Policies and Procedures Handbook

Academic Year 2014-2015
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## About the Center for Allied Health Education

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  - Smoking Policy
  - Affirmative Action Statement
  - Americans with Disabilities
  - Student Immunization Policy Requirement
  - Parking
  - Drug and Alcohol Testing Policy
  - Handling an Impaired student
  - Computers, Electronic Mail, Internet usage
  - Conflict of Care/Staff Rights
  - Dress Code
  - Drug Free Workplace
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# 2014-2015 Academic Year

## SCHOOL OF CARDIOVASCULAR PERFUSION

**Fall Semester, 2014**
- Labor Day: Monday, September 1
- Center for Allied Health Education Orientation: Wednesday, September 3
- School Orientation: Thursday, September 4
- Fall Semester (classes begin): Monday, September 8
- Thanksgiving: Thursday, November 27
- Final Exams: December 15 – 19
- Winter Break (no classes): December 22 through January 12
  (Clinical responsibilities continue during Winter Break. This includes call.)
- Christmas: Thursday, December 25

**Spring Semester, 2015**
- Spring Semester begins: Monday, January 12
- Spring Break (no classes): March 2-6
  (Clinical responsibilities continue during Spring Break. This includes call.)
- Freshman Final Exams: April 13-17
- Semester Ends: Friday, April 17
- Senior Final Exams: Friday, May 8
- School of Perfusion Graduation: Thursday, May 21
- Memorial Day: Monday, May 25
- Independence Day: Friday, July 4

## SCHOOL OF DIAGNOSTIC IMAGING/MEDICAL RADIOGRAPHY

**Fall Semester, 2014**
- Labor Day: Monday, September 01
- Allied Health Orientation: Wednesday, September 03
- Program/Clinical Orientation: Thursday & Friday, September 4-5
- Fall Semester (classes begin): Monday, September 08
- Thanksgiving Break: Thursday & Friday, November 27-28
- Winter Break: December 23-24

**Spring Semester, 2015**
- Spring Semester begins: Monday, January 05
- Spring Break: March 16-20
- Semester Ends: Friday, April 24

**Summer Semester, 2015**
- Summer Semester I begins: Monday, April 27
- Memorial Day: Monday, May 25
- Summer Session I ends: Friday, June 05
- 1st Yr Summer Session II begins: Monday, June 08
- Center for Allied Health Education Graduation: Thursday, June 18 (tentative)
- Independence Day: OFF Friday, July 03
- Summer Vacation Break (1st Yr’s): July 20-24
- Summer Session II ends: Friday, September 04

*Dates and Times subject to change*
<table>
<thead>
<tr>
<th>SCHOOL OF DIAGNOSTIC IMAGING/ ADVANCED IMAGING PROGRAMS – MRI FELLOWSHIP</th>
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<tr>
<td><strong>Fall Semester, 2014</strong></td>
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<tr>
<td>Labor Day ............................................... Monday, September 1</td>
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<tr>
<td>Allied Health Orientation ................................... Wednesday, September 3</td>
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<tr>
<td>Fall Semester (classes/clinical begin)................................... Monday, September 8</td>
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<tr>
<td>No class .................................................................. Wednesday Nov. 26</td>
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<tr>
<td>Thanksgiving Break .............. Thurs. &amp; Fri., November 27 &amp; 28</td>
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<tr>
<td>Winter Break ................................................ December 23 to January 2</td>
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</table>

| **Spring Semester, 2015**                                     |
| Spring Semester begins ........................................ Monday January 5 |
| Spring Break ................................................ March 16-20 |
| Semester Ends ..................................................... Friday, May 15 |
| CAHE Graduation (Tentative) ..................................... Thursday, June 18 (Tentative) |

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<th>SCHOOL OF DIAGNOSTIC IMAGING/ADVANCED IMAGING PROGRAMS – CT FELLOWSHIP</th>
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<td>Winter Break ................................................ December 23 to January 2</td>
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| **Spring Semester, 2015**                                     |
| Spring Semester begins ........................................ Monday January 5 |
| Spring Break ................................................ March 16-20 |
| CAHE Graduation (Tentative) ..................................... Thursday, June 18 (tentative) |

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<tr>
<td>Winter Break ................................................ December 23 to January 2</td>
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</table>

| **Spring Semester, 2015**                                     |
| Spring Semester begins ........................................ Monday January 5 |
| Spring Break ................................................ March 16-20 |
| Memorial Day .................................................. Monday, May 25 |
| Semester Ends ..................................................... Friday, August 14 |
| CAHE Graduation (Tentative) ..................................... Thursday, June 18 (Tentative) |

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<tr>
<th>SCHOOL OF RADIATION THERAPY</th>
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<td><strong>Fall Semester, 2014</strong></td>
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<td>Center for Allied Health Orientation .................................. Wednesday September 3</td>
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<tr>
<td>School of Radiation Therapy Orientation .......Thursday, September 4</td>
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<tr>
<td>Fall Semester (classes begin) ................................... Thursday, September 4</td>
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<td>Thanksgiving Break .................................................. November 26-28</td>
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<tr>
<td>Fall Semester ends ............................................ Tuesday, December 23</td>
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<tr>
<td>Winter Break (No classes) ........................................... December 24 through January 2</td>
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| **Winter/Spring, Semester, 2015**                             |
| Spring Semester begins ........................................ Monday, January 5 |
| Spring Break .................................................. April 03 |
| Spring Semester Ends ........................................... Friday May 1 |

| **Summer Semester, 2015**                                     |
| Summer Semester begins ........................................ Monday, May 4 |
| Memorial Day break ............................................... Monday, May 25 |
| Summer Vacation Break ............................................... July 3 |
| Summer Session ends ............................................... Friday August 28, 2015 |
About the Center for Allied Health Education

MISSION STATEMENT

The mission of the Center for Allied Health Education at Cooper University Hospital is to offer approved and accredited programs that meet or exceed state and national accrediting agency requirements and to develop educated, competent, qualified and dedicated patient care providers.

To this end, the Center for Allied Health Education Programs:

- Teach current methodology and clinical practice
- Create an environment conducive to learning the skills of each program
- Provide continuing education for its faculty

Schools that comprise the Center for Allied Health Education at Cooper University Hospital include the following:

- School of Cardiovascular Perfusion
- School of Diagnostic Imaging
  - Medical Radiography Program
  - Magnetic Resonance Imaging (MRI) Fellowship
  - Computed Tomography (CT) Fellowship
  - Computed Tomography P-T Program (CT)
  - Magnetic Resonance Imaging P-T Program (MRI)
- School of Radiation Therapy

THE HISTORY OF COOPER UNIVERSITY HOSPITAL

COOPER HISTORY…over 110 years of service

- 1887 Hospital Opened
- 1920’s Community Hospital
- 1970’s Academic Medical Center
- 1990’s Cooper University Hospital
- 2000 Regional Tertiary Referral Center

Cooper University Hospital is a not-for-profit teaching institution that provides tertiary services throughout the Southern New Jersey region. As the clinical campus for the Cooper Medical School of Rowan University, Cooper University Hospital is committed to meeting patient care needs while providing a quality clinical setting. The hospital offers training programs for medical students, residents, and fellows in a variety of health care specialties.

As a major health care provider, Cooper University Hospital provides a wide range of diagnostic and therapeutic services, and has received special designation as a regional referral center for tertiary care. These regional services include: the Southern New Jersey Regional Trauma Center, Southern New Jersey Regional Children's Hospital, Neonatal Intensive Care Unit, Cardiothoracic Surgery, Cardiac Catheterization Laboratory, and the Regional Cleft Palate Program.

Cooper University Hospital conducts several education programs throughout the year. The medical center is involved with, and supportive of, many additional teaching experiences such as continuing education...
meetings, conferences, seminars, and workshops. The hospital works with different health care disciplines throughout the Delaware Valley for many of these educational endeavors.

**ACCREDITATION**

**Cooper University Hospital**

Joint Commission on Accreditation of Healthcare Organizations
One Renaissance Blvd.
Oakbrook Terrace, IL 60181
(630) 792-5000
www.jcaho.org

New Jersey Department of Health and Senior Services
Division of Health Care Systems Analysis
#10402
P. O. Box 360
Trenton, NJ 08625-0360

**School of Cardiovascular Perfusion**

Commission on Accreditation of Allied Health Education Programs (CAAHEP) through the Accreditation Committee-Perfusion Education (AC-PE)
6654 South Sycamore Street
Littleton, CO 80120
(303) 738-0770
FAX: (303) 738-3223

**Schools of Diagnostic Imaging/Medical Radiography and Radiation Therapy**

National Accreditation for Medical Radiography and Radiation Therapy Technology:

Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300
Fax: (312) 704-5304

State Accreditation for Medical Radiography and Radiation Therapy:
The State of New Jersey
Bureau of Environmental Protection
Bureau of X-ray Compliance/Technologist Certification Section
Board of Radiologic Technology Examiners
P.O. Box 420
Trenton, NJ 08625-0420
(609) 984-5890
### Schools of Diagnostic Imaging/Medical Radiography

<table>
<thead>
<tr>
<th>School</th>
<th>Address</th>
<th>Clinical Instructors</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Cooper University Hospital</td>
<td>Diagnostic Center, 3 Cooper Plaza Camden, NJ 08103</td>
<td>Kathleen Amendt A.S., R.T.(R)(M) Judy Adirzone, A.S., R.T.(R)(M)</td>
<td>(856) 342-3300 x 4275</td>
</tr>
<tr>
<td>3. Cooper University Hospital</td>
<td>Imaging Center at Voorhees 900 Centennial Road, Bldg.#1 Voorhees, NJ 08043</td>
<td>Joan Everett, A.S,R.T.(R)(M)</td>
<td>(856) 325-6580 x 5</td>
</tr>
<tr>
<td>5. Kennedy Health System</td>
<td>Washington Township Division 435 Hurffville Crosskeys Road Turnersville, NJ 08012</td>
<td>Chris Reuther, A.A.S., R.T. (R)</td>
<td>(856) 582-3004</td>
</tr>
<tr>
<td>6. Kennedy Health System</td>
<td>Cherry Hill Division 2201 Chapel Avenue West Cherry Hill, NJ 08002</td>
<td>Thomas D. Emmett, M.S., R.T.(R)</td>
<td>(856) 488-6459</td>
</tr>
<tr>
<td>8. Kennedy Health System</td>
<td>Outpatient Medical Imaging Center 900 Medical Center Dr.-Suite 101 Sewell, NJ 08080</td>
<td>Colleen McCulloch, R.T.(R)</td>
<td>(856) 582-3130 x 4010</td>
</tr>
<tr>
<td>9. Cooper University Hospital</td>
<td>Voorhees Bone and Joint 900 Centennial Road, Bldg. #2 Voorhees, NJ 08043</td>
<td>Barbara Beebe, A.S.R.T.(R)(M) Donna Loumeau, R.T.(R)</td>
<td>(856) 325-6679</td>
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## CENTER FOR ALLIED HEALTH EDUCATION CLINICAL AFFILIATES (Continued)

**Schools of Diagnostic Imaging/Advanced Imaging Programs** *(This List Is Subject to Change)*

Refer to individual program handbooks for clinical instructor contacts.

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<thead>
<tr>
<th>1.</th>
<th>Cooper University Hospital One Cooper Plaza D-408 South Camden, NJ 08103-1489</th>
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<tr>
<td>2.</td>
<td>Cooper University Hospital Diagnostic Center, 3 Cooper Plaza Camden, NJ 08103</td>
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<tr>
<td>3.</td>
<td>Cooper University Hospital Imaging Center at Voorhees 900 Centennial Road, Bldg.#1 Voorhees, NJ 08043</td>
</tr>
<tr>
<td>4.</td>
<td>Stat Imaging Garden State Community Medical Center 100 Brick Rd., Suite 101 Marlton NJ 08053 856-983-5599</td>
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<tr>
<td>5.</td>
<td>Kennedy Health System Washington Township Division 435 Hurffville Crosskeys Road Turnersville, NJ 08012</td>
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<tr>
<td>6.</td>
<td>Kennedy Health System Cherry Hill Division 2201 Chapel Avenue West Cherry Hill, NJ 08002</td>
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<tr>
<td>7.</td>
<td>Kennedy Health System Stratford Division, 18 East Laurel Road Stratford, NJ 08084</td>
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<tr>
<td>8.</td>
<td>Kennedy Health System Outpatient Medical Imaging Center 900 Medical Center Dr.-Suite 101 Sewell, NJ 08080</td>
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<tr>
<td>9.</td>
<td>Lourdes Medical Center of Burlington County 218 Sunset Rd. Willingboro NJ 08046</td>
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<td>10.</td>
<td>Robert Wood Johnson University Hospital Hamilton One Hamilton Health Place Hamilton NJ 08690</td>
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<tr>
<td>11.</td>
<td>Inspira Medical Centers-Bridgeton 333 Irving Ave. Bridgeton NJ 08302</td>
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<td>12.</td>
<td>Inspira Medical Centers- Elmer 501West Front St. Elmer NJ 08318</td>
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<tr>
<td>13.</td>
<td>Shore Medical Center 100 Medical Center Way Somers Point NJ 08244</td>
</tr>
<tr>
<td>14.</td>
<td>Deborah Heart and Lung Center 200 Trenton Rd. Browns Mills NJ 08015</td>
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**School of Cardiovascular Perfusion**

<table>
<thead>
<tr>
<th>1.</th>
<th>Newark Beth Israel Medical Center 201 Lyons Ave at Osborne Terrace Newark, NJ 07112 Mark Pearson, CCP Chief Perfusionist Office: (973) 926-6938</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Pennsylvania Hospital 800 Spruce Street Philadelphia, PA 19107 Charles Yarnall, CCP Chief Perfusionist (215) 740-7555</td>
</tr>
<tr>
<td>3.</td>
<td>Our Lady of Lourdes Medical Center 1600 Haddon Avenue Camden, NJ 08102 Mark Petracci, CCP Chief Perfusionist Pump Room: (856) 757-3883</td>
</tr>
<tr>
<td>4.</td>
<td>Hospital of Pennsylvania (Pending)</td>
</tr>
<tr>
<td>5.</td>
<td>Abington Memorial Hospital 1200 Old York Road, 1st floor, Toll Building Abington, PA Robert Layton, CCP Chief Perfusionist (800) 348-4565 x8250</td>
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### CENTER FOR ALLIED HEALTH EDUCATION CLINICAL AFFILIATES (Continued)

#### School of Radiation Therapy

*(This List Is Subject to Change)*

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<tr>
<th></th>
<th>Institution</th>
<th>Address</th>
<th>City, State, Zip Code</th>
<th>Contact Person(s)</th>
<th>Phone Number(s)</th>
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<tbody>
<tr>
<td>1.</td>
<td>Atlanticare Cancer Institute</td>
<td>2500 English Creek Avenue</td>
<td>Egg Harbor Township, NJ 08234</td>
<td>Frank Carpenter, R.T. (R) (T)</td>
<td>(609) 677-7700</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Kimberly McDonald B.A.R.T.(R)(T)</td>
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<td></td>
<td>Senior Clinical Supervisor</td>
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<td>2.</td>
<td>Cape Regional Medical Center</td>
<td>Two Stone Harbor Blvd.</td>
<td>Cape May Court House, NJ 08210</td>
<td>Tara Royer, R.T. (R) (T)</td>
<td>(609) 463-2298</td>
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<td>Senior Clinical Supervisor</td>
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<td>3.</td>
<td>Capital Health System</td>
<td>408 Scotch Road</td>
<td>Pennington, NJ 08644</td>
<td>Dawn Mullen, R. T. (R) (T)</td>
<td>(609) 394-4244</td>
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<td>Senior Clinical Supervisor</td>
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<td>4.</td>
<td>Cooper University Hospital</td>
<td>1 Cooper Plaza</td>
<td>Camden, NJ 08103</td>
<td>Karen Ljunggren, M.S. R.T.(R)(T)(CT)</td>
<td>(856) 342-2734</td>
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<td>Director</td>
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<td>5.</td>
<td>Cooper University Hospital</td>
<td>Voorhees Medical Complex</td>
<td>Voorhees, NJ 08043</td>
<td>Karen Cianci R.T. (R) (T)</td>
<td>(856) 325-6660</td>
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<td>6.</td>
<td>St. Peter’s University Hospital</td>
<td>254 Easton Avenue</td>
<td>New Brunswick, NJ 08901</td>
<td>Shereen Whitehead, B.S. R.T. (R) (T)</td>
<td>(732) 745-8600 x7965</td>
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<td></td>
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<td>Clinical Coordinator</td>
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<td>Merle Barnett</td>
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<td>George Ballinger, R.T. (R) (T)</td>
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Students will be provided with contact information specific to the program attending.
General School/Hospital Policies

Hospital/School Policies on the Intranet (To access – Go to Link – Administration (Corporate) then, Section 4-Plant and Safety; Section 8-Human Resources). All policies apply to all employees, physicians and Students.

Version 1 Code of Ethical Conduct
4.104 Hazardous Materials other than Chemicals
4.111 Assigned Parking Exceptions
4.302 Smoking Policy
8.101 Affirmative Action Statement
8.106 American’s With Disabilities
8.109 Student Immunization Policy Requirement
8.307 Parking
8.503 Drug and Alcohol Testing Policy
8.504 Handling an Impaired Student
8.601 Computers, Electronic Mail, Internet usage
8.602 Conflict of Care/Staff Rights
8.604 Dress Code
8.605 Drug Free Workplace
8.609 Identification Badges
8.611 Legal Representation
8.615 Workplace Harassment Policy
8.701 Health System Disciplinary Action
8.702 Health System Rules

LIBRARY SERVICES

The CMSRU Library at Cooper University Hospital is open during the following times:

Monday - Thursday  8:30 a.m. - 8:30 p.m.
Friday            8:30 a.m. - 5:00 p.m.
Saturday          10:00 a.m. - 5:00 p.m.

Interlibrary Loan
Patient care research information, books and journal articles not found in the library can be obtained from other libraries within the Rowan Library system or from other institutions.

Photocopying
Copying of journal articles or research material is available in the library. Ask the person at the front counter for information on free copying.

Online Resources
Ovid provides access to the full MEDLINE database. CINAHL (Cumulative Index to Nursing and Allied Health Literature) and PubMed are also available.

Library Microcomputer Center
The microcomputer center has 40 computers and printing and scanning capabilities.
The library home page provides information about the library as well as access to Ovid or Pub Med. There are a number of full-text electronic resources available including ANATOMY.TV and STAT!Ref.

**After Hours Access to Library Resources**
Anyone with a Cooper ID badge may have access to the library 24/7 Computer Room after regular library hours via a card reader. You may use all the resources available through the library network. You need to request this access by going to the library and asking the Information Desk.

**PREGNANCY POLICY**
Refer to the individual program student handbook for more details.

**REPEATED COURSE POLICY**
Refer to the individual program student handbook for more details.

**SCHOOL CLOSINGS**
Refer to the individual program student handbook for more details.

**SECURITY/ESCORT**
Cooper University Hospital Department of Security can be reached at 342-2400, 24 hours a day, seven days a week. Emergency phones are located throughout the hospital and on elevators. To enter any Cooper facility, students must wear their ID badges or they will be requested to go to the Security Desk for a pass. If students feel the need for an escort to their vehicle after hours, they can call ext. 2400 and request an escort by a Cooper security guard.

**BLOOD EXPOSURE POLICY**
FROM INFECTION CONTROL, EFF.DATE: 12/3/2001; REVIEWED: 7/10/08

**PURPOSE**
To determine a method for managing blood exposures suffered by Cooper students and students/resident physicians who are from another institution, but are doing a rotation at Cooper University Hospital.

1. There should be one system for immediate post blood exposure care for employees, students, and rotating students/physicians. The current system is for the exposed person to report to Occupational Health (during office hours) or to the Emergency Department (all other times).

2. Initial medication will be given to the student/physician as appropriate. S/he will then be given a prescription for any needed ongoing supply of medication. S/he may then obtain reimbursement from her/his own worker’s comp carrier.

3. Cases of non-reimbursement or need will be evaluated on a case-by-case basis. Refer such cases to Risk Management/Insurance.

**TIME OFF POLICY**
Refer to the individual program student handbook for more details.
Admission/Registration

ADMISSION ELIBILITY

Refer to the individual program student handbook for more details.

HEALTH INSURANCE REQUIREMENTS

Cooper University Hospital can provide incidental care for all students through Occupational Health Services. Incidental care is limited to documented program related injury and illness. A charge will be made by Cooper University Hospital for such care. Students must enroll in a health insurance plan of their choosing. Evidence of coverage (copies of insurance cards) must be provided to the program director or program coordinator prior to the start of classes in September of each year. This is usually handled at the Center for Allied Health Education Orientation or individual program orientation.

STUDENTS WITH DISABILITIES

Refer to the individual program student catalog for more details. Please also see Cooper Corporate policy 8.106 – Americans With Disabilities.

TRANSFER STUDENTS

Refer to the individual program student handbook/catalog for more details

Tuition Fees/Financial Aid

Tuition and fees are established by the Center for Allied Health Education. The Center for Allied Health Education reserves the right to change tuition and fees at any time. Refer to Individual Programs

PAYMENT

Payment of Tuition and Fees: Refer to individual programs

Indebtedness to the School

Final grades and transcripts will not be issued to students who are indebted to Cooper University Hospital. No student will receive their certificate before meeting all financial obligations. Cooper University Hospital reserves the right to pursue the collection of obligations through the employment of a professional collection agency. Students must also return ID badges, library books, film badges (where applicable), pagers and scrubs (where applicable) prior to graduation and receiving transcripts.

FINANCIAL AID

Cooper currently participates with two Department of Education federal Student Aid programs, the Direct Loan and Pell Grant programs. Loans with Stafford never exceed 8.5% interest and repayment begins 6 months after graduation/withdraws. Pell Grants are need-based grants and this is not a debt to be repaid.

The Center for Allied Health Education believes that in most cases, the amount of aid granted should be based on financial need and therefore requires each applicant to file a Free Application for Federal Student Aid (FAFSA). All applications for financial assistance begin with the student filling out a FAFSA, either
on paper or electronically. Students must complete the FAFSA as soon as possible after January 1 of each year. The FAFSA site is www.fafsa.ed.gov. The school number is 015857. You need to apply for a pin number to file an electronic FAFSA. Please go to this link to apply for the pin www.pin.ed.gov. It is highly recommended that it be completed on-line as the turn around time for the Student Aid Report (SAR) is 2-3 days rather than 2-3 weeks via regular US mail.

Veterans Programs
The six programs that fall under the Center for Allied Health Education also participate with the Department of Veterans Affairs. Honorably discharged veterans who served more than 181 days of active service may be eligible for Department of Veterans Educational Benefits.

Dependents of veterans who are deceased or 100% disabled due to military service may be eligible for Department of Veterans Affairs Assistance for up to forty-five months. The student must be between 18 and 26 years of age.

General Center for Allied Health Education Policy
Concerning Financial Awards

The maximum amount of loans packaged for a student will not exceed the cost of attendance for that category of student, based upon place of residence (i.e., at home with parents or away from home), and enrollment status.

All Medical Radiography students will be considered first year students, regardless of previous schooling acquired.

Radiation Therapy Technology students will be considered second year students since these students have to obtain a Medical Radiography certificate prior to applying to these programs.

<table>
<thead>
<tr>
<th>Financial Aid Information and Scholarship Searches</th>
<th>Alternative Loan Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.finaid.com">www.finaid.com</a></td>
<td>NJCLASS loan (Medical Radiography and Radiation</td>
</tr>
<tr>
<td><a href="http://www.fastweb.com">www.fastweb.com</a></td>
<td>Therapy students only)</td>
</tr>
<tr>
<td><a href="http://www.collegenet.com/mach25">www.collegenet.com/mach25</a></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.collegeboard.org">www.collegeboard.org</a></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.rams.com/sm/exelsrch.htm">www.rams.com/sm/exelsrch.htm</a></td>
<td></td>
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<tr>
<td><a href="http://www.ed.gov">www.ed.gov</a></td>
<td></td>
</tr>
<tr>
<td>web.fie.com/web/mol</td>
<td></td>
</tr>
</tbody>
</table>

Types of loans available:
Subsidized Direct Loan
•   This is a need-based loan.
•   Interest on the loan is paid by the federal government while you are in school, during your grace period and during authorized periods of deferment.
•   The interest rate is variable but cannot and will not exceed 8.5%. The interest rate is adjusted on July 1st of every year.
•   You must be enrolled at least half-time in an eligible program of study to qualify.
•   Repayment begins six months after you are no longer enrolled on at least a half-time basis.

Unsubsidized Direct Loan
•   This is not a need-based loan.
•   You are responsible for paying all of the interest on your loan.
•   The interest rate is variable but cannot and will not exceed 8.5%. The interest rate is adjusted on July 1st of every year.
•   You must be enrolled at least half-time in an eligible program of study to qualify.
•   Repayment begins six months after you are no longer enrolled on at least a half-time basis.
Important!
It is **important** to remember that loans must be repaid; even if you do not complete your education, are not employed upon completion of your studies, or feel that the education you received did not meet your expectations. Information about your rights and responsibilities will be provided by your financial aid counselor. Please review it carefully.

**FINANCIAL AID ENTRANCE AND EXIT COUNSELING**

All students are provided Entrance and Exit counseling regarding financial aid. Exit counseling is done prior to graduation or upon withdrawal from the program.

**Entrance Counseling**

Under the Federal Family Education Loan Program (FFELP) loans can be made by banks, credit unions, savings and loan associations, state agencies, and the federal government. As a borrower, you must pay an origination fee and a guarantee fee for each FFELP loan. All loans described below are federally guaranteed.

**Exit Counseling**

All students who have applied for and received subsidized or unsubsidized Stafford loans will go online to http://mappingyourfuture.org. The student will provide the financial aid office with information regarding their permanent mailing address, e-mail address, anticipated employer information and will provide two names of next of kin.

*What is a Direct Loan?*

A Federal Stafford Loan is one of the many federal government-sponsored, low-interest loans that provide student financial assistance for education beyond high school. As stated previously, the Federal Stafford loan is part of the Federal Family Education Loan Program (FFELP).

*Federal Direct loans come in two varieties:*

- **Subsidized Direct loans** are based on financial need. The federal government pays the interest while you are in school, in your grace period, and during authorized periods of deferment.

- **Unsubsidized Direct loans** are not based on financial need. They are for students who do not qualify for subsidized loans or to supplement a student’s subsidized loan. Borrowers are responsible for paying all of the interest on unsubsidized loans.

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**Academic Policies**

**ACADEMIC PROGRESS AND PROBATION**

Refer to the individual program student handbook for more details.

**DISCIPLINARY PROCEDURES AND APPEALS**

Refer to Appendix and Cooper University Policies
ATTENDANCE

It is expected that students attend class and conferences regularly and promptly. Students who are absent from class for any reason are expected to make up the work missed. Excessive absence from class will not be tolerated. However, in certain cases of illness or jury duty, students will be permitted to make up the work if it is academically possible.

For more details, refer the individual program student handbook.

CANCELLATION OF CLASSES (SINGLE MEETINGS)

Refer to the individual program student handbook for more details.

CHEATING AND PLAGIARISM

Students who cheat or plagiarize will be subject to immediate disciplinary action. This may result in an automatic grade of \( F \) for that assignment and/or for the course and may lead to suspension from the Program for the academic year.

COURSE WITHDRAWAL PROCEDURE

Students may withdraw from the program at any time by notifying the Director of the Program in writing. The official withdrawal date shall be determined by the date the letter of withdrawal is received by the Director. The student shall be considered to be in continuous attendance up to and including the date of receipt of the letter of withdrawal by the Director. Ceasing to attend or giving notice to an instructor shall not constitute an official withdrawal.

Official Withdrawals will be refunded on a prorated basis at the following rate:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>First to second week:</td>
<td>80%</td>
</tr>
<tr>
<td>Third to fourth week:</td>
<td>60%</td>
</tr>
<tr>
<td>Fifth to sixth week:</td>
<td>30%</td>
</tr>
<tr>
<td>Seventh week on:</td>
<td>0%</td>
</tr>
</tbody>
</table>

Students who have obtained Department of Education Stafford Loans are still responsible for the portion of the loan(s) they have received, even if they have withdrawn from the school. Once the school has received notification of intent to withdraw, the Financial Aid Administrator must be notified. The Financial Aid Administrator will then process the paperwork to discontinue further loan disbursements.
**Academic Grading System**

(See the individual program student handbook for the policy on the clinical grading system).

Grades are determined by course instructors according to individually published criteria, and are not negotiable. Grades may be challenged within 30 days of the end of the semester on the basis of numeric accuracy or administrative error only.

Letter grades will be reported on the transcript according to the following scales:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**GRADUATION AWARDS**

Refer to each individual student handbook for more details.

**GRADUATION ELIGIBILITY**

Center for Allied Health Education students who have successfully completed their program are eligible to attend the graduation ceremony usually held the last Thursday in August of each year.

The students will be awarded a certificate of completion from the Cooper University Hospital, Center for Allied Health education. Completion is defined as:

1. Have met all Program didactic and clinical objectives
2. Have met all didactic and clinical course work,
3. Completed required clinical competency categories, if applicable
4. Have met all outstanding financial obligations to the programs
5. Returned of all program, hospital and affiliate property
   (ID badges, library books, film badges [where applicable], pagers and scrubs [where applicable]).

**STUDENT RECORDS POLICY**

The Center for Allied Health Education prohibits the release of any information concerning past or present students without the written permission of the students concerned, except in those cases where the requests come from appropriate federal agencies and banks. The Center observes Public Law 93-380 as amended in providing for the privacy of official student records and the rights of students to review these records. Students wishing to review their official records should present a request in writing to their individual program director.
TRANSCRIPT REQUESTS

Refer to the individual program student handbook for more details

Programs of Study

SCHOOL OF DIAGNOSTIC IMAGING/

MEDICAL RADIOGRAPHY

MAGNETIC RESONANCE IMAGING (MRI) PROGRAM FELLOWSHIP

COMPUTED TOMOGRAPHY (CT) PROGRAM FELLOWSHIP

CARDIOVASCULAR INTERVENTIONAL (CVI) FELLOWSHIP

CT EVENING PART-TIME- ENTRY LEVEL

MRI EVENING PART-TIME -ENTRY LEVEL

Please refer to specific program handbooks for course outlines.

SCHOOL OF RADIATION THERAPY

Please refer to specific program handbooks for course outlines.

SCHOOL OF CARDIOVASCULAR PERFUSION

Please refer to specific program handbooks for course outlines.
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Wanda Casper, B.A.
Secretary
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E-mail: casper-wanda@cooperhealth.edu
APPENDIX

DISCIPLINARY PROCEDURES

It is the intent of the Center for Allied Health Education programs to be patient, sympathetic, fair and tolerant in the administration of school policy and procedure. However, infractions of such policy shall be dealt with firmly and in a uniform manner.

General information:

Oral warning notice: Oral warnings are advisement directed to the student relative to an actual or impending breach of Program or Center policy and procedure

Written warning notice: Written warnings are used to document the existence, scope and suggested solution to problems

Probation: a period of critical evaluation/examination to ascertain fitness to continue within the Program. Probations are for a specific time frame. Students continue with didactic and clinical participation during probation.

Suspension: is made for a definite time period and only for serious infractions of Program policy or protocol. Students may not participate in any academic or clinical activities during a suspension. The student shall be counted as absent during this period. Two suspensions within a twenty-four month period shall be grounds for termination.

Dismissal: The student is terminated from the Program. This step occurs after serious breaches in Program policy has occurred. Dismissal may occur for either academic or disciplinary cause.

WRITTEN/ORAL WARNINGS

The following are areas in which a breach of protocol may result in a written warning.

1. Inability to adapt to stressful situations
2. Consistent lack of self-confidence that interferes with effective academic/clinical performance.
3. Inability to communicate or relate to patients, peers, co-workers, faculty and others.
4. Unprofessional is a behavior that does not meet the expected standards of the profession.
5. Inability to maintain appropriate personal appearance.
6. Uncooperative or defiant behavior in response to counseling.
7. Lack of self control.
8. Failure/refusal to seek referred counseling when indicated.
9. Lack of accountability in assuming responsibility in academic, clinical and social areas of the Program.
11. Excessive unauthorized absences.

PROBATION/SUSPENSION

Students exhibiting any of the following will be placed on probationary or suspension status.

1. Gross or blatant negligence.
2. Inadequate safety precautions.
3. Cause of undue patient comfort.
4. Lack of adequate preparation for didactic or clinical assignments.
5. Medication errors, including the misuse or mishandling of controlled substances.
6. Inability to apply standard theory to administer safe patient care.
7. Academic failure: Refer to each Schools policy
8. After receiving multiple written warnings.
**DISMISSAL**

The following are cause for dismissal from the Program.

1. Reporting to the didactic or clinical assignment area under the influence of alcohol, illegal substances or drugs.
2. The Theft of Program or others property or services.
3. After receipt of a second suspension notice.
4. After receipt of a third probation notice.
5. Falsification of any records.
6. Conduct dangerous to self or others.
7. Possession or use of illegal drugs, alcohol or weapons at the didactic or clinical campus.
8. Destruction or abuse of hospital, Program or affiliate property.
9. Fighting or other physical assault and battery.
10. The commission of any felony.
11. Participating in sexual harassment or sexual conduct within the didactic or clinical areas.

**ACADEMIC DISMISSAL**

Students dematriculated or placed on a probation status for academic cause may appeal such action in the following manner.

1. The student must submit a written request for appeal within ten (10) days of the termination or probation.
2. All requests must include:
   A. The date of the action
   B. A description of the dispute
3. All requests must be forwarded to:
   Director, Center for Allied Health Education
   Cooper University Hospital
   One Cooper Plaza
   Camden, NJ 08103

After review of the academic dismissal/probation dispute request, the chairman shall:

1. Appoint a committee from the faculty of the Center for Allied Health Education to review the disputed action.
2. Notify all parties of the date, time and location of such review.
3. Notify all parties of the committee’s decision.

During the committee review:

1. The individual requesting review must have an opportunity to present evidence.
2. The involved Program officials must have an opportunity to present evidence.
3. Accurate minutes of the review shall be kept and maintained.
4. After reasonable review of all evidence, the committee shall issue a statement of findings.
5. The findings of the Committee may be appealed to Director, Center for Allied Health Education,
   One Cooper Plaza, Camden, NJ 08103
APPEAL/GRIEVANCE PROCESS

Students involved in disciplinary actions, academic dismissal or other grievance have the right to appeal such decisions or actions. The following procedures are designed to insure a fair and impartial resolution.

Non-terminal disciplinary actions

Disciplinary actions not leading to student dismissal are considered non-terminal. These actions may include oral and written notices involving staff, peers or faculty. Such actions may be appealed to the Faculty Committee through Program Office. In order for the appeal to be fairly heard, the following parameters shall apply:

1. A written request for appeal must be received within five (5) days of the disputed action.
2. The request must include:
   A. The date/time of the incident.
   B. Name(s) of persons involved
   C. Brief description of the action outlining the areas of dispute.

Within ten (10) days of the appeal receipt, the Program Director or designate shall schedule an inquiry before the Faculty Committee. The inquiry shall be limited to the disputed action described. All parties involved shall be permitted to present evidence. After review of the evidence, the Director or designate shall issue a statement of finding to all involved parties. Such findings shall be binding in all parties. Group appeals must be presented to the Director by a representative of the group. The representative may appoint a consultant to present evidence at an inquiry.

Terminal disciplinary actions

Disciplinary actions leading to student dismissal, probation or suspension are considered terminal actions. These actions usually involve serious breaches in policy and protocol. Such actions may be appealed in the following manner.

1. The student must submit, in writing, a request for a hearing relative to the disputed action.
2. Requests must be tendered within ten (10) days of the disputed action.
3. All appeal requests must include:
   A. Date of disputed action
   B. Individuals involved
   C. Full description of incident outlining the area of dispute.

All appeal requests must be addressed to:
Director, Center for Allied Health Education
Cooper Health System
1 Cooper Plaza
Camden, NJ 08103

After review of the appeal request and within ten (10) days of receipt, the chairman shall take the following actions.

1. Appoint a neutral review panel and set a hearing date, time and place.
2. Notify the involved parties of the date, time and place of the hearing.

The following procedure shall be following during all appeals of terminal disciplinary actions.

1. The individual requesting the appeal proceeding must be present at the hearing.
2. Other parties named in the appeal must be present at the hearing.
3. The Program Director or designate must be present at the hearing.
4. Each party will be given the opportunity to present relevant evidence and witnesses. Each party has the right to questions any witness and be informed of the nature and source of any evidence presented.
5. Accurate minutes shall be recorded and filed with the advisory committee.
6. After presentation of all evidence and reasonable review, the panel shall issue a statement of findings to all involved parties. The statement of finding shall be issued within ten (10) working days of the hearing.
7. The action of the review panel may be appealed, by either party, to the Director, Center for Allied Health Education.
I acknowledge I have accessed the Center for Allied Health Education Student Handbook (Revision August, 2014) located on the Hospital Intranet. I further acknowledge that I will abide by the policies set forth herein.

I acknowledge my responsibility to have read the Student Handbook and have been advised that further explanation will be provided on request.

DATE: ___________________

Student Name: ____________________________________________________
(Please Print)

Student Signature: ____________________________________________________

PLEASE PRINT THIS PAGE, SIGN AND GIVE THIS FORM TO THE DIRECTOR OF YOUR SCHOOL PROGRAM