSES	CREDIT	TUITION/FEE	TOTALS
1st Year/Fall Semester			
NSG131 (Concepts of Nursing I)	6	\$1,920.00	
NSG 137 (Physical Assessment)	3	\$960.00	
SON Lab Kit		\$350.00	
SON Student Services Fee		\$150.00	
<i>Introductory Psychology</i>	3	\$635.00	
<i>English Comp I</i>	3	\$635.00	
<i>Anatomy & Physiology I plus Lab Fee</i>	4	\$897.00	
Technology Testing Fee		\$1,000.00	
Lab Fee		\$375.00	
Facilities Use Fee		\$200.00	
MCCC Registration/Insurance Fee		\$55.00	\$7,177.00
1st Year/Spring Semester			
NSG 135 (Concepts of Nursing II)	7	\$2,240.00	
SON Student Services Fee		\$150.00	
<i>NUR 151 Pharmacology in Nursing</i>	3	\$635.00	
<i>Anatomy & Physiology II plus Lab Fee</i>	4	\$897.00	
<i>Developmental Psychology</i>	3	\$635.00	
Technology Testing Fee		\$1,000.00	
Lab Fee		\$375.00	
Facilities Use Fee		\$200.00	
MCCC Registration/Ins. Fee		\$55.00	\$6,187.00
1st Year/Summer Semester			
NSG 133 (Concepts of Nursing III)	3	\$960.00	
SON Student Services Fee		\$150.00	
<i>English Comp II</i>	3	\$635.00	
<i>Math</i>	3	\$635.00	
Technology Testing Fee		\$1,000.00	
Lab Fee		\$375.00	
Facilities Use Fee		\$200.00	
MCCC Registration/Ins. Fee		\$55.00	\$4,010.00
2nd Year/Fall Semester			
NSG234 (Concepts of Nursing IV)	9	\$2,880.00	
SON Lab Kit		\$275.00	
SON Student Services Fee		\$150.00	
<i>Microbiology plus Lab Fee</i>	4	\$917.00	
Technology Testing Fee		\$1,000.00	
Lab Fee		\$375.00	
Facilities Use Fee		\$200.00	
MCCC Registration/Insurance Fee		\$55.00	\$5,852.00
2nd Year/Spring Semester			
NSG 232 (Concepts of Nursing V)	9	\$2,880.00	
SON Student Services Fee		\$150.00	
<i>Moral Choices</i>	3	\$635.00	
Technology Testing Fee		\$1,000.00	
Lab Fee		\$375.00	
Facilities Use Fee		\$200.00	
MCCC Registration/Ins. Fee		\$55.00	
SON Graduation Fee		\$435.00	\$5,730.00

PROGRAM TOTAL: \$28,956.00

- NOTE:
- All costs are subject to change without notice. The program total does not include uniforms, lab supplies, other testing fees, liability insurance, or other personal items.
 - CHSON- RMC courses are charged at the rate of \$320.00 per credit
 - The costs listed for non-nursing courses are current MCCC charges; cost at other colleges may vary.
 - Co-requisite courses must be completed before or within the identified semester.

LPN TO RN TUITION

2025– 2026

REQUIRED PRE-REQUISITE COURSES (fee information is correct if taken at Mercer County CC)

COURSES	CREDIT		
Introductory Psychology	3	\$635.00	
English Comp I	3	\$635.00	
Anatomy & Physiology I plus Lab Fee	4	\$897.00	
Anatomy & Physiology II plus Lab Fee	4	\$897.00	
Developmental Psychology	3	\$635.00	
Pharmacology in Nursing	3	\$635.00	
Physical Assessment (taken at Capital Health, summer prior to fall enrollment)	3	\$960.00	\$960.00

RECOMMENDED PRE-REQUISITE COURSES (fee information is correct if taken at Mercer County CC)

COURSES	CREDIT	TUITION/FEE	TOTALS
English Comp II	3	\$635.00	
Microbiology with Lab	4	\$917.00	
Math *	3	\$635.00	\$2,187.00

*Math requirement is Intermediate Algebra (MAT135) or higher and must be less than 10 years old.

LPN TO RN TRACK PROGRAM OUTLINE (not including pre-requisites)

COURSES	CREDIT	TUITION/FEE	TOTALS
Fall Semester			
NSG 136 (LPN Transition: Nursing through Lifespan)	9	\$2,880.00	
SON Lab Kit		\$300.00	
SON Student Services Fee		\$150.00	
Technology Testing Fee		\$1,000.00	
Lab Fee		\$375.00	
Facilities Use Fee		\$200.00	
MCCC Registration/Ins. Fee		\$55.00	\$4,960.00
Spring Semester			
NSG 232 (Concepts of Nursing V)	9	\$2,880.00	
SON Student Services Fee		\$150.00	
Moral Choices	3	\$635.00	
Technology Testing Fee		\$1,000.00	
Lab Fee		\$375.00	
Facilities Use Fee		\$200.00	
MCCC Registration/Ins. Fee		\$55.00	
Applied LPN License Credit Earned		\$500.00	
SON Graduation Fee		\$435.00	\$6,230.00

PROGRAM TOTAL: \$14,337.00

- NOTE:**
- All costs are subject to change without notice. The program total does not include uniforms, lab supplies, other testing fees, liability insurance, or other personal items.
 - CHSON- RMC courses are charged at the rate of \$320.00 per credit
 - The costs listed for non-nursing courses are current MCCC charges; cost at other colleges may vary.
 - Co-requisite courses must be completed before or within the identified semester.

ACADEMIC POLICIES & PROCEDURES

ACADEMIC YEAR

The first academic year consists of two full semesters and one summer session. The second academic year consists of two full semesters. Scheduled holidays include Labor Day, Thanksgiving, Christmas, New Year's, Memorial Day, Juneteenth and Independence Day.

PROGRAM COMPLETION TIME LIMIT

All students must complete all required course work within three years of their enrollment in the School to be eligible for graduation. This time limit is regardless of part-time status or any Leaves of Absence or other interruption in attendance.

CURRICULUM PLAN

The curriculum is designed to provide for increasing levels of competency requiring courses to be taken in a specific order. Thus, each nursing course has prerequisite courses. See page 7 for Pre-requisite Guide.

Prerequisites consist of courses a student must complete before being permitted to begin the nursing course. **Co-requisites** are courses a student is required to take while enrolled or prior to enrollment in the particular nursing course.

CREDIT RATIO TO CONTACT HOURS

1 Credit	=	1 collegiate lecture hour / week
1 Credit	=	3 collegiate lab hours / week
1 Credit	=	1 School of Nursing lecture hour / week
1 Credit	=	4 School of Nursing clinical hours / week

GRADING SYSTEM (Grading Policy C G – 4.1 P)

The following grading system is the method of evaluation recognized for the courses taught by the faculty at Capital Health School of Nursing:

A	(93 - 100)	=	4 Grade points
A-	(90 - 92)	=	3.7 Grade points
B+	(87 - 89)	=	3.4 Grade points
B	(83 - 86)	=	3.0 Grade points
B-	(80 - 82)	=	2.7 Grade points
F	(Below 80)	=	0 Grade points

I	(Incomplete)	Course requirements are incomplete. Work must be completed within two weeks of the end of the course or at the discretion of course faculty. All incompletes must be resolved (i.e., must have grade) prior to beginning next nursing course.
W	(Withdraw)	Official withdrawal from a nursing course by date posted on the course calendar. (Note: A grade of "F" will be assigned for a withdrawal after the date posted on the course calendar.)
S	(Satisfactory)	Indicates acceptable work in clinical or other non-scored work.
U	(Unsatisfactory)	Indicates unacceptable work in clinical or other non-scored work.
AU	(Audit)	Indicates approved audit.

The School of Nursing accepts the grading system in effect at various colleges for the courses taught by the faculty at that college.

ACADEMIC STANDING

"B-" is the lowest acceptable passing grade for all Capital Health Nursing courses, and a "C" for all other college courses taken while enrolled.

- "S" is the acceptable rating for the clinical component of those courses with clinical experience.
- "D" or "F" is an unacceptable grade in any course. A "U" rating for the clinical nursing component is equivalent to an "F".
- **In order to pass a nursing course, a passing grade must be achieved in both theory and clinical.**
- **Any student who fails any two nursing courses or science courses or any combination thereof or fails the same course twice after admission to the program will be dismissed from the program.**

GRADE POINT AVERAGE (GPA)

The GPA is used to determine honors and final class rank.

The GPA is computed by dividing the total number of accumulated quality points by the total number of attempted credits.

College courses that transfer into our program as Advanced Placement are not included in the GPA.

CLINICAL PERFORMANCE EVALUATION

The clinical area provides students with the opportunity to make direct application of theoretical knowledge. Course objectives are stated in measurable, behavioral terms. Each student is evaluated at regularly assigned intervals in each of the clinical nursing courses and is required to complete a self-evaluation. The student must achieve an "S" rating in each of the stated course objectives in order to successfully complete the specific nursing course.

PROMOTION

Promotion occurs at the end of each semester. To be promoted the student must have a grade of B- (B minus) or better in all nursing courses taught at Capital Health and a C or better in all other college courses taken while enrolled. Students are responsible for submitting 2 copies of official college transcripts of grades from colleges other than Mercer County Community College at the end of each semester. **Students may not progress to the next course until prerequisite course grades are submitted.**

ACADEMIC HONORS

Academic Honors notation is made on the Commencement Program for those graduates who have achieved a final cumulative GPA of 3.5 or higher.

ADVANCED PLACEMENT / TRANSFER OF CREDITS

Advanced Placement (transfer of credit) for required co-requisite courses is available to students wishing to transfer college credits.

In order to transfer approved courses, the following conditions must be met:

1. The college must be accredited by the appropriate accrediting agency.
2. The course description must demonstrate that the course content is equivalent to that which is required by Capital Health School of Nursing - Regional Medical Center.
3. A letter grade of "C" or better was achieved.
4. Transfer courses must be acceptable to Mercer County Community College.
5. One (1) copy of the official transcript are submitted to the School of Nursing and one (1) copy of the official transcript must be sent directly to Mercer County College.

Science and Math courses must have been completed prior to 10 years of admission to the first nursing course to be transferable. The final determination on transfer of courses will be made by the Mercer County Community College. Courses accepted for transfer will be recorded only as course credit earned toward graduation requirements. The grades will not affect the student's cumulative grade point average.

Transfer of credit for required nursing courses is available to applicants wishing to transfer RN nursing program courses. Capital Health School of Nursing - Regional Medical Center, at its sole discretion reserves the right to deny transfer of credit for any course.

In order to transfer approved R. N. nursing courses, the following conditions must be met:

1. The nursing program in which the course(s) was taken must be accredited by an agency acceptable to Capital Health School of Nursing - Regional Medical Center.
2. The course content and contact hours must be acceptable to meet the requirements of Capital Health School of Nursing - Regional Medical Center.
3. A letter grade of "C" or better was achieved.
4. An official transcript is submitted to Capital Health School of Nursing - Regional Medical Center.
5. Successful completion of a course challenge exam may be required.

Nursing courses which were completed more than two years prior to admission to the School of Nursing, are not transferable.

All students admitted to Capital Health School of Nursing - Regional Medical Center must complete a minimum of 10 months of study at Capital Health School of Nursing in order to be eligible for graduation.

COLLEGE COURSE CREDIT BY EXAMINATION

Mercer County Community College gives recognition for college-level learning for demonstrated proficiency in the particular course work. Certain exams taken through the College Level Examination Program (CLEP) and the Regents Examination Program are accepted, provided a satisfactory score is achieved. Refer to MCCC policies and fees for credit by examination.

Students desiring to gain credit by examination must adhere to the following procedure:

- Submit a written request to challenge a college course to the Student Affairs Coordinator.
- Arrange for the official results to be sent to Capital Health School of Nursing Regional Medical Center, Student Affairs Office. **(Use ETS School Code #2858)**
- **Official score reports (exam results) must be received prior to the registration date of the course being challenged.** If this has not occurred, the student must register for the course.
- NOTE: Not all CLEP or Regents exams are acceptable for credit. Be sure to check with the Student Affairs Coordinator before taking one.

LEAVE OF ABSENCE

A leave of absence may be granted for a period up to one year. A student must complete all required course work within three years of his/her original admission to the School in order to be eligible for graduation.

WITHDRAWALS

Voluntary Program Withdrawal - Withdrawal from the program may be made by a student at any time. A completed Withdrawal Form must be given to the Dean by the student prior to the effective date of withdrawal.

Withdrawal from Nursing Course — Students who withdraw from a nursing course must withdraw by date posted on the school calendar in order to be assigned a grade of "W". Students who withdraw after the posted date will be assigned a grade of "F".

Dismissal - The faculty and administration reserve the right to require the withdrawal of any student whose financial standing, scholastic standing, clinical practice, health, conduct, or performance is unacceptable and conflicts with continuation in the program. A student who fails any two nursing courses, science courses or any combination of these in the curriculum after admission to the School will be dismissed from the program. A student who fails the same course twice will be dismissed from the program.

Students who withdraw voluntarily, or who are required to withdraw by the faculty, must make arrangements to satisfy all financial obligations before leaving the School.

Withdrawal from College Courses - A student who wishes to withdraw from a non-nursing course must contact the Student Affairs Coordinator prior to taking any action. To request withdrawal from Mercer County Community College courses a student must complete the appropriate documentation with the Student Affairs Coordinator. For students attending other colleges, appropriate paperwork must be completed at the specific college after discussion with the Student Affairs Coordinator. Refer to the respective college catalog for refund policies. Withdrawal from college courses could necessitate a withdrawal from nursing courses at Capital Health.

GRADUATION REQUIREMENTS

Graduation requirements include:

- Successful completion of all required nursing and non-nursing courses in the curriculum.
- Successful completion of all required remediation.
- Completion of all mentoring requirements.
- Fulfillment of all financial obligations to the School.

Official transcripts and other certificates will not be released until all financial obligations have been satisfied, all library books and multimedia materials have been returned and any outstanding fees have been paid.

ADMINISTRATIVE POLICIES AND PROCEDURES

During orientation and at the beginning of each academic year, students are provided with an official Student Handbook for the purpose of informing the student of existing principles, policies and procedures of the School. Each student is required to sign a statement that he/she has read, understands and will adhere to the stated policies and principles.

CODE OF CONDUCT

The School aims to encourage conduct that is in keeping with the ideals of the philosophy of the School and of higher education. The mood and major conviction is one of genuine caring in personal relationships in an atmosphere where freedom and responsibility are regarded as inseparable qualities. It is hoped that each person will accept responsibility for others as well as self, attempting to make the School environment one of understanding and concern for all.

The principles and standards of conduct set forth in the Student Handbook are provided as a means of preserving overall freedom for students at Capital Health by establishing specific responsibilities for ensuring the rights of others. Certain social practices are considered by the School to be harmful and offensive. Students who do not agree with these standards should not attend Capital Health School of Nursing. Students violating established standards of conduct are subject to dismissal from the School.

All Capital Health students are expected to:

- be honest and fair to self, fellow students, faculty, and administration during all School related activities including examinations and assignments.
- respect self, fellow students, instructors, administrators, staff, and clients regardless of age, race, color, gender, religion, national or ethnic origin, marital status, sexual orientation or disability.
- maintain privacy and confidentiality rights and privileges of all persons regarding information obtained in the course of nursing.
- maintain professional behavior and attitudes at all times while on the Capital Health campus, other affiliate campuses, and during all school related activities.
- respect all Medical Center, School, and fellow student property.
- be aware of the New Jersey Nurse Practice Act 45:11-26 and 27, which states:
“An applicant for a license to practice professional nursing...is of good moral character, is not a habitual user of drugs and has never been convicted or has not pleaded nolo contendere, non vult contendere, or non vult to an indictment, information or complaint alleging a violation of any Federal or State law relating to narcotic drugs.”

The above statement is included in the criteria for admission to the State Board Examination in New Jersey. The State of New Jersey State Board of Nursing requires finger printing and a criminal background check as a condition for licensure.

In compliance with Part 86 of Title 34 of the Code of Federal Regulations, Capital Health School of Nursing - Regional Medical Center maintains a DRUG-FREE CAMPUS. Students are specifically reminded of the laws pertaining to the possession and use of alcoholic beverages, narcotics, and controlled substances. Unlawfully possessing, using, distributing, or being under the influence of illicit drugs and alcohol by students on Medical Center property or on any premises during any activity while functioning as a Capital Health School of Nursing - Regional Medical Center student IS PROHIBITED. Students who violate this prohibition are subject to disciplinary action which will include at a minimum, enrollment in a program of treatment, rehabilitation and/or counseling, and at a maximum, dismissal from the School of Nursing and referral to civil authority for prosecution. In support of this policy statement, random drug screening may be required at any time at the discretion of School Administration.

LIABILITY INSURANCE

All students are required to carry individual Professional Liability Insurance policies with minimum liability limits of \$1,000,000/\$3,000,000. Students must upload documentation of coverage to Castle Branch annually. Information is available from the School of Nursing about Professional Liability Insurance, although students are not required to obtain coverage through any particular company.

COURSE REGISTRATION

Students are to register for all of their courses through the Student Affairs Coordinator at Capital Health School of Nursing - Regional Medical Center.

The curriculum is designed to provide for increasing levels of competency, requiring courses to be taken in a prescribed order. Any deviation from this schedule must be approved by the Admissions, Progression and Graduation Committee and Administration. Requests for such deviations must be submitted in writing to the Student Affairs Coordinator.

All students intending to take courses at colleges other than Mercer County Community College should check with the Student Affairs Coordinator for approved courses or must submit an official course catalog description of each course **before** registering. Once registered, documentation of registration for co-requisite courses is required at the beginning of each semester and **one (1) copy of official college transcripts must be submitted at the end of each semester to Capital Health SON and one (1) copy sent directly to Mercer County College.** .

SEXUAL AND OTHER FORMS OF HARASSMENT

Capital Health Center School of Nursing is committed to fostering and maintaining an environment that is fair and free of any discrimination. Sexual harassment or harassment of any kind will not be tolerated.

Sexual Harassment is defined as any unwelcome physical or verbal behavior of a sexual nature that creates an intimidating, hostile or offensive learning environment, or that makes individuals feel their status will be affected by their responses to such behavior, specifically when:

- submission or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's status at the school; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance.

Other forms of Harassment defined as any negative verbal or written statements that demean a person or persons because sex, race, religion, color, age, ethnic background, ancestry, sexual orientation, national origin or disability.

Students should seek resolution of situations which they consider to be sexual or gender harassment by following the procedure outlined in the Student Handbook.

STUDENT RECORDS INSPECTION AND DISCLOSURE

Capital Health School of Nursing - Regional Medical Center, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, also known as the Buckley Amendment, allows its students to inspect and review their official education records. These records are maintained by the School and are located in the School offices in Crean Hall. All questions regarding the implementation of the Act should be directed to the Student Affairs Coordinator or the Dean of the School.

Student's education records contain documents submitted to gain admission to the School, grade transcripts, evaluations, official letters to the student, certifications, forms and other reports as directed by the requirements of the Faculty Organization. The Dean, Student Affairs Coordinator, Faculty and other authorized School of Nursing personnel may have access to these records for the purpose of education and guidance of students and to fulfill his or her professional responsibilities.

The confidentiality of students' education records is strictly maintained with the exception of "Directory Information" and except as specifically provided for by existing state and federal law. "Directory Information" is specifically defined to include only the following information: student's name, address, telephone number, field of study, dates of attendance, diploma granted, awards, participation in officially recognized activities and photograph. Note that the School will not withhold "Directory Information," including whether or not a diploma was granted, unless the student has previously submitted a specific written request to the Registrar instructing that "Directory Information" be withheld.

Release of all other personally identifiable information will only be made upon the specific written and dated request of the student, except as specifically provided for by existing state and federal law. Personally identifiable information will not be released over the telephone. A record of each such release of personally identifiable information, including the information released and the recipient of the information, will be maintained by the School and is available for review by the student.

The right to inspect and review education records does not extend to applicants, to those denied admission, or to individuals who do not actually enroll in the School.

Comments and complaints regarding students' rights under the FERPA may be submitted in writing to: Family Policy Compliance Office, U.S. Department of Education, Washington, DC 20202-4605. The full School of Nursing Student Records Policy is available in the Student Handbook.

TRADITIONAL CEREMONIES

Traditional symbolic ceremonies such as the Pinning Ceremony and Commencement continue to have deep meaning for students and alumni of Capital Health and are part of our heritage. *Commencement* provides an opportunity for the entire school as well as families to share in the presentation of each graduating class. Commencement exercises are held annually in May.

<p>ALL STUDENTS ARE REQUIRED TO ATTEND THESE SCHEDULED CEREMONIES DRESSED IN APPROPRIATE UNIFORM OR ATTIRE AS INDICATED BY ADMINISTRATION.</p>

School of Nursing Descriptions

Nursing 131: Concepts of Nursing I

Concepts of Nursing I is an introduction to concepts and procedures of nursing practice. Fundamental skills are developed and applied within a framework of the nursing process and Maslow's hierarchy of human needs. Emphasis is placed on using the nursing process to meet the physiological, social and psychological needs of clients.

This course introduces fundamental nursing concepts through lecture, lab, simulation, and clinical experiences. Students will develop professional nursing skills, apply critical thinking using the nursing process, and explore concepts of patient-centered care. Topics include medication administration, perioperative nursing, integumentary, musculoskeletal disorders, fluid & electrolyte, and acid-base balance. Emphasis is placed on clinical judgment, safety, and evidence-based practice in diverse healthcare settings.

Nursing 137: Physical Assessment

This hybrid course, incorporating both interactive discussions and laboratory practice, prepares students to conduct comprehensive adult health assessments, emphasizing health history collection, physical examination techniques, and systematic documentation. Students will develop skills through interactive assignments, discussions, and hands-on lab experiences. Key topics include assessment techniques, integration of physical findings, evidence-based practice, teamwork and collaboration, therapeutic communication, and legal and ethical considerations in data collection.

Nursing 135: Concepts of Nursing II

This course prepares students to use the nursing process in caring for clients experiencing common physiological alterations. It builds on previous learning and develops additional skills. During the first half of the semester, emphasis is placed on caring for the aging client in acute care settings. Students will apply the nursing process to clients with gastrointestinal, pancreatic endocrine, hematologic, and reproductive disorders. During the second half of the semester, students address maternity nursing, including antepartum, intrapartum, and postpartum care, as well as neonatal nursing.

This course integrates lecture, clinical practice, and lab simulation to develop beginning leadership and management skills in nursing. Through hands-on learning and evidence-based instruction, students will enhance their clinical judgment and patient-centered care skills.

Nursing 133: Concepts of Nursing III

This course will assist students in using the nursing process when caring for the client experiencing mental health problems. It emphasizes client care during all phases of mental health disorders, from prevention to rehabilitation. The course will provide experiences in a variety of mental health settings.

This course introduces students to the principles of mental health nursing through lecture, clinical experiences, and lab-based simulations, emphasizing compassionate, age-appropriate, and culturally sensitive care. Students will learn to develop individualized, evidence-based care plans for clients with mental health needs. The curriculum covers the roles of the healthcare team, safety strategies, therapeutic communication techniques, and legal and ethical considerations in mental health settings. Key topics include the dynamics of nursing practice, therapeutic modalities, mental and emotional disorders, and contemporary mental health issues.

Nursing 234: Concepts of Nursing IV

Nursing 234: Concepts of Nursing IV is an advanced course designed to expand students' nursing knowledge and skills, preparing them to provide safe, effective, and culturally competent care for diverse populations facing acute and chronic health challenges. The first half of the course focuses on medical-surgical nursing, where students develop expertise in managing complex conditions in adult and older adult clients through experiential learning and collaborative classroom learning. The second half transitions to pediatric nursing, covering growth and development, common pediatric conditions, and family-centered care.

Throughout the course, students integrate key nursing principles- including teamwork, safety, evidence-based practice, quality improvement, and professionalism, to prepare them for delivering high-quality compassionate care across the lifespan in a variety of healthcare settings.

. Nursing 232: Concepts of Nursing V

This advanced course enhances students' proficiency in professional nursing by integrating key program concepts to care for diverse patient populations with complex acute and chronic conditions across the lifespan. Combining collaborative classroom instruction with clinical experiences, simulation exercises, and rotations in critical care settings- such as intensive care units and emergency departments, the course exposes students to high-acuity patients while cultivating essential skills in patient-centered care, teamwork, safety, evidence-based practice, quality improvement, leadership, and professionalism. By applying theoretical knowledge through experiential learning, students are prepared to begin their nursing careers in various healthcare settings and deliver high quality, compassionate care.

Nursing 136: Transition to Professional Practice: Nursing through the Lifespan

The Capital Health School of Nursing "Transition to Professional Practice: Nursing through the Lifespan" course is meticulously designed to bridge the gap between licensed practical nurses (LPNs) and professional registered nurses (RNs). This comprehensive course equips students with the essential knowledge and skills required for successful entry into professional nursing practice within the RN role.

The course encompasses critical areas such as effective communication, adherence to legal and ethical standards, application of the nursing process, concept mapping, and test-taking strategies. Emphasis is placed on developing critical thinking skills, clinical judgement, mastering medication calculation, and conducting thorough health and physical assessments. The course also introduces students to the technology platforms integral to the RN program.

Through a focus on patient care across the lifespan, students will gain proficiency in health promotion, patient education, collaborative discharge planning, and the development of holistic care plans. This course prepares students for the complexities of professional practice, ensuring they are well equipped to meet the diverse needs of patients throughout the lifespan in various healthcare settings.

SUPPORT COURSES

PHYSICAL and BIOLOGICAL SCIENCES

BIO 103 Anatomy and Physiology I

4 Credits

Systematic approach to structure and function of the human body; general terminology and organization; cells and tissues; integumentary, muscular, skeletal and nervous systems. Lab involves microscope usage and the study of human anatomy via computer software and preserved specimens

BIO 104 Anatomy and Physiology II

4 Credits

A continuation of BIO 103; covering digestive, circulatory, urinary, reproductive, respiratory and endocrine systems. Lab includes cat dissection, human anatomy study via computer software and quantitative studies of physiological processes.

Microbiology Lab Science Elective (100 level or higher)

4 Credits

Explores morphology, taxonomy and metabolism of microbes with emphasis on fungi, protozoans, helminthes, viruses, and bacteria. Covers the role of microbes in nature, including industrial applications and medical importance; human defense mechanisms; and immunology. The lab develops techniques, reinforces certain lecture content, and introduces new material.

SOCIAL SCIENCES AND HUMANITIES

PSY 101 Introduction to Psychology

3 Credits

The scientific study of human nature -- facts, principles, and theories concerning the mental, emotional, neurological, and social dimensions of human experience. Topics include consciousness, learning, thinking, memory, brain structure and function, motivation and emotion, development, personality, mental illness and its treatment, relationships, and social influence.

PSY 207 Developmental Psychology: Across the Life Span

3 Credits

Studies the physical, mental, emotional and social development of the individual throughout the life span. Students learn to evaluate major theories and methods of study in developmental psychology, to identify the opportunities and dangers inherent at each phase of life and to understand the factors that influence developmental processes.

ENG 101 English Composition I

3 Credits

College-level composition course designed to assist students in writing 750- to 1500-word essays on topics in various academic disciplines. Focuses on development and support of ideas, essay structure, critical thinking, analysis of readings, and other aspects of writing. Students are introduced to research techniques and documentation.

ENG 102 English Composition II

3 Credits

Second-level composition course designed to assist students in writing 1500- to 3000-word essays, including a formally documented research paper. Readings introduce students to literature and the analysis of concepts, language, and formal elements.

Philosophy Elective (Moral Choices or Ethics)

3 Credits

Mathematics Elective

3 Credits

Algebraic or Statistical math at 100 level or

**CAPITAL HEALTH SCHOOL OF NURSING -
REGIONAL MEDICAL CENTER**

PUBLIC DISCLOSURE INFORMATION

NATIONAL COUNCIL LICENSING EXAMINATION FOR REGISTERED NURSES

The state licensing examination for registered nurses is the
National Council Licensing Examination for Registered Nurses (NCLEX-RN).

NCLEX Year	Generic – RN Two Year Program			LPN-RN One Year Program		
	Passed 1 st Attempt	Total Passed 1 st & 2 nd Attempt	Total Passed 1 st & 2 nd Attempt	Passed 1 st Attempt	Total Passed 1 st & 2 nd Attempt	Total Passed 1 st & 2 nd Attempt
2022	94.74%	18 of 19 Passed	94.74%	83.33%	17 of 18 Passed	94.44%
2023	100.0%	19 of 19 Passed	100.0%	100.0%	9 of 9 Passed	100.0%
2024	75.0%	15 of 16 Passed	93.75%	77.78%	7 of 9 Passed	77.78%

GRADUATION RATES

Generic - RN Two Year Program	Year	Students	Year	Students	Year	Students
Enrolled	2020	37	2021	24	2022	23
Graduated 2 Years		13		14		14
Graduated 3 Years		7		3		pending
Total Graduated	54.05%	20	70.83%	17		

LPN to RN One Year Program	Year	Students	Year	Students	Year	Students
Enrolled	2020	22	2021	16	2022	7
Graduated 1 Year		16		13		7
Graduated 2 Years		4		2		0
Total Graduated	90.91%	20	93.75%	15	100.0%	

GRADUATE EMPLOYMENT PATTERNS

Capital Health graduate rate of employment within twelve months of graduation (percentages are approximate and tabulated from the number of graduates reporting).

Grad Year	Total Employed	Acute Care	Long Term Care	Other
2022 Generic	100.0%	100%	0%	0%
2022 LPN-RN	100.0%	66.6%	33.3%	0%
2023 Generic	100.0%	100.0%	0%	0%
2023 LPN-RN	100.0%	60.0%	0%	40.0%

**CAPITAL HEALTH SCHOOL OF NURSING -
REGIONAL MEDICAL CENTER**

ENTRANCE TESTING

The School of Nursing utilizes the Test of Essential Academic Skills (TEAS), which is mandatory for all applicants. **If you have already taken the TEAS exam at a different facility, you must contact ATI and request that an official TEAS transcript be submitted to Capital Health School of Nursing – Regional Medical Center. The exam must be less than two years old at the time of application.**

All applicants must register in advance. To register, applicants must visit www.atitesting.com, select "register for TEAS" on the homepage (\$120 testing fee), choose Trenton, NJ and our school name, select their preferred testing date, complete paid registration and print the confirmation page for their records.

All Capital Health School of Nursing – Regional Medical Center TEAS exams are administered remotely. ATI provides specific instructions and requirements for remote testing. Several days prior to your scheduled exam, Capital Health will send you additional information regarding your exam.

Should it be necessary to cancel or reschedule your TEAS exam with Capital Health School of Nursing – Regional Medical Center, you will receive an email indicating the procedure. Please be sure to check the email, used for registration, prior to the scheduled exam

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APPLICANT SUBMISSION FORM

Submission deadline for Generic or Extended Program is May 15th

Submission deadline for LPN to RN Transition Program is March 31st

Please remember to include this form as the cover page of your application for admission.

ITEM	ITEM DESCRIPTION	INCLUDED	PENDING
I.	Application for Admission		
II.	\$50 Non-Refundable Application Fee Payable by <u>personal check</u> , <u>cashier's check</u> , <u>certified check</u> , or <u>money order</u> only, made out to Capital Health SON .		
III.	Three (3) Professional References (friends and family are not valid references)		
IV.	One (1) Official High School Transcripts Name of High School: _____		
V.	One (1) Official College Transcripts from each college attended a. Name of College: _____ b. Name of College: _____ c. Name of College: _____		
VI.	Entrance Exam Results a. Test of essential Academic Skills (TEAS). <i>If taken at a testing site other than Capital Health School of Nursing - RMC Trenton Capital Health School of Nursing ADN, you must request ATI forward an official ATI transcript reflecting your results.</i> b. Test of English as a Foreign Language (TOEFL IBT). <i>Required of any applicant educated outside of the U.S.A. for high school or college.</i>		
VII.	LPNs ONLY: A transcript that reflects an approved 3 credit Pharmacology course with a minimum grade of "C" that is less than 2 years old. REQUIRED PREREQUISITE COURSE		

For items pending, please provide a brief explanation below:

Applicant Full Name: _____
Please print

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APPLICATION FOR ADMISSION

Submission deadline for Generic or Extended Program is May 15th

Submission deadline for LPN to RN Transition Program is March 31st

PLEASE PRINT IN INK OR TYPE

Review the application to ensure that all information is complete and accurate. Submit your completed application with all required documents to the above address. **REMEMBER TO INCLUDE THE \$50.00 NON_REFUNDABLE APPLICATION FEE, CASHIER'S CHECK, CERTIFIED CHECK OR MONEY ORDER, PAYABLE TO: CAPITAL HEALTH SON-RMC**

Today's Date: _____	Social Security #: _____
Preferred Entrance: August 20_____	Preferred Title Circle one: Ms. Miss Mrs. Mr.
Program Option if Interest Check <input checked="" type="checkbox"/> one	Other: _____
Three (3) Year Program <input type="checkbox"/> Extended RN	Last Name: _____
Two (2) Year Program <input type="checkbox"/> Generic RN	First Name: _____
Nine (9) Month Program <input type="checkbox"/> LPN to RN	Middle Name: _____
Date of Birth: ____ ____ ____	Previous Last Name(s) _____
<small>For Identification Purposes, Year Optional</small> Month Day Year	<i>(If any)</i>
U.S. Citizen: <input type="checkbox"/> YES <input type="checkbox"/> NO	Preferred "Call" Name: _____
If NO, provide your visa or _____	Address: Number and _____
Immigration Status: _____	Street, Include Apt # _____
Phone – Home: _____	City: _____
Phone – Alt Daytime/Work: _____	State and ZIP Code: _____
Phone – Cell: _____	County: _____
E-Mail (Indicate proper case): _____	
Person to be notified in emergency during normal school hours.	
Name: _____ Relationship: _____ Telephone: _____	
GENERAL BACKGROUND: Answer ALL of the following questions.	
Have you previously applied for admission to this school?	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, when? _____
Have you ever been convicted of a felony?	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, attach explanation.
Have you ever been a habitual user of drugs?	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, attach explanation.
Are you currently licensed as an LPN?	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, in what state? _____
Are you or have you ever been a Capital Health employee?	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, start date: _____ End date: _____
Are you related to a Capital Health employee?	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, name, department and relationship: _____
What do you consider your current occupation? (Use "student" if appropriate.) _____	
OPTIONAL INFORMATION: Answers to this section are requested, but not required. Your answers will NOT affect consideration of your application.	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female Marital Status: _____ Ethnic Background: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	
Racial Background: <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or other Pacific Islander	

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EDUCATIONAL PROFILE

SECONDARY: List chronologically ALL high schools attended; include GED diploma, if applicable regardless of age or duration.

Dates From – To	School Name	City and State	Diploma Received
___ / ___ to ___ / ___			
___ / ___ to ___ / ___			
___ / ___ to ___ / ___			
___ / ___ to ___ / ___			

POST-SECONDARY: List chronologically ALL formal education beyond high school regardless of subject, age or duration.

Dates From – To	School Name	City and State	Major/Program	Credential Earned or Total Credits
___ / ___ to ___ / ___				
___ / ___ to ___ / ___				
___ / ___ to ___ / ___				
___ / ___ to ___ / ___				
___ / ___ to ___ / ___				

COMMUNITY SERVICE: List chronologically any community service activities performed.

Dates From – To	Type of Work	Organization	City and State
___ / ___ to ___ / ___			
___ / ___ to ___ / ___			
___ / ___ to ___ / ___			
___ / ___ to ___ / ___			
___ / ___ to ___ / ___			

EMPLOYMENT: List chronologically (most recent first) all work/military experience (both full and part time) since high school.

Dates From – To	Title or Position	Employer	City and State
___ / ___ to ___ / ___			
___ / ___ to ___ / ___			
___ / ___ to ___ / ___			
___ / ___ to ___ / ___			
___ / ___ to ___ / ___			
___ / ___ to ___ / ___			

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☞ PROFESSIONAL REFERENCES: Teacher/professor, employer/supervisor, or community service representative.		
Name	Relationship	Occupation

I understand that I may be denied licensure, or permission to sit for a licensing examination, by the State Board of Nursing if I have been convicted of a felony.

By my signature below I certify that all information provided on this application, and any attachments thereto, is true, complete and accurate to the best of my knowledge. I understand that falsification or omission of any requested information is sufficient grounds for rejection of my application or dismissal from the School as a student. I agree that all information provided to the School may be used by the School for any purpose including, but not limited to, making an admissions decision.

I have enclosed my *Non-Refundable* Application Fee of \$50.00.

Applicant's Signature _____ Date _____

Capital Health School of Nursing admits students of any age, race, color, gender, religion, national or ethnic origin, marital status, sexual orientation, or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, race, color, gender, religion, national or ethnic origin, marital status, sexual orientation, or disability in the administration of its educational policies, admissions policies, scholarship or loan programs, or other school administered programs.

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ADMISSION REFERENCE

APPLICANT:

Print Last Name	Print First Name	Middle Initial

TO THE APPLICANT: Complete the information above. Read the information on the reverse side regarding the Waiver of your right to inspect and review this reference. After determining your preference regarding the Waiver, and signing the statement if you desire, give this form to the person serving as your professional reference (i.e., teacher, employer, community service representative). Ask him/her to return the form directly to you in a sealed envelope. *Mail in your sealed reference with application.*

TO THE REFERENCE: The individual named above has applied to the School of Nursing and has given your name as a reference. Since the profession of nursing requires persons of trust, good intelligence and ability, we would appreciate your candid evaluation of this applicant. To determine if the applicant will be allowed to inspect and review this reference, please check the reverse side. If the applicant has signed the Waiver statement this reference will not be available for inspection or review by the applicant. Your help in promptly returning this form directly to the applicant in a sealed envelope will expedite the admissions process and will be appreciated. Feel free to use the reverse side for additional comments.

1. How long have you known the applicant? _____

2. What has been the nature of your acquaintance? _____

3. Please comment on the applicant's moral character: _____

4. Please comment on the applicant's characteristics in the areas of work performance, scholastic ability, integrity and personal demeanor: _____

5. Please list any qualities of the applicant which you feel make him/her especially well suited to a career in nursing:

6. Does this applicant have any qualities, which might disqualify him/her for a nursing career?

Signature _____

Printed Name _____

Date _____

Address _____

Occupation _____

TO THE APPLICANT: According to Federal law, if you are admitted to the School of Nursing and eventually enroll, you will have the right to inspect and review the Admissions Reference on the reverse side. You may give up this right by signing the Waiver below. The School is permitted to request, but does not require, that you sign the Waiver. The School does not require the Waiver as a condition for admission to or receipt of a service or benefit from the School. However, we encourage you to sign it to give your reference the confidentiality provided by the Waiver.

WAIVER

If you become an enrolled student in the School of Nursing the *Family Educational Rights and Privacy Act of 1974*, as amended, gives you the right to inspect and review the information on the reverse side of this form. The School requests, but does not require, that you waive this right. In considering whether or not to waive your right, please be aware that the information on the reverse side of this form will be used to evaluate you for admission to the School of Nursing. **IF YOU CHOOSE TO WAIVE YOUR RIGHT TO INSPECT AND REVIEW THIS ADMISSIONS REFERENCE, PLEASE DATE AND SIGN THIS FORM BELOW.**

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